

FTCC SECURITY HANDBOOK

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WELCOME

The Security Officers at FTCC are here to maintain a safe environment for you to attend college. The mission of the FTCC Security Department is to help provide and maintain an atmosphere that enhances the educational process and fulfills the total mission of FTCC, by providing a highly trained, motivated and professional security staff.

Wayne Sanderson, Director of Public Safety and Security

TRAFFIC RULES AND REGULATIONS

All of the provisions of Chapter 20 of the North Carolina General Statutes relating to the use of highways of the State of North Carolina and the operation of motor vehicles, thereon, will apply to the streets, roads, alleys and driveways on the Fayetteville Technical Community College (FTCC) campus. The FTCC Board of Trustees is authorized and empowered to make additional rules and regulations, and to adopt additional ordinances with respect to the use of the streets, roads, alleys and driveways, and to establish parking areas on the campus. The Board of Trustees may, by rules, regulations, or ordinances, provide for a system of registration of all motor vehicles where the owner or operator parks on the campus. The Trustees may, by rules, regulations, or ordinances, establish or cause to have established a system of citations that may be issued to owners or operators of motor vehicles who violate established rules, regulations, or ordinances. As authorized by the Board of Trustees the FTCC Security Department will establish a system of fines to be levied for violators and enforce the collection of said fines. The Board of Trustees shall be empowered to exercise the right to prohibit repeated violators of such rules, regulations, or ordinances from parking on the campus. The administration and enforcement of the rules, regulations, and ordinances shall be delegated to the Chief, Public Safety and Security (CPSS). All Deans shall be empowered to prohibit students from parking on campus upon recommendation of the CPSS or Security Supervisor. Students and staff/faculty are urged to thoroughly read and familiarize themselves with the contents of this pamphlet and to abide by the

rules, regulations and ordinances.

Security officers are empowered by the Board of Trustees to issue citations for violators of parking regulations and to stop and identify all persons on campus. FTCC is in no way responsible for the loss or damage of private/vehicles resulting from theft, vandalism, or accidents. Security officers will assist in reporting facts incident to any loss or damage, but are precluded by the law from taking investigative or punitive action.

Any person who disrupts the educational process, endangers someone else, or fails to identify themselves shall be asked or directed to leave the campus. If a person refuses to leave, the second degree trespass warning will be administered and failure to comply will result in the Fayetteville Police Department being notified to respond to the campus. Trespass charges will be filed.

HOW TO CONTACT SECURITY

(24 Hours a Day, 7 Days a Week)

Office Location: Tony Rand Room #132, Student Center (TRSC)

Hours: Monday - Friday • 7:30 a.m. - 5:00 p.m.

Vehicle Registration & Parking Permits:

7:30 a.m. - 4:30 p.m. (Longer hours during registration)

Office Phone Numbers:

On Campus: 8433, 8256, 8471

Off Campus: 678-8433

678-8256

678-8471

After 5 p.m. 624-5959

After Hours Use of Facilities

Normal college hours are 7:00 a.m. - 10:00 p.m. Monday - Friday, Saturday 7:00 a.m. - 5:00 p.m. Buildings are open during these hours. For access to a building after hours, you must contact Security. After 5:00 p.m., holidays and weekends, use and Emergency Callbox or dial 624-5959.

EMERGENCY CALLBOXES

Emergency Callboxes are placed throughout the campus in the event you need assistance. For exact locations see map on pages 7 & 8.*Call boxes are easy to identify. They are orange, rectangular boxes on poles or red, white and blue with a blue light on top. Red Button:Push & talk into box for assistance Uses: Emergency or if assistance from Security is needed.

