

Butler Community College  
Public Safety Department  
Safety and Security on Campus  
and  
Traffic and Parking Regulations  
2009

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## **Campus Public Safety and Security 2009**

The safety and security of our students, faculty, staff and visitors is the primary goal of the Butler Community College Public Safety Department. We must partner effectively with all College Stakeholders to help prevent crime and unsafe conditions from occurring within the College Community. All community members must work cooperatively and collaboratively with one another to reduce the opportunities for crime and unsafe conditions to occur. All College community members have the responsibility to promptly report observed or suspected criminal behavior and unsafe conditions.

### **College Public Safety Personnel**

Trained Officers are on duty 24 hrs. a day, 7 days a week on the El Dorado campus. Their primary responsibilities include patrol of residence halls, campus facilities and parking lots to deter and detect crime and unsafe conditions. They also respond to requests for services including vehicle lock-outs and jump starts. Officers respond to emergency calls and situations. They perform preliminary investigations, investigate accidents, provide night escorts and any other requests for assistance. El Dorado Public Safety can be reached at 321-7657

At the Andover Campus, Officers are on duty from 7:00 a.m. until 10:00 p.m. They provide the same services as described above. Andover Public Safety can be reached at 218-6112

Butler Public Safety Officers work closely with the Residence Life Department and all other departments at the College. They also enjoy a good working relationship with area law enforcement agencies.

## **Emergency Notifications**

In the event of a serious emergency or disaster that would interrupt the normal college operations including classes, it is important that all College stakeholders register with the Connect-Ed service. Once properly registered, College stakeholders will receive emergency notifications via cell phone, home telephone, text messaging and computer if there is an emergency situation or critical incident. To register with Connect-Ed, simply follow the Emergency Update Information link on the Butler Pipeline website. There are additional means of emergency notifications on the campuses.

## **Emergency Assistance**

In the event of a medical emergency or violent crime in progress, 911 should be notified; then contact Butler Public Safety at: El Dorado 321-7657, Andover 218-6112. Contact Public Safety for all other reports. Emergency push to talk telephones are located throughout the residence halls and campus in El Dorado. They will also be installed in Andover.

External defibrillators are located on all campuses. Please familiarize yourself with their locations.

## **Security on Campus**

Safety and Security policies exist for Residence Halls. These policies are distributed to students who reside in those halls.

Residence halls are normally secured and monitored. When residence halls are secured, authorized entry is made using a proximity card which is issued to residents and staff.

In addition to patrol, response, assistance and investigations, Officers monitor surveillance cameras in the lobbies, hallways and entrances. There are additional surveillance cameras in parking lots and other areas of the campuses.

## **Security on Campus (continued)**

Crime prevention concepts are promoted through the advocacy of Crime Prevention through Environmental Design (CPTED). The College advocates reducing or eliminating situational opportunities for crime to occur.

## **Security Escort Service**

After dark, Officers will provide escorts to students, faculty and staff upon request, between buildings, residence halls and parking lots. A safe practice is to always walk with others.

## **Security Alerts**

With a Pipeline account you are able to check for information that is updated daily. Please watch for any message related to Security Alerts and follow that link.

## **Tornado Shelters**

There are several designated tornado shelters on both campuses to go to in the event of a Tornado Warning. Please refer to the postings located throughout both campuses to identify them.

## **Crime Statistics Reporting**

In accordance with the Clery Act, you may research crime statistics related to the College for the previous three years. This is located on the Butler Pipeline website.

## **Safety Practices**

- The best defense is a good offense. Awareness and planning can lessen your chances of becoming a victim of crime.
- Walk with a friend or friends. Be aware of your surroundings. Avoid distractions like cell phones, Ipods, etc.

## **Safety Practices (continued)**

- Walk in well-lighted areas and well-established paths. Ask for security escorts if you feel uncomfortable walking. Know the locations of emergency telephones.
- Look around your vehicle when walking towards it. If you see anyone that seems suspicious, walk away and call Campus Public Safety. Have your keys in your hand to your vehicle or residence. Carry your purse or backpack close to your body and with a tight grip.

## **Theft: Don't Be a Victim**

- Do not leave items unattended. Backpacks, books, laptop computers, cell phones and Ipods left on tables are easy targets.
- Always lock your doors, even at home. Most thefts in residence halls occur when a door is left unlocked for just a few minutes.
- Lock your vehicle doors and put valuables in the trunk. If your stereo has a detachable face plate, remove it.
- Record all your valuables and write down the serial numbers. Consider engraving an identification number on your items.
- Lock your bicycle with a good quality lock.
- Don't carry identification in your checkbook. Always keep your credit cards secure.

