SHAW UNIVERSITY
Student Affairs Policies and Procedures Manual
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Mission Statements

University Mission Statement

Shaw University exists to advance knowledge, facilitate student learning and achievement, to enhance the spiritual and ethical values of its students, and to transform a diverse community of learners into future global leaders.

Student Affairs Mission Statement

The mission of Student Affairs is to provide valuable experiences that promote student learning, growth and development by providing quality programs, services and activities.

The Student Affairs Mission is achieved through the following subunits:

- Admissions and Recruitment
- Campus Safety and Security
- Chapel
- Counseling Center
- Experiential Learning and Career Services
- Financial Aid
- Food Services
- Health Center
- Housekeeping
- Judicial Services
- Physical Plant Services
- Residence Life
- Student Activities & Greek Life
- Student Affairs Information Technology
- Student Affairs Office for Special Programs

Purpose

The purpose of this manual is to provide information regarding the policies and procedures of the daily operations in the Division of Student Affairs.
Student Affairs is a designated area of operation within the university organizational structure, managed by the Vice President of Student Affairs and Administration.
Forms/Documents Used in Student Affairs

All forms and documents listed may be found in the respective offices in which they are used.

General Forms/Documents

Class Excuse Form
General Photo Release Form
Generic Workshop/Program Attendance Sheet
Generic Workshop/Program Survey
Grievance Form
Incident Report
Paper Request Form
Physical Plant Office Service Request Form
Student Satisfaction Cards
The Bears’ Book-Student Handbook (not included)
Waiver of Liability-Transportation
Weekly Report-Dean of Students Office

Chapel Services Forms/Documents

Application Brochure
Chapel Rental Contract
Ministry Partnership Form
Volunteer Partnership Form

Student Affairs Special Programs Forms/Documents

ID Replacement Form
Plan for measuring a Student Learning Outcome
Program Mapping Worksheet
Strategic Assessment Evaluation Report for Non-Academic Units
Strategic Assessment Plan for Non-Academic Units
Strategic Operational Plan Budget
Student Affairs Flow Charts
The Importance of Your ID Card

Student Services Forms/Documents

Authorization for Release Form
Confidential Accommodations Form
Counseling Consent Form (not included)
Counseling Contact Form (not included)
Counselor Contact Form
Course Accommodation Plan Form
Freshman Intake Form
Referral Follow-up Form (not included)
Referral Form (not included)
Release of Confidential Information Form
Self-Identification Form
Student Consent Form
Student Record Form (not included)
Health Center Forms/Documents

Daily/Weekly Report  
Dietary Request Form  
Health Center Brochure  
Health Center Power Point Presentation  
HIPAA Notice of Privacy Practices  
Immunization and Physical Examination Form  
Medical Release Form  
North Carolina Immunization Registry-Flu Shot  
Out of Office Form  
Request for Information  
Request for Information-Final Notice  
TB Test Results Form  
Vaccine Administration Record

Judicial Services Forms/Documents

Acknowledgement of Letter Form  
Community Service Acknowledgement Form  
Community Service Assignment Tracking Form  
Community Service Student Placement Form-Student  
Community Service Student Placement Form-Supervisor  
Community Service Verification Form  
Judicial Committee Attendance Sheet  
Judicial Committee Record of Hearing Form  
Judicial Referral Form  
Judicial Services Conference Resolution Form  
Judicial Services Notification of Hearing Form  
Judicial Services Policies and Guidelines Brochure  
Judicial Sign-in Student Assistance Log  
Standard Code of Conduct and Dress Code Acknowledgment Form  
Student Code of Conduct Brochure  
Standards of Conduct Violations and Sanctions

Residence Life Forms/Documents

Agreement to Leave Property Form  
Change in Residential Status Authorization Form  
End of Semester Report  
Fine Charge Amount Sheet  
Fine Sheet  
Fire Drill Report  
Housing Agreement  
Housing Reservation Form  
Housing Waiver Application  
Leave of Absence Log  
Program Evaluation  
Programming Checklist  
Repair Request Report  
Request for Overnight Visitation  
Residence Life Information Packet  
Residence Life Organizational Chart
Residence Life Skill Advancement Worksheet
Resident Advisor Application
Resident Advisor Contract
Room Entry Form
Room Inventory Report
Roommate Agreement Form
Visitation Log
Work Request Form

Student Activities & Greek Life Forms/Documents

Cancellation/Change Form
Clearance/Verification of Aspirants Form
Greek Procedural Manual
Greek Life Intake Packet
Notice of Membership Intake Form
Registration Form
Registration Packet
Registration Re-instatement Packet
Reservation Request Form
Sorority Non-Hazing & Compliance Form
Student Organization Manual
Transportation Request Form
General Policies

Acquired Immunodeficiency Syndrome (AIDS) Policy

Shaw University has adopted education, counseling, and making referrals as its primary response to HIV/AIDS. The University is committed to providing students and employees with education of the nature, transmission, and protection against HIV/AIDS and the legal rights of persons infected with the disease. This policy applies to all Shaw University students and employees.

1. Current knowledge indicates that students or employees with HIV/AIDS do not pose a health risk to other students or employees in an academic setting.

2. HIV/AIDS is transmitted by intimate sexual contact or exposure to contaminated blood.

3. The virus is transmitted through blood semen, vaginal secretion, breast milk, and the unborn may contract the virus through the birth canal. However, there has been no confirmed case of transmission of AIDS by any household, school, or casual contact. The Public Health Service states that there is no risk created by living in the same house as an infected person, caring for an AIDS patient: eating food handled by an infected person; being coughed or sneezed upon by an infected person.

It should be noted that the above facts are derived from the best epidemiological data currently available and contributed to the following guidelines, which are commended by the American College Health Association.

Student Affairs will provide prevention education activities for the University community. Universal protection precautions will be exercised in all areas of the campus.

1. Shaw University students who have AIDS will be allowed regular classroom attendance in an unrestricted manner as long as they are physically able to attend class.
   See recommendation #9

2. Shaw University does not restrict the access of students with AIDS, to the student center, auditorium, dining hall, snack bar, gymnasium, recreational facilities, or other areas.

3. Consideration of the existence of AIDS will not be a part of the initial admission decision when applying to attend Shaw University.

4. Based on recommendation of the American College Health Association, Shaw University does not require that student, faculty, or staff, be asked to respond to questions about the existence of AIDS.

5. We do, however, encourage students, faculty, and staff to inform campus health authorities if they have AIDS in order for the University to refer them to proper medical care, education, counseling and support. This like all other medical information, will be handled in a strictly confidential manner in accordance with the procedures and requirements, that are already in effect.

6. Shaw University will not undertake programs of screening newly admitted or current students or employees for the antibody of HIV. Free HIV testing and counseling are provide in the Health Center on a voluntary basis.

7. The best currently available medical information does not support the existence of a risk to those sharing Living and Learning Centers with infected individuals, however there may be in some circumstances reasonable concern for the health of those with AIDS who might be exposed to certain contagious diseases (e.g., measles or chicken pox) in a close living situation. As long as we have the
flexibility to provide private rooms, we may recommend the students with AIDS or ARC be assigned these accommodations in the interest of protecting the health of these students.

8. The guidelines concerning the handling of confidential medical information about students with AIDS are guided by general standards of confidentiality. No person, group, agency, insurer, employer, or institution will be provided any medical information without prior written consent of the patient. Given the possibility of unintended or accidental compromise of the confidentiality of the information, any specific information regarding the existence of AIDS, will soon be included in the medical record except in circumstance so medical necessity created by the evaluation of an illness. Prior to setting up a special medical record, the inclusion of any such information in the file will be discussed with the patient.

9. There is no medical necessity for Shaw University to advise others living in the Living and Learning Center with students who have AIDS. This information will not be shared. Rather, will assume the responsibility of providing a safe living environment for all students and focus on education programming which is related to this topic.

10. Shaw University strongly encourages regular medical follow-up for those who have AIDS. Special precautions to protect the health of immunologically compromised individuals will be considered during periods of prevalence of such contagious diseases as chicken pox and measles.

11. Those who are known to be immunologically compromised will be excused from institutional requirements for certain vaccinations which may lead to serious consequences in those individuals with poorly functioning immune systems.

Resource Persons

The following list of persons who can be contacted for confidential discussion/disclosure about AIDS:

- Vice President for Students Affairs
- Dean of Students
- Health Service Nurses
- Counseling Services
- On-call Physicians
Computer Misuse Policy

This policy is concerned with the use of university computer resources, including account numbers, interactive terminals, data storage media, other peripherals, local state, national and internationally computer networks. Use of such resources other ant those authorized by the University is regarded as a criminal act in the nature of theft and will require restriction for any theft of computing resources and for any cost incurred by the University due to misuse.

Unauthorized duplication or alteration of software licensed by the University is strictly prohibited. Shaw University forbids the unauthorized reproduction of computer software or eh use of illegally obtained software. Using University equipment to make illegal copies of software is prohibited. Software used a Shaw University may be used in accordance with the manufacture’s license agreement. The student is responsible for being aware of the licensing restrictions for the software he or she owns or for any other software used on any University computer or computer system or on any privately-owned computer housed in University facilities.

According to federal law, it is illegal to reproduce copyrighted software without permission. In any investigation of misuse of computer resources, the University reserves the right to inspect without notice, the contents of computer files regardless of storage medium, the contents of electronic mailboxes and computer conferencing systems, and systems output, such as a computer print-out.
Emergency Preparedness Policy and Plan

One of the goals of Student Affairs is to provide a safe and secure living environment for our students. In light of the recent tragedies on several college and University campuses around the nation, Student Affairs has established an Emergency Preparedness Plan for all facilities under the auspices of the division. The facilities include four residence halls and the Willie E. Gary Student Center; which houses the Bears’ Den, post office, student store, cafeteria, snack bar, ballroom, and meeting spaces. This plan is to be implemented in case of a campus-wide, regional, citywide, or national emergency. The plan includes the following types of emergencies:

- Fire
- Tornado
- Student Endangerment
- Hurricane
- Ice and Snow Storm
- Suicide
- Impending Danger
- Death of a Student
- Inclement Weather

Student Affairs staff will work closely with Campus Police and Security in efforts to ensure the safety of all our students, staff, and visitors. Emergency drills will be implemented bimonthly.

Emergency Preparedness Team (EPT)

- VP for Student Affairs: Jeffrey Smith (919)410-0722
- Student Services: Juanda Holley (919)349-8595
- Student Center: Ebony Johnson (919)798-2321
- Counselor: Jerelene Carver (919)596-2284
- Health Center: Evangeline January (919)395-1922
- Residence Life: Shannon Bennett (919)827-2070
- Plant Services: Darryl Daniels (919)604-4057
- Campus Police and Security: Chief Wayne Joiner (919)500-2113

Escalation Plan

After contact is made to the Emergency Response Team, Team members will refer to the University Crisis Management and Emergency Response Plan for further guidance.

Campus Police/Residence Counselor on duty will contact the University Nurse, University Counselor and the VP for Student Affairs in cases of emergencies involving the wellbeing, health, safety, injury, or death of a student. In the event that the Counselor cannot be reached, they will contact the Student Services EPT member, who is also a certified counselor. Off-campus emergencies will be handled in the same manner.

The VP will determine the course of action to be taken and contact the appropriate parties.

In the Case of an Emergency

Dial 911
When 911 is dialed from a campus telephone, the call is immediately dispatched to the Raleigh Police Department and Campus Police and Security. This process happens simultaneously to ensure immediate response time.
Death, Suicide Attempt/Threat, Life Threatening Injury

Dial 911
1. Campus Police will secure the area until the investigation is complete.
2. Physical Plant and maintenance will restore the area.

Death of a Student: The Emergency Preparedness Team (EPT) convenes and ensures that the following steps are taken:

1. Parents or guardians are notified by the University Chaplain who expresses condolences on behalf of the University.
2. The President and the Executive VP’s office are notified.
3. Close friends and associates of the student (e.g. roommate, friends) are notified personally before a campus-wide announcement is made. Special services (e.g. relocating the roommate, academic relief) will be offered.
4. The Department of Media Relations prepares media response, including the establishment of a media center, if necessary. Campus-wide announcements are made via broadcast email and voicemail messages.
5. Trustees are notified by the President.
6. A campus gathering is planned on the day or evening of the campus-wide notification.
7. The Chaplain meets with close friends and associates to plan a campus memorial service. This plan should be made in consultation with the family who are given the option to participate in planning and attending the memorial. If the family attends campus services, a reception may be planned to allow the campus community to greet the family and offer condolences.
8. The Counselor gathers and disseminates information on funeral or memorial services planned by the family. If possible, a representative of the University should attend family funeral services.
9. The student enrollment listserv (SES) should be notified by Student Affairs IT so that campus departments may adjust records and make appropriate refunds.
10. Residence Life Office assists with collecting personal items from the deceased’s residence hall room and returns library books, athletic equipment, etc.
11. Academic relief and counseling services are offered to roommates and friends of the deceased.
12. Follow-up programming may be offered by the Counseling Center on issues associated with the death (e.g. grief, understanding suicide, etc.)

Suicide attempt/threat of suicide: The Emergency Preparedness Team (EPT) convenes and ensures that the following steps are taken:

1. Parents or guardians are notified by the University Counselor or nurse who gives an update of the student’s condition and the location of the student (hospital, etc.).
2. The President’s Office and Executive VP Office is notified.
3. Close friends and associates of the student (e.g. roommate, friends) are contacted if deemed necessary by Counselor.
4. Residence Life staff is notified.
5. Student is taken to an emergency facility for observation and evaluation.
6. Counselor/physicians prepare orders for admit to facility if necessary.
7. Student receives psychiatric care.
8. If student is recommended for extensive psychiatric care, medical withdrawal will be prepared by Associate Vice President for Student Affairs or his designee.
9. If student is medically cleared (no longer considered a threat to self or others), he/she may return to campus, and attend classes.
10. Counseling through the Counseling Center is mandatory.
FIRE SAFETY POLICIES AND DRILLS

Every student is expected to participate in fire drills and mandatory emergency evacuation drills. Evacuation of University buildings is mandatory when a fire alarm sounds. This regulation is an order from the state Fire Marshal. Lack of cooperation constitutes grounds for denial of campus housing. Evacuation procedures and routes are posted on each floor by all exits in the Living and Learning Centers. Failure to evacuate a building or to comply with instructions during a fire/fire drill evacuation, sending false fire alarms or tampering with fire safety equipment or systems is a violation of state statutes and punishable by law and will result in disciplinary action. **Incense, candles, and items requiring open flame for operation are not permitted in Living and Learning Centers.**

Prevention

Shaw University students are required to abide by regulations prescribed by the state Fire Marshal, Shaw University Campus Police, and Physical Plant Office. Disciplinary measures will be administered against any student who violates these regulations.

1. Tampering with firefighting equipment when no emergency exists endangers occupants and damages property. Any person suspected of sending a false alarm will be referred to the Associate Vice President for Student Affairs for appropriate judicial action.
2. University housing foyers, stair landings, and hallways will be kept clear of unauthorized items such as furniture, curtains, bicycles, and storage containers. No item may be placed in such a way that emergency evacuation of the building is impeded.
3. Hallway and stairwell doors provide a critical barrier to the spread of smoke and heat. These doors should not be propped or blocked open at any time.
4. Christmas trees must not be placed indoor any longer than 14 days prior to the end of the Fall Semester. All trees must be removed from the Living and Learning Centers before occupants vacate at the end of the Fall Semester. All trees shall be made of or treated with flame retardant material and maintained flame resistant regardless to height.
5. No flammable liquids are permitted inside University buildings, in personal vehicles on the campus, or in University vehicles.
6. Candles incense, or open-flame devices are not permitted inside University buildings.

Setting Fires

Because of the threat of safety and damage to property, setting fires for any reason is considered felony arson. A person found to have set a fire will receive the appropriate disciplinary sanction and will be subject to prosecution in accordance with local, state, and federal laws.

False Alarms

False Alarms are a violation of fire and safety codes. Any student caught tampering with fire safety equipment will receive disciplinary sanction, be fined in accordance with the Fire Department a $500.00 charge and be recommended for loss of housing.

Security in Living and Learning Centers

All doors in the Living and Learning Centers are equipped with alarm systems for the safety and security of the occupants. Students are required to use the front door at all times. Any student who places the lives or safety of others in jeopardy by admitting unauthorized persons through the exit, or by manipulating doors so that such persons may gain entrance will be dismissed from the University.

1. Visitors at Living and Learning Centers must enter and exit by the main entrance to the hall.
2. Residents who leave by the locked security doors are responsible for making certain that the doors is in a locked position.
3. Propping doors open for any reason will result in disciplinary action.
4. Residents are urged to lock room windows and doors during periods of absence and at night.
5. Windows in air-conditioned buildings should remain closed at all times.
6. All repairs should be reported to the University Department of Campus Police and the Office of Residence Life.
7. For personal safety, windows on ground floors that may be accessible should be kept locked at all times.

Any student who observes a potentially dangerous situation or has been the victim of a crime should report this circumstance immediately to Campus Police and Security. The role and assistance of students in their own safety both inside and outside University buildings is an integral part of maintaining a safe campus.

**Roof Access**

Access to the roofs of the Living and Learning Centers and all other buildings under the University’s auspices is prohibited at all times.
Food Service Policy

The University requires all students residing in University housing to participate in the meal plan for the dining hall. The meal plan begins immediately upon enrollment at the beginning of the semester and ends when Living and Learning Centers closed for University breaks. The meal plan is personal and my not be transferred or sold to another person.

Off Campus students may purchase a meal plan from the Food Service Vendor and eat in the cafeteria until that meal plan is exhausted.
Freedom of Expression Policy

Shaw University values the freedoms of speech, thought, expression and assembly – in themselves and as part of our core educational and intellectual mission. If individuals are to cherish freedom, they must experience it. The very concept of freedom assumes that people usually choose wisely from a range of available ideas and that the range and implications of ideas cannot be fully understood unless we hold vital our rights to know, to express, and to choose. The university must be a place where all ideas may be expressed freely and where no alternative is withheld from consideration. The only limits on these freedoms are those dictated by law and those necessary to protect the rights of other members of the University community and to ensure the normal functioning of the University.

At Shaw University, anyone may distribute printed material, offer petitions for signature, make speeches, and hold protests or demonstrations outside university buildings. All such activities must be peaceful, avoiding acts or credible threats of violence and preserving the normal operation of the university. No event shall infringe upon the rights or privileges of anyone not in sympathy with it, and no one will be permitted to harm others, damage or deface property, block access to university buildings or disrupt classes. The enforcement of these conditions will not depend in any way on the message or sponsorship of the act or event. When guests are invited by a recognized campus organization, they may express their ideas not because they have a right to do so, but because members of the campus community have a right to hear, see, and experience diverse intellectual and creative inquiry. Defending that right is a fundamental obligation of the university. Controversy cannot be permitted to abridge the freedoms of speech, thought, expression or assembly. They are not matters of convenience, but of necessity.

Students’ Responsibilities

A student has the responsibility to respect the rights and property of others, including other students, the faculty and administration.

A student has the responsibility to be fully acquainted with the published University Student Code of Conduct and Handbook and to comply with them and the laws of the land.

A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire university community.

A student has the responsibility to recognize the university’s obligation to provide an environment for learning.
Full Disclosure Policy

The following amendment to the Family Educational Rights and Privacy (FERPA) law; Title 34, Part 99, dictates the Shaw University Full Disclosure Policy hereby set forth.

(a) An educational agency or institution may disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

(b) Nothing in this Act or this part shall prevent an educational agency or institution from—

(1) Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community;

(2) Disclosing appropriate information maintained under paragraph (b)(1) of this section to teachers and school officials within the agency or institution who the agency or institution has determined have legitimate educational interests in the behavior of the student; or

(3) Disclosing appropriate information maintained under paragraph (b)(1) of this section to teachers and school officials in other schools who have been determined to have legitimate educational interests in the behavior of the student.

In making a determination under paragraph (a) of this section, an educational agency or institution may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the educational agency or institution determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. If, based on the information available at the time of the determination, there is a rational basis for the determination; the Department will not substitute its judgment for that of the educational agency or institution in evaluating the circumstances and making its determination.

(Authority: 20 U.S.C. 1232g (b)(1)(I) and (h))


Attendance includes, but is not limited to:

(a) Attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and

(b) The period during which a person is working under a work-study program.

According to the updated Family Educational Rights and Privacy Act (FERPA) effective January 8, 2009, and in an effort to be proactive where health and safety of the University community is concerned, the following statutes will govern Student Medical and Psychological Information at Shaw University

1. Students must fully disclose any medical or psychological information that may affect the health and safety of said student, other students, faculty or staff.

2. All student records are held in strict confidence and will only be released on a need to know basis.

3. Records of any student admitted/attending Shaw University whose health or mental state is deemed to be a threat to the health and/or safety of the community will be shared in strict confidence to key personnel in Student Affairs i.e.: Associate Vice President of Student Affairs, Counseling Center Staff, Health Center Staff, Residence Managers and Security.

4. No health or psychological records will be used to persecute, punish, ostracize or otherwise intimidate any student.

5. Students requiring psychological medication to execute acceptable behavior in the University setting will be monitored to insure the health and safety of said student and the
community. Students refusing to comply with regularly and consistently taking their medications will be summarily dismissed from the University until such time that they are medically certified by a physician to be in consistent compliance and can return to the University setting.

6. All medical and psychological records will be kept locked away and will be inaccessible to persons without the need to view such files. Records maintained in an electronic file will only be password protected and not accessible to the general population.

Immunization and Physical Exam Policy

North Carolina law requires all new and transfer enrollees entering a college or university to provide proof of required immunization. Students who are enrolled in less than 6 credit hours, attending off campus courses or night classes only are exempt from this law.

Students from North Carolina may obtain copies of immunization records from their high school. Students who cannot show evidence of having received required immunizations will be withdrawn from the University in accordance with state law. Immunizations may be obtained from a private physician, local health department, or in the Student Health Center. Students without immunizations or current physcials will not be treated in the Student Health Center. They will be referred to the university physician or a local hospital for treatment. North Carolina law stipulates that students 17 years of age and younger must have the following immunizations:

- 3 doses of DTP (Diphtheria, Tetanus, Pertussis) or Td (Tetanus-diphtheria). One Td dose must have been within the last 10 years.
- 3 POLIO (oral) doses.
- 2 Measles (Rubella), Mumps and Rubella (MMR) one dose on or after the first birthday, and another dose at least one year after the first dose.

Students born in 1957 or later and are 18 years of age or older:

- 3 DTP or Td doses. One Td dose must have been within the last 10 years.
- 2 Measles, Mumps, Rubella (MMR)

Physician diagnosed rubella disease is not acceptable. Only laboratory proof (blood titer test) of immunity to rubella is acceptable. (Must provide copy of blood titer test.) Rubella is not required for students 50 years of age or older. Vaccine series against Hepatitis B and Meningitis are recommended.

Physical Exam Requirements

In addition to required immunizations, all full-time students are required to have physical examinations for the first two years of residency. Medical information must be submitted to the Student Health Center prior to registration of the freshman and sophomore years. Transfer students are required to provide immunization records and a current physical the first semester of matriculation at Shaw. Students who do not provide the required medical information will not be treated in the Student Health Center and may be dismissed for noncompliance.
Policy on Plagiarism

Shaw University students are expected to know how to recognize and avoid plagiarism.

Plagiarism is presenting other people’s work as your own. Using another person’s words, ideas or work is theft, just as surely as the theft of a car, tape player, or other tangible property. As members of the academic community students must be mindful of other people’s property. Failure to respect such property rights is considered a serious and punishable violation of appropriate conduct a Shaw University.

Plagiarism is:
1. presenting someone else’s idea but not giving credit for it (thereby implying the idea is yours).
2. presenting any work which was done by someone else (including another student)
3. and claiming it as your own work. Examples: Lab reports and computer assignments.

A student who plagiarizes an assignment can expect that he or she will receive a zero for the assignment and that the plagiarism incident will be reported to the Vice President for Student Affairs.

A second incident of plagiarism by the same student in the same class will result in automatic expulsion from the class and a grade of “F” in the course. The reason for the “F” will be documented in the grade report to the Registrar. The Registrar will maintain a record of students expelled from classes for plagiarism, and a copy of this record will be forwarded to the Vice President for Academic Affairs at the end of each semester.

Three incidents of plagiarism in a student’s college career will be cause for additional disciplinary action by the Vice President for Academic Affairs up to and including suspension.

Appeals
A student may appeal a charge of plagiarism to the chairperson of the division in which the course is taught. If the matter is not resolved at that point, the student may appeal to the Vice President for Academic Affairs or the Dean of the Divinity school and ultimately to the President. He/she may continue in the class pending the results of the appeals process. The student must initiate any appeal of a charge of plagiarism within one week of regular classes from the time the student is notified of the charge.
Shaw University recognized the following principles as a general guide for all student organizations desiring to invite outside speakers to the campus.

1. A speaker or performer may appear on the Shaw University campus only by invitation extended by registered student organizations or University departments.

2. It must be recognized that an institution cannot be wholly disassociated in the public mind from views expressed on its campus. Under no circumstances must it in any way be suggested that Shaw University as an institution has given its approval to a visitor invited by a student organization or that the University as an institution endorses the point of view expressed by an outside speaker.

3. The invitation to outside speakers must always represent the desire of the recognized group after due consideration of its members and after appropriate discussion with the faulty or staff advisor. Nor invitation should be extended as a result of pressure from an external organization.

4. Because certain officials and speakers may be of some stature politically, nationally or internationally, and since this may involve an area of public relations for the University, the Office of Student Activities and the Director of Public Relations should be notified of the upcoming event during the time the activity is being planned.

5. Registered student organizations may invite candidates for public office to the campus to speak on or in University property for facilities so long as reasonably equal speaking opportunities are available to all other candidates of the same political office. Applicable University regulations must be adhered to in scheduling politically related activities.

In issuing invitations, student organizations must keep in mind that the sole purpose of such visits is to contribute to the aims of the University as a center of free inquiry and sound learning, and that the prime responsibility for ensuring that this purpose is served rest with the sponsoring organizations.
Student Complaint/Grievance Policy

Shaw University is committed to mutual respect among all members of the university community. This commitment includes students, faculty, staff, and administration alike. In all concerns about fair treatment, we seek to work together to understand and address those concerns without having to file a formal grievance. When that is not possible, we are at all levels committed to a fair and reasonable resolution of issues through a formal grievance process guided by the information and documentation provided in the process. The regulation described below guides the orderly procedure of grievance, and attempts at resolution. (Excluding Judicial Grievances addressed by a separate Policy)

Academic

All grade issues must have documentation to support your assertions. All issues involving quality instruction must have a class syllabus, class notes, test/quiz grades and any other documentation to support your assertion. If a student perceives an injustice in a grade, that he/she is not receiving quality instruction, or has issue with any part of the learning process; he/she may follow the steps set forth here. The chain for reporting perceived injustices is and shall remain thus:

1. Instructor
2. Department Chair
3. Division Chair
4. Vice President of Academic Affairs
5. President of the University

All freshmen must consult with the Director of the Freshman Year Program for advice and resolution. Resolution to the perceived injustice may happen at any point on the chain of reporting. Contacting the President of the University should always be the last resort. We will make all efforts to resolve any issue in a timely manner at the lowest report level possible.

Housing

All housing issues must be reported in writing with name, date, room number and contact information. The Dean of Students will be apprised of the reported issue when it is first reported. If a student has an issue with housing, he/she may follow the steps set forth here. The chain for reporting perceived injustices is and shall remain thus:

1. Resident Advisor on your floor
2. Counselor on duty
3. Resident Manager
4. Director of Housing
5. Dean of Students
6. Vice President of Student Affairs

General

If a student has any issue or concern regarding the living and learning environment or policies at Shaw University, please use the following avenues of recourse available to you:

1. Write out complaint, issue, or take it to the Office of the Dean of Students located on the second floor of the Willie E. Gary Student Center. Please include name, date, concern and contact information.
2. Request a conference with the Dean of Students.

** All student concerns will be addressed and resolved in a timely fashion as time and resources will allow.
Students’ Rights Policy

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

Students’ Rights

The primary right of students is to pursue their education so long as they maintain their eligibility to remain a member of the community by meeting its academic standards and so long as they observe the regulations imposed by the university for the governance of the academic community.

Each student shall have the right to participate in all areas and activities of the university, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.

Each student shall have the right to be recognized as members of the student body, with all the privileges pursuant thereto as to use of physical plant, university services and facilities.

Each student shall have the right to participate in a free exchange of ideas, and there shall be no university rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.

Every student has the constitutional rights and responsibilities of any citizen under the law. Conversely, a responsibility of any student is to respect these rights of any other member of the university community.

Each student has the right to expect that academic and professional processes should be flexible and periodically open to review and to participate constructively with faculty and administration in those processes by which the university community maintains the excellence of the standards of its curriculum and methods of instruction and the viability of its total educational program.

Each student subject to disciplinary action arising from violations of University Student Code of Conduct shall be assured a fundamentally fair process. At all student conduct hearings, an accused student shall be assumed not responsible until proven responsible, and, in initial student conduct hearings, the burden of proof shall rest with those bringing the charges. In all proceedings, the student shall be guaranteed a fundamentally fair process.

The student has the right to recourse through the procedures outlined in the Student Grievance Policy against any perceived unreasonable action.
General Operating Procedure

SOP #  100
DATE:    December, 2011-Revised
TITLE:   Standard Operating Procedures
PURPOSE: To provide standard consistent procedures and methods of operations area-wide in all offices.

POLICY:
Pursuant to Student Affairs Vice President’s letter of 7 July 00, all Student Affairs offices will establish, publish
and manage standard operational procedures (SOP’s).

PROCEDURE:
The SOP’s are step by step instructions for performing specific tasks associated with job responsibilities and
University duties. These SOP’s will utilize the format herein be numbered and structured as follows:

100-199    General Procedures
200-299    Campus Police and Security Procedures
300-399    Chapel Procedures
400-499    Enrollment Management Procedures
500-599    Experiential Learning and Career Services Procedures
600-699    Food Services Procedures
700-799    Physical Plant Services Procedures
800-899    Student Services Procedures
900-999    Student Affairs Special Programs
General Operating Procedure

SOP #: 101
DATE: December, 2011-Revised
TITLE: Student Grievances
PURPOSE: To outline proper protocol for submitting student grievances.

POLICY:
Shaw University is committed to mutual respect among all members of the university community. This commitment includes students, faculty, staff, and administration alike. In all concerns about fair treatment, we seek to work together to understand and address those concerns without having to file a formal grievance. When that is not possible, we are at all levels committed to a fair and reasonable resolution of issues through a formal grievance process guided by the information and documentation provided in the process. The regulation described below guides the orderly procedure of grievance, and attempts at resolution. (Excluding Judicial Grievances addressed by a separate Policy)

PROCEDURE:

1. All grievances must be reported in writing using the Student Grievance Form. Forms are located in all Student Affairs Offices.

2. If the grievance is in regard to housing, the chain of command for reporting perceived injustices is as follows:
   a. Resident Advisor on your floor
   b. Residence Coordinator on duty
   c. Residence Manager
   d. Director of Residence Life
   e. Dean of Students
   f. Vice President for Student Affairs

3. If the grievance is against the Health Center, the chain of command for reporting perceived injustices is as follows:
   a. Health Center personnel
   b. Dean of Students
   c. Vice President for Student Affairs

4. If the grievance is against Counseling Center, Student Services or Student Activities, please report perceived grievance directly to the Dean of Students on the second floor of the Willie E. Gary Student Center.