FTCC PARKING PERMITS

Curriculum Students:

1. Go to the Security Office, Rm. 132 (TRSC).
2. A valid student I.D. Card is required.
3. Proof of vehicle ownership is required. License plate numbers must be provided for all vehicles parked on campus.
4. Complete a vehicle registration form.
5. If you plan to park a vehicle on campus, you must have a parking permit, either temporary or permanent.
6. Be sure you display your parking permit on your car when on campus.
7. Student should obtain parking permits during the registration period or during the first three days of class.
8. A person will be issued one permit per vehicle and one replacement at no charge for lost permits. All other replacements for lost permits will cost \$10 per replacement.
9. One permit will be issued for each registered vehicle. Students may register a maximum of two (2) vehicles.

Continuing Education Students

1. Continuing Education Center (CEC) Students to include High School and GED students will be issued a Continuing Education Temporary Parking Permit by either CEC Registration and Records or an instructor. The permit must be displayed in a readable location on the vehicle windshield, dashboard or rear window.

Illegal Use of Permit: All Persons Involved In Illegal Use of A Parking Permit, or Attempting Such, May have their campus vehicle parking privileges

revoked.

Faculty and Staff (Full-Time and Part-Time)

1. Go to the Security Office, Rm. 132 (TRSC).
2. Employees must show proof of employment, i.e. staff/faculty I.D. card, or a letter or call from a supervisor.
3. All Part-Time personnel will be issued a parking permit for one year.
4. All Full-Time personnel will be issued a parking permit for three years.
5. Faculty and staff who park a vehicle on campus must obtain a minimum of one parking permit.

FTCC PARKING PERMITS CONT.

Temporary Permits:

Students, staff, and faculty must have a permanent parking permit in order to obtain a Temporary Permit. The following will apply:

1. The permit is free of charge.
2. The permit is issued for no more than 10 college days. Any exceptions will be approved by the Director of Public Safety and Security or designated representative.
3. The permit is issued if employee/student drives another vehicle to school and has forgotten to place the permanent parking permit on the vehicle. Remember, you can move your permanent permit to another car and avoid the need for a temporary permit.

Handicapped Permits:

FTCC handicapped permits can be given only to those persons displaying a handicapped license plate, placard, or identification card issued by the Dept. of Motor Vehicles in accordance with General Statute G.S. 20-37.6. Vehicles with handicapped permits will be allowed to park in marked handicapped parking spaces when available.

1. When spaces are not available, any marked space may be used unless

marked for a specific purpose, i.e., Instructor of the Year, FTCC Security Only.

2. A violation of this rule carries a penalty of up to \$250 when cited by the local police agencies.
3. To apply for handicapped privileges, contact one of the Dept. of Motor Vehicles License Plate Agencies listed below (a doctor must sign the application).
 - a. Eutaw Village Mini-mall 485-1590
 - b. Hope Mills Shopping Plaza 424-2500
 - c. Spring Lake Shopping Plaza 497-3707.
4. All persons must provide the proper documentation in order to receive a handicapped permit which authorizes them to use a handicapped space.

If you are not handicapped, please do not park in a space needed for the handicapped.

You may be cited for misuse of a handicapped permit. The permit may be confiscated by the Fayetteville Police Department.

PLACEMENT OF FTCC PERMANENT PARKING PERMITS

Must be displayed on the vehicles registered with the FTCC Security Department. the decal adheres by static cling. Please follow the instructions carefully. Application instructions: 1. Clean the window with water. 2. Leave damp. 3. Peel off permit from cardboard. 4. Apply to window. 5. Smooth out air bubbles.

1. Please place on inside of rear window, drivers' side.
 - If tinted windows are too dark, place on left or right corner of the windshield.
 - Pick-up trucks with camper shells with tinted rear windows, should use left or right corner of windshield.
 - Convertibles should use the left or right lower corner of the windshield.

Motorcycle operators will be issued a permit to be placed on one of the front forks.

VEHICLE OPERATION

Vehicles shall be operated in a safe manner at all times to ensure the safety of all persons on campus. Violations of the speed limits or reckless driving, depending on the circumstances, could result in suspension from class or driving privileges suspended for on-campus driving. Motorcycle operators are required to wear the proper headgear and comply with all other laws when operating a motorcycle on campus.