## **Alcohol Awareness**

- The legal drinking age in Kansas is 21. Underage drinking has legal consequences. Drinking on campus has additional consequences.
- Having a good time doesn't require alcohol.
- Avoid drinking games.
- Do not drink and drive.
- Always have a designated driver.
- Be aware of who you're with and where you are. Heavy drinking and sexual assault often go hand in hand.

## **Sexual Assault Awareness / Prevention**

- Use common sense in where you go, who you go with and what you do. Do not put yourself in a vulnerable situation. Always be aware of your surroundings.
- Note open businesses if you should need to ask for help.
- Avoid walking alone; walk in a group, or call Public Safety for an escort.
- When at a bar or party, do not take an open or poured drink from a stranger. Do not drink from a beverage left unattended.
- Accepting rides from strangers or casual acquaintances can be risky.
- Do not feel obligated to be friendly or helpful. Stand back and shout, if necessary.
- Keep car, Residence Hall rooms and home doors locked at all times.

## **Sexual Assault Awareness / Prevention (continued)**

- Park in well lit areas.
- Counselors are available on the El Dorado and Andover campuses.
- Other resources are the Wichita Area Sexual Assault Center (316-263-0185), WASAC Crisis Line (316-263-3002), or [www.wichitasac.com](http://www.wichitasac.com); Rape Crisis Hotline 316-321-7491.
- If a crime has occurred, immediately call Campus Public Safety for immediate response. Refrain from changing clothes, washing body or disposing of any items of evidence. This may seem difficult, but this is an important part of protecting yourself and others.

## **Tornado Safety**

### Andover Campus Buildings

5000, 6000, 9100 Bldgs.

Move to the innermost part of the building, such as hallways or bathrooms. Stay away from windows and exterior doors.

### El Dorado Campus Buildings

- 100 Bldg. Go to basement in 200 Bldg. if time permits. Otherwise, go to restrooms, interior hallways, interior core offices.
- 200 Bldg. Downstairs restrooms, first floor handicap restrooms, secretarial center, interior core offices.
- 300 Bldg. Go to lower level 500 Bldg. if time permits. Locker rooms, trainer's rooms. Otherwise, in 300 Bldg. lower level restrooms, storerooms, East classrooms.
- 400 Bldg. Go to lower level 500 Bldg. if time permits. Locker rooms, trainer's rooms. Otherwise, in 400 Bldg. lower level locker rooms, lower level restrooms.

## **Tornado Safety (continued)**

- 500 Bldg. Lower level at North end including locker rooms, restrooms, trainer's rooms.
- 600 Bldg. Go to lower level 500 Bldg. if time permits. Otherwise, in 600 Bldg. lower level restrooms, Hubbard Center conference room, testing room. *Do not remain upstairs.*
- 700 Bldg. Basement area.
- 800 Bldg. Handicap and ladies restroom, or Rooms 804,807,807.
- 900 Bldg. Vault inside H.R., restrooms, Accounts Payable office.
- Student Union Go to basement of 700 Bldg. if time permits. Otherwise go to restrooms in Student Union.
- 1200 Bldg. Go to tornado shelter in the building.
- Agriculture Sciences Leave the building, go to 500 Bldg., lower level restrooms.
- 1500 Bldg. Go to basement of 700 Bldg. if time permits. Otherwise, go to lower level restrooms and break room.
- West Dorm Go to basement of 700 Bldg. if time permits. Otherwise stay in Bldg. go to lower level interior hallways, stairwells, Security Office.
- East Dorm Go to basement of 700 Bldg. if time permits. Otherwise, in Bldg. go to lower level restrooms or shower rooms.
- Cummins Go to basement of 700 Bldg. if time permits. Otherwise, in Bldg. go to lower level restrooms or shower rooms.
- 8 Plexes Go to basement of 700 Bldg. if time permits. Otherwise, go to lower level restrooms in 200 Bldg.
- Educare Go to student classroom Northeast corner of Bldg.
- 131Haverhill Go to vault, restrooms or North Hallway away from windows and doors.

## Vehicle Registration Requirements

**Purpose:** Vehicle Parking Permits ensure that only authorized vehicles are parked on campus. Parking Permits also enable College Officials to locate and contact vehicle owners in case of an emergency.

1. All students, faculty and staff must register any motor vehicle to be parked at the college. Permits are free and may be obtained during enrollment or with the receptionist in the following locations:  
El Dorado – 900 Bldg., East Residence Hall 8 a.m. – 7 p.m. Mon. – Thurs., 8 a.m. – 5 p.m. Fri.  
Andover – 5000/6000/9100 Bldgs. 8 a.m. – 6 p.m. Mon. – Fri.
2. Parking Permits are issued for each school year, August 1 through July 31.
3. Students, faculty and staff must obtain a Temporary Parking Permit if they park an unregistered vehicle. Temporary Parking Permits may be obtained from the receptionist at the sites and times indicated above in #1.
4. Motorcycles and motor scooters are considered motor vehicles. Operators of such vehicles are required to comply with all parking and traffic regulations.
5. Only those visiting campus are allowed to park in Visitor's Parking. Students, faculty and staff are not permitted to use Visitor's Parking, and will be ticketed if parked there.
6. Parking Permits must be displayed on the rear of the vehicle and be readily visible. Those not readily visible due to window tinting or obstruction, will be ticketed.
7. Changed vehicle registration information will be reported to the receptionist at the sites and times indicated above in #1.