5. If the grievance is in regards to someone within the chain of command for reporting, please report the issue to the next level.

6. If the grievance is in regards to a fine received in a living and learning center, it should be submitted to the Residence Manager for that particular center.

7. Student concerns, if properly communicated, will be addressed in a timely fashion.

8. Grievances should be successfully addressed at the lowest level of communication. If it cannot be resolved at that level, then it must be addressed at the next level of command up to and including the President of the University. At no time should a student take a grievance directly to the President to be addressed.
General Operating Procedure

SOP #: 102
DATE: December, 2011-Revised
TITLE: Submission of Expenditure Requisitions
PURPOSE: To outline proper protocol for submitting expenditure requisitions.

PROCEDURE:

1. Student Affairs Office will distribute budgets to area Directors.

2. Area Directors will determine needs and allocation of funds with staff.

3. Area Directors will enter expenditure requisitions into Artemis program on line.
   a. Log onto Artemis System
   b. Go to Finances
   c. Click Requisitions
   d. Go to Requisition Entry
   e. Enter the date needed
   f. Look up vendor (If new vendor, submit name, address, contact information to Purchasing for vendor number)
   g. Deliver to Student Affairs
   h. Enter information for merchandise, travel or memberships
   i. Use appropriate line item budget code
   j. Print/save copy of requisition
   k. Submit requisition
   l. If given a requisition number proceed to #4, if declined for lack of funds, submit at a later date when funds are available.

4. Area Directors will forward to their immediate supervisor via email the requisition number, item(s), cost and line item funds are to be taken from. All Documentation (invoices etc.) is to be attached to said email.

5. Supervisors will determine if the requisition is to be approved and will forward email with all documentation to Student Affairs office.

6. To insure proper tracking, copy of requisition will be kept in all offices along the report chain. Requisitions should be requested at least 10 days prior to need.
General Operating Procedure

SOP #: 103
DATE: December, 2011-Revised
TITLE: Excuses for Missed Classes
PURPOSE: To provide a consistent and fair official university class excuse policy.

POLICY:
Students are given the opportunity to make up any class work and/or examination(s) he/she may have missed during his/her absence. However, an official university class excuse in no way exonerates the student from submitting any required work as outlined by the instructor or university official. Students are required to provide proof of their absence (i.e. doctor or dentist appointments slips, telephone call from parent/guardian, etc.). Students are given excuses from the Health Center for the following:

- Personal illness: All students not under a physician’s care must notify the Health Center staff of an illness by 9:00 am on the morning of onset of the illness.

- Illness of family member (child, father, mother, brother, sister, etc.): The length of time excused will be determined based upon the relationship to the student and the severity of the illness of the family member.

- Medical Appointments: Medical appointments must be documented by a medical professional as urgent and necessary. All other personal business and appointments should be scheduled when there is no class time.

- Referral from the Counseling Center.

- Prolonged illness may require a medical withdrawal: Withdrawal will be initiated by Health Center staff in consultation with the student involved.

PROCEDURE:

1. Students requiring a medical excuse must visit the Health Center.

2. Students requiring a University excuse must visit the Student Services Office.

3. Health Center and Student Services staff will review documentation and confirm receipt of a class excuse.

4. Excuses will be emailed by staff to student’s instructors and other pertinent personnel.

5. If excuses are not authorized based on documentation, students have the right to appeal with the Dean of Students.
Campus Police and Security Procedures

Mission Statement

The mission of Campus Police and Security is to develop, provide, and maintain a safe and secure environment for students, employees and visitors on the Shaw University Campus through education and enforcement; measures that promote awareness and individual responsibility and culpability.
STANDARD REFERENCE: Chapter 81

DEPARTMENTAL POLICY

It shall be the Policy of the Shaw University Campus Police Department to provide for a communications center that meets or exceeds local, state, and federal regulations for the transmission of and reception of phone and radio data. Department personnel must also obey all regulations that apply.

PURPOSE

To satisfy the immediate information needs of the Shaw University Campus Police Department in the course of its normal daily activities and during emergencies.

I. Administration

   A. The communication function of the Shaw University Campus Police Department is handled through the Shaw University Campus Police Central Communications Center located at 118 East South Street, Raleigh, NC.

   B. All radio communications shall be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

II. Operations

   A. The communications center shall provide 24 hour, toll-free telephone access for emergency calls for service.

   B. The communications center uses an emergency telephone number of (919) 546-8249.

   C. The communications center has 24 hour two-way radio capability providing continuous communication between the communications center and officers on duty. The Shaw University Campus Police Department shall provide mobile and portable radios for this function. When using a telephone on campus to dial 911 it will go directly to the communications dispatcher.
D. Procedures for obtaining and recording relevant information of each request for criminal and non-criminal service or self-initiated activity shall include:

1. Date of request
2. Name and address of complainant, if possible
3. Type of incident reported, if same can be determined.
4. Location of incident reported, if same can be determined.
5. Identification of officer(s) assigned as primary and backup. Communication function shall use the officer’s assigned call number.
6. Time of dispatch
7. Time of officer arrival
8. Time of officer return to service
9. Disposition or status of reported incident using the following alpha codes:
   A - Arrest made
   B - Assistance given
   C - Complete
   D - Cancel by radio/communication
   F - Unfounded
   G - Advice given
   N - No report made
   O - Other
   P - Pending
   R – Report made
   U – Unable to locate

III. Procedures for radio communications to and from field officers

A. Circumstances requiring radio communications by field officers

1. Sending and receiving request for service, to include general and emergency traffic.
2. Requesting backup assistance or requesting if backup is needed.
4. Request for vehicle, registration, warrant, and property information.
5. Any other information deemed necessary in carrying out the mission of the police department.

B. Officers shall report to the communications function when they are out of service, and the communications function shall record that status.

C. Officer’s assigned numbers shall be used in the identification of officers during radio communications.

D. When communicating with interacting agencies, officer shall use plain language via radio, due to the fact that different agencies use different codes. Officers should keep radio transmission short so that the other agency may resume normal communications.

E. When assigning the number of officers to an incident, the communications function shall take in the consideration that nature and scope of the incident. The supervising officer on duty may reduce or ad to the number of officers responding to an incident.
F. Patrol Supervisors should assume command at all critical incidents. The communications function may dispatch a Patrol Supervisor in any incident that they deem necessary. Critical incidents shall include all natural and man-made disasters, hostage and barricade situations, and all other life and property threatening events.

IV. Information Available to the Communication Function

A. Communication personnel shall have immediate access to the following departmental resource:
   1. The officer in charge.
   2. Duty roster of all personnel.
   3. Residential telephone numbers to all agency members.
   4. Visual maps detailing the agencies service area.
   5. Office status indicators.
   6. Written procedures and telephone numbers for procuring emergency and necessary external services to the Police Department.
   7. Tactical Dispatching plans such as alarms and bomb threat procedures.

B. Procedures to be followed by the communication center personnel in responding to victim/witness calls for information or services.

   1. Central Communication Center personnel shall judge characteristics of individual's calls to determine if emergency or non-emergency response is required. All incident where threat of life are present shall be deemed as an emergency.
      
      (C-Com Central shall mean Central Communication Center)

      a. C-Com is responsible for selecting and dispatching of all police units, according to each unit's availability, response area and assigned duties.
      b. When dispatching the call, C-Com will call for specific units making sure each unit acknowledge the transmission.
      c. After the call has been dispatched by Central and the other officer acknowledges the transmission, the assigned officer will determine the response code, and notify Central of that code. The assigned officer will determine the response code, using the criteria set forth in this policy. The response code may be changed at the discretion of the Shift Supervisor. The Shift Supervisor will announce the response code change over the radio.
      d. A notation shall be made on the telecommunicator's log or CAD system indicating what response code has been assigned to the call.
      e. When multiple units are dispatched, the primary unit shall respond in compliance with the dispatch code. Secondary units shall respond at the next lower code (if any).
      f. Incidents requiring two or more officers being assigned should include, but not restricted to:
         1. Crimes in progress
         2. Calls for potential for assault on an officer, resist arrest or the use of force.
         3. Domestic disputes
         4. Potential for fleeing suspects
         5. Alarms
6. Disturbances
7. 10-75 Vehicles or Persons (Wanted)
8. Trespassing
9. 911 Hang Ups
10. On-scene arrest for felony or violent misdemeanors
11. Officer needing immediate emergency assistance
12. Any call where there is an imminent use of weapons or a weapon is displayed.
13. Any call where there is an imminent danger to life or property.

g. While on call, Central will check on an officer’s status by asking the officer if he/she is “10-4”. If the officer does not respond to Central, a second call will be attempted. If there is still no answer, another officer will be dispatched to the scene of the call. Central will continue to try to make contact with the officer.

2. Response Standards
a. CODE 3 - Emergency, use emergency lights and siren. Safe violation of motor vehicle law as provided in N.C.G.S 20-145.

Emergency response is to be used on all calls with a significant potential for injury or loss of life. Such as:
1. Any calls with armed suspects on the scene
2. Calls where injury has already occurred
3. Police Officer needs help. (To be used only when the officer’s safety is directly affected.)
4. An explosion or bombing
5. Robbery or felony-in-progress dangerous to life, i.e., rape, murder, first degree burglary.

b. CODE 2 – Urgent, use emergency lights and siren, no excessive speed.

Urgent response is to be used on all calls where there is some potential for injury, or where there is a significant likelihood that the suspect will escape or vital evidence will be lost if the scene is not immediately secured. Urgent response should also be used on those calls where there is likelihood that prompt law enforcement intervention could result in the apprehension of a suspect, preserve evidence, or prevent a situation from worsening. Such as:
1. Assistance for an officer in which officer or citizen safety is not jeopardized.
2. Major fires where speedy arrival of police personnel is necessary for traffic control.
3. A citizen calling for help and there is some potential danger of physical harm.
4. 10-50 PI
5. 10-54 PI
6. Calls that involve the use of a weapon or the display of a weapon.

c. CODE 1 – Routine

All other requests for police service will be classified under this code.

3. Central should inform the victim/witness of the police officers, response, to include direct law enforcement service and/or referral to other agencies.
C. Playback and Recording of radio and telephone transmissions.
   1. The communications center shall have the capability of immediate playback of recorded 
      telephone and radio conversations while it maintains a continuance recording of radio 
      transmissions and emergency telephone conversations within the communications center. 
   2. Recordings must be maintained for a minimum of 30 days. 
   3. Communications center shall provide secure handling and storage for recordings. 
      Administrative Services recordings will be stored in a secure environment in the 
      Administrative Assistants Office. 
   4. Recorded conversations may be reviewed in accordance with North Carolina General 
      Statue 132-1.4. 

D. The Shaw University Campus Police Department maintains a Department of Criminal 
   Information (DCI) computer, allowing it to participate in local, state, and federal criminal justice 
   information systems such as NCIC, NLETS and Interpol. 

E. The Shaw University Campus Police Department is not required to access an inter-jurisdictional, 
   regional, or other law enforcement radio systems; however the communications center has the 
   capability to access many local and state agencies through Inner City channels and Mutual Aid 
   channels. However, the Shaw University Campus Police Department has the capability to 
   contact another local agency. 

F. Accepting and delivery of emergency messages. 
   1. Communications personnel shall relay all requests for the delivery of an emergency 
      message to the appropriate officer or supervisor, who will then deliver or attempt to deliver 
      the message. The Shaw University Campus Police Department shall make all attempts to 
      deliver the following kinds of messages: 
      a. Death messages 
      b. Medical related, such as from doctors and health care facilities, where life may be 
         endangered. 
      c. Request by local and out of state people trying to check on sick or invalid relatives, and 
         there are no other immediate means to contact those people. 
      d. All other messages deemed necessary by the supervisor on duty. 

G. Communications personnel shall immediately reroute misdirected emergency and non-
   emergency calls to the proper agency once the redirected call is connected and received 
   communications personnel may disconnect; in the event the call is not transferable, 
   communications personnel have the ability to send DCI messages for the caller or locate the 
   appropriate contact number for the caller. 

   Shaw University Campus Police personnel shall immediately reroute misdialed calls for 
   service. Shaw University Campus personnel shall redirect misdialed calls to the appropriate 
   agency. 

H. Monitoring and responding to private security alarms. 
   1. Shaw University Campus Police Department does not directly receive private or commercial 
      alarms at our department.
2. Communications personnel shall monitor for alarms, and upon receiving an alarm, dispatch the appropriate officer.
3. Communications shall upon officer request, attempt to contact an emergency contact person, except for those alarms coming from Commercial Alarm Companies who are responsible for notification of a contact person.
4. The officer assigned to the alarm call shall proceed to the scene of the alarm by means of non-emergency traffic unless other indicators point to an emergency situation.

I. Receiving Specified Crime and Incident report information by telephone or mail in Lieu of On-scene Response.
   1. The Shaw University Campus Police Department does not have a system for receiving incidents report information by mail.
   2. The Shaw University Campus Police Department does not have a system for receiving specified crime or incident report by telephone.

V. Facilities and Equipment

A. Security measures for the communications center are in place to:
   1. Limit access to the communications center to authorized personnel.
   2. Protect equipment
   3. Provide for back-up resources.
   4. Provide security for transmission lines, antennas and power sources.

B. Alternate Source of Electric Power for Continued Communications.
   1. The Communications Center and the Shaw University Campus Police Department shall maintain an electrical power generator as an alternate source of power to ensure the continued operation of emergency communication equipment in the event of a failure of the primary power source.
   2. A documented inspection and test of the alternate power source shall be completed weekly.

C. Separation of Emergency from Non-emergency Calls

The Communication Center and Shaw University Campus Police Department maintain two-way radio equipment capable of operating on joint public safety frequencies.
Shaw University
Campus Police

Standard Operating
Policies and Procedures
Chief W.D. Joiner

Policy #: 11   Subject: Arrests & Citations   Effective Date: 10/01/2010
Review Date: 10/01/2010

STANDARD REFERENCE: 1.2., 1.2.3, 74.3.2, 74.3.3

DEPARTMENTAL POLICY
It is the policy of the Shaw University Campus Police Department to provide guidelines for arresting, transporting, and using force that are within the policies of this jurisdiction and of state and federal laws.

PURPOSE
The purpose of this procedure is to explain the procedures to be employed in arresting, booking and releasing by citation.

1. Discussion

A. North Carolina General Statues (15-A-302) defines the authority police officers having in arresting and/or issuing citations.

B. Only sworn police officers shall serve arrest warrants or issue citations (L.E. Standard 74.3.2)

C. In the department, officers shall strive to use alternatives to arrest. Whenever possible, officers of the Shaw University Campus Police Department shall use discretion when investigating violations of the law. They may choose to give verbal warnings, warning tickets, juvenile referrals, campus appearance tickets, citations, and arrest.

1. Verbal warnings – should be used when situations indicate a lack of knowledge on the part of the violator or it appears likely that the violator will correct their conduct immediately.

2. Warning Tickets – should be use when a record of the violation needs to be made to insure compliance or correction. An example would be where there is an equipment violation and repair or replacement is needed. It is also appropriate to issue a warning ticket for instances involving expired inspections or registration that are not out-of-date by an unreasonable amount of time.

3. Citations – should be issued when it appears that a violator will respond to the courts as ordered and the violation is of a more serious nature. Examples of when citations should be issued are violations of traffic law and non-serious criminal law violations. A citation can be issued for infractions and misdemeanors. Felony violations may not be made or charged on a citation.

4. Criminal Summons – although a summons may be issued through a judicial official for infractions and misdemeanor violations, it is usually, more time consuming than a citation. It is recommended that a citation be issued instead.
5. Juvenile Referral – should be utilized when an officer encounters a juvenile (a person under the age of sixteen (16) who has committed an offense and feels, is a threat to the community or himself. In these circumstances the Juvenile Investigator should be contacted.

6. Campus Appearance Tickets – should be used in regards to students of Shaw University when dealing with incidents. These tickets refer the student to the Student Affairs Judicial system.

D. In determining whether to use alternatives the officer should use his or her discretion and consider at a minimum the following issues: (L.E. Standard 1.2.2)
   1. State Law
   2. Type of crime charged along with the facts of the case
   3. Likelihood the person will appear in court and will not cause additional conflict with the victim nor commit additional crimes.

E. The prompt serving of arrest warrants shall be a priority in the department.

F. Members of the Shaw University Campus Department are encouraged to seek the cooperation of social service agencies in diverting individuals from the criminal justice system, where appropriate. In addition, members are encouraged to work with the District Attorney’s Staff in seeking help for individuals who may benefit from diversion.

2. **Shaw University Campus Police Officers May Effect an Arrest in the following conditions:**

   A. Arrest by officer pursuant to warrant:
      1. Warrant in possession of officer. An officer having a warrant for arrest in his possession may arrest the person named or described therein at any time and at any place within the officer’s territorial jurisdiction.
      2. Warrant not in possession of officer. An officer, who has absolute knowledge that a warrant for arrest has been issued and has not been executed, but who does not have the warrant in his possession, may arrest the person named therein at any time. If time permits, the officer would obtain the warrant before arresting the person. The officer must inform the person arrested that the warrant has been issued and serve the warrant on him/her as soon as possible. This subdivision applies even though the arrest process has been returned to the clerk of Court under G.S. 15-A-301.

   B. Arrest by officer without a warrant: (L.E. Standard 74.3.3)
      1. Offense in the presence of officer. An officer may arrest without a warrant any person who the officer has probable cause to believe:
         a. Has committed a felony
         b. Has committed a misdemeanor, and;
            1. Will not apprehended unless immediately arrested, or
            2. May cause physical injury to him or her or others, or damage to property unless immediately arrested.
            3. Subdivision (1) and (2) shall apply to arrest for communicating a threat or for domestic violence or domestic criminal trespass, already committed or being committed by a person who is the spouse or former spouse of the alleged victim or by a person with whom the alleged victim is living or has lived as if married.
C. Juveniles may be arrested:
   1. Pursuant to a court order
   2. If grounds exist for the arrest of an adult in identical circumstances pursuant to G.S. 15-A-401b.
   3. The arresting officer shall inform all cases inform the juvenile’s parents or guardian of the circumstances of the arrest as soon as practical.

3. Use of Force in Marking Arrests (Persons)

A. Shaw University Campus Police Officers shall use only the minimum amount of force necessary to properly affect the arrest. (Refer to GPD Policies #17 Use of Force, #33 Firearms/Non-lethal Weapons, #35 OC Spray, N.C. General Statute 154-4001, Arrest by law enforcement officer).

B. Shaw University Campus Police Officers may be justified in using non-deadly force upon another person when and to the extent that he reasonably believes it necessary: (Refer to reference policies in A and NCGS 15A-401).
   1. To prevent the escape from custody or to effect an arrest of a person when he reasonably believes he has committed a criminal offense, unless he knows that the arrest is unauthorized; or
   2. To defend him or herself or a third person from what he reasonably believes to be the use of imminent use of physical force while effecting or attempting to affect an arrest or while preventing or attempting to prevent an escape.

B. Shaw University Campus Police Officers are justified in using deadly physical force upon another person specified in this procedure only when it is or appears to be reasonably necessary thereby: (Refer to reference Policies A and NCGS 15A-401).
   1. To defend him or herself or a third person what he reasonably believes to be use of deadly force;
   2. To affect an arrest or to prevent the escape from custody of a person who he reasonably believes is attempting to escape b means of a deadly weapon or who by his conduct or any other means indicates that he presents an imminent threat of death or serious physical injury to others unless apprehended without delay.

4. Use of Force in Marking Arrests (Property)

A. A law enforcement officer may enter private premises or a vehicle to affect an arrest:
   1. The officer has in his possession a warrant or order for the arrest of a person or is authorized to arrest a person without a warrant or order having been issued, and;
   2. The officer has reasonable cause to believe the person to be arrested is present, and;
   3. The officer has given, or made reasonable effect to give notice of his authority and purpose to an occupant thereof, unless there is reasonable cause to believe that the giving of such notice would present a clear danger to human life.
   4. However in a situation whereas the officer has reasonable cause to believe the person to be arrested is located inside a residence other than his/her own, the officer shall obtain a search warrant for the individual and premises in order to enter residence.

B. The law enforcement officer may use force to enter the premises or vehicle if he reasonably believes that admittance is being denied or unreasonably delayed, or if he is authorized under Subsections A(3) and (4) above, to enter without giving notice of his authority and purpose.

5. Initial Arrest Procedures

A. Upon making an arrest, a Shaw University Campus Police Officer shall:
1. Identify himself as a law enforcement officer unless his identity is otherwise apparent.
2. Inform the arrested person he is under arrest, and;
3. As promptly as is reasonable under the circumstances, inform the arrested person of the cause of the arrest.

B. Miranda Rights shall be given when:
   1. A person is in custody and is being questioned.
   2. A person requests them during a non-custodial interview.

C. When giving the Miranda Rights the language to be used includes:
   1. You have the right to remain silent.
   2. Anything you say can and will be used against you in a court of law.
   3. You have the right to talk to a lawyer for advice before any questioning and have a lawyer present with you during questioning. If you cannot afford to hire a lawyer present with your during questioning. If you cannot afford to hire a lawyer, one will be appointed to represent you before any questioning if you wish.
   4. If you decide to answer any questions now without a lawyer present, you still have the right to stop answering at any time. You also have the right to stop answering at any time until you talk to a lawyer. (see GPD rights advisable form #37).
   5. If the person being questioned is a juvenile, you must also advise them:

      You have the right to have your parent(s), guardian, or custodian present with you during questioning.

D. The person being questioned must then answer the following questions yes or no.
   1. Do you understand each of these rights?
   2. Are you willing to talk to us now without having a lawyer, parent, or guardian present?

(See GPD juvenile rights advisable form #38

6. Searching Prisoners

A. Prisoners of the same sex as the arresting officer shall be searched at the time of arrest and prior to being transported. Any weapon or other object found on the prisoner which might endanger the safety of the officer or prisoner or which might damage the police vehicle or equipment shall be seized and secured. Any contraband, evidence, fruits or instruments of a crime, unrelated to the arrest but incident to a body search, shall be seized and appropriate charges filed.

B. When the prisoner is of the opposite sex, officer will take care to search and secure all articles in which a weapon could be concealed, i.e., purse, briefcase, package, etc. When the officer sees or strongly suspects that the prisoner of the opposite sex has concealed on his/her person a weapon, evidence, contraband, or fruits of a crime which may result in injury to the officer or prisoner or in the destruction of evidence, contraband or fruits of a crime, the prisoner shall be searched at the time of arrest and prior to being transported. If a Shaw University Campus Police Officer of the same sex as the prisoner is available, he/she should be requested to the scene, if practical, to conduct the search.

C. If for any reason a prisoner of the same sex cannot be thoroughly searched before being turned over to a transporting officer, the arresting officer shall, without fail, advice the officer receiving the prisoner. When an officer receives a prisoner from another officer, the receiving officer shall immediately search the prisoner. If the prisoner is of the opposite sex, an officer of the same sex should be called to perform the search.

D. After searching the prisoner, the officer shall place the prisoner’s hands behind their back and secure them with handcuffs. The officer shall tighten the handcuffs only enough to effectively secure the person’s wrists and prevent the prisoner from removing
his hands. The officer shall not tighten the handcuffs in such a manner which would cut off circulation to the prisoner’s hands. All handcuffs shall be double locked on the prisoner.

**Flex cuffs:** When the use of regular handcuffs is not appropriate, feasible, or sufficient, flex cuffs may be used. Padding may be used to prevent injury to the wrists.

### 7. Transporting of Prisoners

A. All transporting vehicles shall be searched at shift change and prior to transporting person in custody; the vehicle area used for this purpose will be clear of all equipment, seat organizers, property, personal belongings, etc. and searched for contraband, weapons, damage etc.

B. All prisoners will be handcuffed with hands behind their backs and will be seat-belted in the police vehicle, prisoners transported in police vehicles equipped with prisoner shields will normally be placed in the rear seat area, unless health, physical condition, or circumstances, of arrest dictate otherwise. When a single officer is transporting a prisoner in a vehicle without a prisoner shield, the prisoner should be placed in front passenger seat. This procedure is applicable to each subsequent transporting officer. Prisoners will not be left unattended while in a police vehicle. Officers should maintain visual contact with prisoners at all times. A prisoner being transported should not be allowed to communicate with anyone other than the transporting officer(s).

**Flex cuffs:** When the use of regular handcuffs is not appropriate, feasible, or sufficient, flexi cuffs may be used. Padding may be used to prevent injury to the wrists.

C. Not more than two prisoners will be transported in the same vehicle unless supervisory approval is obtained.

D. When a two person unit equipped with a prisoner shield is utilized, both officers shall occupy the front seat. When two officers transport a prisoner in a vehicle without a shield, the prisoner should be placed in the right rear passenger seat and the passenger officer should sit in the left rear seat behind the driver. The second officer shall maintain continuous surveillance of the prisoner(s).

E. All prisoners must be transported to the Shaw University Campus Police Department or Wake County Jail without unnecessary delay.

F. If the prisoner sustains injuries which will delay him/her from being accepted by the jail staff the officer shall transport the prisoner without delay to the Emergency Department at Wake Medical Hospital. If the injuries appear serious. EMS shall transport.

G. Should a prisoner cause damage to a department vehicle, he/she shall be charged appropriately.

H. The transporting vehicle will be inspected for contraband, weapons, and damage after the prisoner(s) have been delivered.

I. Prisoners shall not be permitted to smoke while being transported.

J. When prisoners of the opposite sex are transported, transporting officer will advise communications as to locations and mileage readings upon departure for, and arrival at, the detention or investigation facility. Communications shall be notified immediately should a delay occur. The notification must include the reason for delay and expected
length of delay. However, if situations prevail, members of the same sex as arrestees/detainees should transport when possible.

K. An officer who has custody of any prisoner shall be responsible for safeguarding the subject and all property in the subject’s possession while in the arresting officer’s custody.

L. The arrestee will be transported without any unnecessary delays from the point of arrest to the booking/processing location. If the Officer comes across an emergency situation where police assistance is required, the officer shall contact the next available unit to assist. If the officer must to stop to render aid, he/she shall maintain contact with the arrestee at all time during the interrupted transport. The officer should bear in mind that the “interruption” might be an attempt to free the arrestee.

8. Upon Arrival at the Wake County Jail

A. Enter through the main entrance to the jail and escort your prisoner directly to the booking area (if the prisoner becomes violent, the officer should proceed directly to the booking area and have the prisoner placed in a holding cell.)

B. While in the Magistrate’s office, the officer should obtain the necessary paperwork in order to properly process the prisoner.

C. When the officer has completed the paperwork in the Magistrate’s Office, he/she should without delay escort the prisoner to the booking area where a Wake County Sheriff’s Detention Officer will accept and process the prisoner.

9. Special Cases

Under very unusual situations, officers may make slight deviations to this arrest policy. Such examples of these would be arrests of handicapped, elderly, etc. In these situations, if the offense is minor, the officer may arrange (with supervisor approval) for the arrestee to meet the officer at the jail. In all arrests of this category, the officer shall use good judgment and weigh items such as type of prisoner, offense committed, risk of escape, etc. If at all possible, the handicapped, elderly, etc., prisoner, will be transported in a police vehicle with a prisoner shield; if the handicapped person must be transported in a special vehicle, the on-duty supervisor will make the arrangements for transport of the arrestee through Wake County Emergency Medical Services. Under no circumstances will officers retrain prisoners in a way that would cause asphyxiation, nor will prisoners be restrained by a method referred to as “hog-tying”.

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STANDARDS REFERENCE: 41.2.2, 41.2.3

DEPARTMENTAL POLICY

It shall be the policy of this department to actively pursue and apprehend individuals who violate the law. The decision to pursue law violators however will be carefully evaluated against risk to the public at large.

PURPOSE

This procedure provides guidelines on when to pursue, how to pursue and when to terminate pursuit.

1. Discussion

   A. Pursuit driving is the operation of a police vehicle as required for the pursuit and apprehension of a law violator or other suspect who is an occupant of a moving vehicle and who is attempting to flee the scene in the hope of avoiding apprehension. It may be justified in certain circumstances, as in the apprehension of a driver whose operation of his motor vehicle endangers the lives of fellow motorists, pedestrians, or other persons.

   B. At no time shall officers drive at a speed that is not reasonable and prudent under existing conditions. Officers shall continuously weigh the present danger to themselves and to the general public by considering such things as the weather conditions, likelihood of damage to police vehicles and other property, the mechanical condition of the police vehicle, the seriousness of the crime, traffic and pedestrian congestion, the possibility of identifying the suspect(s) at a later time, and other related factors when determining whether or not to continue the pursuit.

2. Rules Governing Pursuits

   A. An officer may pursue another vehicle when he/she is reasonably certain that the driver of the other vehicle understands that the police are attempting to stop him, and the driver of the other vehicle is attempting to avoid arrest. Primary factors to be considered by the police officer when faced with the decision to pursue a fleeing vehicle are:

      1. Type of offense committed (felony or serious misdemeanor vs. traffic violation),
      2. Volume of vehicular and pedestrian traffic,
      3. Road conditions and location of pursuit,
      4. Time of day/night,
      5. Weather conditions and speed involved,
      6. The safety of persons being pursued,
      7. The officer personal safety.
B. Any officer involved in the pursuit process shall:
   1. Have in use all safety restraints (seat belts, etc.)
   2. Activate emergency warning devices (blue light and siren and headlights)
   3. While in congested traffic in town, lower the driver's window far enough to hear other sirens and traffic warning signs.

C. Upon beginning pursuit, the officer shall notify communications and shall transmit the following information:
   1. Unit number: 10-43
   2. Reason for pursuit
   3. All available information on vehicle and occupants being pursued
   4. Location and direction of travel
   5. Speed traveling
   6. Furnish constant position reports

D. Any additional officers assisting in a pursuit shall notify communications of their location and type of assistance to be rendered.

E. Unmarked vehicles may engage in a pursuit until a marked police unit, can take up the position as the primary pursuit vehicle. However, there are circumstances whereas Criminal Investigative/Special Operations personnel operating unmarked vehicles may remain the primary pursuit vehicle, in the event a marked police unit is not readily available. Such as, apprehension of offenders, committing felonious crimes in progress, i.e. bank robberies, murder, sexual assaults, vice/narcotic offenses, offenses against undercover officers, and to prevent loss of evidence. Situations involving the primary pursuit by unmarked vehicles, will be closely monitored by the Divisional Supervisor of the unit involved in the pursuit by unmarked vehicles, will be closely monitored by the Divisional Supervisor of the unit involved in the pursuit, or in his/her absence the on duty shift supervisor. Pursuits of this type will be terminated or continued at the discretion of the monitoring supervisor.

F. An officer, when approaching an intersection where signal lights or stop sign control the flow of traffic, shall not proceed through the intersection until he is sure all traffic has yielded the right-of-way.

G. When two emergency vehicles approach an intersection where traffic control devices (electronic signaling device or posted sign) are installed; the right-of-way shall be determined by said device.

H. If an officer being in pursuit of a fleeing vehicle which has been previously pursued and lost by the police it shall be considered a new pursuit and treat accordingly by making the proper notifications as soon as possible.

I. At no time shall more than two vehicles become actively engaged in a pursuit directly behind a suspect's vehicle.
   1. The secondary pursuit vehicle shall follow and maintain a distance which is reasonable and prudent under the existing conditions.
   2. At no time shall police vehicles pass each other while engaged in a pursuit except in the case of mechanical breakdown.

