



## Policy # 58008

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### CAMPUS SAFETY & SECURITY

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**Effective Date:** September 1, 2023

**Revised:** September 27, 2023

**Responsible Office:** University Compliance

**Division:** Operations

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#### I. PURPOSE/OBJECTIVE

The purpose of this policy is to support and facilitate educational opportunities, training, personal safety awareness, health initiatives, environmental repairs, and design means to enhance safety and security on the campus of Grambling State University.

#### II. APPLICATION

In furtherance of the same, the Campus Safety & Security Committee is established. The Committee will act as an advisory group on campus security and oversee aspects of campus safety programs. The Committee's purpose is to educate, establish safety and security guidelines to mitigate risk and promote safety during daily operations and special events. The Committee will consider security as well as health and safety concerns relating to contractors, special events, and overall management.

#### III. STATEMENT OF POLICY

Grambling State University's Campus Safety & Security Committee's duties include but are not limited to the following:

1. To oversee the annual review of the university's general safety manual as posted on the university's website on the Department of Safety and Risk Management's page;
2. To address a wide-range of campus safety concerns including responding to inquiries from concerned persons and referring complaints to the appropriate authorities;
3. To recognize, evaluate, and recommend a course of action to solve or control safety/health problems;
4. To ensure that education is provided to the campus community about personal safety and crime prevention;

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5. To identify and recommend strategies to the campus for the prevention of sexual harassment and sexual assault;
6. To report to the appropriate manager, any unsafe conditions observed by or reported to representatives and monitor the response and abatement, and refer unabated conditions to the next level of management, as necessary;
7. To review all internal safety inspection reports conducted by management, or external reviews conducted by regulatory bodies, and offer suggestions and recommendations relative to the reports' findings and conclusions; and
8. To review investigation reports of accidents and make recommendations relative to accident prevention and hazard abatement.

**IV. COMMITTEE**

The recommended representatives of the Grambling State University Campus Safety & Security Committee are:

Chief Operating Officer	Chair
Office Manager to COO	Co-Chair
Compliance Administrator	Co-Chair
Director of Safety and Risk Management	Secretary
Manager of Safety and Risk Management	Co-Secretary
GSUPD (2) representatives	
Emergency Management Advisor	
Director of Facilities Management	
Director of Student Health Center	
Director of Campus Living and Housing	
Director of GSU TV Center	
Director of Civil Rights/Title IX	
Director of Human Resources	
Office of the President (1) representative	
Information Technology (1) representative	
Counseling Center (1) representative	
Dining Hall (1) representative	
SGA President	
Miss Grambling	
Faculty Senate (1) representative	
Student Affairs (1) representative	
Department of Intercollegiate Athletics (1) representative	

And other committee representatives as appointed by the President or Chief Operating Officer

[Click here for list of current members.](#)

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**V. COMMITTEE REPRESENTATIVE DUTIES**

**A. Chairperson/Co-Chairperson**

The duties and responsibilities of the Chairperson include:

1. Presiding at the meetings of the Campus Safety & Security Committee; and
2. Reviewing and/or approving the proposed agenda prior to scheduled meetings.

**B. Secretary**

The duties of the Secretary include:

1. Planning the agenda of the meetings based upon the recommendations of the representatives.
2. Recording and preparing the minutes of the Campus Safety & Security Committee.
  - i. Submitting copies of the minutes of the meetings and other pertinent information to the Chief Operating Officer, all representatives of the Committee and other parties as indicated by the Chief Operating Officer.
  - ii. The minutes may, at a minimum, include the following:
    - a. Date and time of the meeting
    - b. Place of meeting (whether virtual or in person)
    - c. Names of persons attending
    - d. Names of representatives absent
    - e. Corrections to minutes of the last meeting
    - f. Old business - Review matters carried over from the last or previous meeting
    - g. New business - Action necessitated by committee reports or other representatives of the Committee
    - h. Announcements - Date and time of next meeting
    - i. Time of adjournment
3. Making the proper arrangements for the meeting room if in person.
4. Coordinating any resolutions or directives developed by the Campus Safety & Security Committee.

**C. General Representatives**

The duties and responsibilities of the representatives include:

1. To submit to the Secretary agenda items of any safety or security issues to be discussed in advance of the meeting to be included on the agenda;
2. To actively participate and attend meetings;

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3. To provide a written report in accordance with the general safety manual;
4. To conduct safety meetings with employees in his or her department or student organization. The representative should chair the meetings. The meetings should address topics that are pertinent in that area regarding safety or security. All department or student organization safety or security meetings should be followed with a written report to the Committee, listing the items discussed and action taken if any. All written reports will become part of the official minutes of the Committee and are subject to public records requests unless exempt in accordance with law.

**VI. MEETINGS**

- A. The Campus Safety & Security Committee meetings will be held regularly at a frequency of no less than twice annually each academic year but as frequently as the Committee schedules. At least one Campus Safety & Security Committee meeting shall be held for the purpose of providing committee representatives with education/training on issues relevant to their duties.
- B. The Committee's meetings shall include discussions that promote:
  1. Incentives to promote a safe and secure campus environment;
  2. Methods of communication to increase safety and awareness;
  3. Best cleaning practices for classroom occupancy, living, and workspace;
  4. Reports of injuries since the last meeting, discussion of accidents that occurred and/or safety inspections conducted;
  5. Discussions about how and where safety can be improved; and
  6. Lectures, demonstrations, or visual-aid presentations on appropriate safety topics.