## Traffic and Parking Regulations – All Locations

**Purpose:** As part of our efforts to maintain a safe and secure learning environment, Butler has established the following traffic and parking regulations:

1. All vehicles driven or parked on College roadways or property must be insured and registered in accordance with local and state laws. All drivers operating a motor vehicle on College roadways or property must possess a valid driver's license in accordance with local and state laws.
2. The speed limit on all College roadways is 15 mph. unless otherwise posted. The limit in parking lots is 10 mph. Violators will be ticketed.
3. Overnight parking is not permitted unless Public Safety has been notified (BOE 321-7657), (BOA 218-6112). Any vehicle parked past 1 am without authorization will be ticketed.
4. Only Residence Hall students are authorized to park in the residence hall parking areas. Residence Hall students are not authorized to utilize other campus parking areas
5. Skateboards, roller blades, roller skates, self propelled scooters and similar devices are unauthorized on College roadways and property. The use of motor vehicles

including motorcycles and motor scooters are only permitted on roadways and in parking lots. This does not apply to College service vehicles.

6. The following is a list of PROHIBITED PARKING, PROHIBITED TRAFFIC ACTIONS and fines assessed:

a. Handicapped Parking	\$50 fine
b. Fire Lanes	\$25 fine
c. Visitor Parking Areas	\$25 fine
d. Sidewalks or Service Drives	\$10 fine
e. Driveway Entrances or Intersections	\$10 fine
f. Painted Yellow Curbs	\$10 fine
g. Painted Red Curbs	\$25 fine
h. Painted Solid or Cross-Hatched Areas	\$10 fine
i. Loading Zones	\$25 fine
j. On grass or off Designated Roadways / Parking Lots	\$10 fine
k. No Parking or Tow Zones	\$25 fine
l. Not a Marked Parking Space	\$10 fine
m. Posted not a Marked Parking Space	\$25 fine
n. No Parking Permit / Improper Display	\$10 fine
o. No Resident Hall Sticker	\$10 fine
p. Not Parked in Residence Hall Parking	\$10 fine
q. Unsafe or Reckless Driving	\$25 fine
r. Unsafe or Reckless Driving (Accident)	\$50 fine
s. Operation of Unauthorized Device	\$25 fine
t. Unlicensed Driver (Accident)	\$50 fine
u. Uninsured Vehicle (Accident)	\$50 fine

7. Responsibility of finding authorized parking rests with the driver. Personal notes of explanation left on the vehicle are not considered valid authorizations for any violations

8. Inability of the driver to find an authorized place to park is not considered a valid reason to park in an unauthorized place.

9. Cars may be towed at driver's expense or locked with a security device IF:

- a. Driver refuses to obey traffic and parking rules.
- b. Driver is parked in a "No Parking" or "Tow Zone".

10. **Handicapped Parking**

Designated spaces for the disabled are appropriately marked. Only persons with state handicap parking permits and appropriate ID are allowed to park in these spaces. The College does not issue temporary handicap permits. All handicap permits must be obtained through the State of Kansas.

### **Violator's Obligations and Penalties**

1. Fines may be paid at the following locations:

- a. El Dorado: 600 Bldg. (Accounts Receivable) 8am. – 5pm. Mon. – Fri.
- b. El Dorado: 900 Bldg. (Receptionist) 5pm. – 7pm. Mon. – Thurs.
- c. Andover: 5000 Bldg. (Accounts Receivable) 8am. – 8pm. Mon. – Fri.
- d. Andover: 6000 Bldg. (Accounts Receivable) 8am. – 8pm. Mon. – Fri.

2. Transcripts will be withheld until all fine obligations are met.
3. Students will not be allowed to enroll with outstanding fines.
4. Employees with outstanding fines will be reported to their individual supervisor.
- 5.

### **Violation Appeal Process**

A person who believes that they have unjustly received a parking violation may appeal. All appeals will be considered by the Parking Appeal Review Committee which meets monthly during the academic year. **The decision of the Committee is Final.** Persons wishing to appeal may obtain instructions on the Butler Website: [www.butlercc.edu](http://www.butlercc.edu) or obtain a form at the Student Government Offices in El Dorado (1000 Bldg.), or Andover in the 5000 / 6000 Bldgs.