J. Officers shall not become engaged in a high speed pursuit at any time when prisoners or other civilians are passengers in the vehicle operated by the officer.
K. Except in extreme cases, three units are sufficient to box in a vehicle and slow its rate of speed to affect a safe, forced stop, minimizing the risk of injury and damage to property. Police vehicles shall not be used to barricade a street in order to stop a fleeing car nor shall they be used to “bump” a vehicle that is being pursued, unless such action is used as a last resort to stop a person who would be a threat to life and may be used only when deadly force is justified. No deliberate contact will normally be made between any police vehicle and suspect vehicle during pursuit.

3. Rules and Responsibilities of Department Employee during Pursuits

A. Telecommunicator’s Responsibility:

1. Advise all other units of the pursuit and the information given by the pursuing officer. Assist in directing back-up units to strategic locations.
2. Order police radios cleared of all but emergency traffic.
3. Notify the Shift Supervisor on duty.
4. Alert all other nearby law enforcement agencies of the pursuit and information given by pursuing officer in pursuits that continues beyond the city limits. Shaw units will break off the chase when sufficient assistance is rendered, but will remain alert to the possibility of the chase returning to the campus.
5. Query DMV and NCIC for license data and wanted.

B. Shift Supervisor Responsibility

1. The Shift Supervisor will monitor all pursuits to insure compliance with this policy by police and communications personnel.
2. The Shift Supervisor shall order the pursuit stopped when he or she determines that any condition listed in the termination section of this Procedure exists, or anytime he believes the pursuit should be terminated based on the facts and information available to him.
3. The Shift Supervisor shall review all pursuits after termination as an administrative review, and prepare a memorandum report concerning same. All reports of pursuits will also be reviewed by the Chief of Police.

4. Pursuits Which Go Outside the Limits of Shaw University Property

A. When a pursuit appears to be headed outside the Shaw University Property and the suspect is wanted on felony charges, the officer shall notify Communications and request assistance from appropriate law enforcement agencies.

B. In case where the suspect is wanted on misdemeanor charges, the officer should notify Communications and request appropriate law enforcement agencies be notified regarding description of vehicle, direction of travel, charges pending and status of chase. The chase must be terminated no further than one mile outside the Shaw University Property.

C. Whenever a chase enters another jurisdiction and that jurisdiction joins the pursuit, the Shaw Campus Police Officer will yield to that agency but may follow to provide any assistance in the pursuit, and the Shaw Campus Police Officer should follow at a reasonable speed behind the last host vehicle.

D. Once the host agency takes over the lead, the lead Police vehicle shall follow at a reasonable distance behind the host vehicle.

E. If it appears that there is sufficient assistance from the host agency (2 or more vehicles from that agency) all Shaw Campus Police vehicles (except the lead vehicle) shall return to Shaw University.
F. If there is not sufficient assistance, the discontinuing vehicle(s) shall monitor the pursuit and follow it at the posted speed limit. Once sufficient assistance arrives, those Shaw Campus Officer(s) shall return back to Shaw University.

G. At the conclusion of each calendar year an annual staff review/analysis will be conducted on all police vehicular pursuits. The purpose of this analysis is to evaluate police pursuits in an effort to identify any patterns or trends that would indicate training needs, remedial training and/or policy and procedural changes or modifications. At the completion of the review, the staff committee will forward a documented analysis with recommendations to the Chief of Police, Assistant Chief of Police, Operations Captain and the department’s Training Officer.

5. Pursuits Initiated by another Law Enforcement Agency

Officers will not become involved in a pursuit imitated by an outside agency unless assistance is specifically requested. In the event another law enforcement agency engaged in a pursuit within the city limits, or is headed toward the Shaw University Campus, requests assistance from the Shaw University Campus Police Department, Communications will determine the location, reason, and the number of vehicles involved unless authorized by the Shift Supervisor. The Shift Supervisor shall be responsible for determining whether or not the Shaw University Campus Police Department will assist in the pursuit. The Shift Supervisor shall also be responsible for determining the type and amount of assistance that will be provided. The Shaw University Campus Police Department units assisting in such pursuits will adhere to departmental rules and regulations. Shaw Campus Police Officers will terminate their involvement in the pursuit if so directed by a supervisor or, if in the discretion of the officers involved, it is appropriate to do so.

6. Stop Stick/Tire Deflation Devices

“Stop Sticks” or other tire deflation devices may be used to end a vehicle pursuit that is inside the Shaw University Campus. Requests from other agencies must fall under the mutual aid agreement unless officers observe a violation within their jurisdiction and become engaged in pursuit.

Only officers trained in the use and deployment of “stop sticks” or similar devices will use this equipment.

At no time will “stop sticks” be used on motorcycles

**Method:**
The officer deploying the tire deflation device will select a safe position to use them. They will take into account the safety of the public, private property, the suspect, the deploying officer, and the pursuing officers. The pursuing officer will be notified by the deploying office that a tire deflation device is going to be used and the location where it will be deployed. Consideration should be given to traffic volume, construction areas, special events, and/or activities that may create situations where the use of the device would be inappropriate. The deploying officer will maintain a position of safety behind an object that will officer protection should it be hit by fleeing vehicle. If the deploying officer does not have a safe area to stand they will position their patrol car with blue lights, and alternating headlights on and the front tires turned as far as possible away from the road. The vehicle will be left in park with the front of the vehicle facing in the direction of the oncoming pursuit. The officer will stand a short distance behind the vehicle and deploy the tire deflation device. Should the patrol car be struck by the fleeing vehicle the patrol car should turn away from the road and the deploying officer due to the tires turned away from the road. This will create a small area of safety but the officer should use extreme caution during this type of deployment.
Deployment shall not occur on:
  a. curves
  b. bridges
  c. locations where reasonable judgment under the circumstances would dictate avoidance.

The deploying officer will throw the tire deflation device across the road and hold the locked cord reel flat against the ground to prevent other vehicles from snagging the line. When the fleeing approaches the deploying office will pull the “stop stick” into the path of the fleeing vehicle. At no time will the officer wraps the line from the cord reel around any part of his body. Officers involved in the chase shall increase the following distance to prevent their vehicle from striking the device. After the fleeing vehicle has run over or missed the tire deflation device it will be pulled from the road to allow pursing vehicles to pass.

If the fleeing vehicle hits the tire deflation device the deploying officer will advise the pursuing units that the suspect has hit the device. The pursuing units shall take appropriate action to avoid a collision with the suspect vehicle due to its slowing rapidly.

The officer(s) deploying the device shall be responsible for securing the device immediately after use. This includes searching the immediate area where the device was used and collecting any spikes or points, which may have become detached.
STANDARD REFERENCE: 41.3.4

DEPARTMENTAL POLICY

Employees should utilize department equipment only for its intended purpose in accordance with established departmental procedures and shall not abuse, damage or lose department equipment.

PURPOSE

The purpose of this procedure shall define what personal equipment will be issued by the department and describe the proper manner using the equipment.

1. Equipment Responsibility

   A. The Chief of Police shall be responsible for determining equipment needs, obtaining needed equipment and issuing it to affect personnel. Presently the personal equipment issued by the department includes:
      1. One department issued/approved handgun
      2. One department issued/approved handcuffs
      3. Department issued/approved ammunition (minimum amount that is necessary to fully load and reload the duty weapon)
      4. Department issued walkie-talkie and carrier
      5. Department issued/approved accessories such as OC spray, holder, holster, ammo holder, handcuff case, radio case, and other issued/approved equipment as needed.

   B. All employees shall maintain their issued equipment in a clean and orderly manner. In addition, all members shall insure that issued equipment is in proper working order.

   C. Employees are responsible for assuring that equipment issued to them is in compliance with department regulations. Employees who discover that equipment is not in compliance may notify their supervisor orally but must also file a written report. This report should include:
      1. Description of equipment not in compliance (Example: 38 Smith Weston Serial #12345)
      2. Description of deficiency. (Example: Misfiring)
      3. Date of discovery and date of report.

   D. Supervisors shall take proper actions such as obtaining replacements, notifying the proper personnel regarding repair. etc.

2. Badges/Nameplate
A. All officers will carry and wear while in uniform the badge issued by the department. All badges, buttons, nameplates, belt buckles or any other metal trim will conform to department issue.
1. The hat badge shall be placed squarely on the hat in the opening designed for the badge.
2. Both the shirt and jacket badge shall be placed on their respective garment above the left breast pocket.

B. Nameplates will be worn at all times by officers in uniform and will be centered over the seam of the right pocket of both shirt and jackets, depending on the uniform of the day.

3. Handcuffs

A. Handcuffs will be carried by all field personnel during their tour of duty. Uniformed personnel must carry handcuffs in a manner permitting quick and ready access. Handcuff keys will be carried at all times while on duty.

4. Service Weapons (On Duty)

A. All Shaw Campus Police Officers shall carry the issued service weapons at all times while on duty except those periods in which removal is necessary in the performance of regular duties. (Example: Booking a prisoner).

B. On duty officers shall not remove their service weapons from the holsters except as required in the performance of the law enforcement duties.

C. The weapons shall be fully loaded with ammunition issued by the department and carried according to department regulations.

D. Absolutely no modifications or alterations in factory specifications (except revolver grip adapter and replacement grips, black or brown only) are permitted on the service weapon.

E. Only department issued ammunition may be carried while on duty. If however the officer is authorized by section 8 to carry an alternate weapon, the officer must also carry authorized ammunition.

F. Any other weapon must be requested per section 8 of this SOP.

5. Service Weapons (Off Duty)

A. Off-duty officers are authorized to carry off duty weapons (minimum .38, 45 ACP maximum) concealed while anywhere in the State of North Carolina within their jurisdiction as Shaw Campus Police Officers however shall demonstrate proficiency in the use of the weapon as determined by the Chief of Police. Officers using off-duty weapons shall not use reloaded hollow point ammunition. When carrying the weapon, it should be carried in an inconspicuous manner, as not to alarm the general public. Officer however shall not carry badge, gun or identification card off-duty when consuming alcohol or having consumed alcohol less than eight hours before.

6. Reflector Vest

A. The reflector vest will be worn as a safety device when officers are involved in traffic control and lengthy traffic assignments such as ballgames, traffic accidents investigations, funerals, etc.
7. **Portable Radios**
   
   A. Uniformed officers with portable radios shall carry them at all times while on duty.
   
   B. Officers assigned to a vehicle shall have their portable radios with them and turned on each time they leave the vehicle.
   
   C. Officers carrying portable radios off-duty shall either keep them in their personal possession or make certain they are secured against loss, theft, or damage when left unattended.

8. **Supplemental Equipment**
   
   A. Officers wishing to carry equipment in addition to that issued by the Department, such as tape recorders, personal weapons, etc. shall obtain approval from the Chief of Police.
   
   B. This request for approval shall be written, stating the type of equipment the officer wishes to carry and the reason for carrying the equipment. The Chief of Police will reply also in writing.
   
   C. Small miscellaneous items such as accident templates shall not qualify under the supplemental equipment concept.
   
   D. Officers having questions regarding which equipment qualifies should confer with the Chief of Police.

9. **Prohibited Equipment**
   
   A. Shaw Campus Police Officers are prohibited from carrying the following equipment:
      1. Blackjacks (only with documented training approved by Chief of Police)
      2. Slapjacks
      3. Brass Knuckles
      4. Sap Glove(s)
      5. Other equipment not approved by the department

10. **Separation from the Department**
    
    Members separating from the department shall turn in all issued equipment within forty-eight hours. Separation from the department shall include leave of absence, resignation, retirement, suspension or termination.
Shaw University
Campus Police

Policy #: 22  Subject: Investigation of Alarms  Effective Date: 10/01/2010

DEPARTMENTAL POLICY
It shall be the policy of the Shaw University Campus Police Department to properly investigate all reports of alarms occurring within its jurisdiction.

PURPOSE
This policy and procedure explains the Department’s method of investigating alarms.

1. Always request a backup if the alarm is a holdup or break-in is discovered.

2. As you approach the area, be alert for suspicious persons and/or vehicles. They may be lookouts for the suspects.

3. If the business is a bank and the alarm has been activated during hours, the officer should request Communications notify the bank and have someone meet the officer outside of the bank.

4. Try to position the patrol vehicle in such a manner that it cannot be seen from the business.

5. Surround the area and block off all exits.

   a. Examine for footprints.
   b. Check for damage to doors, windows and locks.
   c. Check for ladders against the building to indicate entry through roof.

7. Request that the owner respond to open up the building.

8. If you feel that a suspect is in the building or has just left the building, secure the scene and request appropriate resources.
DEPARTMENTAL POLICY

It shall be the policy of the Shaw University Campus Police Department to protect the property of deceased persons.

PURPOSE

This policy and procedure explains the Department’s policy and procedure on handling property of deceased persons.

1. Procedure

   A. When Responsible Relatives Are Present:

   1. Personal property items turned over a relative should be listed on the proper report and signed by the relative receiving custody. Record on the report the name, address, telephone number, and the relationship of the person receiving the property.

   2. If the deceased person is wearing ring(s), watch, or other jewelry which cannot be recovered due to the condition of the body, record in the Offense Report that the items were with the body at the time it was removed from the scene. These items should be photographed.

   B. When No Relative Are Present:

   1. The investigating officer will seize for probate all money, keys, and other items of value that in the officer’s judgment should not be left at the scene. (In case death occurs at a location other than the victim’s residence, i.e., hotel, motel room, all of the victim’s property present will be seized for probate).

   2. If the deceased person is wearing ring(s), watch or other jewelry which cannot be recovered due to the condition of the body, record in the Offense Report that the items were with the body at the time it was removed from the scene. These items should be photographed.

   3. Remove from the vehicle any valuable personal property that belongs to the deceased person. Other property left in the vehicle will be inventoried and the inventory signed by the wrecker driver. Attach the inventory to a copy to the original report and turn in to the Chief of Police.
STANDARDS REFERENCE: 41.3.3.

DEPARTMENTAL POLICY

The Shaw University Campus Police Department shall follow the guidelines set forth in North Carolina state law and local policy, as to the use of seat belts in Department vehicles.

I. PURPOSE

To establish a policy to assure maximum operator and passenger safety, thus minimizing the possibility of death or injury as a result of motor vehicle crashes. This policy will apply to all personnel operating or riding in Department vehicles.

II. DISCUSSION

Research clearly indicates that the use of safety belts has a significant effect in reducing the number of deaths and the severity of injuries resulting from traffic crashes. A law enforcement officer’s chance of being involved in a motor vehicle crash is approximately two to ten times greater than that of the general public. The use of safety restraints reduces this risk to death and serious injury and assists officers in maintaining proper control of their vehicles in pursuit and/or emergency high-speed operations.

III. POLICY

To assure the safety of all personnel, safety belts shall be worn by drivers and passengers in all vehicles owned, leased or rented by the Department at all times. This also applies to the operation of privately owned or other vehicles if used on-duty.

IV. RECOMMENDATION

It is strongly recommended that safety belts be utilized by Department personnel and their families at all times in vehicles while in an off-duty capacity to further reduce the risk of death or injury.

V. PROCEDURE

A. Department personnel shall use the safety belts installed by the vehicle manufacturer properly adjusted and securely fastened when opening or riding in any vehicle while on duty.

B. Lap belts shall be properly secured in those vehicles equipped with automatic safety belts systems that require the lap portion of the belt be manually secured.
C. The driver of the vehicle is responsible for insuring compliance by all occupants of the vehicle he/she is operating. Approved child safety restraints shall be used for all children of age, size, or weight for which such restraints are prescribed by law.

D. No person shall operate a Departmental vehicle in which any safety belt in the driver’s seating position is inoperable. No person shall be transported in a seating position in which the safety restraint is inoperable.

E. No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts except for vehicle maintenance and repair and not without express authorization of the Chief of Police.

F. Personnel who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

G. Any person(s) under arrest and being transported in Department vehicle(s) are required to be secured in the vehicle by a safety belt in all seating positions for which safety belts are provided by the vehicle manufacturer. Caution: Prisoners who are handcuffed in front have the ability to release the handcuffs using the safety restraint’s latch plate.

H. An officer operating in an undercover capacity may be exempt only if the officer believes the use of the safety belt will compromise his/her identity.

I. When arriving at an emergency call or making a vehicle traffic stop, the operator may remove the safety restraints just prior to stopping for quick exit. Caution should be exercised to insure that during the traffic stop the violator is in fact going to stop. This prevents becoming involved in a pursuit without the use of a safety belt.
### DEPARTMENTAL POLICY

It shall be the policy of the Shaw University Campus Police Department to respond to hazardous material incidents that pose a danger to the citizens of Shaw University.

### PURPOSE:

The purpose of this policy is to define what may constitute a hazardous material incident and establish a standard operating procedure for responding to hazardous material incidents.

### DEFINITIONS:

HAZARDOUS MATERIAL RESPONSE LEVELS

**LEVEL I:**

(POTENTIAL EMERGENCY CONDITION) An incident which can be controlled by the first response agencies, does not require evacuation other than the involved structure or immediate outdoors area, and does not indicate any major type of environmental damage will occur.

**LEVEL II:**

(LIMITED EMERGENCY CONDITION) An incident involving a greater hazard or area which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area, or indicates that major environmental damage could occur. Initial response to the incident can be adequately handled by the jurisdictional personnel and resources, with special assistance for decontamination if required.

**LEVEL III:**

(FULL EMERGENCY CONDITION) An incident involving a severe hazard or large area which poses an extreme threat to life and property and will probably require a large scale evacuation; or an incident requiring the combined expertise or resources of city, county, state, federal, and/or private agencies/organizations.

**LEVEL IV:**

This is an incident involving an undetermined hazard. The quantity or nature of the substance and the location of the incident, indicate that the rating of the danger to the general public and/or the impact on the environment cannot be immediately determined. Extreme care must be exercised with the incidents in this agency.
PROCEDURE

A. Dispatch notify on duty Supervisor of Hazard Material Incident.

B. Dispatch notifies the Chief of Police.

C. Level incident:
   1. Duty Supervisor coordinates response with Incident Commander
   2. Assigns personnel as needed.

D. Level II
   1. Duty Supervisor/Chief and Incident Commander determine area to be evacuated.
   2. Chief/Supervisor plan evacuation and assign personnel to initiate plan.
   3. Additional personnel may be called for duty reporting to a staging area.

E. Level III and IV
   1. Duty Supervisor/Chief become liaison at command post and report to Incident Commander.
   2. Duty Supervisor may call in one additional off duty shift if they determine it necessary.
   3. Off duty personnel to report to a staging area for assignment.
   4. Evacuation plan and security of area to begin immediately.
      a. Use radio PA systems
      b. Door to door canvass
Policy #: 38  
Subject: VIP Security  
Effective Date: 10/01/2010  
Review Date: 10/01/2010

STANDARD REFERENCE: 46.1.9

DEPARTMENTAL POLICY

It is the Policy of this Department to provide for, and assist in, the safety and security of visiting VIPs within our jurisdiction.

PURPOSE:

To establish operational guidelines for providing protection to visiting VIP’s.

VIP Security Plan:

A. Responsibility – The Operations Captain shall be responsible for supervising and coordinating security measures associated with the protection of visiting VIP’S, and with the respect to this protection the Operations Captain shall:
1. Upon request, arrange to provide support and coordination to any agency involved in or assigned protection responsibility to a VIP scheduled to visit our jurisdiction.
2. Establish and maintain liaison with all agencies participating in the security detail.
3. Conduct a thorough assessment of the security level necessary and coordinate activities related to personnel requirements, equipment procurement and duty assignments. Consideration will be given to type, number of vehicles, and body armor for VIP’S and officers, and weapons needed to accomplish the assignment.
4. Arrange for the collection of intelligence information identifying known persons or groups who may pose a threat to the protected. Individuals profiles should be complied which include physical descriptions and photographs, group characteristics and general appraisal of the threat which the individual or group presents.

B. Advance Survey
1. Working from information detailing the protectee’s entire schedule, a security assessment will be conducted in order to identify problem areas and security concerns, enabling a more effective plan of security.
2. All travel routes to be used by the motorcade during the visit shall be selected only after being inspected, evaluated and approved for safe and unobstructed travel.
   a. An alternate travel route will be selected to be utilized in the event of an emergency or other circumstances requiring a route change.
   b. All security personnel shall be made aware of all primary and secondary travel routes.
3. All sites and facilities to be visited by the protected shall be inspected and resultant plan of security formulated for each location.
4. A listing of all medical facilities, ambulance and first aid services will be compiled and a contingency medical response plan developed.

C. Command and Control
1. A command post shall be established and staffed with at least one representative from each participating agency. Operations information of the protectee’s movements and security status shall be collected and distributed to all support groups routinely.
2. The protection assignments will consist of various security components having individual responsibilities, supervised and staffed with personnel having functional expertise in the particular area of assignment.
3. All security component supervisors will be thoroughly briefed on all aspects of operations and will assist in developing security measures for their particular assignment. They will remain accountable for their assigned responsibilities until being relieved by the security coordinator.
4. All plainclothes personnel assigned to the security function will wear a designated insignia, identifying them as law enforcement officer.

D. Communication and Equipment
1. The security coordinator shall be responsible for compiling a list and facilitating the procurement of all general and specialized equipment considered necessary for the assignment.
2. Assigned Personnel will be equipped with radio communications having the designated operational frequency. In the event operational frequencies among participating agencies are incompatible, a communications liaison will be assigned to coordinate communications transmission.
DEPARTMENTAL POLICY

It is the policy of the Shaw University Campus Police Department to maintain a viable intelligence network. The intelligence function will support departmental operations and provide for coordination with all federal, state, and local law enforcement agencies.

PURPOSE

To establish a policy for the gathering, analysis, use, and dissemination, of intelligence information. Under the guidelines of this policy, the Intelligence Function will support departmental operations and provide for coordination with all federal, state, and local law enforcement agencies.

RESPONSIBILITY

It will be the responsibility of the Investigations Supervisor or his/her designee to maintain criminal intelligence records.

Criteria of Information

To ensure that information collected is limited to criminal conduct and relates to activities that present a threat to the community, the Shaw University Campus Police Department will only maintain files related to the following:

1. Information may be gathered relative to crime figures and criminal operations in order to identify crime patterns, conspiracies, criminal associates, or develop probably cause relative to criminal acts and threats of same.

2. Information may be gathered on violations of laws, events, or conditions occurring in other jurisdictions which may have a threatening effect on the life and property within Shaw University.

Limitations to Information Gathering

It is the policy of this department to preclude the gathering of information which does not meet the established criteria. Specifically, information shall not be gathered or retained for purely interest purposes, and information shall not be gathered merely on the basis of an individual's religion and/or political affiliations, or the fact that the person(s) supports unpopular causes or merely on the basis of a person’s ethnicity or race.
Classification of System Information

The types/quality of information that may be included in the intelligence system will be classified into the following descriptive categories:

1. Reliable – Prior information has been found to be consistently accurate.
2. Fairly Reliable – Information from the source is occasionally found to be unreliable.
3. Unreliable – Information in the past has been proven to be incorrect.
4. Reliability unknown – First time source provided information, not documented sources of information unknown.

Purging of Intelligence Data Files

1. All intelligence files will be periodically reviewed by the Investigations Supervisor.
2. Each review will consider the following:
   a. Continued usefulness of the information.
   b. Whether the information is still current.
   c. Reliability of the information.
   d. Relevancy of the information to police needs.
3. All records and reports which are no longer necessary or contain incorrect information will be removed from the source files and destroyed.

Security of Intelligence Files

The Investigations Supervisor may use a manual intelligence system or an automated intelligence system. If a manual system is used, the files will be maintained in a locked drawer or cabinet away from other files and will only be accessible to the Investigations Supervisor or his/her designee. If an automated intelligence file is maintained, the system shall be pass-word so that it may only be accessed and viewed by designated personnel. The program will be exited or system shut down if the computer is left alone.

Utilization of Intelligence Personnel

The intelligence process, in order to be effective, must be carried out by every member of the department. Accordingly, the following responsibilities will be fulfilled by each officer:

1. Non-Supervisory Officers
   a. Know the areas of intelligence interest to the department
   b. Collect and refer information to the Investigations Supervisor;
   c. Develop and maintain sources of information.

2. Supervisory Officers
   a. Review reports and investigations for intelligence information.

3. Command level officers will maintain liaison with the Investigations Supervisor in order to:
   a. Receive regular briefings;
   b. Remain current on persons and locations of intelligence interest to the department;
   c. Provide information to the Investigative Division; and
   d. Request information from the Investigations Supervisor concerning specific investigative needs.
DEPARTMENTAL POLICY

It shall be the policy of Shaw University Police Department to establish procedures for Department personnel in the handling of hostage/barricade situations for the protection of officers and citizens.

PURPOSE

To provide guidelines for officers responding to hostage and barricade situations.

First Officer On-Scene

1. The first officer(s) on the scene must have a general knowledge of hostage situations and must observe certain guidelines while performing a number of duties.
   a. Attempt to avoid confrontation in favor of controlling and containing the situation until the arrival of trained tactical and/or hostage negotiation.
   b. Beware of the importance of time.
      1. Time may decrease stress and anxiety, allowing a volatile situation to calm down.
      2. Time allows for intelligence gathering and planning.
      3. If a situation is prolonged, the hostage taker or barricaded person may commit a tactical error or his resistance may wear down.
      4. The more time the hostage taker spends with the hostage(s), the less likely he is to take hostages, lives.

2. Initially the officer must:
   a. Take cover, not concealment, to protect himself.
   b. Block escape, confining the captor(s) to the smallest area possible that is consistent with their own safety.
   c. Radio the communications center of his exact location, the location of the suspect and hostages, and the nature of the incident. You should also notify communications to notify Shaw University Campus Police Department supervisory personnel. Notify any other persons within and outside the Department deemed necessary by the on-duty supervisor at the scene. The highest ranking senior officer at the scene will be deemed as the officer in charge until such time as he is relieved by a higher ranking officer.
   d. Assume a position of command until the arrival of a supervisor.
      1. The officer should deploy responding units to maximize containment and establish perimeters.
      2. The office should start evacuating civilians, bystanders, and injured persons from the danger area. Questioning those evacuated may yield vital intelligence.
3. The officer should establish an outer perimeter. Vehicular traffic and bystanders will not be allowed within this perimeter. Other agencies may be utilized such as the North Carolina Highway Patrol.

3. Command Officer in Charge

Successful resolution of a situation is dependent upon the effective decision making and coordination of tactics or operations by the officer in charge.

a. One officer should be in charge.

b. The OIC should establish an inner perimeter to include within: the barricaded person or hostage taker, the negotiators, and a police marksman.

c. The OIC should establish within the outer perimeter:

1. A Central Command Post or base of operations staffed with appropriate chain of command personnel.
2. Notify the necessary fire, rescue and ambulance personnel and establish a mobilization point for these personnel.
3. Request appropriate surveillance equipment.
4. Establish a press information center.

d. Firepower must be strictly controlled and in accordance with applicable state law. Target identification is essential and fire should be delivered only on command of the OIC. Authorization for the use of force and chemical agents should be given only by the OIC or the tactical commander with OIC concurrence. Specially trained personnel should be the personnel to deploy the chemical agents or use force unless someone’s life is in danger. Outside agency tactical units (i.e. SBI, FBI, etc.) will operate under the authority of the Chief of Police following the specific Policy and Procedures set forth by the assisting tactical team manual and leader.

e. Tactical units, if available, should relieve patrol personnel.

f. Tactical Team personnel and Hostage Team personnel shall maintain liaison with each other, either through radio, phone or command personnel, so that each entity will know what the other is doing and planning. The Central Command Post shall be staffed with personnel knowing the responsibilities of each team.

4. Communication

a. Compatible communication must established among the officers at the scene, particularly if more than one agency is represented.

b. Communications must be established between law enforcement officers and the hostage taker or barricaded person via telephone, in person or any other available means.

1. The suspect and the offices must be in accord as to the language being used; i.e., “street slang” is often quite different from standard English.
2. All communication with the suspect should be recorded.
3. The telephone is the ideal method of communication, but bargaining in person may be necessary. Direct voice is better than the bullhorn or other sound amplifying device.

5. Intelligence Gathering

Gather as much information as possible about the incident and about the captor(s). This type of information is vital to command personnel in determining tactics to be used.

a. The identity of the suspect; including,

1. Family and relatives
2. Associates
3. Criminal record
4. Personality traits
5. Special skills
6. Group affiliations
7. Recent problems; marital, financial etc.
8. Medical problems or addictions
b. The identity and number of hostages, including:
   1. Sex and age
   2. Medical problems, such as need for insulin
   3. Personality traits
   4. Present physical conditions
c. Cause(s) of the incident
d. Type(s) of weapon(s) used.
e. Intelligence about the scene itself including blueprints of buildings, locations of telephones, etc.

6. Principles of Negotiation
a. In talking with the suspect, the officer may gain insight into the incident. He must try to understand the subject and measure emotional stability.
b. The police should display a “low profile” as the suspect will feel less threatened and desperate.
c. Reassure the suspect he will not be killed if he releases the hostage safely and surrender.
d. Avoid deadlines. An effective stalling technique is to tell the hostage take(s) that all request and agreements must be cleared with the officers superiors.
e. All demands are negotiable except three:
   1. Demand for weapons
   2. Demand for drugs or alcohol
   3. No additional hostages are to be given or exchanged.
f. Never give hostage takers or barricaded persons more than they ask for, and never give anything without getting something in return.
g. Try to keep promises, loss of credibility my end negotiations.
h. Begin the negotiations with phrases like, “I am the negotiator”, or, “How may I help you?”
i. Try to make the suspect feel he is in control, but avoid appearing weak. Be prepared to talk authoritatively when the opportunity presents itself.

7. Pursuit/surveillance vehicles and travel routes in hostage situations where conditions dictate a decision to allow the hostage to leave their location, provisions for chase/surveillance vehicles and control of travel routes, should be implemented by the OIC.

8. Use of trained negotiators and support staff

Hostage situations and barricaded person incidents are delicate and critical. No two are alike. However, knowledge and planning can help deal with the unexpected and help reduce the chance of police response being impulsive and uncoordinated. People used in hostage negotiation will be trained in negotiation techniques.

9. News Media Access and Policy

News media will have an area set up at the Central Command Post in the outer perimeter.

The following information may be released to the media only by the University’s Public Relations Liaison:

a. Casualty information – casualty figures to include known dead or injured, names and/or addresses will not be released until confirmed notification of next of kin.
b. Eminent or present hazards to the public
c. Property damage
d. Other information at the authority of the OIC

10. Notification of Tactical and Hostage Negotiation Personnel
The Shaw University Campus Police Department does not have a Tactical Team or a hostage negotiation team within the department. Tactical team assistance and hostage negotiation support can be requested by the OIC from the following agencies.
   a. Raleigh Police Department
   b. Wake County Sheriff’s Department
   c. North Carolina State Bureau of Investigation

11. After-action Report – In order to plan for future hostage or barricaded person incidents, a departmental after-action report shall be prepared to include the following:
   a. Chronological order to events
      1. First indication of the situation
      2. First officer(s) on the scene
      3. Notification of field units, Chief and Captain
      4. Establishment of command post, perimeters and communications areas
      5. Notification of off duty personnel
      6. Request from assistance from other agencies i.e.: Fire, rescue, other agencies.
      7. Arrival times of support personnel and liaison
   b. Location of the incident
   c. Number of Hostage takers
   d. Number of Hostages
   e. Reasons if any, for the incident occurring
   g. Organized Groups involved, if any
   h. Casualties to include:
      1. Number killed
      2. Number with incapacitating injuries
      3. Number treated and released
   i. Total arrested
   j. Date/time incident cleared
   k. Date/time other agencies released
   l. Critique to include:
      a. Positive results
      b. Negative results
   m. Recommendations for future occurrences
STANDARDS REFERENCE: 46.1.5

DEPARTMENTAL POLICY

It is the policy of the Shaw University Campus Police Department to present to its personnel, procedures for the response to calls of bomb threat and explosions.