Speed Limits

1. All on campus roads and parking lots10 MPH
2. Hull Road25 MPH
3. Devers Street10 & 25 MPH
4. Skye Drive.....25 MPH

Pedestrians—Have the right-of-way at all times on campus.

The Fayetteville Police Department is responsible for the control of parking and traffic on streets passing through the campus (Hull Road, Devers Street, and Skye Drive). The fine may be as high as \$25 for illegal parking.

PARKING ON CAMPUS

Since parking on campus is a privilege, the following rules need to be followed.

Where to Park

A legal space to park is defined as an area marked with two white lines, two yellow lines, or yellow and white lines spaced far enough apart to allow a vehicle to park safely between. Areas that have a line on one side and a curb on the other are considered to be a legal parking space. Motorcycles may be parked in the yellow hash marked lines of any parking lot.

Students - White Lined Areas Only. *Do Not Park In Visitor Spaces.*

Staff/Faculty - Yellow Lined Areas.

Visitors - Marked Visitor Spaces. Yellow Lines. Staff/Faculty may park in visitor spaces but only to conduct temporary business in a building.

All Persons May Park in Parking Lot #5, the Unpaved Area. (Permit Required) Oversized Vehicles or vehicles with trailers must use this lot.

Illegal Parking Areas Are:

- Students parked in Visitors spaces.
- Students parked in Staff/Faculty spaces.
- Anyone parked in handicapped spaces without permit.
- Anyone parked on grass.
- Anyone parked on sidewalks.
- Anyone parked in fire lanes.
- Anyone parked within 15 feet of a fire hydrant.
- Anyone parked in traffic lanes impeding the flow of traffic.
- Anyone blocking dumpsters.
- Anyone parked in tow-away zones.
- Anyone parked across the yellow or white lines (diagonal lines).
- Anyone parked in more than one parking space.
- Anyone parked in areas not marked for parking.
- Anyone parked in a “No Parking” area.
- Anyone parked against the normal flow of traffic creating a safety hazard, i.e., backed into or pulled through an angled space where there is only one-way traffic.
- Anyone parking a motorcycle in a vehicle space. (Spaces for motorcycles are indicated in red on the map in this booklet).
- Anyone parking a bicycle in areas other than bicycle racks (i.e., chained to light poles, fences, handrails, buildings inside or outside).
- Anyone parking buses or vehicles with trailers in regular parking lots (Parking lot #5 will be used).
- Anyone parking a four-wheeled vehicle in a motorcycle parking area.

PARKING ON CAMPUS CONT.

Other Violations:

A citation will be issued when a violation of one of the following occurs:

- No FTCC parking permit displayed.
- Expired FTCC parking permit displayed.
- Mutilated or defaced FTCC parking permit displayed.
- Placing FTCC parking permit where it is not readable to the Security Officer.

- Displaying a parking permit that cannot be read.

The BOOT:

The “BOOT” is an orange locking device that is attached to the wheel of a vehicle to prevent the vehicle operator from removing the vehicle from the FTCC campus.

The “BOOT” will be used when the vehicle operator has repeatedly failed to comply with FTCC Traffic Rules and Regulations.

Do not attempt to move the vehicle with the “BOOT” attached. The vehicle could be damaged. Contact the Security Office by phone - 678-8433, Emergency Callbox, or come to the Security Office, Rm. 132, Tony Rand Student Center (TRSC).

A traffic fine of ten (\$10.00) dollars must be paid before the “BOOT” is removed.

Cars parked in the ATC Automotive or Auto Paint & Body Shop Parking Areas must have current work orders displayed on the dash. Those without an authorized work order will be cited, booted, or towed. Whenever any motor vehicle is found to be parked contrary to or in violation of the provisions of any parking regulation, it shall be assumed that the vehicle was parked by the person to whom the vehicle is registered.

