

CTCD FACULTY AND STAFF

PARKING PERMIT, I.D. CARD AND GENERAL INFORMATION GUIDE

CENTRAL TEXAS COLLEGE

Provided by the Central Texas College Police Department
Division of Security Services

SUBJECT: Faculty/Staff Parking Permit Guidelines

Faculty and staff members of Central Texas College are required to register their vehicles with the campus police and display a parking permit on every vehicle they park on campus. Parking permits are issued free of charge and there is no limit as to the number of vehicles a staff member can register. The non-availability of your reserved parking space does not justify parking in someone else's reserved spaces including official use only, handicapped or maintenance spaces or violating any other campus or state parking regulation.

Staff members who are assigned and pay for a reserved parking space will display a white in color permit, with the appropriate letter punched out designating the parking lot their reserved space is located in and a number punched out on the permit indicating what space they are assigned. In mid-August of each year, those staff members who currently have a reserved parking space will receive an invoice through campus mail distribution to take to the business office for payment of their yearly reserved parking fee. Yearly fees vary depending on employment status; \$30 per year for exempt employees and \$20 per year for non-exempt employees. Those wishing to renew their reserved parking space must pay the appropriate fee by September 1 of each year. If the fee is not paid by that date, the space will be offered to the next staff member on the waiting list, for the appropriate parking lot. If you do not receive your parking fee invoice by September 1, please contact the campus police office for further instructions on payment.

CTC faculty and staff members who do not have a reserved parking space will display a blue "employee" parking permit on their vehicles. If your current parking permit is faded and illegible you are encouraged to update your permit at the campus police office (Bldg. 137) located directly behind the Student Services (Bldg. 119).

Adjunct faculty members will display the small blue "adjunct" parking permit along with the larger blue "employee" parking permit; both permits must be displayed on your vehicle for authorization to park in adjunct parking spaces. Adjunct faculty parking spaces are provided at no cost and available on a first come-first served basis. The non-availability of an adjunct faculty parking space does not justify parking in other reserved parking spaces or violating any other campus or state parking regulation.

If you are assigned a reserved parking space, you are responsible for ensuring any vehicle parked in your space is displaying the proper reserved parking permit at all times. You may allow others to use your reserved parking space by issuing them a memo on CTC letterhead giving them permission to park in that spot. The permission slip must identify the person using your space by name and must be displayed on the dashboard of their vehicle when parked. The campus police reserve the right to verify any memo displayed on any vehicle parked in reserved parking spaces. Temporary permits are available for those who purchase new vehicles which have not yet received license plates, or for those who have rental vehicles or are using or borrowing other vehicles.

Parking permits are to be displayed on the rear driver's side window of the vehicle in the lower left-hand corner and affixed to the outside of the window. All vehicles must have separate permits since permits are not transferable from one vehicle to another. Violations of any parking or permit regulation can result in a monetary fine.

Campus police officers work diligently enforcing violations of reserved parking spaces, however, if upon arriving at your reserved parking space and another vehicle is in your space, please contact the campus police at ext. 1427 to report the violation.

Officers will respond to the space and take appropriate action including issuing a citation. Blocking in the violator's vehicle is hazardous, against state law and strictly prohibited.

Please take a few minutes to check your permit to see if your vehicle is in compliance. If you are unsure as to whether you are currently displaying the correct permit, please feel free to contact the campus police at ext. 1427. Office hours are Monday through Thursday, 8 a.m. to 5 p.m., and Friday from 8 a.m. to 11 a.m.

SUBJECT: Faculty/Staff ID Cards

Faculty and staff ID cards are available in the ID card section of Student Services (Bldg. 119), room 100 during normal business hours. Your CTC leave and earning statement or the employment services in-processing form containing your Colleague ID number is required. All faculty and staff are encouraged to obtain an ID card and have this card in their possession at all times while on CTC property. All ID cards must be of photo-bearing type. Your CTC ID card can be affixed with a clip holder which allows you to wear it while working (please ask ID section personnel). Faculty and staff are urged to obtain an ID card for access to the CTC gym, library or for after-hours building access into their work area by campus police.

SUBJECT: Security, After-Hours Access and Assistance

During normal business hours, CTC (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests and invitees. During non-business hours access to all college facilities is restricted by admittance via the campus police. In the case of periods of extended closing i.e. spring break, Thanksgiving and Christmas holidays, CTC will admit only those faculty or staff members who have a legitimate reason to enter a closed facility on campus and admittance is granted by campus police.

Residence hall entrances are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock. Some campus facilities may have individual hours, which may vary at different times of the year. Examples are the Physical Fitness Center and Natatorium, the Learning Resource Center, the library, Planetarium and the Student Center. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Normal campus business hours are Monday through Thursday, 7:30 a.m. to 5:30 p.m., and 7:30 to 11:30 a.m. on Friday. However, the operating hours of some departments may vary. Under normal circumstances, buildings containing classrooms are opened by the campus police or custodial personnel by 6:30 a.m. and secured by 10:30 p.m. daily, excluding weekends. Some restrictions and/or limitations apply. Weekend openings and closings are determined by the director of Student Life Activities and the director of Facilities Management and require prior written approval. All CTC faculty, staff and students are encouraged to obtain a current college identification card and have this card in their possession while on CTC property. As a security precaution, campus police may request anyone to explain their presence and show their identification card at any time when they are on CTC property.

Anyone requested by campus police to show an identification card but who cannot produce one and believes they have a legitimate reason for being on CTC property, will be asked to explain these reasons. If campus police determine any such explanations are insufficient, the officer reserves the right to request the person to leave the premises, or upon refusal, physically remove the individual.