PURPOSE

To establish written guidelines in the operational response to reported bomb threat/incidents in an effort to reduce the associated risk factor.

A. Primary response

1. The Patrol Division shall be responsible for the initial response and preliminary investigation of all reported bomb threats and/or bomb incidents.

2. A preliminary assessment by the responding officer may dictate the necessity of requesting appropriate support personnel within the guidelines set forth in this procedure.

B. Receipt of Bomb Threat Call

1. In the event a bomb threat is received directly at the Police Department, the person receiving such call shall:
   a. Record in writing the exact words of the caller
   b. Attempt to ascertain the location of the bomb, the type of device, what it looks like and the expected time of detonation.
   c. Attempt to determine the sex, race, approximate age and mental attitude of the caller.
   d. Note any background noises and encourage the caller to keep talking, noting any peculiarities such as accent or impairments.
   e. Notify Telecommunicator’s immediately of the particular of the call for dispatch purposes.

C. Premises Evacuation

1. In threat only situations, the decision to evacuate the targeted premises shall rest with the premises authority. The responding officer shall refrain from influencing an evacuation decision under these circumstances.

2. If evacuation was ordered by the premise authority, the decision to allow re-entry will remain with the same authority.
3. Should an actual or suspicious item be located, evacuation of the premises should be directed by the responding officer under the authority of N.C.G.S 15-A-285, wherein a law enforcement officer may order an evacuation, if necessary, to save lives or otherwise control a public catastrophe.

4. Should evacuation be ordered, all personnel should be moved to a safe area no less than 300 feet from the target premises.

D. Premise Search

1. Responsibility for conducting a premises search in reference to a bomb threat rest with the premise authority. The responding officer should first ascertain whether a bomb threat plan for the premises exists. If so, he should become familiar with it and assist in the coordination of its implementation. The responding officer may assist in the search; however, he may be of more assistance in other areas. Remember, persons working at the premises are much more familiar with structure and contents.

2. If the target of the bomb threat is a vehicle, the responding officer should not attempt to conduct a search due to the extreme hazard associated with the task. In this case, emergency services personnel should be called to evaluate the situation and take the necessary action.

3. In coordinating or conducting a premises search, suggested guidelines include:
   a. Search personnel should be familiar with and have keys to the premises.
   b. Search personnel should be cautioned to look for anything unfamiliar or out of place in a given area, and not to touch or disturb anything suspicious or questioned packages or containers.
   c. Begin the search on the outside and work toward the inside. Once inside, begin at the lowest floor level and work up to the top floor.
   d. Pay particular attention to electrical vaults, utility areas, public access areas, lobbies, and unattended and unclaimed vehicles.
   e. Searchers should work in pairs.
   f. If time is an element of the reported threat, all search procedures should be discontinued thirty minutes prior to the reported time of the threatened detonation.
   g. If the search fails to reveal an explosive device, officer should never comment that there is no bomb present, rather than an explosive device was not found.

4. Should a confirmed explosive device or suspicious item be discovered, the search should be suspended, the premises evacuated and the following action taken:
   a. Ensure that the area has been evacuated effectively within the danger zone.
   b. Arrange to have fire and medical personnel on standby status at a designated safe area, convenient for quick response.
   c. Contact one of the following bomb and explosive support teams for assistance:
      1. 18th Ordinance detachment (EOD) US Army Bomb Disposal Fort Bragg, NC 2307-5000. Telephone number 24 hours a day 910-436-5651.
      3. Other assistance may be available from Raleigh Police Department has a bomb team.
      4. Coordinate with the commander of the bomb disposal unit, any and all support provided during the render-safe or transport procedure.
E. Perimeters

1. Should a suspicious or confirmed item be discovered, an inner and outer perimeter shall be established.
   
a. The inner perimeter shall consist of those areas subject to immediate damage in the event of detonation. It shall be under the exclusive control of the responding on-duty supervisor until relieved by the bomb technician or emergency services personnel. Entry into this area by any other personnel is strictly prohibited.

b. The outer perimeter shall consist of those areas outside the inner perimeter which require police control in order to maintain public safety and facilitate police operations. The outer perimeter shall be under the direct control of patrol personnel and entry by other than public safety personnel is prohibited.

F. Investigate and Reporting Responsibilities

1. Responding patrol personnel shall have the responsibility of conducting the preliminary investigation and filing appropriate reports. Supplemental and related follow-up reports will be filed by assisting support personnel with respect to their function.

2. Members of the Investigation Division shall be responsible for the follow-up investigation in an effort to identify the perpetrator of the act.

G. Prohibited Practices

1. No person other than the bomb technician or assisting bomb squad personnel should disturb, disassemble, transport, tamper with, or otherwise handle any confirmed or suspicious explosive item.

2. Under no circumstances will explosive devices be taken to or stored within the police facility.

3. No person shall transmit on any radio within the inner perimeter of a bomb scene.

4. The following information shall not be disclosed nor released to the public, press or other persons outside the Department without prior approval of the Chief of Police or his designate:
   
a. Description of the techniques, tactics, procedures, capabilities, or equipment possessed or utilized by the assisting bomb squad.

b. The facts concerning the construction, functioning, handling or disarming of any confirmed, suspicious or hoax device.

c. Any other information which would be detrimental to future operations or serve to provide knowledge or potentially encourage future occurrences.

H. Explosion Response

1. In the event of an explosion, the responding officer or officers on the scene shall:
   
a. Communicate to his supervisor the nature and extent of the damages and the immediate assistance needed at the scene to secure the area.

b. Ascertain the number and degree of injuries, if any, and request an appropriate medical response.

c. Identify all secondary hazards posing future threats to the safety of personnel such as open gas lines, electrical lines etc. and request assistance from the appropriate utility companies.
d. Notify and request the assistance of fire personnel to extinguish fires or as a precautionary measure.

2. Upon arrival, the supervisor shall:
   a. Assume command of the explosion scene and evaluate the actions taken by the first officer on the scene.
   b. Ensure that adequate fire and medical personnel have been summoned to deal effectively with the problem.
   c. Assist in coordinating the evacuation of affected persons to selected shelter facilities.
   d. Notify explosive device personnel and contact the Wake county Emergency Management coordinator at the County Fire Marshalls Office.
   e. Notify the Investigations Division for investigative assistance.
   f. Arrange for a preliminary in-field news release concerning the incident.
STANDARD REFERENCE: 1.3.4

DEPARTMENTAL POLICY

It shall be the policy of the Shaw University Campus Police Department to establish an OC (pepper spray) policy that meets or exceeds state or federal mandates as to use of force.

PURPOSE

The purpose of this policy is to provide a single source of reference for all department members as to the use and possession of OC spray.

1. Definitions

   A. Oleoresin Capsicum (OC) or pepper spray – a non-lethal or soft deterrent inflammatory agent that occurs naturally in cayenne peppers.

   B. Soft Hand Techniques – any touching or attempt touching by an officer, such as applying moderate pressure to turn, guide, or escort the person being arrested. Wrestling a suspect, pulling a suspect, and bending arms for handcuffing are higher levels of force than “soft hand” techniques.

2. Authorization of OC spray

   A. All officers shall carry the department issued OC spray while on duty and in the department issued carrying case. This OC spray shall be Oleoresin Capsicum or Pepper Spray, which for the remainder of this policy will be referred to as OC spray.

   B. An officer shall not draw, point, or discharge OC spray except in compliance with these guidelines and only when reasonably necessary for performance of official duty. Any unnecessary, frivolous or careless use or handling of OC spray is expressly prohibited.

   C. Officers shall not place or store OC spray in a manner so as to be exposed or readily prohibited.

   D. The loss or theft of department issued OC spray shall be reported immediately in writing to the shift supervisor. This report shall then be forwarded to the Chief of Police.
3. **Authorization for use of OC Spray**

A. OC spray, used in compliance with these guidelines is lawful non-deadly force. OC spray is authorized to affect a lawful arrest, to prevent escape from custody, or to defend the officer or another from what the officer reasonably believes is the imminent use of physical force.

1. OC spray cannot be used against a person who:
   a. Submits peacefully to arrest and complies with lawful commands during a lawful arrest.
   b. Complies with lawful commands.
   c. Is expressing mere verbal disagreement that does not threaten or incite others to threaten an officer and is not significantly delaying or obstructing discharge of duty.

2. Verbal persuasion and a warning are required before using OC spray if circumstances allow verbalizing and warning without risk to the safety of the officer or others, verbalizing and warning are not required when the defendant resist “soft hand” techniques, or resist more substantial force, or when there is a risk to the safety of the officer or others if use of OC is delayed.

3. Non-threatening suspects who do not pose a significant risk to officer safety should not be sprayed unless verbalizing, warning, and soft hand techniques have been attempted and resisted. This category includes suspects who are non-threatening and are very young, or old, or infirm or disabled in an obvious manner.

B. A person who refuses to submit peacefully to a lawful arrest, attempts to escape from lawful custody, or refuses compliance with lawful orders during arrest, detention or custody is subject to the use of OC spray:

1. After the officer has attempted “soft hand” techniques and the arrestee resist that attempt, or
2. When the officer reasonably believes the use of “soft hand” techniques may jeopardize the officer safety, or
3. When the circumstances reasonably indicate that attempting “soft hands” control may lead to an escalation of force with a risk of serious physical injury to the person being arrested or to the officer.

4. **Reporting discharge of OC Spray**

A Use of Force Report shall be written explaining the use or discharge of OC spray where it is used on people or animals. Accidental discharges where no one was hit with the OC spray shall be reported to the immediate supervisor in writing. The discharge of OC spray in Departmental training shall be an exception to this rule.

5. **Training and use of OC Spray**

Only Department members who have successfully completed a Department approved basic course in the use of OC spray shall be allowed to carry and use OC spray.
6. First aid for subjects after OC spray use

A. If circumstances allow, do not attempt to forcibly handcuff a sprayed suspect immediately after spraying. Give the suspect a brief opportunity, about 30 to 60 seconds, to react to the spray and overcome gagging and coughing. Some prisoners may panic or run blindly after being sprayed and immediate restraint may be necessary.

B. Rinse the affected areas with water. Pour the liquid over the bridge of the nose so that it floods both eyes. Encourage the suspect to blink their eyes repeatedly.

C. Tell the suspect that they are O.K. and will stop gagging soon. Assure the suspect the discomfort will end soon and they will experience no lasting side effects.

D. If the suspect is wearing contact lenses and circumstances allow, handcuff the suspect in front so that he/she may remove contact lenses. Trained medical personnel may be able to help to remove contact lenses.

E. Expose the sprayed suspect to fresh air and ventilation. If circumstances permit after handcuffing the suspect, delay putting them in a car for transportation until the OC spray has had a chance to dissipate. This delay may be as long as 15 minutes, if the safety of the officers is not at risk.

F. Give the suspect an opportunity to wash affected areas with soap and water after arriving at a holding or detention facility. Advise jail personnel if clothing has been contaminated so that clothing may be removed safely.

G. Officers should initiate immediate medical attention when:
   1. Gagging or breathing difficulties persist beyond an initial period of 2 to 5 minutes, or
   2. The suspect loses consciousness, sweats profusely, appear very sick, or
   3. Still significantly suffers from the effects of OC spray more than 45 minutes after contamination.

H. If circumstances permit, when a suspect complains of any medical problem, offer to take them to a hospital to be seen by E.M.T. personnel. Advise them that any cost of medical care will be their responsibility and will not be paid by the law enforcement agency.

I. Ask if the suspect suffers from bronchitis, asthma, or emphysema, or similar respiratory disease. If the answer is affirmative, initiate immediate medical attention such as E.M.T. Ambulance, rescue squad or emergency room.

J. Officers should look at and talk to the suspect on a frequent basis during custody to monitor for medical problems. Do not assume that a silent prisoner is asleep or harmlessly intoxicated.
DEPARTMENTAL POLICY

It is the Policy of the Shaw University Campus Police Department to provide guidelines to all personnel in the event of an unusual occurrence within our jurisdiction that threatens life or property.

PURPOSE:

The purpose of this plan is to expedite the mobilization of Department personnel while encouraging the efficient handling of duties and responsibilities associated with unusual occurrences including natural and manmade disasters which include hurricanes, tornadoes, floods, earthquakes and explosions. This can also include civil disturbances including riots, disorders and violence arising from dissident gatherings and similar disturbances.

RESPONSIBILITY

The Assistant Chief of Police shall be responsible for planning for response to Natural and Manmade disasters and all other Unusual Occurrences. The Assistant Chief shall act as the primary advisor to the Police Chief and shall act as an expediter of resources during an emergency situation.

OBJECTIVES

The objective of the Shaw University Campus Police Department Unusual Occurrence plan is to prepare the department to:

A. Handle and control an incident and bring it to a safe conclusion.

B. To facilitate the collection and appraisal of data to determine the validity of any given incident.

C. To provide for the orderly and efficient assembly of necessary manpower, supplies and equipment to ensure the proper and expeditious handling of such incidents.

D. To determine the need for training and education of Department personnel, to include techniques and procedures necessary for the successful handling of each incident. Training should include the Incident Command System and training provided by FEMA National Incident Management System.

E. Incident Command System and Emergency Management training will be documented annually.

F. To provide for orderly and sufficient coordination of all other agencies, departments or organizations considered necessary and appropriate to the successful handling of such incidents.
G. To provide the means whereby experience gained and the handling of such event may be used in the prevention of future incidents.

ALERT CLASSIFICATIONS

A. Unusual occurrence is an unscheduled, physical event involving potential or actual personal injury or property damage that arises from a natural or man-made incident that requires police action.

B. Accordingly, the following classifications will determine the type of unusual occurrences alert designation.
   1. White Alert – A minor occurrence which may be handled by the present facilities of on-duty personnel.
   2. Blue Alert - A serious unusual occurrence of such proportion that the facility usually available to the on-duty patrol personnel is inadequate to establish control and must be augmented by additional personnel to be mobilized by alert.
   3. Red Alert - A major unusual occurrence which threatens the University to such extent that the entire department must be mobilized for the effective control of the event.

NATURAL AND MAN-MADE DISASTERS

In the event of a natural or man-made disaster, the following procedures and actions apply:

A. Chain of Command: The following Chain of Command shall be utilized by the Shaw University Campus Police Department at all times. If other agencies are involved in the mission, the Chief of Police will have the ultimate command responsibility. In the absence of the Chief, this command responsibility will apply to the Chain of Command in descending order.

1. Chief of Police
2. Assistant Chief of Police
3. Operations Captain
4. Shift Lieutenant
5. Shift Sergeant
6. Police Officer
7. Security Officer

B. Situation Maps available at:
   1. Shaw University Campus Police Department
   2. Shaw University Physical Plant
   3. Wake County Fire Marshal's Office

C. Command Post: The Shaw University Campus Police Department is designated as the primary command post. Alternate field command post may be established if the situation warrants.

D. Communications: Primary radio frequencies for coordination of disaster procedures shall be the Shaw University Campus Police number one frequency.

E. Casualty Information: Casualty figures to include known dead or injured, may be released to the media. Names and/or addresses will not be released until confirmed notification of next of kin.
F. Community Relations/Public Information: Media briefing will be conducted as needs arise. Briefing will include:
   1. Eminent or personal hazards to the public
   2. Casualty figures
   3. Property damage
   4. Warnings to potential looters or other criminal acts

G. Other agency support Mutual Aid support from other law enforcement Agencies will be requested as the needs arise.

H. Traffic Control/Security: Shall be established at selected locations about the city based upon the need and circumstances of the present situation.

I. Equipment Requirements: Special equipment and/or emergency supplies shall be requisitioned on a need basis from any of the following agencies:
   1. Shaw University
   2. City of Raleigh Police Department
   3. City of Raleigh
   4. Wake County Sheriff’s Office
   5. State Capitol Police Department
   6. Wake County Office of Emergency Management
   7. State of North Carolina National Guard
   8. North Carolina State Department of Transportation
   9. American Red Cross
   10. Salvation Army

J. De-escalation Procedures: The following actions shall be taken to de-escalate adverse conditions as they may arise.
   1. Major Damage to property, rights of way and public utilities.
      a. Identify areas affected.
      b. Establish priorities for restoration.
      c. Coordinate restoration activities with other departments.

K. Media Control: The Chief or his designee will furnish the public with up-to-date, factual information obtained from field officers assigned to the department.

L. Post Occurrences Duties
   1. Continue security in affected areas.
   2. Maintain traffic security checkpoints

M. After-Action Reports in order to plan for future disasters, a Departmental After Action Report will be prepared using the following format:
   1. Location(s)
   2. Composition of staff
   3. Communications capabilities
   4. Composition of liaison staff
      a. Other Law-enforcement agencies
      b. Military staff
      c. Utility and Public Works Representatives
      d. Emergency Management staff
   5. Significant and adverse events and corrective or reactive actions taken to include:
      a. Deployment of personnel and equipment to pre-determined control points
      b. Lifesaving efforts.
c. Evacuations and/or relocation of officers 
d. Establishment of collection shelters 
e. Restoration of utilities and Rights of Ways 
f. Total Casualty figure 
g. Property damage by location 
h. Total property damage cost estimate. 


N. Transportation: The principal modes of transportation in natural and man-made disaster are private vehicles supplemented by Shaw University. Buses and vans may be used in situations where subjects are ill or disabled. Other transportation may be available through the City or Raleigh or Wake County Emergency Services.

CIVIL AND INSTITUTIONAL EMERGENCIES

A. In the event of an existing or threatened state of emergency endangering the lives, safety, health and welfare of the students, faculty, and staff of Shaw University, or threatening damage to or destruction of property, the Executive Vice President hereby authorized and empowered to close the university, in order to more efficiently protect the lives, safety and property of students within Shaw University property. Policemen, firemen, doctors, nurses and other such classes of persons as may be essential to the preservation of public order and immediately necessary to serve the safety, health and welfare needs of the university will be exempt from the curfew or closing.

B. The Executive Vice President shall proclaim the end of a curfew or closing as soon as circumstances warrant or when directed to do so by the President.

In the event of a Civil or Institutional emergency the following procedures and actions apply:

A. Communications Primary radio frequencies for coordination of civil and institutional emergencies shall be Shaw University Campus Police number one frequency.

B. Situations maps available at:
   1. Shaw University Campus Police Department
   2. Shaw University Physical Plant
   3. Wake County Fire Marshals’ Office

C. Command Post – The Shaw University Campus Police Department is designated as the primary command post. Other outer perimeter field command post may be necessary and shall be staffed as follows:
   1. Chief of police and/or Division Commanders
   2. Fire Chief or designee
   3. Other law enforcement liaison
   4. Emergency Medical liaison

Field Command Post/outer perimeter, may be necessary as deemed by the Chief of Police or his designee, and shall be staffed as needed with necessary personnel. Affected personnel will be notified of the field command post, via emergency or alternate radio frequency.

D. Chain of Command: The following chain of command shall be utilized by the Shaw University Campus Police Department at all times. This also applies if other agencies are involved in the mission so as to maintain unity within individual agencies.

   1. Chief of Police
   2. Assistant Chief of Police
3. Operations Captain  
4. Shift Lieutenants  
5. Shift Sergeants  
6. Police Officers  
7. Security Officers  

E. Community relations/public information – Media briefing will be conducted as needs arise. Briefing will include:

1. Eminent or present hazards to the public  
2. Casualty figures  
3. Property damage  
4. Warnings to potential looters or other criminal acts  

F. Court/Prosecutorial liaison – The District Attorney will be asked to provide legal assistance in arrest, incarceration, and court proceedings.  

G. Other law enforcement agency support – Mutual Aid support from other law enforcement agencies will be requested as the needs arise per North Carolina General Statute 160A-288.  

H. Traffic Control/Security – Shall be established at selected locations about the university upon the needs and circumstances of the present situation. Traffic security checkpoints shall be established at each entrance and exit of the affected area. Only persons on official business may enter affected areas.  

I. Equipment requirements – Special equipment and/or emergency supplies shall be requisitioned on a needs basis from any of the following agencies:

1. Shaw University  
2. City of Raleigh  
3. City of Raleigh Police Department  
4. Wake County Sheriff’s Office  
5. State Capitol Police Department  
6. Wake County Office of Emergency Management  
7. State of North Carolina National Guard  
8. North Carolina State Department of Transportation  
9. American Red Cross  
10. Salvation Army  

Shaw University Campus Police Officers are issued or have available the following equipment:

1. OC Pepper Spray, one canister per officer  
2. Handcuffs, one pair per officer  

J. Post Occurrence Duties:  

1. Continue security in affected areas.  
2. Maintain traffic security checkpoints  

K. After-Action reports – In order to plan for future civil disorders, a Department after-action report will be prepared by the Assistant Chief of Police or designee using the following format:

1. Chronological order of events.  
   a. First indication of a disturbance  
   b. Notification of field units, Chief and Captain
c. Establishment of command post and communications  
d. Notification of off duty officers  
e. Time and location of assembly, briefing, equipment, and committing of riot control force  
f. Request for assistance to:  
   1. Wake County Sheriff’s Department  
   2. Other law enforcement agencies  
   3. Wake Fire Department  
   4. Local Hospital  
   5. Emergency Management  
   6. Other resources  
g. Establish of security points per location  
h. Arrival times of support liaison and personnel  
i. Special equipment request of supporting agencies  
j. Arrival time with special equipment  
k. Deployment time for special assistance personnel and equipment  

2. Location(s) of disturbance  
3. Estimated size  
4. Reason(s), if any, used by antagonist  
5. Weapon(s), if any, used by antagonist  
6. Organized group(s) involved, if any  
7. Casualties to include:  
   a. Number killed  
   b. Number with incapacitating injuries  
   c. Number treated and released  

8. Total arrested  
9. Date and time disbursed  
10. Date and time order restored  
11. Date and time reinforcing agency released  
12. Critique to include:  
   a. Positive results  
   b. Negative results  

13. Recommendations for future occurrences  
14. An analysis shall be documented at least once every three years of incidents and training effectiveness.  

M. Transportation – The principal mode of transportation in civil disorders shall be by Police Department vehicles. Buses and vans may be used in situations where subjects are ill or disabled.  

N. Mass Arrest – In the event no alternative can be implemented and mass arrest have to be made, all prisoners shall be transported to and accepted by the Wake County Jail via designated police transport vehicles or other available buses. At the Wake County Jail all processing, identification, and evidence collection shall be completed. This will be a joint effort between the Shaw University Campus Police Department and the Wake County Sheriff’s Department personnel. After processing, the prisoners will become responsibility of the Wake County Sheriff’s Department where they will be incarcerated and afforded all rights granted by law to prisoners, which includes defense counsel, visitation, food, water, sanitation facilities and medical treatment.  

O. Juvenile Offenders – The following procedures apply to the arrest and process of juveniles participating in civil disturbances  
   1. Segregate from adult offenders  

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2. Process through regular juvenile channels
3. Release to parents or guardians or arrange for in-take when the juvenile meets the criteria.

P. De-escalation Procedures
1. Close off affected areas
2. Identify and arrest “ring leaders”
3. Disburse assembly
4. Set up security patrols in affected areas
5. Appoint investigate committee to determine the cause of the disturbance
6. Document the committee findings
7. Take directive action if applicable

Maintenance and Inspection Plan

A. Assistant Chief of Police or designee will be responsible for maintaining the Unusual Occurrence Plan. He will review the plan annually for potential upgrading, conduct periodic inspections and report to the Chief of Police the department’s preparedness for the plan. The Assistant Chief shall be responsible for providing rehearsals and management control measures for Emergency Plan training.

B. The Assistant Chief will maintain liaison with the Officer of Emergency Management and other affected agencies to coordinate the plan’s contents.

C. Special weapons and equipment designated for use in emergency situations will be inspected monthly for operational readiness. The inspection shall include:
   1. Location of equipment
   2. Amount of equipment
   3. Maintenance and inspection of equipment

Accessibility of Emergency Operations Plans by Command Personnel

All Shaw University Campus Police Personnel shall have in their Policy and Procedure manual, all policies, procedures and directives, describing the Emergency Operations Plan. This plan shall be reviewed and upgraded as needed.

Special Operations Activation

A. SRT may be called upon from the Raleigh Police Department, Wake County Sheriff’s Office, SBI and FBI if additional help is required.

B. Special purpose vehicles may be available from the above sources as well as from the military and Office of Emergency Management.

C. When assistance is to be activated from outside sources it should be done as follows:
   1. SRT will be requested by the Chief of Police or his designate.
   2. All other assistance may be requested by a supervisor as need arises.

Search and Rescue Missions

A. The Shaw University Campus Police Department is not equipped to perform Search and Rescue Missions.
B. Shaw University Campus Police personnel shall provide containment, security, and traffic control of the affected area.

C. Shaw University Campus Police personnel shall activate and assist in coordination of search and rescue efforts by notifying The Office of Emergency Management or the Wake County Rescue Squad.

D. The Police Department may be designated as the Primary Command Post and field command post may be set up as needed. A Police liaison officer shall be assigned to each command post.

E. Further assistance may be requested from:
1. County Fire Marshal’s Office
2. Other local Police and Sheriff’s Departments
3. N.C. State Highway Patrol
4. Military
5. North Carolina Department of Corrections
6. Civil Air Patrol
7. American Red Cross
8. Others as needs arise
Shaw University
Campus Police

Policy #: 39  Subject: Special Events  Effective Date: 10/01/2010

STANDARDS REFERENCE: 46.1.10

DEPARTMENTAL POLICY

It shall be the policy of this Department to prepare for special events ahead of time to deal with parking, vehicular traffic, pedestrian traffic and expected crime problems.

PURPOSE:

The purpose of this policy is to develop requirements and planning for handling special events which may include but not limited; to parades, entertainment, sporting events, highway construction or maintenance activities, picketing/demonstrations etc.

A. The Operations Captain or designee is hereby designated as supervisor and coordinator for the coverage of a given event and shall be responsible for:

1. Providing a written estimate of:
   a. Traffic expected, both pedestrian and vehicle traffic.
   b. Crowd control that may be needed.
   c. Expected time problems

2. Contingency plan for traffic direction and control, taking in consideration for:
   a. The ingress and egress of vehicles and pedestrians
   b. Parking spaces
   c. Spectator control
   d. Public transportation
   e. Relief of officers assigned
   f. News Media
   g. Alternate traffic routes
   h. Temporary traffic controls and parking prohibitions
   i. Emergency vehicle access

3. Use of special operations personnel – if needed, the coordinating supervisor may request assistance and equipment from outside agencies utilizing mutual aid request. Examples of requested include:
   a. Drug dogs
   b. SWAT or Special Tactics Team
   c. Additional manpower
   d. Public Utilities
   e. Additional First Aid Personnel

4. Logistical requirements to include:
5. Coordination for special events will be planned and organized by planning within and outside the agency. If needed, the Shaw University Campus Police Department can be assigned as a primary command post. Field command post may be set up as need. Command post shall be staffed with a representative from each agency.

6. After-action report to include:
   a. Type of event
   b. Time and date of event
   c. Composition of staff
   d. Type and number of Special Operations personnel
   e. Significant and adverse events and corrective or reactive actions taken
   f. Lessons learned, recommendations for future events
DEPARTMENTAL POLICY

It shall be the policy of the Shaw University Campus Police Department to insure that its employees present a professional appearance.

PURPOSE

To provide department members with general guidelines as to their appearance and dress so that the Department presents a professional appearance to the community.

PROCEDURES

1. Appearance:
   A. Each member of the Shaw University Campus Police Department when reporting for duty must present a neat appearance. The officer must be clean shaven, with hair neatly groomed and have a clean, neatly pressed uniform with all leather goods and metals surfaces clean and polished.

2. Hair Styles/Mustaches:
   A. All male Shaw Campus Police and Security Officers shall maintain the following standards of appearance.
      1. Hair on top of the head will be neatly groomed. The length and/or bulk of the hair will not be excessive or present a ragged or extreme appearance. Hair, when combed, may cover no more than the top half of the ears and may extend down to the shirt collar, but shall not cover any part of the shirt collar when standing in an erect position. If an afro style is worn, it shall be no more than 1 ½ inches thick at any point on the head. In all cases, the bulk or length of the hair will not interfere with the normal wear of the uniform hat.
      2. Sideburns shall not extend below the earlobe and shall at no point be more than 1 ½ inches wide. Sideburns shall not exceed ½ inch in bulk, and shall not flare, and shall be trimmed horizontally across the bottom.
      3. Officers shall be clean shaven except that mustaches are permitted. Mustaches shall be neatly trimmed and shall not exceed more than one half inch beyond the corners of the mouth. Mustaches will not cover any part of the lower lip.
      4. Beards, goatees are permitted.
Male Hairstyles

Front View  Hair on top of the head shall be neatly groomed.

Back View   Hair shall not touch the top edge of the collar.

Profile View Hair, when combed, shall cover no more than the top half of the ears.

           Sideburns shall not exceed ½ in bulk, shall not flare, and shall be trimmed horizontally across the bottom.

Mustaches   The width of a mustache shall not extend more than ¼ inch below the corners of the mouth, nor shall it extend more than ½ inch beyond the corners of the mouth.

Afro Hairstyles If an afro hairstyle is worn, the bulk of the hair shall be no more than 1 ½ inches thick at any point on the head.

B. All female Shaw Campus Police and Security Officers shall maintain the following standards of appearance.

1. Female Police Officers shall wear their hair in modest styles that do not extend below the bottom of the shirt collar.

2. Long hair can be worn pinned up in an attractive manner as long as it is neat. If it is worn up and begins to dishevel, it must be put up again or worn down, meeting the collar regulations.

3. In all cases, the bulk or length of hair will not interfere with the normal down, meeting the collar regulations.

4. The hair shall not give the appearance of being ragged, unkempt or extreme appearance and must permit the proper wearing of the hat.

3. Exceptions:

A. Exceptions to this regulation shall be only with the written consent with the Chief of Police or designee. Some reasons, that an exception may be considered are reasons based on upon medical conditions, special assignments, etc.
STANDARDS REFERENCE: 66.1.5, 66.3.3

DEPARTMENTAL POLICY

When escorts are authorized, it shall be the policy of the Shaw University Campus Police Department to escort in a safe and professional manner.

PURPOSE

This police and procedure explains the Department’s policy and procedure in providing escorts.

1. Permitted Escorts

   A. University functions such as parade (in which proper permits have been obtained).
   B. Business – officer may follow business representatives to the bank to make deposits.
   C. Stranded Motorist – to a place of refuge such as a relative’s home, police headquarters, etc. but not beyond three miles outside the city limits.

2. Prohibited Escorts

   Shaw University Campus Police Officers are prohibited from providing medical emergency escorts to private vehicles. Emergency vehicles may be escorted, except that they may not be escorted into situations or areas that are potentially hazardous or violent.

3. Other Escorts

   Officers encountering situations other than listed in the regulations are prohibited from escorting without supervisory approval.
DEPARTMENTAL POLICY

It shall be the policy of the Shaw University Campus Police Department to properly investigate all reports of assault with a deadly weapon occurring within its jurisdiction.

PURPOSE

This policy and procedures explains the Department’s method of investigating assault with a deadly weapon.