TICKETS AND PARKING FINES

Cost:

1st Violation \$5.00

Each succeeding violation \$5.00

IMPORTANT: One ticket may have multiple violations marked. The person to whom the parking permit is registered is the person responsible for all tickets issued to that permit.

Ticket and parking fines are cumulative during the academic school year which is from August 15 – August 15.

The failure to resolve unpaid parking fines could result in one or more of the following:

- No transcripts or grades will be released to the student.

TICKETS AND PARKING FINES CONT.

- The student will not be allowed to register for other courses.
- The student will be removed from class if five (5) citations or a total of ten (10) violations are received.
- The student after accumulating \$50 (paid or unpaid) in parking fines will generate a letter to the student. Advising the student that any further violations **may result in the suspension of on-campus parking privileges**. The Director, Public Safety and Security will determine the appropriate period of suspension.

Any further violation may result in:

- 1- Trespass charges being filed with the magistrate.
- 2- Vehicle being towed.
- 3- Vehicle may be booted.
- 4- Suspension of on-campus parking privileges.
- 5- Restricted to a designated parking lot.

Students:

Note: Any vehicle with no permit and the driver cannot be identified will be identified through the Dept. of Motor Vehicles. The registered owner will be sent a letter requesting payment of fines or asked to identify the driver of the vehicle. The owner will be notified that the next time the vehicle is found on campus it will be “booted.”

Employees:

Traffic citations received are to be resolved by the 25th day of the month following the issue date of the citation. Any fines not resolved may result in the revocation of campus vehicle parking privileges.

Appeals:

Appeals must be submitted in writing. Appeal forms are available at the Security Office, Rm. 132, Tony Rand Student Center (TRSC).

To be considered, all appeals must be submitted to the Security Office within ten (10) days from the date of the citation. Appealing to the Security Officer on patrol will not resolve a citation.

TOWING POLICY

Vehicles may be towed at the owner's expense if the vehicle is found to be violating one of the following:

- a. Vehicle is parked creating a safety hazard.
- b. Vehicle is parked in fire lanes.
- c. Vehicle is blocking a fire hydrant.
- d. Vehicle is blocking normal flow of traffic.
- e. Vehicle is parked in tow-away zone.
- f. Vehicle is parked on campus after notification of suspension of parking privileges.

TOWING POLICY CONT.

Abandoned Vehicles:

Vehicles left on campus for at least 48 hours will be classified as abandoned unless prior arrangements have been made with the Security Office. Once cited, the owner will have another 48 hours to remove the vehicle from the campus before the vehicle is towed at the owner's expense.

IN CASE OF AN ACCIDENT

If you are involved in an accident with your vehicle on campus, please do the following:

1. Stop and do not leave the scene.
2. Assist the injured, if possible.
3. Notify Security.
 - a) Have someone call Security at 8433.
 - b) Use an Emergency Callbox.
4. Give name and location of accident and type of injuries, if any.

Remain at the scene until released by security or police officer.

FOR YOUR INFORMATION

1. All students are required to have their FTCC Student ID in their possession while on campus for identification purposes. HRD students should have an updated registration slip.
2. If asked by a Security Officer or other staff/faculty, you must show your required I.D. If you do not, you may be asked to leave campus. The Fayetteville Police Department will be called and trespassing charges may be filed if you do not leave the campus when asked.
3. Vehicles are not to be parked on campus for the purpose of selling the vehicle.
4. It is a violation of state and city laws to disrupt students while classes are in session with loud noises, i.e., loud radios. It carries a \$500 state fine or a \$100 city fine. Mowers, blowers, and other equipment are not included.
5. Report lost or stolen parking permits to Security immediately.

WEAPONS, DRUGS AND ALCOHOL

A. Possession of Weapons on Campus

Possession of weapons on campus or at any FTCC class site, activity or program is a violation of North Carolina State Law (GS 14-269.2).