Emergencies may necessitate changes or alterations to any posted building/classroom opening or closing. Security surveys have been conducted on those areas deemed problematic. The surveys examine security issues such as landscaping, locks, alarms, lighting and communication. For the safety and security of the college community, the public access areas of the campus, including all streets and sidewalks, the CTC lake area and the CTC duck pond, are restricted access areas during hours of darkness. Violators may be subject to arrest per local and state trespassing laws.

The campus police work closely with the director of Facilities Management and Risk Management to address safety and security concerns on campus. The director of Facilities Management has authority over all parking areas, buildings, streets and grounds of Central Texas College and can be reached at 526-1365. Risk Management is the initial point of contact for safety and legal issues for the college and can be reached at 526-1347.

SUBJECT: Violence and the Verbally Aggressive Student/Person

Violence: *"to use force so as to injure or damage; roughness in action; to outrage, to force, to injure..."*

Violence, because of emotional distress, is rare and typically occurs when the student's/person's level of frustration has been so intense or of such an enduring nature as to erode all of the student's emotional controls. This behavior is often associated with the use of alcohol and other drugs. **REMAIN CALM.** Get help if necessary (send a staff member or another student to call campus police). **STAY SAFE** (have access to a door, keep furniture/desk between you and the student). **DO NOT THREATEN, CORNER OR TOUCH THE STUDENT/PERSON.**

Aggressive: *"to attack, to go to, to commit the first act of hostility or offense...to assault first or to invade..."*

People usually become verbally abusive in frustrating situations they perceive as being beyond their control. Anger and upset become displaced from those situations onto the nearest target (YOU). Explosive outbursts or ongoing belligerent, hostile behavior become the student's/person's way of gaining power and control. It is important to remember, for the most part, the student/person is not angry at you personally, but at his/her world and you are the object of built up frustrations.

Helpful to:

- Acknowledge their anger and frustration (e.g., "I hear how angry you are. . .")
- Rephrase what they are saying and identify their emotion (e.g., "I can hear how upset you are and you think nobody will listen.")
- Reduce stimulation; invite the person to sit down and become comfortable (remember not to let yourself be physically trapped)
- Be directive and firm about behaviors you will accept (e.g., "I need for you to step back," "I'm having a hard time listening to you when you yell.")
- Allow them to vent, get the feelings out and tell you what is upsetting them

Do Not:

- Ignore warning signs (body language, clenched fists)
- Get into an argument or shouting match
- Become hostile or punitive yourself (e.g., "You can't talk to me that way.")
- Press for explanations for their behavior
- Make threats or dares

The Person/Student in Poor Contact with Reality

These people have difficult times distinguishing "fantasy" from reality. Their thinking is typically illogical, confused or irrational (e.g., speech patterns that jump from one topic to another with no meaningful connection); their emotional responses may be contrasting or inappropriate; and their behavior may be bizarre and disturbing.

These students/people may experience hallucinations, often auditory, and may report hearing voices (e.g., someone is trying to harm/control them).

WHILE THESE STUDENTS/PEOPLE MAY ELICIT ALARM OR FEAR FROM OTHERS, THEY GENERALLY ARE NOT DANGEROUS OR VIOLENT. If you cannot make sense of the student's/person's conversation, try to consult with or refer to campus mental health services as soon as possible.

Helpful to:

- Respond with warmth and kindness; use firm reasoning
- Remove extra stimulation from the environment (turn off the radio, step outside a noisy room)
- Acknowledge your concerns and verbalize their need for help
- Acknowledge their feelings or fears without supporting the misperceptions (e.g., "I understand you think someone is following you and it must seem real to you, but I don't see anyone and I believe you are safe.")
- Acknowledge your difficulty in understanding them and ask for clarification
- Focus on the "here and now"

Do Not:

- Argue or try to convince them of the irrationality of their thinking as this commonly produces a stronger defense of the false perception
- Play along! (e.g., "Oh, yes, I hear voices, see the devil, etc. . .")
- Encourage further discussion of the delusional processes
- Demand, command or order them to do something to change their perceptions
- Expect customary social and emotional responses

When faced with a potentially violent or aggressive student/person, always contact 911 and the campus police for assistance before the situation becomes uncontrollable. Campus police and EMS personnel are trained in dealing with crisis intervention and mental health issues within society.

Campus Escorts

Courtesy escorts are provided to anyone desiring the need for additional safety when walking to or from their class or vehicle at any time of the day or night.

Vehicle Assistance

The campus police will assist with your stranded vehicle by providing a courtesy jump start or unlocking it if you accidentally lock your keys inside. They also carry compressed air if you have a low or flat tire. But as a rule, campus police officers do not change flat tires.

Notary Service

Several campus police employees are State certified Notary Publics and will notarize documents for faculty and staff members free of charge.

Facility Keys

CTC Facilities Management no longer issues exterior door keys to faculty or staff; however interior door keys i.e. offices, labs, store rooms, etc. may be issued to currently employed personnel provided a request is submitted to facilities management in writing from the department chair or supervisor. Keys are issued on a case by case basis and must be picked up and signed for at the campus police office during normal business hours. Personnel must also clear and turn in their keys to the campus police office when employment terminates. Lost, damaged or stolen keys that are the property of the college district are subject to a \$25 replacement fee and must be paid for prior to the issuance of replacement keys.

NUMBERS TO REMEMBER:

911 – Emergencies only: medical, fire and police.

526-1427 (extension 1427 from any on campus phone): for assistance from campus police and for all emergencies.

526-1200: Police automated information line