1. Always respond to assaults with a deadly weapon with a backup, unless the officer is requested to go to the hospital to make the report or the AWDW occurred over 30 minutes ago and the suspect is not expected to return.

2. The first unit on the scene should approach with extreme caution and insure:
   A. The suspect has left the scene
   B. That medical needs of the victim(s) have been met.
   C. That the back-up car circulates the area.

3. Obtain a description of the suspect(s) from the victim(s) and/or witness(s) and broadcast this information to Communications and back-up units.
   A. Include number of suspects, race, sex, etc.
   B. Type of weapon(s) used.
   C. Method and direction of travel.
   D. Length of time since the suspects left the scene.

4. Secure the scene and begin the investigation.
STANDARD REFERENCE 71.1.2

DEPARTMENTAL POLICY

It shall be the policy of the Shaw Campus Police and Security Police Department that department employees operate department vehicles which present a professional image.

PURPOSE

This policy and procedure provides guidelines to department employees on proper handling damage to police vehicles.

1. Vehicle Check Out
   
   A. Damage discovered during inspections:
      
      1. Before checking in service, the officer should do a vehicle inspection and complete the Vehicle Check Out section of the Daily Activity Report. This form should be turned in at the end of the officer's tour of duty.

2. Damage to Police Vehicles
   
   A. Damage discovered during inspection:
      
      1. Officers discovering damage over $50.00 to a police vehicle shall immediately notify their superior.
      2. A determination will be made as to the vehicle suitability for patrol duty. The standard of judgment to be used will be based upon safety and appearance.
      3. Vehicles deemed to be suitable shall be used for patrol duty. Vehicles that are not suitable shall not be used and the Chief of Police and designee will find a replacement.
      4. All cases of damage shall be documented by a written report before the tour by the officer discovering the damage.

   B. Damage to police vehicle due to accidents:
      
      In the event of an accident involving a department vehicle, the employee operating the vehicle shall do the following:
      
      1. Immediately report the accident to Communications.
      2. Request that the immediate supervisor be sent to the scene immediately.
3. Request the proper law enforcement agency is assigned to conduct an accident investigation.
4. If the Officer is not injured, he/she should manage the accident scene and maintain order. This shall include, but not be limited to, caring for injured persons, summoning medical aid, restoring the normal flow of traffic, contacting witnesses, etc.
5. If the officer is injured or if electric lines are down across the vehicle, he/she should remain in the patrol vehicle until EMS arrives (except in cases where it is likely the vehicle will catch fire).
6. The police supervisor called to the scene shall insure that the accident scene is properly managed, that hazards or conditions that caused the accident are removed, and that all reports are completely correctly.
7. All accidents involving department vehicles or injurious accidents involving on-duty personnel will be reviewed on a case by case basis by the Chief of Police or his designee.
8. Any officer that is involved in an accident and is deemed to be at fault, will be required to submit to a blood and/or urine test at a Certified Medical Facility or Doctors Office.
Shaw University
Campus Police

Policy #: 42  
Subject: News Media

STANDARDS REFERENCE: 54.1.1, 54.1.2, 54.1.3

DEPARTMENTAL POLICY

It is the policy of the Shaw University Campus Police Department to cooperate fully and impartially with Accredited representatives of the news media in their efforts to gather and disseminate factual Information, where consistent with established procedures, and where such activities do not subvert the ends of justice or infringe upon individual rights of privacy or upon individual rights to a fair and impartial trial.

PURPOSE:

To have a written, uniform guideline to develop a workable relationship between the Shaw University Campus Police Department and the news media in Wake County, and to ensure equal access to news events in the city of Raleigh.

I. Normal daily news releases

   A. New Releases

      1. Subject to the restrictions set forth in Section I.D. of this policy information may be prepared, distributed and released concerning arrest and investigations to news media personnel provided that such information will not jeopardize a continuing investigation, the apprehension of suspects or the prosecution of a case.

      2. On all occasions of major crimes such as homicide, other death investigations, sexual assault and break-ins resulting in property loss of $50,000.00 or more, the on-duty supervisor shall contact the Chief of Police and coordinate with the investigator of the incident to issue a news release to the Shaw University Public Relations Department. The format of the information to be included or excluded from a press release is covered in sections C and D. Once complete, copies should be distributed to the media by the Shaw University Public Relations Department. Additionally, copies should be sent to the affected divisions within the department.

      3. In the event of an incident where the news media has responded, the on duty supervisor shall contact the Chief of Police who will make the determination to contact the Shaw University Public Relations Department. The agency shall refer news media representative covering news stories at the scenes of incidents to the Shaw University Public Relations Department.
4. In the event of crisis situations within the agency such as mass layouts, criminal charges against employees, etc., the Chief of Police shall assist in designing a news release or news conference as described above. The Chief of Police or his designate shall be responsible for coordinating and authorizing the release of information concerning confidential agency investigations and operations in accordance with this policy and state law.

B. Who may make news releases?

1. The Chief of Police shall or his designee will be responsible for all the information releases from the department. This person shall work with all supervisors and affected division personnel when preparing news releases and conferences. This person shall also serve as a point of control for information dissemination to the community, to the media, and to other criminal justice agencies.

2. In the event that the Chief of Police is not available, or at events requiring an immediate agency spokesperson, it shall be the responsibility of the Assistant Chief of Police or his designee, to prepare and provide media information, keeping in mind section D of this policy.

3. When more than one agency is involved in an activity, the agency having primary jurisdiction will be responsible for releasing or coordinating the release to the media.

C. Information which may be released to the public, if available, in criminal cases which do not involve juveniles.

1. The name, age, place of residence, employment, marital status or similar background information of a person charged with a crime, the offense charged, the time and place of arrest.

2. Whether weapons were found or used, and description of evidence or contraband seized if not prejudicial to the outcome of the case.

3. The name of the victim, residence, the place the offense occurred, type of offense, items stolen, damaged, etc., and value, and any other general information that would not be prejudicial to the outcome of the case.

4. The identity of investigators and arresting officers.

D. Information not to be released to the public:

1. Opinions or other statements as to the character, reputation, guilt or innocence of any person connected with an investigation.

2. Admissions, confessions, statements or alibis, attributed to a person charged with an offense.

3. The results of any investigative procedure, polygraph examination or laboratory test involving a person charged with an offense.

4. The refusal of a person charged to submit to any test, except that information concerning refusal to submit to a chemical test for alcohol impairment may be released.
5. Opinions or other statements concerning the plea of a person charged or of possible disposition of a charge or case.

6. Opinions or other statements concerning the plea of a person charged or of possible disposition of a charge or case.

7. Statements concerning physical evidence.

8. Names of juveniles who are under investigation or who have been taken into custody.

9. The identity, testimony or credibility of any perspective witness.

10. Name or other personal information which will identify a witness if it will jeopardize the investigation.

11. Information received from other law enforcement agencies without the concurrence to release that information.


13. The names of deceased persons shall not be released prior to notification of the person’s next of kin.

E. Photographs

1. Photographs of defendants shall not be prevented in public places except in courtrooms and adjacent corridors as directed by a trial judge.

2. An arrest person shall not be posed for a news media photograph.

3. Photographs shall not be prohibited if the photographer is taking a photograph from a public place if such photograph does not interfere with a law enforcement investigation or operation.

II. Crime scene/incident news release

A. News release

Subject to restrictions set forth in section I.D., information may be released concerning arrest and investigations to news media personnel, provided such information will not jeopardize a continuing investigation, the apprehension of suspects or the prosecution of the case.

B. Who may make news releases?

The Chief of Police or his designee will be responsible for providing information to the Shaw University Public Relations Department for any news releases.

C. Information which may be released.

The information that may be released is the same as in section I.C. of this policy.

D. Information not to be released.

The information that may be released is the same as in section I.C. of this policy.
E. News media access on Shaw University property.

1. Generally the policy shall be that you will concern yourself with the law of trespass in dealing with members of the news media at the scene of a crime, accident or disaster.

2. When you are engaged in performing responsibilities at the scene of a crime, accident or disaster which require entry into Shaw University property, you should keep in mind the common usage, custom and practice throughout the county for news media photographers and reporters to enter private premises and homes along with law enforcement and public safety officers for the purpose of reporting on matters of public interest or a public event.

3. Representatives of the news media will be expected not to enter Shaw University property without permission from the Public Relations Department, and will be expected to leave Shaw University property when requested or ordered to do so by Shaw University Campus Police Officers.

4. If a media representative has been asked to leave the premises and the representative has refused, the Shaw University Campus Police Officer is entitled to escort that representative off the property, or in an extreme situation, to place the media representative under arrest.

5. If a media representative is being unreasonable in his request for access to a scene or information about an incident or is obstructing you from performing your legal duties, you shall not be expected to cooperate with that representative.

6. If a particular representative of the news media continues to be unreasonable in his demand, you shall inform your supervisor and request the supervisor to contact the supervisor of the news media representative in order to let him know how his employee is dealing with law enforcement personnel.

H. Photographs

The news media shall only be allowed to take photographs at crime scenes on Shaw University property when granted permission by Shaw University Public Relations Department.

II. Employees records

A. Employee's records are under the control of the Chief of Police and his administrator.

B. The following information with the respect to each employee is a matter of public record:
   1. Name
   2. Age
   3. Date of original employment or appointment
   4. Current position title
   5. Current salary
   6. Date and amount of most recent increase or decrease in salary
   7. Date of most recent promotion, demotion, transfer, suspension, separation or other change in position classification.
   8. The office or division to which the employee is currently assigned.

C. All other information in an employee's file is confidential and shall be open to inspection only in the following instances:
1. The employee or his duly authorized agent may examine all portions of his personnel file except: (a) letters of reference solicited prior to employment, and (b) information concerning a medical disability, mental or physical, that a prudent physician would not divulge to his patient.

2. A license physician designed in writing by the employee may examine the employee’s medical record.

3. Shaw University Campus Police employee having supervisory authority over the employee may examine all material in the employees personnel file.

4. By order of a court of competent jurisdiction, any person may examine all material in the employees file.

5. An official of an agency of a state or federal government, or any political subdivision of the state, may inspect any portion of a personnel file when such inspection is deemed by the official having custody of such records to be inspected to be necessary and essential to the pursuance of a proper function of the inspecting agency, but no information shall be divulged for the purpose of assisting in a criminal prosecution of the employee or an investigation of the employees tax liability.

6. The results of any internal or administrative investigation conducted on an employee are to be considered confidential and will not be released to the public. City code and county personnel matters will take precedence over this section.

IV. Arrest records

A. Information on arrest of persons and dispositions of these arrests should be obtained from the Clerk of Courts Office.

B. Arrest records at this agency shall be made available to the news media. They will show all arrests in their jurisdiction but may not indicate the final disposition.

V. News media identification

A. In order that there will not be any questions whether an individual is an authorized agent of the news media, an identification system is established.

B. Members of the news media who will be working with law enforcement personnel will be issued a news media identification card. When they are at a crime scene or other area that the general public is not allowed, they shall attach the identification card with supplied clip to outer garment of their clothing.

C. Credentials shall be revoked when media representatives habitually violate this policy and the appropriate agency head notified. Grievances shall be filed with the editor/representative of the violator’s agency.

VI. Access of news media catastrophic events and major crimes

In the event of major fires, natural or manmade disasters, tornados, hurricanes, civil disorders and major crime scenes such as barricade and hostage situations, the media shall not be allowed onto Shaw University property. The media shall only be allowed in the outer perimeter where a Press Information Center established by Shaw University Public Relations Department. The following information may be released in regards to catastrophic events:

1. Casualty information – casualty figures to include known dead or injured may be released to the media. Names and/or addresses will not be released until confirmed notification of next of kin.

2. Eminent or present hazards to the public.
3. Property damage.

4. Warnings of potential looters or other criminal acts.

5. Other information as deemed necessary by the PIO or in charge supervisor.

* NOTE: PLEASE SEE POLICY ENTITLED “UNUSUAL OCCURRENCES” in obtaining definitions of inner and outer perimeters.
STANDARD REFERENCE: Chapter 74

DEPARTMENTAL POLICY

It is the policy of the Shaw University Campus Police Department to design and implement a legal process function for the purpose of maintaining and tracking all civil and criminal documents that come into our possession.

PURPOSE

To provide agency guidelines as to the service and recording of legal process papers to include; records, civil process (to include protection and anti-harassment orders), criminal process, financial requirements and property management.

I. Records

1. Information regarding each item of legal process, civil and/or criminal, is recorded, including the following elements:
   a. Date and time received;
   b. Type of legal process, civil or criminal
   c. Nature of the document;
   d. Source of the document;
   e. Name of the plaintiff/complainant, or name of the defendant/respondent
   f. Officer assigned for service;
   g. Date of assignment;
   h. Court docket number; and
   i. Date service due.

2. A record on the execution or attempted service of legal process documents is maintained and includes:
   a. Date and time service was executed/attempted;
   b. Name of officer(s) executing/attempting service;
   c. Name of the person on whom the legal process was served/executed;
   d. Method of service/reason for non-service; and
   e. Address of service/attempt.

II. Civil Process

A. Upon receiving civil process documents, the Record Clerk shall log in the document in accordance with this policy.
B. Civil process documents are then routed to the supervisor on duty for service. If the supervisor on duty is unable to serve the document on the day received, it shall be given to the supervisor on duty of the following shift. When a civil document is sent to another jurisdiction, it shall be noted in the log where the document was sent and the date the document was sent. When a civil document is served, it shall be properly filled out by the officer. When a civil document is found to be unable to serve, it shall be filled out properly and returned to the office of the Clerk of Court. It shall be noted in the manual log that the document was returned unable to serve or the date of service, whichever is appropriate.

C. If process documents are found to be expired, the officer shall see that the document’s return is properly completed and processed accordingly. The process is then forwarded to Records Division where it is properly logged and returned to the office of the Clerk of Court.

D. All processes that may be served in the city limits with the exception of those normally served by the Sheriff’s Department shall be served by Shaw University Campus Police Department officers.

E. All those processes outside the State shall be handled in accordance with North Carolina General Statute 15-A Article 37.

F. Execution of orders for civil arrest or writs requiring the seizure of real or personal property shall be performed by a sworn law enforcement officer.

G. When the Shaw University Campus Police Department receives a protective/anti-harassment order, it is routed to the Supervisor on duty for placement in the protective order expanded file. The protective order file is located in the squad room and the order is maintained until its expiration date.

III. Criminal Process

A. Upon receiving criminal process documents, the Records Clerk shall enter each document, with the exception of subpoenas and mental commitments, into the warrant module of the agency computer system in accordance with this policy.

B. Criminal process documents are then assigned to each sergeant, on a rotation system, and placed in that sergeant’s warrant pouch. A legal data sheet is attached to the document. The sheet is to be completed by the officer(s) serving or attempting to serve the document.

C. Criminal process documents are to be served in a timely manner. Criminal process documents are valid for 180 days from the date of issue. If the documents are unable to be served within the 180 day time limit, the return shall be properly completed and the document returned to the originating county’s Clerk of Court, at which time they may be reissued.

D. When the criminal process document is being sent to another jurisdiction for service, proper notations shall be documented in the warrant module of the agency computer system. The document will then be sent to the proper jurisdiction. If the Records Division is closed and the document must be sent immediately, the shift supervisor shall document, in the manual warrant log, the whereabouts of the said document. The shift supervisor shall also leave for the Records Clerk proper documentation as to the disposition of the process document.

E. Arrest warrants are executed by sworn law enforcement officers only.
IV. Procedure Criminal Process

A. Police officers shall have power to serve all criminal processes directed by the General Court of Justice in accordance with N.C. General Statute 160A-286 or common law within one mile of the corporate limits of the city, and on all property owned by or leased to the city.

B. In addition to authority within the city limits, police shall have the powers invested in law enforcement officers by N.C. General Statute 10A-286 or common law within one mile of the corporate limits of the city, and on all property owned by or leased to the city.

C. All service on criminal processes should be attempted within 30 days.

D. When executing criminal processes, the potential for violence, fleeing, resisting arrest, or felony charges should be considered, and should result in the use of two or more officers. Officers should use no more force than necessary. Force used shall be in accordance with N.C. General Statute’s 15A-401(d).

V. Property

All property acquired through the civil process function shall be accounted for in agency records and shall be disposed of by the agency pursuant to legal authority.
STANDARD REFERENCE:  1.3.3, 1.3.4, 1.3.9, 1.3.10, 1.3.11, 1.3.12, 41.3.4

DEPARTMENTAL POLICY

It shall be the policy of the Shaw University Campus Police Department to establish a weapons policy that meets or exceeds all state mandates and reflect North Carolina State Law and Constitutional Law.

PURPOSE

The purpose of this policy is to provide a source of reference for all department members as to possession and use of firearms and non-lethal weapons.

1. Authorization of Weapons, Both Lethal and Less-Than-Lethal
   
   A. All officers shall be armed with the department issued service weapons while on duty, unless otherwise authorized by the Chief of Police. No officer shall carry any weapon on duty other the ones authorized by the Chief of Police or his designate. Authorized weapons include:

   1. Smith and Wesson M&P .45 caliber pistol, or any weapon authorized by the Chief of Police.

   2. MK-III .40% OC Spray manufactured by First Defense.

   3. 12 gauge pump shotgun

   4. Police Baton/Asp

   5. Steyr 308 caliber sniper rifle (only those officers qualified with this weapon have access).


   7. Back-up weapons that have been approved by the Chief of Police.

   8. M-26 and X-26 Tasers.

   B. Back up weapons may be carried by officers who wish carries them. The type of weapon (make, model and cal.) and commercially available factory ammunition (hollow point) will be approved by the Chief of Police before being allowed to carry it. An ankle holster or vest holster is preferred, but not limited to these two types. The weapon will be concealed from the public at all
times. The back-up weapon should be utilized when the duty weapon is inoperable, unavailable, or is otherwise the only means available in the light of the circumstances and conditions known to the officer at the time. All Policies and Directives governing the handling and use of duty weapons on duty or off duty, will apply (Policy 33 and Directive 021). Each officer will be required to qualify with the weapon at the same standards as their issued duty weapon. The weapon will be registered with the Shaw University Campus Police Department and kept on file while the weapon is being carried.

C. Carrying a concealed weapon off-duty is optional and the reasonable discretion of the officer provided such action is not in violation of the law. Carrying a concealed firearm off-duty is expressly authorized for full-time sworn officers. All firearms and ammunition carried on or off-duty shall meet agency-authorized specifications before such firearm is carried. (See Directive #21 Carrying Concealed Weapon.)

1. An officer shall not carry or possess any firearm off-duty while consuming any alcoholic beverage, or with the odor of any alcoholic beverage on the officers breathe.

2. An off-duty office shall not carry or possess a firearm while attending a social event, or at any place where alcoholic beverages will be available to persons attending or present regardless of whether or not the off-duty officer anticipates personal consumption of alcoholic beverages.

D. Firearms carried while in civilian clothing shall be accompanied by a police badge that can be readily viewed by the public.

E. The issue or authorized service weapon shall not be modified or altered in any manner. Any non-standard grips, stocks, trigger shoes, or other inserts must be approved by the Chief of Police.

F. No ammunition shall be loaded or carried by an officer except that issued by the department or permitted by the Chief of Police. The issued round shall be a jacketed hollow point type for handgun.

G. An officer shall not draw, point, or discharge a firearm except in compliance with these guidelines and only when reasonably necessary for performance of official duty. Any unnecessary, frivolous or careless use or handling of a firearm is expressly prohibited.

H. Officers shall not place or store weapons in a manner so as to be exposed or readily accessible to the public or prisoners.

I. Each officer shall be personally responsible for the care and cleaning of the service weapon.

J. Prior to carrying a weapon on duty, a certified Firearms Instructor through the N.C. Justice Education and Training and Standards Commission, shall review, inspect and approve all weapons intended for use by employees. Any mechanical defects are to be immediately reported to the firearms instructor for repair. Weapons deemed as being unsafe shall be removed from service until such time the weapon is repaired and made safe.

K. The loss or theft of any departmental issued firearm shall be reported immediately in writing to the shift supervisor. This report shall then be forwarded to the Chief of Police.

L. When injury or death is caused through the use of a firearm, that firearm shall be taken into custody immediately by the supervising officer and no officer shall refuse to surrender said firearm.
2. Authorization for Discharge of Firearm

A. A police officer is authorized and has duty to prevent death or serious injury to himself, fellow officers, or a member of the public by utilizing necessary force including the use of firearms.

B. An officer may discharge a firearm in the performance of a police duty for any of the following reasons:

1. at the firing range

2. When it is reasonably necessary to defend himself or another person from what he reasonably believes to be the use of or imminent use of deadly physical force.

3. When it is or appears to be reasonably necessary to affect an arrest or to prevent the escape from custody a person who he believes is attempting an escape by means of deadly weapon or indicates that he presents an imminent threat of death or serious injury to others unless apprehended without delay.

4. In the event a vicious and or injured animal, or animal suspected of having rabies has to be destroyed. These situations shall be with the approval of the on duty line supervisor.

C. Officers are prohibited from discharging a firearm to warn, frighten, or intimidate a person.

D. Nothing in this policy constitutes justification for willful, malicious, or criminally negligent conduct by any member which injures or endangers any person or property; nor shall it excuse or justify the use of unreasonable or excessive force.

3. Reporting Discharge of Firearm

A. Any shots fired, including accidental shots, except those intended shots fired at the range are to be immediately reported to the Chief of Police in writing through the officer’s supervisor.

B. In the event an officer has to discharge his/her firearm to destroy an animal, the officer shall complete a Departmental Use of Force Report and submit it to the operations captain through the chain of command.

4. Weapons Training

A. Before being authorized to carry weapons, all employees authorized to carry weapons shall be issued copies of and instructed in “Use of Force”. The issuance and instruction shall be documented, as part of the in-service firearms/use of force annual training.

B. Firearms qualification course will be selected by the department’s Range Instructor with final approval by the Chief of Police. A minimum passing qualification score shall be assigned to each course.

C. The firearms instructor will conduct the department’s annual In-Service Firearms Training Course, it consists of the following:

1. Use of force: Review the authority to sue deadly force, including the use of non-lethal weapons.

2. Safety: Including range rules and regulations, handling of firearms and malfunctions.
3. Review basic marksmanship fundamentals: Grip, stance, breath control, trigger squeeze, sight and alignment and nomenclature.

4. The “Specialized Firearms Instructor Training Manual” is adopted by reference to apply as a guide for conducting annual in-service Firearms Training.

5. In-service Weapons Qualifications Specifications
   A. All certified law enforcement officers shall be required to qualify with their department issued weapons a minimum of once a year. Only officers demonstrating proficiency in the use of agency-authorized weapons shall be approved to carry such weapons.
   B. Qualifications shall be completed with duty equipment and duty ammunition for all weapons.
   C. Qualifications shall be completed with duty equipment and duty ammunition for all weapons.
   D. All certified law enforcement officers who are authorized to carry an off-duty/back-up handgun(s) shall be required to qualify with each such handgun consistent with the specifications, however, each officer will be responsible for providing and supplying his/her own ammunition for their off-duty weapons.
   E. To satisfy the minimum training requirements for all in-service firearms qualifications an officer shall attain a minimum of 80 percent accuracy with each weapon.
   F. Qualifications must be achieved at least once in no more than three attempts in a single day for all course of fire and for all weapons for which qualification is required. Individuals not qualifying in a single day shall be deemed as having failed.
   G. Proficiency training shall be monitored by a certified Firearms instructor.
   H. Training and proficiency shall be documented.
   I. Records on each weapon approved for agency use are maintained by the Operations Captain, and are recorded by officer assigned to, and the type, make, and serial number of the weapon. This is included on the individual officers issued equipment list.

6. Failure to qualify
   A. An officer who fails to qualify during a schedule qualification session shall be allowed an additional opportunity to attempt to qualify within forty eight hours of such failure. The firearms instructor shall provide remedial training as required by the North Carolina In-Service Firearms Qualification Manual. An officer who fails to qualify within such forty eight hour period shall be suspended from duty without pay until he qualifies. Reinstatement after failing to qualify before the end of the year (Dec. 31) shall have his/her certification suspended by the N.C. Justice Training and Standards Commission, thus meaning termination from employment with the City of Raleigh.

7. Firearms Equipment
   A. Officers scheduled for firearms qualification shall report at the time and place with the following equipment:
      1. Authorized belt, holster, and ammunition carrier used while on duty.
      2. Officers service weapon.
3. Officers 40 rounds of ammunition carried while on duty.

B. Ear protectors shall be used by all officers while on the range. Officers who wish to provide their own may do so. Eye protection is optional and is available through the firearms instructor.

C. Periodic inspection of service weapon may be performed by the firearms instructor and line supervisors/superior officers. Firearms inspections shall be performed during line inspections as outlined in Accreditation Standard 53.1.1, Line Inspections.

8. Police Baton/ASP

The police baton/ASP, properly used, is a less than lethal weapon that can temporarily disable or stun a person in order to create time for you to use a control hold or restraining device. Only departmental members who have successfully completed a departmental approved basic course in the use of ASP/Baton shall be allowed to carry and use an ASP/Baton. When an officer uses the police baton/ASP, he/she should follow the Lamb Method procedures or the current BLET approved method.

Striking Methods for Police Baton/ASP

Where to Strike
1. Forearm
2. Armpit
3. Back of hand
4. Shins
5. Wrist-Either side
6. Knee-Inside or Outside
7. Instep – The top of foot

9. Officers should refer to the OC Spray Policy for the use of their issued O.C. pepper spray.

Note: Please see The Policies relating to OC Spray Policy #35 and use of Force Policy #17 in Shaw University Campus Police Policy and Procedures Manual, for more information. The Firearms Instructors Manual and the North Carolina In-Service Firearms training manual are available for review by contacting the department firearms instructor.

10. Officers should refer to Policy #17, Section 6, in the Shaw University Campus Police Policy and Procedures Manual, for information on the use of the M-26 and X-26 Advanced Tasers.

11. No Weaponless Control Techniques such as neck restraints or other techniques not listed, which have the potential for causing serious injury, will be used or taught to the members of the Shaw University Campus Police Department.
DEPARTMENTAL POLICY

It shall be the policy of the Shaw University Campus Police Department to transport civilians in law enforcement related situations.

PURPOSE

This policy and procedure explains when Shaw Campus Police and Security Officers may transport civilians in Department vehicles.

1. Transporting civilians in Police Vehicles
   
   A. Civilians may be transported in Shaw University Campus Police and Security vehicles without supervisory approval in the following circumstances:
      
      1. Persons under arrest or other criminal justice related function (i.e. witness etc.).
      2. Transportation of the civilian will be in the public interest.
      3. The civilian involved has been involved in an emergency situation or is faced with an unforeseen and unavoidable inconvenience (e.g., involved in an accident, vehicle breakdown, victim of domestic violence, etc.).
      4. There is no reasonable possibility that other transportation will be available, and/or the civilian concerned is in an unsafe location.
      5. The officer reasonably believes the civilian is a victim of domestic violence and will transport him/her to a magistrate’s office, battered women’s shelter or similar facility. The officer may transport someone who the officer believes is a victim of domestic violence to his/her residence (within the city limits to obtain food, clothing, medication or such other personal property as is reasonably necessary to enable him/her and any minor children in his/her care to stay elsewhere.
      6. All civilian transports should terminate no further than the city limits except as outlined in the department policies and procedures.

   B. Transportation of civilians other than listed in Section.
      
      1. A of this order must be approved by the Chief of Police or designee.

   C. Officers shall not transport patients or escort private vehicles to a medical facility. Instead, the officer shall notify Communications and request that appropriate medical resources be dispatched can transport with notification to the shift supervisor.
      
      1. The only except to this rule will be when transporting non-emergency personnel to Wake Medical Hospital per the Nurses Office of Shaw University.
STANDARDS REFERENCE: 22.2.7, 22.2.8, 41.3.5

DEPARTMENTAL POLICY

It shall be the policy of the Shaw University Campus Police Department to provide its employees with uniforms and equipment which give the look of professional appearance. Department employees are responsible for proper care and handling of departmental uniforms and equipment. In addition, employees shall utilize department uniforms and equipment only for its intended purpose in accordance with department procedures.

PURPOSE

The purpose of this procedure shall be to describe the major elements of the Shaw Campus Police and Security uniform and equipment, along with the proper method of wearing the uniform.

1. Procedure Uniform Issuance:

   A. It shall be the responsibility of the Chief of Police or designee to determine and secure uniforms for the department within fiscal limits. Responsibility of the inspection, issuance and storage shall rest with the Supply Officer.

   B. Uniforms will be issued on an as needed basis and will include the following items and equipment:

      Raincoat: 1
      Jackets (winter and reversible): 2
      Trousers: 3
      Short Sleeve Shirts: 2
      Long Sleeve Shirts: 2
      Breast badge: 1
      Holster: 1
      Service Handgun: 1
      Duty Belt: 1
      One set handcuffs and key: 1
      One OC spray canister & carrier: 1
      One Body Armor Vest: 1
      One two-way radio and charger: 1
      Name bar and serving pin: 1
      Reflective vest: 1
      Collar pins: 1 set
      Magazine carrier/3 magazines: 1/3
2. Wearing the Uniform:

A. All members of the department shall be responsible and maintain in good order, their regulation uniforms. These uniforms shall be kept neat, clean and well pressed at all times. Each article of the uniform shall conform to department regulations.

B. Civic pins, fraternity pins, etc. shall not be worn with the uniform. The only exceptions are those pins awarded or issued by the department. Department issued pins shall be worn centered, above the name tag on the uniform shirt. A maximum of six pins may be worn at one time, with two pinned above the name tag and one centered above these two. A single tie bar or tie pin, in keeping with the professional image of the Police Department, may be permitted and worn. Only female Police officers may wear small ball or disc earrings while in uniform.

C. Department uniform accessories such as badges, insignia and nameplate shall be worn as shown in the diagram below.

D. Any exceptions will be at the expressed written consent of the Chief of Police and for a specified time.

1. Insignia of Rank: Rank insignia for officers will be worn on the shoulder one (1) inch from the shoulder seam.
   a. Jacket: Rank insignia for officers will be worn on the shoulder one (1) inch from the shoulder seam.
   b. Shirts: Insignia of rank will be worn on the collar one (1) inch on center parallel with the leading edge of the collar.

2. Badge of Uniforms: The Shaw Campus Police and Security badge will be worn above the left breast on the outermost garment

3. Nameplates: Nameplates will be worn at all times by officers in uniform and will be centered just above the seam of the right pocket of both shirt and jacket, depending on the uniform of the day.

E. When in uniform, on or off duty, officers shall wear the uniform hat under the following circumstances:

1. While attending formal ceremonies such as parades and funerals.
2. While answering call for service unless prevailing emergency conditions reasonably preclude wearing of the uniform hat.
3. While directing traffic.
4. While working a walking patrol assignment.
5. At times other than those noted above the wearing of the uniform hat is optional.

F. Long sleeve shirts will be worn with the cuffs down and buttoned. Short sleeve shirts will be worn with the sleeves down and with a white “V” neck “tee” shirt worn under short sleeve shirt. The short sleeve shirt collar shall remain open. The pockets on all shirts will be buttoned and snapped at all times and bulky items are not to be carried in shirt pockets.

G. Shirt, jacket, and raincoats shall be worn with the badge worn on the outermost garment, unless prevailing emergency conditions dictate otherwise.
H. Necktie shall be worn with long sleeve uniform shirts. In addition, the neckties will be colored black or dark blue and must conform in style and color to those issued by the department. For safety reasons, clip-on ties will be worn by all uniform field officers.

