



September 16, 2019

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer

SUBJECT: Policy Manual Changes

Item Description

This item requests Board approval of Policy Manual changes in Chapter 3.0 – General Administration.

Overview and Background

The College brings forth a request to modify the College’s Policy Manual. Highlights of these changes are outlined below.

03-39 – Tallahassee Community College Police Department – policy developed to outline Tallahassee Community College Police Department’s authority to establish departmental policies and operating procedures.

Funding/ Financial Implications

None

Past Actions by the Board

The Board has approved previous revisions to Chapter 3 of the College’s Policy Manual.

Recommended Action

Approve addition of College policy as presented.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
POLICY**

TITLE: Tallahassee Community College Police Department	NUMBER: 03-39
AUTHORITY: Chapter 110, Florida Statutes Chapter 112, Florida Statutes Chapter 943, Florida Statutes Section 1001.64, Florida Statutes Section 1012.88, Florida Statutes	SEE ALSO:
DATE ADOPTED: 9/16/19	

The mission of the Tallahassee Community College Police Department (TCCPD) is to provide for the safety and protection of the employees and property of the College, the students enrolled at the College and the general public while on or in any property or facility of the College. TCCPD sworn members have authority as law enforcement officers to preserve the peace, to provide general police services to the College, and to enforce the laws of the State of Florida, applicable county and municipal ordinances, and the rules and policies of the College.

TCCPD represents a vital College function requiring conscientious oversight and operational direction in accordance with federal and state constitutions, statutes, regulations, and case law as well as best practices recommended by professional accrediting entities. TCCPD will maintain a department manual; a comprehensive set of departmental policies and procedures as needed to ensure that TCCPD members have appropriate departmental standard operating procedures that guide their behavior and actions.

Each TCCPD sworn member shall be provided with the TCCPD manual, as required by Section 1012.88, Florida Statutes and all other members will receive the TCCPD Manual as well.

Changes, additions, and deletions to the TCCPD manual shall become effective upon approval by the Chief of Police and the Vice President of Administrative Services and Chief Business Officer. Such changes, additions, and deletions shall be for the purpose of clarification of a policy or procedure, to reflect changes in law, court rulings and/or national or state law enforcement officials' expectation(s) of law enforcement behavior, or to improve the College's internal control processes as they relate to the operation of a professional and effective law enforcement department.

TCCPD sworn members shall, before entering into the performance of their duties, take the oath of office established by the College, in accordance with Chapter 943 and Section 1012.88, Florida Statutes. Sworn members shall meet the minimum standards established by the Criminal Justice

Standards and Training Commission and Chapter 943, Florida Statutes. Sworn members shall be provided with a uniform set of identification credentials.

All operations of the TCCPD shall be governed by the general rules and procedures of the College except as otherwise provided by statute. Sworn members shall be employed and trained and records maintained as required by the Criminal Justice Standards and Training Commission and Chapter 943, Florida Statutes.

Personnel matters shall be carried out as provided in the TCCPD manual and the personnel rules of the College in consonance with Chapter 110, Florida Statutes, as required by Section 1012.88, Florida Statutes. Internal investigations and discipline shall be carried out as described in the TCCPD manual in consonance with the requirements of Chapter 112, Florida Statutes.