The following applies:

1. It shall be a class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on campus or at any FTCC class site, activity, or program.
2. It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, black jack, metallic knuckles, razors and razor blades, and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and

tools used solely for preparation of food, instruction, and maintenance on campus or at any FTCC class site, activity, or program.

3. Any person found to be in violation of the law will be referred to the local area law enforcement authorities for appropriate legal action.
4. Students who violate the law will be suspended immediately for a minimum of one full semester. A student is identified as any person currently enrolled in a continuing education class or a curriculum class, whether the person is an adult or minor.
5. Students in violation of this policy will be placed on permanent expulsion when one of the following occurs:
 - a. Possession of a firearm on campus.
 - b. Repeat offense on campus or any FTCC class site, activity, or program.
 - c. Subsequent conviction of a violation of the law.
 - d. Use of a weapon to harm or threaten another individual.
6. Police officers may carry weapons while on duty or subject to immediate dispatch (on call) otherwise the weapon should be locked in the vehicle or secured at all times.
7. All personnel will notify Security when weapons are to be brought on campus for training or demonstration.

WEAPONS, DRUGS AND ALCOHOL CONT.

- B. Weapons, drugs and alcohol are not allowed on the campus except as directed by the Director of Public Safety and Security or higher authority.
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CRIME PREVENTION TIPS

The following common-sense steps should help a person avoid becoming a victim. When leaving a vehicle.

1. remove keys from ignition.
2. lock the vehicle.
3. lock all valuables in the trunk, out of plain view.

When returning to a vehicle, especially at night.

1. before leaving building, have keys in hand.
2. avoid walking alone, go with other students.
3. walk in center of roadway if possible.
4. check the interior of vehicle before getting in.
5. look under vehicle.

GENERAL SECURITY ON CAMPUS

Notify Security immediately if you find something wrong or if a suspicious person is noticed in the parking lots or around buildings.

1. keep bookbags, books, and purses with you at all times.
2. stay in well-lighted areas at night.
3. know the locations of the Emergency Callboxes.
4. be cautious in all situations.
5. stay alert.
6. know where emergency exits are and what to do in an emergency.
7. call Security for an escort at anytime, day or night. 678-8433 or use Emergency Callbox. 624-5959 after 5 p.m., weekends or holidays.

Never take your personal safety and security for granted. You only have one life.

MOTORIST ASSISTANCE SERVICES

The FTCC Security Officers are available for the following:

1. jump start your vehicle if you have a dead battery.
2. inflate a flat tire.
3. assist you in obtaining a gallon of gas - we provide the can - you buy the gas.
4. change a tire (for those who are not physically capable).
5. Telephone listing for locksmith.

“Safety and Security with Pride”

ON-CAMPUS CRIME STATISTICS

Type Incident	2004 Number	2005 Number	2006 Number
Murder	0	0	0
Rape	0	0	0
Forcible Sexual Assault	0	0	0
Non-Forcible Sexual Assault	0	1	0
Robbery	1	1	1
Aggravated Assault	0	0	0
Burglary/Larcenies	10/37	1/65	2/59
Motor Vehicle Theft	5	3	3
Liquor Violations	0	0	1
Drug Violations	2	1	0
Weapons Violations	4	5	5
Manslaughter	0	0	0
Arson	0	0	0

OFF-CAMPUS CRIME STATISTICS

FTCC is located in what the Fayetteville Police Department calls Zone 10, which covers the Morganton Road and McPherson Church Road areas. The boundaries are Fort Bragg Road, Sycamore Dairy Road, Pinecrest Drive, Churchill Drive, and residential areas, including Summertime, Kirkwood, Huntington Park, Murray Hills, Vanstory Hills, McPherson Estates, Lockwood, Kingsford, Howard Acres, and Woodsland.

Type Incident	2004 Number	2005 Number	2006 Number
Murder	0	1	0
Rape	0	1	2
Robbery	8	20	27
Assault	13	13	17
Burglary	77	84	75
Larceny	386	338	318
Auto Theft	42	36	46