I. Gloves may be worn during seasons when considered appropriate. On black gloves are permissible. White gloves may be worn for directing traffic or on occasions such as parades, funerals, etc., as directed by the Chief of Police.

J. Socks will be solid black or dark blue. For medical reasons, socks with a black top and white foot may be worn.

K. Shoes must be black or plain toe shoes.

L. Questions concerning details of uniform dress or personal appearance not covered by the Operating Procedures shall be decided by the Chief of Police.

3. Lost, Damaged, Worn Out Uniforms

A. Officers who lose any portion of their uniforms shall immediately report such loss in writing to his or her supervisor.

B. The Supervisor shall investigate the loss and forward his or her findings through the chain of command to the level of Chief of Police. Each level may comment on the findings with the Chief of Police having the final jurisdiction. If the employee is found to be not negligent, the department will replace the missing article. Should the employee be found negligent, the employee would be responsible for replacing the missing article.

C. Uniforms damaged, destroyed or worn out in the line of duty will be repaired or replaced by the department. Officers wishing to have damaged or worn out articles repaired or replaced must first turn in the article to the Chief of Police in order to receive a requisition for replacement.

D. Uniforms damaged or destroyed through negligence or abuse shall be repaired or replaced by the officer responsible.

4. Activities Outside of the Department

A. Male officers attending court are permitted to wear either the police uniform or a business suit or sports coat and slacks. A dress type shirt with tie shall be worn with this.

Commanding officer may prescribe other types of clothing when necessary to meet a particular public safety objective. Female members are permitted to wear the uniform or may wear civilian clothing shall conform to standards normally worn by female professionals in private business firms, such as dresses, business suits, etc.
DEPARTMENTAL POLICY:

It is the policy of the Shaw University Campus Police Department to provide equal employment opportunities for all persons and to prohibit discrimination in employment practices based on race, color, religion, sex, age, national origin, or physical handicaps. The Shaw University Campus Police Department will also assist employees with their career development by utilizing the Department’s Affirmative Action Plan.

PURPOSE:

To establish guidelines to ensure equal employment opportunities for all employees of the Shaw University Campus Police Department

AGENCY ROLE: 31.1.1

The Shaw University Campus Police Department will maintain an aggressive active role in the management and evaluation of our recruitment program. Primary responsibility will be in the Administrative Services in partnership with our service area Professional Colleges, Community Colleges, High Schools, Basic Law Enforcement Police Academies, in conjunction with Shaw University’s Human Resources Department.

RECRUITMENT ASSIGNMENTS: 31.1.2

Individuals assigned to recruitment activities are to be given training in personnel matters. It is important that they receive specialized training in the areas of equal opportunity employment/affirmative action, agency benefit packages, minimum standards for law enforcement/civilian employment, this agencies selection process, background investigations, medical requirements, in conjunction with the Shaw University Human Resources Department.

AFFIRMATION ACTION PLAN: 31.2.1, 31.2.2

A. The following objectives have been established by the Shaw University Campus Police Department pertaining to Equal Employment Opportunity.

1. By conducting an active recruitment program, establish maintain racial/ethnic parity within the agency equal to that of the departments service area without establishing quotas.

2. Increase the number of minority and protected class personnel eligible for promotion to supervisory and management positions by use of the Department’s Career Development Program.
3. Review non-sworn positions to determine if the positions are conducive to being filled with applicants who have physical handicaps that would prevent them from performing the duties of a sworn officer.

4. Maintain equal training opportunities for all employees.

B. The following plan of action/steps will be taken in order to ensure attainment of equal employment opportunity.

1. The objectives for the Department’s Affirmative Action Plan will be discussed in general staff meetings with supervisory personnel as well as Management staff meeting and individual contacts as deemed necessary.

2. Staff personnel as well as new supervisors will receive training to support the Affirmative Action Plan.

3. All positions and job requirements will be carefully reviewed in light of current position management standards.

4. Entry level positions will not be eliminated or upgraded to the detriment of minority or protected class applicants.

5. Training will be conducted to develop skills and improve advancement opportunities if or minority and protected class employees.

6. The department’s career development program shall be geared to enhance the opportunity for upward mobility of minority and protected class employees.

7. Minorities and protected class employees will be fairly represented during the assessment center process for promotions within the department.

8. Minorities and protected class employees will be fairly on oral review boards that are tasked with the entry level selection process.

9. All job advertisements and job information bulletins shall prominently display the statement of equal employment opportunity.

10. Employees shall be provided training in issues related to employment and sexual harassment policies.

11. Supervisory performance evaluations will be conducted as deemed necessary in an effort to ensure a positive application and proactive enforcement of this plan.

C. In an effort to evaluate the progress toward objectives and revise/reissue the plan, a minority ratio/adverse impact study will be conducted periodically of the department’s selection process. Each component of the select process will be reviewed to determine if the particular component has displayed discriminatory patterns. Periodically the department’s promotional process is evaluated to determine validity, utility, and adverse impact.

EQUAL EMPLOYMENT OPPORTUNITY PLAN: 31.2.3

The Shaw University Campus Police Department adheres to Shaw University’s Equal Employment Opportunity Policy.
JOB ANNOUNCEMENTS AND PUBLICITY: 31.3.1

When this agency prepares/develops job announcement and recruitment notices they will.

A. Provide a job description of the duties, responsibilities requisite, skills education levels and other minimum qualifications or requirements.

B. Advertise entry level positions through electronic, print, or other media, in conjunction with Shaw University’s Human Resources Department.

C. Advertise the agency as an equal opportunity employer on all employment applications and recruitment advertisements, in conjunction with Shaw University’s Human Resources Department.

D. Advertise official application filing deadlines in conjunction with Shaw University’s Human Resources Department.

POSTING LOCATIONS: 31.3.2

In order to disseminate recruitment information and job opportunities, the Shaw University Campus Police Department will post job announcements with community service organizations and/or Community Colleges, Universities, Basic Law Enforcement Academies, news media, and seek cooperative assistance from community organizations and key leaders.

MAINTAINING APPLICANT CONTACT: 31.3.3

The Shaw University Campus Police Department will acknowledge receipt of the initial application through written communications with the applicant within five (5) working days. Applicants will be kept informed of the status of their application to final employment disposition through written/oral communications.

APPLICATION REJECTION: 31.3.4

The Shaw University Campus Police Department will not reject applications for employment because of omissions or deficiencies that can be corrected prior to the testing or interview process.
Shaw University
Campus Police

Policy #: 74  Subject: Profiling  Effective Date:  10/01/2010

STANDARDS REFERENCE:  CALEA File 1.2.9

DEPARTMENTAL POLICY

It is the policy of this department that race or ethnicity, age, gender, or sexual orientation of an individual shall not be the sole factor in determining the existence of probable cause to take into custody or arrest an individual or in constituting a reasonable and articulable suspicion that an offense has been or is being committed so as to justify the detention of an individual or the investigatory stop of a motor vehicle.

PURPOSE

To provide guidelines for officers in the enforcement of traffic laws and ordinances; to ensure that traffic enforcement is carried out in a proactive manner within the dictates of U.S. and North Carolina laws so that all citizens are dealt with fairly, to protect our officers from unwarranted accusations of misconduct when they act within the dictates of the law and to prevent allegations of violations of the Constitutional Rights of the citizens we serve.

DEFINITIONS

A. Racial Profiling – the detention, interdiction, or other disparate treatment of an individual on the basis of the racial or ethnic status of such individuals.
B. Discriminatory Profiling – the detention, interdiction or other disparate treatment of an individual based on age, gender, or sexual orientation.
C. Reasonable Suspicion – also known as articulable suspicion. Suspicion that is more than a mere hunch, but is based on a set of articulable facts and circumstances that would warrant a person of reasonable caution in believing that an infraction of the law has been committed, or is about to be committed, or is in the process of being committed, by the person or persons under suspicion. This can be based on the observations of a police officer combined with his or her training and experience, and/or reliable information received from credible outside sources. Police initiated action must be based on an individual's illegal behavior, or a situation where an individual matches the description of a specific suspect.

POLICY

A. All uniformed officers of the Shaw Campus Police Department are expected to enforce the traffic laws, and stop and detain motorists or pedestrians whenever there is reasonable suspicion that they have committed, are committing, or about to commit an infraction of the law.
B. Officers must conduct themselves in a dignified and respectful manner at all times when dealing with the public. The Law Enforcement Code of Ethics articulates the professional and personal behavior that is expected of all law enforcement officers.

C. Racial and ethnic profiling is totally unacceptable patrol tactics and will not be condoned. The department will utilize various management tools to ensure that racial/ethnic characteristics are not being used in traffic enforcement.

D. Officers are prohibited from stopping, detaining, searching or arresting anyone on the basis of racial or discriminatory profiling. Officers shall make traffic stops and conduct field interviews only on the basis of reasonable suspicion, and shall make arrests only on the basis of probable cause.

E. This policy shall not preclude officers from stopping a person to offer assistance, such as upon observing a substance leaking from the vehicle, a flat tire, or someone who appears to be ill, lost, or confused. This policy does not prohibit stopping someone suspected of a crime based on a description that includes one or more of those identified attributes, or considering a person’s apparent age when investigating liquor law violations.

PROCEDURE

A. Racial Profiling/Discriminatory Practices – Racial/Discriminatory profiling of individual is strictly prohibited by members of the Shaw University Campus Police Department.

1. In the absence of a specific report, race, ethnicity, age, gender, or sexual orientation of an individual shall not be a factor in determining the existence of probable cause to place in custody or arrest an individual, or in constituting a reasonable and articulable suspicion that an offense has been or is being committed so as to justify the detention of an individual or the investigatory stop of a motor vehicle.

2. In response to a specific credible report of criminal activity, race, ethnicity, age, gender, religion, economic status, cultural group or sexual orientation of an individual shall not be the sole factor in determining the existence of probable cause to place in custody or arrest an individual.

B. Stops or detentions based on race, age, gender, ethnicity or sexual orientation or any other prejudicial basis by any member of the Shaw University Campus Police Department are prohibited.

1. The detention of any individual which is not based on factors related to a violation of Federal Law, N.C. Statutes, Raleigh City Ordinances, or any combination thereof is prohibited.

2. No officer shall stop, detain, search, seize assets or start asset forfeiture proceedings against any person when such action is motivated by race, color ethnicity, age, gender, sexual orientation, religion, cultural group or economic status.

3. The Department recognizes that with experience, individual officers may develop individualized approaches that they may find works best for them in minimizing conflict during officer/violator contact. Given some better approach, the following is recommended:

   a. Give a greeting, such as “Good morning, ma’am” “Good evening, sir”, etc.

   b. Identify, ex: “I am Officer Smith of the Shaw University Campus Police Department.

   c. State the reason why the person is being stopped or detained, i. e: “I stopped you because I saw your vehicle come through the stop sign at the last intersection without coming to a complete stop.” Describing the actions of the vehicle, rather than personalizing the action of the driver, tends to reduce tension.
d. If may defuse tension to ask a motorist if there was some reason for the violation. This gives them the opportunity to have their say, often leads to an admission that the violator realizes they were in violation, and precludes a defendant from offering a different excuse at trial. If you choose not to ask, but the motorist wishes to give a reason or excuse, listen politely and give them ample opportunity to tell their story.

e. Politely ask for identification and any required documents. If questioned about this, inform them that you are legally required to obtain this information.

f. After completing any necessary paperwork, inform the driver or pedestrian as to what action is being taken and what, if any, the person must do as a result, such as how to pay any fine involved, obtain a traffic court hearing, etc.

g. Give an appropriate closing. For example, if the motorist was cooperative, “Thank you for your cooperation” may be in order. Do not use the trite expression, “Have a nice day.”

h. Make sure the driver is able to merge safely back into the traffic. Assist the driver if needed. If the driver is upset, give them appropriate time to calm down before proceeding on.

i. Make sure there is a record made of the enforcement action taken, such as required on the SBI-122 form. This report should be relayed to records.

C. Enforcement decision: Once satisfied that there are no further violations, request that the persons remain in the vehicle, and return to the cruiser. “Please remain in the vehicle, for your safety and mine, I'll back shortly.”

1. Take an appropriate, documented enforcement action for every stop, generally a citation, verbal warning, written warning, or arrest.

2. Avoid “attitude tickets” where a motorist who would otherwise be given a warning, is cited or arrested, simply because the officer considered them to be disrespectful.

3. Multiple citations should never be based on the motorist’s race, ethnicity or other personal characteristics.

D. Reporting: This section requires that officers of the Shaw University Campus Police Department collect and maintain information in a statistical manner on traffic law enforcement.

1. Any officer of the Shaw University Campus Police Department that interacts with a citizen, as it pertains to vehicle stop, shall complete a “Traffic Stop Report”, SBI-122 and submit it to their Supervisor to be reviewed and then submitted to Records for submission to the SBI website.

2. The Operations Captain shall compile a monthly report of statistical data pertaining to the race and sexual orientation of citizens complied from traffic stops during a given month, this information is located at the SBI web site.

3. The Operation Captain shall compile a yearly report from statistics on traffic stops executed by the Patrol Division; this information is also found on the SBI web site.

E. Required Training:

1. All police department members shall receive training on an as needed basis of the harms if racial profiling and discrimination, including the review of this policy.
2. Additional diversity and send sensitivity training shall be designated for members with sustained racial profiling or other sustained discrimination complaints filed against them.

3. Officers shall receive initial and in-service training in conducting professional vehicle stops. Training programs will emphasize the need to respect the rights of all persons to be treated equally and to be free from unreasonable searches and seizures. The department shall consider the following aspects of professional traffic stops such as officer safety, courtesy, cultural diversity, language barriers, search issues, interview techniques, asset seizure and forfeiture and other constitutional issues.

F. Annual Review of Agency Practices/Misconduct Complaints:

1. It shall be the policy of the Shaw University Campus Police Department to have all programs, policies, and procedures relating to racial profiling reviewed on an annual basis by the Administrative Division of the Department.

2. All complaints of misconduct by officers of the Shaw University Campus Police Department are handled through the Departments Policy entitled “Rules of Conduct”. This policy is referred to in the Policy and Procedure Manual under Policy Number 3.
SHAW UNIVERSITY CAMPUS POLICE

Policy #: 59  Subject: Benefits  Effective Date: 10/01/2010

STANDARDS REFERENCE: Chapter 22

DEPARTMENTAL POLICY

It is the policy of the Shaw University Campus Police Department to make available to all department members the description of their compensation, benefits, and conditions of work.

PURPOSE:

To describe the Shaw University Campus Police Department’s compensation, benefits and conditions of work programs.

Entry Level Salary

All persons employed in positions approved in the position classification plan shall be employed at the minimum salary for the classification in which they are employed; however, exceptionally well qualified applicants may be employed above the minimum of the established salary range. The Chief of Police and Assistant Chief of Police maintain a salary list with the most current entry level salary ranges which may be reviewed on request.

Salary Differential between Ranks

To differentiate salaries between ranks, the Shaw University Campus Police Department utilizes different pay grades which are assigned to job classification titles. The classification titles are separated by rank.

Salary Levels for Those with Special Skills

At the present time, the Shaw University Campus Police Department does not recognize employees with special skills by offering salary incentives.

Overtime Policy

See the Shaw University Campus Police Department Standard Operating Policies and Procedures Manual Policy #34 for the above policies.

Salary Augmentation

The Shaw University Campus Police Department, at the present time, does not provide a salary augmentation program for employees who are considered “Specialist”, nor do we provide hazardous duty pay.
Administrative Leave (Non-disciplinary suspension)

* See Shaw University Policies and Procedures

Holiday Leave

* See Shaw University Police and Procedures

Vacation (Annual) Leave

* See Shaw University Policies and Procedures

Retirement

* See Shaw University Policies and Procedures

Health Insurance Program

Shaw University provides group health and hospitalization insurance programs for full-time and part-time employees. Employees who are scheduled to work twenty-five (25) hours or more per week on a continuous year-round basis may, if they so desire, purchase available group health through the city for themselves or themselves and qualified dependents. A pro-rated amount of the cost of coverage paid for a full-time employee shall be paid by the city with the remainder of the cost being paid by the employee. This pro-rated amount shall be based on regularly schedule hours. Information concerning cost and benefits shall be available to all employees.

Life Insurance and Disability

Shaw University Personnel receives life insurance benefits through Unum Life Insurance Company. If you die from any cause, your life insurance provides a benefit payment to your beneficiary. Your beneficiary is the person you pick to receive your life insurance money. Please refer to your Certificate of Insurance to determine the amount of coverage, age reduction and termination schedule and other policy provisions. If you become totally disabled before the age 60 as a result of sickness or injury your life insurance coverage may continue. Your coverage will reduce or terminate according to the normal reductions shown in your certificate of insurance.

You may convert to an individual whole life insurance policy upon termination of employment. Applications must be made within 31 days after you leave your work. If you should die during the 31 day period following your last day of work, benefit will still be paid. You must pay your own insurance premium for your converted policy. Rates will be sent you upon application. When you enroll in the life insurance program, you will be asked to name a beneficiary. You may name anyone you wish, and you may change your beneficiary by notifying your employer in writing at any time.

Accidental Death and Dismemberment Insurance (AD&D)

Shaw University Personnel receives Accidental Death and Dismemberment Insurance (AD&D) through Unum Life Insurance Company. This program pays a benefit if you die or are seriously injured as a direct result of an accident. Coverage continues 24 hours a day, whether you are on or off the job. The benefits you or your beneficiary may receive will vary according to the nature of your injury. Please refer to your Certificate of Insurance to determine the amount of coverage, age reduction, and termination and other policy provisions.
Worker’s Compensation

All employees of the University (full-time, part-time and temporary) are covered by the North Carolina Worker’s Compensation Act and are required to report all injuries arising out of and in the course of employment, to their immediate supervisors at the time of the injury in order that appropriate action may be taken at once.

Responsibility for claiming compensation under the Workers’ Compensation Act is on the injured employee, and such claims must be filed by the employee with the North Carolina Industrial Commission within two (2) years from date of injury.

Liability Protection Program

Members of the Shaw University Campus Police Department are participants in the Inter-local Risk Financing Fund of North Carolina, also referred to as (RFFNC). A memorandum describing the coverage of this liability protection program shall be posted on the squad room bulletin board, and may be viewed at the Office of the Administrative Officer.

Tuition Assistance Program

Full-time employees who have completed initial probation may apply for tuition reimbursement for courses taken on their own time, which will improve their skills for their current job. Tuition, registration fees, laboratory fees, and student fees are eligible expenses. Employees may be reimbursed eligible expenses up to a total of three hundred fifty dollars ($350.00) per fiscal year. Satisfactory completion of the courses will be required for reimbursement. Request for tuition assistance shall be submitted to the Chief of Police prior to course registration, and are subject to review and approval of the University, subject to the availability of funds.

Education Leave with Pay

A leave of absence at full or partial pay during regular working hours may be granted to an employee to take one (1) course which will better equip the employee to perform assigned duties upon the recommendation of the chief of police, and with the approval of the University.

Educational leave for a period not to exceed twelve (12) calendar months may be granted to an employee to take one (1) or more courses that will better equip the employee to perform assigned duties upon the recommendation of the chief of police and the University, and approval of the University Human Resources. An employee granted such extended educational leave with pay shall agree to return to the service on the University upon completion of training and remain in the employment of the city for a period of twice the educational leave received, or the employee shall reimburse the city for all compensation received while on educational leave.

An employee on educational leave with full pay shall continue to earn leave credits and other benefits to which city employees are entitled. An employee on educational leave with partial pay shall earn proportional leave credits.

Physical Examinations

The Shaw University Campus Police Department does not require an annual physical examination of sworn personnel; however, if at any time a physical examination is required for permanent full-time personnel, it shall be at no cost to the employee.
General Health and Physical Fitness for Sworn Employees

Every sworn officer will maintain a satisfactory level of good general and physical health. The department provides a physical fitness room and equipment. The University provides a Health Nurse who comes to the department bi-weekly and offers physical exams, blood sugar checks, hearing tests, lab, dietary instruction, training classes, and first aid. The University also provides an annual Health Fair for employees to screen for high risk health problems. Visiting the Health Nurse is done on a volunteer basis and some testing requires a small fee on the part of the employee.

To maintain a satisfactory level of performance, personnel must be able to perform their duties as described in their job description.
**Shaw University Campus Police**

**Standard Operating Policies and Procedures**

Chief W.D. Joiner

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**STANDARDS REFERENCE:** 1.1.4, 2.1.1

**DEPARTMENT POLICY**

It shall be the policy of the Shaw University Campus Police Department to clearly define its mission, authority and jurisdiction.

**PURPOSE**

This policy and procedure explains the Department’s mission, authority and jurisdiction.

1. **Mission**

The Shaw University Campus Police Department in partnership with the community shall provide a safe environment and enhance the quality of life through courteous, honest, and professional delivery of law enforcement services.

2. **Authority**

The Shaw University Campus Police Department derives its authority from the North Carolina General Statues, North Carolina Administrative Code.

3. **Jurisdiction**

Such power as vested in the Chief of Police and Officers of the Shaw University Campus Police Department may be exercised within the corporate limits of Shaw University and upon real Shaw University property wherever located. It shall be the policy of Shaw University, to exercise its general police power within the established corporate limits.

4. **Oath of Office**

The Chief of Police and each police officer of the Department, before entering upon the discharge of their duties, shall be required to take and subscribe before a Wake County Court Judge or some other officer authorized to administer oaths, an oath prescribed for public offices that they will faithfully and impartially discharge the duties of their respective offices or positions according to law and to enforce the law and uphold the Constitution of the United States and the State of North Carolina.
STANDARDS REFERENCE 22.2.7, 22.2.8, 41.3.5

DEPARTMENTAL POLICY

It shall be the policy of the Shaw University Campus Police Department to provide its employees with uniforms and equipment which give the look of professional appearance. Department employees are responsible for proper care and handling of departmental uniforms and equipment. In addition, employees shall utilize department uniforms and equipment only for its intended purpose in accordance with departmental procedures.

PURPOSE

The purpose of this procedure shall be to describe the major elements of the Shaw Campus Police and Security uniform and equipment, along with the proper method of wearing the uniform.

1. Procedure Uniform Issuance:

   A. It shall be the responsibility of the Chief of Police or designee to determine and secure uniforms for the department within fiscal limits. Responsibility of the inspection, issuance and storage shall rest with the Supply Officer.

   B. Uniforms will be issued on an as needed basis and will include the following items and equipment:

   - Raincoat: 1
   - Jackets (winter and reversible): 2
   - Trousers: 3
   - Short Sleeve Shirts: 2
   - Long Sleeve Shirts: 2
   - Breast badge: 1
   - Holster: 1
   - Service Handgun: 1
   - Duty Belt: 1
   - One set handcuffs and key: 1
   - One OC spray canister and carrier: 1
   - One Body Armor Vest: 1
   - One two-way radio and charger: 1
   - Name bar and serving since pin: 1
   - Reflective vest: 1
   - Collar pins: 1 set
   - Magazine carrier/3 magazines: 1/3
2. **Wearing the Uniform:**

A. All members of the department shall be responsible and maintain in good order, their regulation uniforms. These uniforms shall be kept neat, clean and well pressed at all times. Each article of the uniform shall conform to department regulations.

B. Civic pins, fraternity pins, etc. shall not be worn with the uniform. The only exceptions are those pins awarded or issued by the department. Department issued pins shall be worn centered, above the name tag on the uniform shirt. A maximum of six pins may be worn at one time, with two pinned above the name tag and one centered above the name tag and one centered above these two. A single tie bar or tie pin, in keeping with the professional image of the Police Department, may be permitted and worn. Only female Police Officers may wear small ball or disc earrings while in uniform.

C. Departmental uniform accessories such as badges, insignia and nameplate shall be worn as shown in the diagram below.

D. Any exceptions will be at the expressed written consent of the Chief of Police and for a specified time.

1. **Insignia of Rank:** Rank insignia for officers will be worn on the shoulder one (1) inch from the shoulder seam.
   a. **Jacket:** Rank insignia for officers will be worn on the shoulder one (1) inch from the shoulder seam.
   b. **Shirts:** Insignia of rank will be worn on the collar one (1) inch on center parallel with the leading edge of the collar.

2. **Badge of Uniforms:** The Shaw Campus Police and Security Badge will be worn above the left breast of the outermost garment.

3. **Nameplates:** Nameplates will be worn at all times by officers in uniform and will be centered just above the seam of the right pocket of both shirt and jacket, depending on the uniform of the day.

E. When in uniform, on or off duty, officers shall wear the uniform hat under the following circumstances:

1. While attending formal ceremonies such as parades and funerals.

2. While answering call for service unless prevailing emergency conditions reasonably preclude wearing of the uniform hat.

3. While directing traffic.

4. While working a walking patrol assignment.

5. At times other than those noted above the wearing of the uniform hat is optional.

F. Long sleeve shirts will be worn with the cuffs down and buttoned. Short sleeve shirts will be worn with the sleeves down and with a white “V” neck “tee” shirt worn under short sleeve shirt. The short sleeve shirt collar shall remain open. The pocket on all shirts will be buttoned and snapped at all times and bulky items are not to be carried in shirt pockets.

G. Shirt, jacket, and raincoat shall be worn with the badge worn on the outermost garment, unless prevailing emergency conditions dictate otherwise.
H. Necktie shall be worn with long sleeve uniform shirts. In addition, the neckties will be colored black or dark blue and must conform in style and color to those issued by the department. For safety reasons, clip-on type ties will be worn by all uniform field officers.

I. Gloves may be worn during seasons when considered appropriate. Only black or dark navy permissible. White gloves may be worn for directing traffic or on occasions such as parades, funerals, etc., as directed by the Chief of Police.

J. Socks will be solid black or dark blue. For medical reasons, socks with a black top and white foot may be worn.

K. Shoes must be black, plain toe shoes.

L. Questions concerning details of uniform dress or personal appearance not covered by the Operating Procedures shall be decided by the Chief of Police.

3. Lost, Damaged, Worn Out Uniforms

A. Officers who lose any portion of their uniforms shall immediately report such loss in writing to his or her supervisor.

B. The Supervisor shall investigate the loss and forward his or her finding through the chain of command to the level of Chief of Police. Each level may comment on the findings with the Chief of Police having the final jurisdiction. If the employee is found to be not negligent, the department will replace the missing article. Should the employee be found negligent, the employee would be responsible for replacing the missing article.

C. Uniforms damaged, destroyed or worn out in the line of duty will be repaired or replaced by the department. Officers wishing to have damaged or worn out articles repaired or replaced must first turn in the article to the chief of Police in order to receive a requisition for replacement.

D. Uniforms damaged or destroyed through negligence or abuse shall be repaired or replaced by the officer responsible.

4. Activities Outside of the Department

A. Male officers attending court are permitted to wear either the police uniform or a business suit or a sports coat and slacks. A dress type shirt with tie shall be worn with this.

B. Commanding officers may prescribe other types of clothing when necessary to meet a particular public safety objective. Female members are permitted to wear the uniform or may wear civilian clothing which shall conform to standards normally worn by female professionals in private business firms, such as dresses, business suits, etc.
STANDARD REFERENCE: Chapter 83

DEPARTMENT POLICY

Proper documentation, collection, preservation, and submission to Forensic Laboratories of physical evidence may provide the key ingredients of any police investigation. It will be the responsibility of personnel to: (1) protect the crime scene from destruction or contamination, (2) preserve all items and facts of evidentiary value obtained at the crime scene, to include aiming sketches, taking notes, photographing, collecting trace evidence, locating and collecting fingerprints, questioning victims, witnesses and suspects and properly marking evidence; and (3) present in court, etc. the findings made from the crime scene processing while attempting to reconstruct what actually occurred during the crime, and to logically and positively identify all facts/items obtained during the processing in a professional manner in accordance with all legal requirements.

PURPOSE

To provide guidelines and procedures for collecting, processing and preserving physical evidence.

1. Twenty-four Availability of Crime and Accident Processors.

   A. The Shaw University Campus Police Department shall have 24 hour availability of crime and accident scene processors due to all personnel having received instruction in those areas in Basic Law Enforcement Training School (BLET).

   B. Each platoon has the option of assigning an evidence processor at the discretion of the shift supervisor.

   C. In the event of major crimes occurring that require the need of crime scene specialist, the City-County Bureau of Investigation or North Carolina State Bureau of Investigation may be notified through central communications at the request of the on duty Supervisor, Investigator, Chief of Police or his designate.

      1. The CCBI may be reached by calling the Raleigh Headquarters at (919) 831-6311.

      2. The S.B.I. may be reached by calling the Raleigh Headquarters at (919) 662-4500.

   D. The supervisor on duty shall coordinate with the crime scene specialist before they arrive to get instructions for our personnel on how to proceed at the scene until their arrival.

II. Collecting Evidence from a Known Source.
A. When physical evidence is collected and is to be sent to the S.B.I. Laboratory for examination, comparison samples shall be collected if at all possible, from known sources.

B. A significant degree of the value of laboratory examinations concern the identification of substance and comparison of these materials from known sources. This is true especially in the case of hairs, fibers, paint, glass, wood, soil and tool marks. The location from which samples from a known source are taken is critical especially where fractures have occurred, such as in the case of glass, wood, paint and metal.

III. Photograph and Video Tapes

A. Photographs are admissible evidence if they fairly and accurately represent the scene. Thus photographs should be taken before the scene is altered. Fellow officers should not be included in photographs unless absolutely necessary.

B. At no time will a photograph be altered in any way by the photography lab or the officer in custody of the photographs. All digital images will be processed and printed as taken.

C. General photographic requirements include:

1. Approaches to the scene
2. Surrounding areas
3. Close-ups of entrances and exits
4. A general scenario showing condition of the scene and body.
5. All evidence located (tool marks, weapons, fingerprints, etc.).
6. Mid-range photos of a body from all angles
7. Damaged areas or items
8. Points of entry and exit.
9. A measuring device in the photograph to indicate the size of small pieces of evidence. When an object needs to be photographed without anything else in the field of view, a separate photograph can be taken, using the same camera settings.
10. The dimensions of a fixed object may be taken to provide a scale of reference for a photograph.

D. Traffic related incidents should be photographed when the investigating officer deems it necessary. Photographic requirements include:

1. All fatal and serious accidents.
2. A minimum of 4 photographs should be taken, showing each side of the motor vehicle.
3. Additional photographs should be taken in daylight if the accident occurs at night.
4. All directions of travel should be taken.
5. All evidence found at the scene should be photographed and then collected.

E. Officers photographing a scene should list the following information in their report or evidence log:

1. Type of camera used, i.e.: digital, 35mm, Polaroid and other types of image making equipment.
2. Type of lens used, if other than a fixed lens
3. Kind of film used and ASA speed if known, specify digital photos were taken, specify digital card type if known
4. Kind of lighting
5. Direction of the camera at the time of exposure
6. Date and time of exposure
7. A brief description of each photograph taken should be prepared.
8. Location of camera positions should be included in a sketch.
9. Case number and officer taking photographs
10. When using 35 mm film, the film canisters should be marked with the name of the officer taking the photographs, case number, and date. The officer will enter the photographic evidence into the evidence system. If the evidence photos are on 35 mm film, they should be sent to the SBI Lab should be utilized in very serious felony cases so that the integrity of the digital images cannot be compromised or questioned.
11. If the evidence photos are on a digital card, the digital card can be sent to the SBI Lab Photography Section for development of the images. The SBI Photo Lab should be utilized in very serious felony cases so that the integrity of the digital images cannot be compromised or questioned.
12. If the photographic images are on Polaroid film, such as domestic violence photos, they should be handled just as any other items of evidence.
13. Digital images can also be downloaded into the computer system and attached to the case or record. Digital images can also be downloaded to a CD-R disc. Only one CD-R disc should be used per case. The CD-R disc shall have the following information with it, the case number, the officer’s name, the date and the crime type.

F. Video equipment is available to tape crime/traffic scenes from the C.I.D. and Juvenile offices. Videos may supplement but should not replace still photography. The crime scene supervisor will make the decision to make a video tape. Special consideration should be given to major cases against persons and property wherein a particular need exits.

G. The same general requirements used in photographing a scene should be applied while videotaping a scene.

H. Upon completion, the tape will be submitted as evidence. The tape will be properly marked for identification. Shaw University Campus Police property form should be properly filled out and submitted with the tape.

I. Request for photographic assistance from other agencies will be examined on an individual basis. Assistance will be given when possible.

IV. Crime Scene Sketches

A. Before collection of evidence begins, the crime or accident scene should be photographed and sketched. The basic elements of a sketch are:

1. Dimensions
2. Relationship of the crime scene to other buildings, geographic features, or roads
3. Address, floor or room number as appropriate
4. Location of significant features of the scene, including the victim
5. Date and time of preparation
6. Name of the person preparing the sketch
7. Direction of north
8. Location of items of physical evidence recovered
9. Point of entry and exit

V. Equipment and Supplies

A. The Shaw University Campus Police Department provides the following personnel, equipment and supplies for processing scenes:
1. Recovery of latent fingerprints
   a. Dark and light colored fingerprint powder
   b. fingerprint brushes
   c. magnifying glass
   d. flashlight
   e. Rubber gloves
   f. lifting tape

2. Photography
   a. A digital camera is available for use at any crime scene or event.

3. Sketches
   a. For vehicle accidents, officers should utilize the sketch area of the state accident form
   b. For crime scenes, officers should use continuation forms or plain white paper for sketches

4. Collection and preservation of physical evidence
   a. Rubber gloves
   b. Permanent markers
   c. Plastic evidence bags of various sizes
   d. Paper bags
   e. Evidence tags
   f. Tape
   g. Property forms with chain of custody

5. Accident Investigation
   a. Measuring Device
   b. Bags of various sizes

6. Personnel for processing scenes
   a. All officers have training in processing, collection and preservation of evidence
   b. CCB or N.C. S.B.I. may be requested for major scenes where more specialized equipment is needed.

VI. Report Preparation

A. The officer or crime scene specialist who processes the crimes or accident scene shall prepare a report of the events that transpire at the scene, to include:

1. Date and time of arrival at the scene
2. Location of the crime
3. Name of victim, if known
4. Name of suspect, if known
5. Action taken at the scene, including the number of photographs taken, measurements taken (yes or no) and list of physical evidence recovered
6. What was done with the evidence recovered?
7. Shaw University Campus P.D. Case number
8. Date and time a specialist was called and arrival date and time
9. Name of the investigating officer

VII. Documentation of Transfer of Custody of Physical Evidence

A. All Shaw University Campus Police Department personnel shall upon transferring physical evidence, document same.

B. Chain of Custody – once evidence has been seized; it must be accounted for continuously up to disposition in court. Every officer who has custody of the evidence must be able to identify the evidence in court. The documentation shall include:

1. Date and time of transfer
2. Receiving person’s name and functional responsibility
3. Reason for the transfer
4. Name and location of laboratory, if applicable
5. Date of transfer to laboratory, if applicable

VIII. Procedures for processing, developing, lifting, and labeling fingerprint pursuant to the collection and preservation of evidence.

A. Latent Prints – those prints are hidden or partially hidden at crime scenes. Before attempting to process to process, develop and lift fingerprints at scenes, officer should photograph the print, if visible, and then following the procedure:

1. In checking an area for latent prints, it is often helpful to use a flashlight at an angle to help locate latent prints.

2. Before applying fingerprint powder to a surface, you must first determine what shade of fingerprint powder to use, light for dark surfaces a dark for light colored surfaces.

3. Dusting powder should never be poured onto the surface where latent prints may be, because the ridges could be destroyed. The top that comes on the powder container makes an excellent place to pour a small amount of powder for dusting.

4. Using a soft dusting brush, the officer should dip the end of the brush into the powder and gently shake off any excess powder. The brush should then be swept in a circular motion, barely touching the suspected surface. This procedure should be followed until a print is located or the surface has been completely tested.

5. If a print starts to appear, the officer, the officer should carefully darken the print with powder being careful not to destroy the ridges. Once the print is in plain view, a photograph should be made of the print in case it is destroyed in the lifting process.

6. With the print highlighted with dusting powder and a photograph made, the officer should pick a suitable colored card for the print to be placed on. A light colored card for a dark print and a dark colored care for a light print.

7. A piece of fingerprint lifting tape of appropriate length and width to cover the print should be cut. The officer should start at one end and gently rub the tape onto the print in a side to side action to remove air bubbles. Excess tape should be carefully trimmed off.
8. The print card should be labeled with the following information:
   a. Case number
   b. Date and time lifted
   c. Lifting officer’s name
   d. Address or geographical location of scene
   e. exact location from which the print was obtained
   f. Type of crime

9. The print should now be packaged and a property form filed out and the print submitted into evidence. If the print is to be sent to the lab for a comparison, then it should be properly packaged and the S.B.I. submission form properly completed as per its instructions.

B. Inked Impressions - Impressions taken directly from persons, either known or unknown.

1. Inked impressions should be done at the police department, if possible. Small portable ink pads may be used if bringing someone to the office is not possible.

2. The following procedures should be used in obtaining inked impressions:
   a. Have the subject wash their hands with soap and water before attempting to print so that excess oils will be removed. Alcohol may be used to help dry hands that are heavily perspiring.
   b. Have the subject stand in front of, and at forearm’s length from the print pad.
   c. Place the appropriate fingerprint card into the print card holder.
   d. Beginning with the right thumb, the officer should roll the finger from nail to nail in one smooth motion, making sure that the finger is rolled just below the first joint. Do not press hard, as the ridges may become distorted and flattened.
   e. By rolling the finger on the print card in the appropriately marked box, in the same manner as d. above, a clear rolled impression of the finger surface may be obtained.
   f. Once complete, the card should be removed from the holder and placed into the developer face down. The start button may then be depressed and approximately 2 to 3 minutes later the red indicator light will go off, indicating that the cycle is finished. Remove the card and inspect to verify that it is fully developed. If not, run the card through the process once more. Repeat this procedure for other cards.
   g. The fingerprint card may now be labeled and filled out by the following instructions on the cards. If the cards are to be submitted as part of an arrest record, the cards should be submitted as part of an arrest record, the cards should be submitted to your supervisor to be checked for accuracy. If the prints are evidence to be submitted to the evidence room, the officer will submit the cards with the property form attached. If the cards are to be sent to the S.B.I. for matching, comparisons etc…, the officer should fill out a “Physical Evidence Examination Request Form,” following the instructions on the form.
IX. Guidelines and Procedures for Collecting, Processing, and Preserving Physical Evidence.

A. Protection and Preservation of Crime Scene

1. Secure the scene if needed with yellow barrier tape.

2. Only necessary law enforcement, medical, or other personnel should be at the crime scene. A list of all personnel who have entered the crime scene should be kept with the case file.

3. The location of evidence that is readily visible should be marked immediately as to location.

4. Photographing, sketching and fingerprinting of the crime scene should be done, is possible, before the collection of evidence begins.

B. Collection, Marking and Packing of Special Evidence

1. Collection and Officer Safety

Some items of evidence, by their nature, can be hazardous or fatal if not collected properly. All evidence should be handled with rubber gloves this is especially true when collecting unknown liquids, powders, or other substances that may enter the body through absorption or injection. All firearms should be treated as if loaded and should be made safe before removing from the scene, if possible. Small items may be collected with the help of tweezers. Items that may have the potential for providing latent finger or palms prints should be handled in such a way that the surface is protected from contamination. Knives, syringes, and other sharp objects should be wrapped in heavy cardboard after collection.

2. Marijuana should be retained in its original container. This container can be dusted for latent prints to build a stronger case. Small amounts may be sealed in large paper envelopes. Large amounts should be placed in boxes. Damp marijuana should never be packed in plastic since it will rot and be useless for positive identification. Refer to GPD Directive #023.

3. Powders should be kept in their original packages. These packages should be placed in large envelopes and sealed.

4. Tablets/Capsules, if seized in bottles, can be easily sealed with tape around the cap. If seized loosely, they should be placed in a box or envelope to prevent their being crushed. Different varieties of tablets/capsules should not be packaged together. Refer to Shaw University Police Directive #023.

5. Liquids, if seized in a bottle should be placed in a box or wrapped with bubble wrap or thick paper.

6. Edged weapons, syringes and razor blades should be wrapped in heavy cardboard stock or packed in boxes.

7. Firearms, after being rendered safe, should be packaged in plastic bags or boxes, if they are to be tested for latent prints.
8. Evidence seized or obtained from different individuals should be placed in separate packages.

9. Collection and Preservation of Money

During the collection of money, to be used as evidence or held pursuant to further investigation by state or federal agencies, the collecting officer should use the three step method to ensure accuracy and preserve its integrity.

a. The collecting officer will summon a second officer to witness the finding or locating of any money that is seized as evidence or held pursuant to further investigation. The collecting officer shall have another officer witness him/her in counting the money aloud, preferably in front of the defendant or person in apparent control of the property, and make any notation on the recovered property report as to the defendant or person in apparent control agreeing to the amount by having the defendant place his/her initial next to the written amount. Refer to Shaw University Campus Police Department Directive #023.

b. The witnessing officer must count the money aloud, with the collecting officer present, to insure accuracy. This can be done in front of the defendant or person in apparent control of the property prior to making notations on the recovered property report.

c. The collecting officer must then place the money in an evidence bag and seal the property item to preserve the integrity of that item. The witnessing officer must remain present from the time he/she counted the money till the collecting officer places the evidence bag and same is sealed. The witnessing officer must then initial the evidence bag next to the written amount, in agreement as to the accuracy of the amount observed placed in the evidence bag.

C. Labeling of Evidence

Labeling of evidence is done to ensure that a particular piece of evidence can be properly associated with a particular case and to document the handling of a piece of evidence by different individuals. All evidence and/or its package should contain the following markings at a minimum:

1. Name initials – The officer should write his name or initial on the container and should do so over the seals of the container before placing the tape over these seals. In addition, every officer who has custody of a package prior to its disposition in court should sign and initial the container.

2. Time date – The collecting officer should write the time and date the evidence was collected on the container. Every officer that handles the package should also write the time and date they received custody of the evidence.

3. Case number – Should be written on the package or container to associate the evidence with a particular case.

4. Item number – Each piece of evidence should be assigned an item number that corresponds with the item listed on the property form and/or evidence submission form.

5. Additional information to include:

a. Suspects name
b. Victims name
c. Witness name
d. Any hazards that may be associated to the evidence
e. Weight – mandatory for all drug evidence
f. Any other information the officer deems necessary

6. Small items – Obviously there are problems associated with small pieces of evidence and how thoroughly the can be labeled. An example may be a small piece of aluminum foil with powder or trace evidence. In this instance it may be only possible to mark the original container with one or two initials of the officer’s last name. The remainder of the information may be placed on the sealed package. Remember, the key point is to be able to go court and testify that the evidence in the package is the evidence that was seized in a particular case.

7. Once labeling is complete, clear tape should be placed over the seals of the envelope/container, with the officer placing his/her initials over the seal. The seizing officer will then complete the information on the evidence bag or write on the container, the description of evidence, place evidence found, date/time of recovery of evidence, suspect name, victim name, evidence recovered by (name rank of officer), chain of possession of evidence (on each individual evidence bag). The officer will then complete a property report form with all pertinent data, including the chain of custody on the reverse of the form. The on duty supervisor will review the evidence and approval to departmental evidence procedures by signing the property report form. The officer will then submit the evidence to an open evidence locker. the evidence shall be placed in a locker with the appropriate key, matching the locker number. The evidence custodian will retrieve the evidence from the appropriate storage locker for processing into the departmental evidence room.

X. Responsibility, Procedures and Conditions for Submitting Evidence to a Forensic Laboratory

A. Responsibility – It will be the investigating officer’s responsibility to request laboratory examination of evidence. Evidence custodians/technicians can assist officers in packaging and filling out the submission form if needed.

B. Transmittal of evidence to the lab – if evidence is mail enough, it will be sent to the Lab via First Class Mail. If the evidence is too bulky to be sent by mail, the investigating officer must make arrangements for it to be hand carried to the Lab Monday through Friday 0800-1700 hours. The evidence custodian may also assist the investigating officer with evidence submission, but this process is not entirely left up to the evidence custodian.

C. Perishable evidence such as blood and bloodstained objects should be submitted to the lab within one week of the liquid being collected.

D. Packing of evidence to be submitted – officers should package all evidence as defined in sections IX-B. of this policy and place same in large manila envelopes or boxes, and properly sealed before sending through the mail. Postage should be placed on the evidence package as well as the evidence submission envelope attached to the outside of the package. In the event that one becomes separated from the other, both items will reach their destination.

E. Documentation to accompany evidence to be transmitted to the Lab.

The requesting officer must properly complete the S.B.I. “Request for Examination of Physical Evidence” form. Any other information the officer believes would be of value to analyst may be supplied on the back of the form or on a separate sheet of paper.
F. Receipts to insure chain of custody

1. The "Chain of Custody" on the property form shall always be signed, dated, and given a reason for transfer of evidence each time the evidence comes into someone else's control. If evidence is sent to the Lab, the property form that it was received by him from the lab on that particular date. The evidence shall be placed in the evidence room to await disposition.

2. The S.B.I. "Request for Examination of Physical Evidence" form, has a chain of custody provided on it for Lab personnel.

G. Written Report for Laboratory Findings

When the laboratory being used is part of the agency, a written report of the findings will be provided to the investigating officer by lab personnel. When the lab being used is not part of the agency, a transmittal letter or written request as part of the evidence transmittal form should be used to request a written report of the findings.

H. Instructions and Obtaining Help with Evidence

If any officer should have any questions pertaining to the collection, preservation, packaging, labeling, transmittal, or filling out the Evidence submission form that is not answered in this policy, he/she should refer to the "SBI Evidence Manual" located in the squad room or call the S.B.I. Lab for assistance.

I. The S.B.I. "Physical Evidence Examination Request Instructions" and the "Request for Examination of Physical Examination" form shall become part of this policy. (see attached SBI-5 form)
STANDARDS REFERENCE: Chapter 35

DEPARTMENT POLICY

It is the policy of the Shaw University Campus Police Department to make fair and objective evaluation of each person’s performance at least annually utilizing an evaluation form designed by the agency.

PURPOSE:

Performance evaluations are necessary to serve both management and the employee by insuring that the following concepts are adhered to:

A. Allow fair and impartial personnel decisions.
B. Maintain and improve performance.
C. Identify training needs.
D. Provide a medium for personnel counseling.
E. Facilitate proper decisions regarding probationary employees.
F. Provide an objective and fair means for recognition and measurement of individual performance in accordance with prescribed guidelines.

Performance Evaluation System Defined

The Shaw University Campus Police Department utilizes a standardized performance evaluation report form system which incorporates a numeric weighing system which varies among the various job classes within the agency. The weight number reflects the relative importance of particular item for the job position being evaluated.

Definitions

A. Field Training Probationary Officer – A sworn officer who is undergoing indoctrination training under the department field training program.

B. Field Training Program - A rating system established for field training officers to evaluate probationary officers undergoing indoctrination training, both numerically and objectively.
C. Permanent Employee – Tenured employee of this department who has successfully completed the following probationary periods:

1. Sown Officer – One year
2. Civilian employees – Six months

D. Probationary Officer – A sworn officer who has successfully completed the FTO program and has less than one year’s service with the department.

E. Rater – The immediate supervisor of the rated employee.

F. Rating Periods – Those intervals between performance evaluations for all department employees.

G. Reviewer – The rater’s immediate supervisor who shall be responsible for insuring department employees.

H. Unsatisfactory Performance – Employee behavior or work competence that does not meet the standards of the city and the department for the position held.

Procedures for the Use of Forms
Raters shall use only the most current job performance evaluation form designed for the positions for which they will be responsible for rating. Evaluation report forms may be utilized for certain personnel actions. Among these actions are:

1. Reassignment
2. Advancement
3. Career Development
4. Promotion
5. Training needs
6. Effectiveness in the assigned position

When pay and promotional decisions are to be made based on job performance evaluations, the department will utilize the most current prior evaluation form for assisting in that decision.

Rater Training
Raters will be familiar with the policy and procedures as outlined in this policy. Raters shall be trained in the proper use of the performance evaluation reports that are applicable to their personnel or division. As a general rule, a rater should have at least one year of on-the-job experience in the position that they will be rating in or have had the opportunity to observe that position for an equal amount of time.

Rater Responsibilities
It will be the responsibility of all raters to follow the policy and procedures of this document so that employees and administration are informed of the level of performance of individual employees. It should be the mission of each rater to train and counsel employees to help them achieve a satisfactory level of job performance for their position.
Annual Evaluation
Performance evaluations shall be conducted and documented at least once a year as described in this policy.

Quarterly Evaluation of Probationary Employees
In order to determine at the earliest point, the suitability of probationary employee for the current position, performance evaluation report shall be conducted on all entry-level probationary employees at least quarterly.

Evaluation Period
The rater must conduct the evaluation in the month of the employee’s anniversary date and returned to the Chief of Police no later than the end of the month during which the evaluation was conducted. Performance of the employee prior to or following the rating period shall be excluded from the rating for that period.

Unsatisfactory Performance
Employees shall be advised in writing, at least 90 days prior to the end of a reporting period, whenever their performance is deemed unsatisfactory.

Explanatory Comments
In the event that an unsatisfactory report is rendered by a supervisor, the report must contain explanatory comments in writing and recorded. Likewise, when an employee is rated as outstanding, the rater will furnish written explanatory comments.

Responsibility of Rater’s Supervisor
Each evaluation report will be reviewed and signed by the rater’s supervisor.

Employee Counseling
At the conclusion of a rating period each employee will be counseled by their supervisors in each of the following areas:

A. The results of the performance evaluation just completed.
B. The level of performance expected, rating criteria or goals for the new reporting period.
C. Career counseling relative to such topics as advancement, specialization, or other training appropriate to the employee’s position.

Employee Signature and Comment
Each evaluation report of an employee’s performance shall be read and explained to the employee by the rater. The employee shall be given the opportunity to affix his/her signature to the report and may enter comments in the section provided for that purpose. The employee’s signature to the report and may enter comments in the section provided for that purpose. The employee’s signature shall not constitute or imply agreement or disagreement with the report. If the employee refuses to sign the evaluation form, the supervisor should so note and record the reason or reasons, if given.

Employee Copy
A copy of the completed evaluation report shall be given to the employee once reviewed by the Chief of Police or his/her designate.

Appeal Process for Contested Evaluation Reports
Employees wanting to contest an evaluation report shall notify their rating supervisor in writing within one week after their evaluation. Upon receiving a notice contesting an evaluation report the rating supervisor shall immediately forward the written notice to the Chief of Police or his/her designate.
Evaluation Retention
   Performance evaluation reports shall be maintained in the employee’s permanent personnel file for a period of no less than three years.

Rater Evaluation
   Rates will be evaluated in the same manner as described herein and also on their ability to carry out the rater’s role in the performance evaluation system with respect to their participation in counseling and guidance for rated employees and the fairness and impartiality of rating given.

Program Review
   The Chief of Police or his/her designate will review the performance evaluation system at least once annually to identify any inconsistencies such as the following:

   A. Extreme ratings and the reasons for them; and

   B. The number of contested ratings and the reasons.
STANDARDS REFERENCE: 41.2.1

DEPARTMENT POLICY

It is the policy of the Shaw University Campus Police Department to properly respond to requests for service.

PURPOSE

This procedure provides guidelines for Shaw University Police Officers in responding to calls for service.

1. Response to Calls for Service (All Categories)

   A. All calls and assignments will be classified in one of three categories. Each category will be assigned a code number as follows:

      1. EMERGENCY     CODE 3
      2. URGENT         CODE 2
      3. ROUTINE        CODE 1

   B. When Central Communications dispatches a call for service to a patrol officer, the assigned officer will determine the response code, and notify Communications of that code. The assigned officer will determine the response code, using the criteria set forth in this policy and procedure. The response code may be changed at the discretion of the Shift Supervisor. When changing the response code, the Shift Supervisor shall announce the code either over the radio or through the Telecommunicator’s.

   C. A notation shall be made on the Telecommunicator’s log indicating what response code has been assigned to the call.

   D. Under no circumstances will an officer proceed to the scene of a call in a manner contrary to the procedures of the code number assigned.

   E. When multiple units are dispatched, the primary unit shall respond in compliance with the dispatch code. Secondary units shall respond at the next lower code (in any).

2. Response Standards

   A. Code 3 – Emergency
Emergency response is to be used on all calls with a significant potential for injury or loss of life. Such calls include any calls with armed suspects on the scene, or calls where injury has already occurred. Some examples of Code 3 calls would include:

1. Police Officer needs help. (To be used only when the officer’s safety is directly affected).

2. An explosion or bombing.

3. Robbery or felony-in-progress dangerous to life, i.e., rape, murder, first degree burglary. (If this type call is given, the officer assigned must use department procedure for handling such calls.)

4. Any other call in which human life is in danger and the speedy arrival of police is necessary to save the life.

B. Procedure for Operation of Police Vehicle on Code 3 Assignments

1. Use blue light and siren

2. Officers responding to Code 3 will exercise good judgment and caution. If the officer exceeds the posted speed limit (as authorized under N.C. GS20-145) he and she shall drive at a speed that is reasonable and prudent under existing conditions. Officers shall continuously weigh the present danger to themselves and to the general public by considering such things as weather conditions, likelihood of damage to the police vehicles and other property, the mechanical condition of the police vehicle, roadway conditions, pedestrian and vehicular congestion.

3. The responding officer shall not enter any intersection where the patrol vehicle does not have the right of way without first stopping or slowing down enough to make sure the way is clear.

4. When responding to robbery or felony-in-progress calls dangerous to life, officers will use departmental procedures as follows:

   a. Upon nearing the scene of the assignment, the vehicle speed should be reduced to the posted limit and blue lights turned off, at officer’s discretion.

   b. The supervisor in charge, upon receiving or hearing this code assignment, should direct the responding vehicles to positions which will adequately cover all exits and entrances to the building or place where the potential offense is taking place.

   c. The primary unit assigned or the first unit arriving near the scene of the call should stop within sight of the scene, keeping it under observation until other support units can arrive at their proper cover positions. Each unit arriving at its assigned location should notify the supervisor in charge of the arrival.

   d. Once the responding officers are in their assigned positions, the supervisor will direct the movements to the scene of the robbery or felony-in-progress.

   e. The responding officers should use caution when arriving at the scene of a crime in progress. If the use of firearms becomes necessary, all responding officers will comply with the department procedure for using firearms.
f. Once the crime in progress is under control, the supervisor in charge will assume the responsibility for the preliminary investigation of the crime.

C. Code 2 – Urgent

Urgent response is to be used on calls where there is some potential for injury, or where there is a significant likelihood that the suspect will escape or vital evidence will be lost if the scene is not immediately secured. Urgent response should also be used on those calls where there is likelihood that prompt law enforcement intervention could result in the apprehension of a suspect, preserve evidence, or prevent a situation from worsening.

Some examples of Code 2 calls would include:

1. Assistance for an officer in which officer or citizen safety is not jeopardized.
2. Major fires where speedy arrival of police personnel is necessary for traffic control.
3. A citizen calling for help and there is some potential danger of physical harm.

D. Procedures for Operation of Police Vehicle on Code 2 Assignments

1. Officer responding on Code 2 assignment shall respond to the scene as quickly as possible. Officers are encouraged to stay within the post speed limit and refrain from the use of the blue light and siren.
2. If the officer encounters conditions such as long travel distance, traffic congestion, etc., he or she may use the blue light, siren and headlights to speed his or her arrival to the scene.
3. Officers responding to Code 2 will exercise good judgment and caution. If the officer exceeds the posted speed limit (as authorized under N.C. GS 20-145) he and she shall not drive at a speed that is not reasonable and prudent under existing conditions. Officers shall continuously weigh the present danger to themselves and to the general public by considering such things as weather conditions, likelihood to damage to the police vehicle and other property, the mechanical condition of the police vehicle, roadway conditions, pedestrian and vehicular congestion.
4. The responding officer shall not enter any intersection where the patrol vehicle does not have the right of way without first stopping or slowing down enough to make sure the way is clear.

E. Code 1 - Routine

All other requests for police service will be classified under this code:

F. Procedure for Operation of Police Vehicles on Code 1 Assignments

1. Officers will not use siren and blue light at any time and speed limits will strictly be adhered to; however, a quick and orderly response is required.
DEPARTMENT POLICY

It is the policy of the Shaw University Campus Police Department to maintain a drug free environment within this agency, and for the safety and protection of the citizens of this community by developing procedures for a drug testing program.

PURPOSE

The purpose of this policy is to provide all applicants and employees with notice of the provisions of the department’s drug testing program.

DISCUSSION

Due to the critical mission of Police Officers, and the reliance by citizens of the community upon this department for law enforcement and general safety and protection, it is the policy of this department to maintain a drug-free work environment through the use of an applicant, lateral transferee, and reasonable suspicion testing program.

The law enforcement profession has several uniquely compelling interests that justify the implementation of a drug testing program. The public has a right to expect that those who are sworn to protect them are at all times both physically and mentally prepared to assume these duties. There is sufficient evidence to conclude that the use of controlled substances and other forms of drug abuse will seriously impair an employee’s physical and mental health and, thus job performance.

Where Police Officers participate in illegal drug use and drug activity, the integrity of the law enforcement profession and public confidence in the profession are destroyed. This confidence is further eroded by the potential for corruption created by illegal drug use. This department has a compelling interest in ensuring that every police officer, sworn to uphold the law, has unimpeachable integrity.

This department also has a compelling interest in preventing any unwarranted risk to the life of the citizens of the community posed by the potential use of deadly force by armed officers suffering from impaired perception and judgment. This department places a great deal of trust and confidence in the integrity and loyalty of each of its employees. Illegal drug use by employees of this department result in less than the complete reliability, stability and good judgment that is consistent with law enforcement employees and creates the possibility of coercion, influence and irresponsible action under pressure that may pose a threat to effective enforcement of the law and maintenance of the peace. Additionally, employees who use illegal drugs, on or off duty, tend to be less productive, less reliable, and prone to greater tardiness and absenteeism than their fellow employees who do not use drug.

Therefore, in order to ensure the integrity of this department, to protect the citizens of this community, and to preserve public trust and confidence in a fit and drug-free law enforcement of the law enforcement profession,
this department shall implement a drug testing program. This program is designed to detect prohibited drug use by employees and to reduce the likelihood that drug-dependent applicants and lateral transferees will be employed by this department.

DEFINITIONS

A. Police Officer – A sworn law enforcement officer with power of arrest.

B. Lateral Transferee – A law enforcement officer who applies for employment or appointment where the officer has previously held general certification and has been separated by an agency in good standing or transferred to this agency and the officer has been separated from law enforcement officer position for no more than twelve months.

C. Applicant – A person, other than a lateral transferee, who applies or employment or appointment as a Police Officer.

D. Employee – Any person employed by this department. This term includes, but shall not be limited to, police officers and clerical and support staff.

E. Drug Test- The compulsory production and submission of urine by an applicant, lateral transferee, or employee in accordance with departmental procedures, for chemical analysis to detect prohibited drug use.

F. Reasonable Suspicion – A belief that can be articulated that an employee used or is using illegal drug drawn from specific and particularized facts and reasonable inferences from those facts.

PROCEDURES/RULES

A. PROHIBITED ACTIVITY

The following rules shall apply to all applicants and employees, while on and off duty:

1. No employee shall illegally possess any controlled substance.

2. No employee shall ingest any controlled or other dangerous substance, unless as prescribed by a licensed medical practitioner.
   a. Employee shall notify their immediate supervisor when required to use prescription medicine that they have been informed has the potential to impair job performance. The employee shall advise the supervisor of the known side effects of such medication as well as the prescribed period of use.

3. No employee shall ingest any prescribed or over-the-counter medication in the amounts beyond the recommended dosage.

4. Any employee who unintentionally ingests, or is made to ingest, a controlled substance shall immediately report the incident to his supervisor so that appropriate medical steps may be taken to ensure the officer’s health and safety.

5. Any employee having a reasonable basis to believe that another employee is illegally using, or is in possession of, any controlled substance shall immediately report the facts and circumstances to his supervisor.
B. APPLICANT AND LATERIAL TRANSFEREE DRUG TESTING

1. Applicants and lateral transferees applying for Police Officer positions shall be required to take a drug test as condition of employment during the application process (but not more than sixty (60) days prior to the date of employment as a police officer).

2. Applicants and lateral transferees shall be disqualified from further consideration for employment under the following circumstances:
   a. Refusal to submit to a required drug test; or
   b. A confirmed positive drug test indicating drug use prohibited by this policy.

C. EMPLOYEE DRUG TESTING

Police officers and other employees of the police department will be required to submit a drug test, as a condition of continued employment, in order to ascertain prohibited drug use in any case where there exists an individual “reasonable suspicion” that the officer or employee uses or is using illegal drugs. Reasonable suspicion that an officer or employee using or is using illegal drugs may be based upon but not limited to:

1. Observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug;

2. A pattern of abnormal conduct or erratic behavior, including abnormal leave patterns.

3. Arrest or conviction for a drug-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking;

4. Information provided either by reliable and credible sources independently corroborated;

5. Evidence that an employee has tampered with a previous drug test; or

6. Facts or circumstances developed in the course of an authorized investigation of an accident or unsafe working practice.

D. SPECIMEN COLLECTION PROCEDURES

1. The testing procedures and safeguards provided in this policy to ensure the integrity of department drug testing shall be adhere to by all personnel administering drug tests.

2. The individual to be tested (hereinafter referred to as “donor” should be positively identified by presenting one of the following:

   * North Carolina Driver’s License
   * Division of Motor Identification Card
   * Other government issued picture ID

3. The donor will be required to complete an Applicant Consent Form.

4. The donor will have completed an Applicant Medication Information Form.

5. The room where the sample is to be obtained must have been checked to ensure that it is private, secure, and free of any foreign substance.
6. A toilet bluing agent should be placed in the toilet bowl to ensure the donor does not use toilet water to dilute the specimen.

7. The donor should be asked to remove any unnecessary outer garments such as a coat or jacket.

8. All personal belongings such as a purse or briefcase should be left outside the collection room. A donor should be allowed to retain his/her wallet.

9. Donor should be instructed to wash and dry hands.

10. Donor should be provided with a new and/or unadulterated specimen collection bottle/container. The donor should be instructed that a specimen of 60 milliliters or 2 ounces is necessary for urinalysis.

11. Donor should be instructed while alone in the collection room he/she may not run any water, flush the toilet, or handling anything else in the room.

12. Donor enters the collection room and the collector stands outside the door. The Collector should note on the Urine Specimen Checklist if he/she hears any unusual activity.*

* If the donor runs water or flushes the toilet while alone in the collection room, then the specimen is invalid and the process must begin anew.

13. Collector should receive the sample from the donor. Should the specimen need to be transferred from the collection container to other containers, the donor should make such transfer while under observation by the collector. The specimen should be kept in full view of both the collector and donor until it is sealed.

14. Collector should check to see that a specimen of sufficient quantity has been collected. Should a specimen of insufficient quantity be presented to the collector, that specimen should be discarded and another specimen should be collected in a new container*. * If the donor is unable to provide a specimen at that time, it is recommended that the donor be given eight (8) ounces of liquid (water, coffee, soft drink) every thirty (30) minutes. This should enable the donor to produce a sample within two hours. The donor must stay at the collection site until a specimen of sufficient quantity is obtained.

15. If the specimen is of sufficient quantity, the collector should check the temperature of the specimen*. * Temperature must fall between 90.5 degrees F-99.8 degrees F and time from urination to temperature measurement shall not exceed four (4) minutes.

16. Collector should inspect the specimen’s color and look for any signs of contaminants. Any concerns should be noted on the Urine Specimen Collection Checklist. Should there be reasonable suspicion that the donor tampered with the specimen, the collector must notify the employing agency and send the specimen to the laboratory for testing.

17. Collector should seal the specimen is appropriately safe-guarded until such time as it is prepared for and delivered to the laboratory.
E. DRUG TESTING METHODOLOGY

1. The testing or processing phase shall consist of a two-step procedure:
   a. Initial screening test using an immunoassay testing; and
   b. Confirmation test using gas chromatography/mass spectrometry (GC/MS) method.

2. When the lab receives a urine sample it will conduct an initial screening test to check for the presence of illegal drugs. This initial screening test involves using an immunoassay testing method.

3. The drugs whose use shall be tested for shall include cannabis, cocaine, phencyclidine (PCP), opiates and amphetamines or their metabolites.

4. The threshold levels established by the Department of Health and Human Services for Federal Workplace Drug Testing programs are hereby adopted by reference and shall automatically include any later amendments and editions of said adopted matter.

5. The laboratory conducting the test must be certified for federal workplace drug testing programs, and must adhere to applicable federal rules, regulations and guidelines pertaining to the handling testing, storage and preservation of samples.

6. Should the initial test produce a positive result for the presence of an illegal drug, the lab will automatically perform a second test. Known as a confirmation test, the second screening involves using a technologically different and more sensitive gas chromatography/mass spectrometry (GC/MS) testing method.

7. The laboratory will report a test result as positive if, and only if, both the initial test and the confirmation test show the presence of an illegal drug.

8. The laboratory will report all test results directly to the Medical Review Officer (MRO).

F. MEDICAL REVIEW OFFICER

In order to provide, to the greatest extent possible, for the privacy and confidentiality of applicants and employees who are required to submit to drug testing, all laboratory results will be sent directly to the Medical Review Officer. All specimens reported by the laboratory as negative will in turn be reported to the agency by the MRO as negative.

With respect to confirmed positive results, the MRO:

1. May conduct medical interviews with the applicant/employee;

2. May review applicant/employee medical histories or any other biomedical factors;

3. Shall review all medical records made available by the tested employee when a confirmed positive could have resulted from legally prescribed medication;

4. May deem the results scientifically insufficient for further action and declare the result to be negative based on a review of such data or facts as he may deem appropriate.
G. CHAIN OF EVIDENCE-STORAGE

1. Each step in the collecting and processing of the urine specimens shall be documented to established procedural integrity and the chain of custody.

2. Where a positive result is confirmed, urine specimens shall be maintained by the laboratory in secured, refrigerated storage for an indefinite period.

H. CONFIDENTIALITY OF TEST RESULTS

1. A positive result which the MRO justifies by appropriate medical or scientific documentation to account for the result as other than the intentional ingestion of an illegal drug will be reported as a negative result and may not be released for purpose of identifying illegal drug use. Records of the MRO shall only be released to the agency head or appropriate agency coordinator and, when necessary, to the North Carolina Criminal Justice Education and Training Standards Commission.

2. All records and information of personnel actions taken on applicants and veterans employees with verified positive test results shall be maintained in accordance with state and local personnel policies and procedures.

I. DISCIPLINARY ACTION

Employees refusing to submit to drug testing or those having a confirmed positive drug test indicating use prohibited by this policy will be subject to termination of employment by the Shaw University.
DEPARTMENT POLICY

It shall be the policy of the Shaw University Campus Police Department to establish a chain of command Structure which will be responsible to Shaw University Campus Police Department employees and the community.

PURPOSE

This policy and procedure explains the Department’s command structure.

1. Routine Communications
   
   A. Information within the Department should flow up and down the established rank structure:
      
      Police Chief
      Assistant Chief of Police
      Police Sergeant(s)
      Police Officer (s)
      Security Officer(s)
      
   B. Orders given by superior officers shall have the full authority of the Chief of Police, unless these orders are in violation of law and/or Department policy. Should this occur, the officer shall bring this conflict to the issuing supervisor’s attention. The supervisor then assumes the responsibility for correcting the order and/or the responsibility of its consequences. No employee shall obey an order which they know are in violation of federal, states or local laws.

   C. All lawful orders shall be promptly obeyed.

2. Emergency Communications
   
   A. Under certain emergencies the chain of command may be broken. These situations should be rare but could be situations in which the officer’s immediate supervisor is not readily available and time does not permit waiting for his or her available and time does not permit waiting for his or her availability. In breaking the chain of command, the officer should be able to present good cause for jumping rank.

3. Internal Investigations
   
   A. During internal investigations it may be necessary to communicate outside the chain of command.
B. In cases in which the officer wishes to report dishonesty within the Department, the officer should report the information directly to the Chief of Police.

4. Shaw University Faculty and Staff

A. The Chief of Police shall be the official spokesman for Shaw University Campus Police Department.

B. Police officers shall be cordial but shall not discuss department concerns with Shaw University Faculty and Staff.

5. Grievance within the Chain of Command

A. Officers having a grievance shall comply with the grievance procedure contained in the Shaw University Campus Police Department Policy Manual.
DEPARTMENT POLICY

It shall be the policy of the Shaw University Campus Police Department to properly investigate all reports of assaults with a deadly weapon occurring within its jurisdiction.

PURPOSE

This policy and procedure explains the Department’s method of investigating assault with a deadly weapon.

1. Always respond to assaults with a deadly weapon with a backup, unless the officer is requested to go to the hospital to make the report or the AWDW occurred over 30 minutes ago and the suspect is not expected to return.

2. The first unit on the scene should approach with extreme caution and insure:
   A. The suspect has left the scene.
   B. That medical needs of the victim(s) have been met.
   C. That the back-up car circulates the area.

3. Obtain a description of the suspect(s) from the victim(s) and/or witness(s) and broadcast this information to Communications and back-up units.
   A. Include number of suspects, race, sex, etc.
   B. Type of weapon(s) used.
   C. Method and direction of travel.
   D. Length of time since the suspects left the scene.

4. Secure the scene and begin the investigation.
Shaw University
Campus Police

Standard Operating
Policies and Procedures

Chief W.D. Joiner

Policy #: 76

Subject: Interaction with the Mentally III

Effective Date: 10/01/2010

Review Date: 10/01/2010

STANDARDS REFERENCE: CALEA File 41.2.8, 71.3.1, 71.3.2, 71.3.3, 74.2.1

DEPARTMENT POLICY

It is the policy of the Shaw University Campus Police Department to provide individuals suspected of suffering from mental illness with the same high level of service and protection provided to anyone else. Reasonable procedural adjustments may be made to accommodate individual needs on a case-by-case basis. Individuals will not be taken involuntarily into custody by reasons of mental illness alone, but only if have committed an arrest able of offense or have demonstrated by their actions to be a threat to the life or safety of themselves or others.

PURPOSE

To provide guidelines for officers interacting with mentally ill individuals and how to restrain and Transport persons in need of emergency mental commitment and those named in involuntary commitment orders to an appropriate mental health facility for evaluation. The Department will provide transportation, when manpower permits, for individuals who wish to commit themselves to a mental facility. A sworn officer will perform all mental commitments.

DEFINITIONS

A. Mental illness – for the purpose of this policy, an illness that lessens the capacity of an individual to exercise self-control, judgment and discretion in the conduct of his or her affairs and social relations to the degree that it is necessary or advisable for the person to be under treatment, care, supervision, guidance or control.

B. Mental commitment – for the purpose of this policy, taking custody of an transporting an individual in need of mental health evaluation and treatment.

C. Involuntary emergency commitment – mental commitment executed by an officer without a commitment order on file.

D. Involuntary non-emergency commitment – mental commitment executed by an officer in accordance with an involuntary commitment order issued by a magistrate or clerk of court.

E. Voluntary commitment – mental commitment of a person who independently and personally decides to be admitted to a treatment facility.

F. 24-Hour Faculty – a facility that provides a structured living environment and services for a period of 24 consecutive hours or more.
EMPLOYEE TRAINING

All employees will receive training on how to interact with individuals suspected of suffering from mental illness. Entry-level personnel will receive documented training during new employee field training. Refresher training will be provided to all employees at least every three years.

RECOGNITION OF THE CHARACTERISTICS OF MENTAL ILLNESS

When called upon to interact with an individual exhibiting abnormal behavior that is suspected of being symptomatic of mental illness, recognition of the characteristics of mental illness may help employees decide on an appropriate response. Symptomatic behavior should be evaluated within the total context of the situation when attempting to determine an individual's mental state and the need for intervention. Guidelines for recognition of the symptoms of mental illness will be provided in employee training.

PROCEDURES FOR ACCESSING RESOURCES

Communications personnel will have ready access to referral information for available community mental health resources and authorized emergency evaluation facilities and will upon request provide this information to employees or citizens. During training, employees will be familiarized with procedures for accessing available community mental health resources.

GUIDELINES FOR RESPONDING

When responding to individuals who exhibit symptoms of mental illness, employees should gather as much information as possible to assess and stabilize the situation. Specific guidelines for dealing with individuals who are suspected of suffering from mental illness will be provided in employee training.

No individual will be arrested for behavioral manifestations of mental illness that are not criminal in nature. Taking a mentally ill individual into custody can occur only when the individual:

- has committed a crime, or
- presents a danger to the safety of himself/herself or others and meets the criteria for involuntary emergency or non-emergency mental commitment.

COMMITMENT PROCEDURES

IN VOLUNTARY EMERGENCY COMMITMENT – Any person subject to involuntary commitment due to mental illness and who requires immediate hospitalization to prevent harm to himself/herself or others will be taken into immediate custody and restrained in an appropriate manner. The officer will then transport the person to the Wake County Mental Health Department for evaluation.

If inpatient treatment is recommended and requires transportation to another mental health facility for the second evaluation the second evaluation as required by N.C. General Statute 122C-266, the facility will contact Wake County Sheriff’s Department. If the examining physician or psychiatrist recommends outpatient treatment or finds no evidence of mental illness, the officer will transport the person back to his or her residence or to the home of a consenting adult.

IN VOLUNTARY NON-EMERGENCY COMMITMENT – once the officer has verified that an order for involuntary commitment is on file, the officer will take the subject of that order into custody and restrain in an appropriate manner with reasonable force. If the officer does not have the actual order into custody and restrain in an appropriate manner with reasonable force. If the officer does not have the actual order in his possession when the person is taken into custody, he must obtain the order before the person is transported to the hospital or mental health facility for examination.
If the examining psychiatrist or physician recommends inpatient treatment and transportation to another mental health facility is recommended, the facility will contact Wake County Emergency Center to arrange transportation of the person by the Wake County Sheriff’s Department. The officer shall remain with the patient until custody is handed over to the Wake County Sheriff’s Department. If outpatient treatment is recommended or the physician/psychiatrist finds no evidence of mental illness, the officer will return the completed commitment order to the magistrate’s office and transport the person back to their residence or to the home of a consenting adult.

**VOLUNTARY COMMITMENT** – The Department will provide transportation for individuals wishing to commit themselves to a mental institution.
STANDARDS REFERENCE: 1.2.2

DEPARTMENT POLICY

It is the policy of the Shaw University Campus Police Department to comply with all constitutional requirements in regards to interviews, interrogations, and access to counsel.

PURPOSE

To set forth guidelines to insure compliance with all applicable constitutional requirements in regards to interview and interrogations and access to counsel.

1. Introduction

When specific requirements of the law must be adhered to, it shall be the policy of this agency to treat all suspects in a fundamentally fair and just manner without regard to any personal consideration or bias. The guidelines herein are not absolutes, nor a comprehensive review of all legal considerations, but are areas that often attract close Appellate Court scrutiny.

2. Legal Requirements during Criminal Investigations

A. Coercion of Involuntary Nature of Confessions and Admissions

1. Use of coercion, threats, or promises to solicit confessions or admissions are inadmissible and are not permitted.

2. Excessively prolonged interrogation and interview without breaks for personal needs; food, rest, and use of toilet facilities is not permitted.

3. Deception and trickery – misstatements relative to the elements of the crime or punishment must be avoided.

4. Interrogation techniques must reflect consideration of the subject’s age, mental capacity, drug or alcohol impairment, and health.

B. Delay and Arraignment

1. Agreeable to the provisions of North Carolina General Statue 15A-501, departmental personnel must, with respect to any person arrested without a warrant and, for the
purpose of setting bond with respect to any person arrested upon a warrant order for arrest. Take the person arrested before a judicial official without unnecessary delay.

2. The Appellate Courts have held that a delay caused by furtherance of legitimate investigative procedure is not unnecessary delay.

C. Informing a suspect of his/her rights

Prior to custodial interrogation, Miranda Warnings must be given, and a signed waiver obtained if possible utilizing the Shaw University Campus Police Department Advised Form”. A special form for persons under the age of 18 is available.

D. Rights to Counsel

1. A suspect’s request to consult with counsel and counsel’s request to consult with their client will be honored while the suspect is under control of members of the Shaw University Campus Police Department.

2. A request for counsel during the course of an interrogation will cause a suspension of questioning until contact is made with counsel.
STANDARD REFERENCE: Chapter 35

DEPARTMENT POLICY

It is the policy of the Shaw University Campus Police Department to make fair and objective evaluations of each person’s performance at least annually utilizing an evaluation form designed by the agency.

PURPOSE

Performance evaluations are necessary to serve both management and the employee by insuring that the following concepts are adhered to:

A. Allow fair and impartial personnel decisions.
B. Maintain and improve performance.
C. Identify training needs.
D. Provide a medium for personnel counseling.
E. Facilitate proper decisions regarding probationary employees.
F. Provide an objective and fair means for recognition and measurement of individual performance in accordance with prescribed guidelines.

Performance Evaluation System Defined

The Shaw University Campus Police Department utilizes a standardized performance evaluation report form system which incorporates a numeric weighing system which varies among the various job classes within the agency. The weight number reflects the relative importance of a particular item for the job position being evaluated.

Definitions

A. Field Training Probationary Officer – A sworn officer who is undergoing indoctrination training under the department field training program.

B. Field Training Program – A rating system established for field training officers to evaluate probationary officers undergoing indoctrination training, both numerically and objectively.
C. Permanent Employee – Tenured employees of this department who have successfully completed the following probationary periods:

1. Sworn Officer – One year
2. Civilian employee – Six months

D. Probationary Officer – A sworn officer who has successfully completed the FTO program and has less than one year's service with the department.

E. Rate – The immediate supervisor of the rated employee.

F. Rating Periods – Those intervals between performance evaluations for all department employees.

G. Reviewer – The rate’s immediate supervisor who shall be responsible for insuring that each evaluation report is complete, fair and objective.

H. Unsatisfactory Performance – Employee behavior or work competence that does not meet the standards of the city and the department for the position held.

Procedures For The Use Of Forms

Raters shall use only the most current job performance evaluation form designed for the positions for which they will be responsible for rating. Evaluation report forms may be utilized for certain personnel actions. Among these actions are:

1. Reassignment
2. Advancement
3. Career Development
4. Promotion
5. Training needs
6. Effectiveness in the assigned position

When pay and promotional decisions are to be made based on job performance evaluations, the department will utilize the most current prior evaluation form for assisting in that decision.

Rater Training

Rates will be familiar with the policy and procedures as outlined in this policy. Raters shall be trained in the proper use of the performance evaluation reports that are applicable to their personnel or division. As a general rule, a rater should have at least one year of on-the-job experience in the position that they will be rating in or have had the opportunity to observe that position for an equal amount of time.

Rater Responsibilities

It will be the responsibility of all raters to follow the policy and procedures of this document so that employees and administration are informed of the level of performance of individual employees. It
should be the mission of each rater to train and counsel employees to help them achieve a satisfactory level of job performance for their position.

Annual Evaluation

Performance evaluations shall be conducted and documented at least once a year as described in this policy.

Quarterly Evaluation of Probationary Employees

In order to determine at the earliest point, the suitability of a probationary employee for the current position a performance evaluation report shall be conducted on all entry-level probationary employees at least quarterly.

Evaluation Criteria

The criteria used for performance evaluations are specific to the assignment of the employee during the rating period. The Shaw University Campus Police Department utilizes standard performance evaluation questions on its evaluation forms, however, each position in the agency are assigned different weight categories that are specific to their position.

Evaluation Period

The rater must conduct the evaluation in the month of the employee’s anniversary date and returned to the Chief of Police no later than the end of the month during which the evaluation was conducted.

Unsatisfactory Performance

Employees shall be advised in writing at least 90 days prior to the end of the reporting period, whenever their performance is deemed unsatisfactory.

Explanatory Comments

In the event that an unsatisfactory report is rendered by a supervisor, the report must contain explanatory commons in writing and recorded. Likewise, when an employee is rated as outstanding, the rater will furnish written explanatory comments.

Responsibility of Rater’s Supervisor

Each evaluation report will be review and signed by the rater’s supervisor.

Employee Counseling

At the conclusion of a rating period each employee will be counseled by their supervisors in each of the following areas:

A. The results of the performance evaluation just completed
B. The level of performance expected, rating criteria or goals for the new reporting period.
C. Career counseling relative to such topics as advancement, specialization, or other training appropriate to the employee’s position.
Employee Signature and Comment

Each evaluation report of an employee’s performance shall be read and explained to the employee by the rater. The employee shall be given the opportunity to affix his/her signature to the report and may enter comments in the section provided for that purpose. The employee’s signature shall not constitute or imply agreement or disagreement with the report. If the employee refuses to sign the evaluation form, the supervisor should so note and record the reason or reasons, if given.

Employee Copy

A copy of the completed evaluation report shall be given to the employee once reviewed by the Chief of Police or his/her designate.

Appeal Process for Contested Evaluation Reports

Employees wanting to contest an evaluation report shall notify their rating supervisor in writing within one week after their evaluation. Upon receiving a notice contesting an evaluation report the rating supervisor shall immediately forward the written notice to the Chief of Police or his/her designate.

Contested evaluation reports will be reviewed by the Chief of Police or his/her designate. The employee and his/her supervisor will be advised in writing of the findings as soon as possible but no longer than 30 days from the notice of appeal.

Evaluation Retention

Performance evaluation reports shall be maintained in the employee’s permanent personnel file for a period of no less than three years.

Rater Evaluation

Raters will be evaluated in the same manner as described herein and also on their ability to carry out the rater's role in the performance evaluation system with respect to their participating in counseling and guidance for rated employees and the fairness and impartiality of rating given.

Program Review

The Chief of Police or his/her designate will review the performance evaluation system at least once annually to identify any inconsistencies such as the following:

A. Extreme ratings and the reasons for them; and
B. The number of contested ratings and the reasons.
Mission Statement

A chief aim of Shaw University is to provide an educational setting where “Religion and Learning go hand in hand and Character grows with Knowledge.” Thus, the primary mission of Campus Ministry is to create and assist in maintaining an environment where a student’s commitment to religion and spiritual values can be enhanced and authenticated. Notwithstanding Shaw University’s relationship to the Baptist denomination, all worship services and programs are ecumenical. Students are exposed to basic Christian doctrine, regular inquiry to the meaning of Holy Scripture, and issues confronting students at this stage of their moral and spiritual development.
Chapel Services

SOP#: 300
DATE: July 30, 2012
TITLE: Weekly Worship participation Roles

PURPOSE:

POLICY:

PROCEDURES:

Ushers/Greeters
At only a two-hour time commitment per week, this ministry has lots of potential. You arrive earlier than everyone else to prepare for their coming. Then all you have to do is greet people, hand out bulletins, seat people, take up the offering and from time to time help with communion.

Worship Leader

The Worship leader does the call to worship and is responsible for moving service along. Their service is much like that of a Master or Mistress of Ceremony. The worship leader also leads the congregation in the Affirmation of Faith and in the responsive reading.

The other two roles are Morning Prayer and Scripture Reading.

Communion (Holy Eucharist)

Each first Sunday the ordinance of Communion is administered. Communion is prepared by the Chapel work study student, Administrative Assistant or the Chapel Dean on the Friday before service or the morning of. Communion is served either in the traditional Baptist form of individual cups wine (juice) and bread placed in communion plates and served, or by intinction. Intinction is the serving of communion from one loaf of bread and one cup. Students assist with serving each month. The Thomas J. Boyd Chapel has an “Open Table” policy, which means that all believers regardless of denomination are welcome to partake of Communion.

Guest Preachers and Speakers

Weekly preaching is done by the Chapel Dean(s) or by guests invited and approved by the Dean. Most, but not all, guest preachers hold at least a Masters of Divinity degree from an accredited university, which assures a baseline standard of knowledge and accountability for sound teaching. Guests invited to preach or speak who do not meet this standard have demonstrated their commitment and accountability to the Chapel Dean(s) and proven their ability to provide service with integrity. Guest preachers are paid an honorarium (if budget allows) based upon distanced travelled and/or fees set by the guest. Honorarium usually, but not always, range between $150-$500 for one service and $800-$2000 for multiples services or a series.
Chapel Services

SOP#: 301

DATE: July 30, 2012

TITLE: Chapel Offerings

PURPOSE: To present a standard procedure for collection and submission of Offerings

POLICY:

PROCEDURES:

Chapel offerings are submitted to the Office of Institutional Advancement (IA) by the Tuesday following worship. Offerings are collected during worship, remain publicly visible for the remainder of the service and are locked in the Chapel safe at the conclusion of service. Two persons count the monies on site, and it is counted a third time by the IA office. Currently, Chapel offerings go into the university’s general fund.

The Chapel does provide offering envelopes and maintains a record of contributions for tax purposes.
Chapel Services

SOP# : 302

DATE: July 30, 2012

TITLE: Chapel Ministries

PURPOSE: To provide a description of all Ministries offered in the Chapel

POLICY:

PROCEDURES:

**Worship Arts**: The Chapel’s worship arts ministries are led by the Director of Worship Arts, who is overseen by the Chapel Dean. This is a part-time contracted 9-month position. Other contracted part-time 9-month positions include: Percussionist, Lead Musician, and Sound Technician.

Student Ministries falling under the area of Worship Arts are the Thomas J. Boyd Gospel Choir and El Shaddai Mime and Dance ministry.

**The Thomas J. Boyd Gospel Choir**

The first responsibility of the TJBC Choir is weekly morning worship. Rehearsals are held once or twice a week for 1-2 hours. The days and times change each semester according to students’ scheduling and commitments, however rehearsals generally take place on Tuesdays or Thursdays from 6:30-8:00PM. All requests for the choir to serve either internally or externally come first to the Worship Arts director, who then submits requests to the Chapel Dean(s) for approval. Internal requests always take precedent over external requests in circumstances of conflict. External travel is usually limited to 2-3 events per semester in order to maintain a balance in students’ time and to highlight the importance of proper study. This ministry is open to all students, both male and female, who are willing to make a reasonable commitment and remain accountable to keep their academic success a priority.

**El Shaddai Mime and Dance ministry**

This ministry is student organized and rehearsals are held once a week, with exception for preparation for an event. Rehearsal times change each semester according to students’ scheduling and commitments. This ministry is open to all students, both male and female, who are willing to make a reasonable commitment and remain accountable to keep their academic success a priority.

**Bible Study and Small Group Study**

This ministry is tasked with oversight and leadership of all biblical study and Christian instruction here at TJBC. Under the leadership and of the Chapel Dean(s), this ministry plans and implements study relevant to our Campus Community. All Teachers must be proved by and invited to teach by the Chapel Dean.
Spiritual Formation Small Groups

Small Groups are led by training student leaders and volunteers who have demonstrated commitment and accountability. Small group leaders report bi-weekly to the Chapel Dean(s) and adhere to the rules the collective group approves. Small groups may meet in locations of their choice, but all small groups leaders must be approved and trained through TJBC for purposes of accountability. All students and Staff are welcome to join a small group and can sign up at Chapel office.

Designed around the process of Lectio Divina (group process of meditation on scripture, sharing, and prayer) and discussion, this initiative is intended to help build healthy community. Groups can range in size from of 4-10 participants to meet twice a month for one hour. The Chapel selects the two passages for Lectio Divina each month or discussion material, however leaders are encouraged to make suggestions.
Chapel Services

SOP# : 303
DATE: July 30, 2012
TITLE: Divinity School Interns

PURPOSE: To develop a consistent method of acquiring and training Interns

POLICY:

PROCEDURES:

The Thomas J. Boyd Chapel community always welcomes the opportunity to participate in and contribute to the growth and wellness of our collective family. The chapel worship community consists mainly of Shaw University undergraduate students from a variety of backgrounds. Some grew up in the church, others did not, and yet others were in and out of faith communities during childhood. Additionally, there are members of TJBC who are seeking God, but are not yet sure what they believe. However, they know that this community embraces them no matter where they are on their journey. Regardless, we preach, teach and seek to live the Gospel of Jesus Christ with integrity and conviction, and we are constantly aware of the fact that our students are at a very pivotal point in their lives. Our first goal is to love God and then others as ourselves, and we believe this is the basis for service and ministry. A divinity school student chosen to serve as a ministerial intern for the TJB Chapel would need to possess the following qualities and meet the listed requirements.

Qualities
Spiritual maturity and integrity
Teachable
Have an inviting character/personable

Requirements
Recommended by Divinity School Field Education Director, Dean or a professor familiar with the work of the Chapel Community
Interview by Chapel Field Education Supervisor
A brief statement on what the student hopes to gain as a result of their field education

Experience
Divinity School interns placed at the Chapel gain reflective experience in preaching, teaching, pastoral Care and Administration. The assigned Field Education Supervisor (Chapel Dean) meets regularly with the placed intern to reflect, pray, and insure growth within the experience.
Chapel Services

SOP#: 304

DATE: July 30, 2012

TITLE: Annual Chapel Events

PURPOSE:

POLICY:

PROCEDURES:

**Ash Wednesday Service**
Ash Wednesday marks the beginning of Lent within the Christian Community. At TJBC students, faculty and staff are invited to participate in a service that explains the meaning of Lent and embark upon a season of fasting together.

**Baccalaureate**
Traditionally this service is a means through which we honor God’s role in our educational experience. A farewell sermon is given as both affirmation and inspiration to the graduating class that their journey has only just begun.

**Homecoming Gospel Concert**
The TGBC Choir hosts a Gospel Concert with special guests in honor of homecoming

**Spring Gospel Concert**
This is an annual collegiate Concert hosted by the TJBC Choir. Area college and university gospel choirs are invited to attend in fellowship and celebration of God.
Chapel Services

SOP#: 305

DATE: July 30, 2012

TITLE: CASES

PURPOSE: To provide a consistent and standard procedure for the Cultural, Academic and Spiritual Enrichment Seminars

PROCEDURES:

CASES

The Cultural, Academic and Spiritual Enrichment Seminar (CASES) is a program sponsored by the Office of Religious Life in conjunction with the Office of Academic Affairs and the Office of First Year Programs. It is intended to serve as a bedrock for the university's efforts to promote growth in the areas of body, mind, and spirit. Accordingly, persons of local, state, and national prominence are invited to partner with the university by sharing from their wealth of personal and professional knowledge. This is a weekly activity. CASES is mandatory for all freshmen and transfer students. Student must complete two (2) semesters and attend at least ten (10) each semester to fulfill the requirement.

Students are expected to be seated at 11AM and dressed appropriately (see Shaw Dress) in order to receive credit. Students who are delayed due to class are allowed in and receive credit up to five minutes after the program has begun. Students registered for 10AM or 12Noon classes are responsible for submitting their schedule to the Office of Religious Life staff. Only the names of students on the list generated from the schedules will receive an excuse for not attending the program in its entirety.

Annual CASES Events

- **Fall Convocation** - This is our official University opening each year. The President addresses Students, Faculty and Staff. Fall Convocation is usually held in the Gymnasium and is planning by the Office of Academic Affairs.

- **Religious Emphasis** - This is a 3-4 day revival, which includes ministers, choirs, soloists, groups, dancers, and evangelists who minister with the intention of elevating the need for religion and service in our lives. Shaw University was founded on religious principles and that foundation is exhibited and accentuated in the Religious Emphasis Week observance.

- **Bessie Boyd Holman Lecture Series** - The Chapel presents a series of lectures featuring prominent religious and civic leaders renowned for their contributions to religious and ethical education. The series is named for the mother of the benefactor of the Thomas J. Boyd Chapel.

- **Founders’ Day** - Founder’s Day commemorates the lives of Dr. Henry Martin Tupper and his wife Sarah Tupper as our founders. It is also a time for the university to celebrate and acknowledge all of those who have made major academic, moral, and financial investments into Shaw University and its constituents over the years.
- **Homecoming Worship** - This worship experience brings together students, alumni and community members in celebration of God who has made the legacy of Shaw University and our community possible.

- **Thomas Boyd Sunday** - TJB Sunday honors the life of, alumnus and Chapel benefactor, Dr. Thomas J. Boyd. Dr. Boyd’s church family at Salem Missionary Baptist Church in Brooklyn NY travels here to worship and fellowship.

- **Martin Luther King Commemoration** - This university service commemorates the life and work of Civil Rights activist and humanitarian, Dr. Martin Luther King, Jr.

- **Senior Sunday** - Senior Sunday provides graduating seniors with the opportunity to encourage and give words of wisdom to the freshmen class. Several senior speak about lessons they learned during their time at Shaw, and seniors provide leadership in worship.

- **Presidential Lecture** - The Thomas Boyd Chapel presents a lecture designed to draw the greater campus community together around academic and professional issues and topics that are of interest to all of our constituent groups: students, faculty, staff, alumni, and friends. This lecture series is also intended to stimulate dialogue and to facilitate interaction among persons in various academic disciplines.
Chapel Services

SOP# : 306

DATE: July 30, 2012

TITLE: Shaw Dress

PURPOSE: An initiative designed to promote discipline and a positive image

POLICY:

PROCEDURES:

Shaw Dress is an initiative designed to promote discipline and reflect a positive image. Males must have a navy blazer which bears the school crest, gray dress slacks, dress white shirt with school tie and dress shoes. Female dress is a navy blazer which bears the school crest, white blouse with the school scarf, gray slacks or gray skirt and dress shoes. Shaw Dress is the expected attire at all CASES programs, most of which take place on Shaw Pride Day. Proper attire (Shaw Dress) must be worn in order to receive credit for CASES attendance.

Each incoming freshmen and transfer student is issued a blazer and/or tie or scarf their first semester at the university. If a student loses, misplaces or does not pick-up their Shaw Dress their first semester, then they must pay full price in order to be issued another set. Blazers are $50.00. Scarves and ties are $10.00. Monies are paid to the University Cashier and the receipts are brought to the Chapel.
Chapel Services

SOP#: 307
DATE: July 30, 2012
TITLE: Internal Protocols

PURPOSE: To provide consistency and order to daily activities, operations and responsibilities

POLICY:

PROCEDURES:

Internal Announcements

Any university organization or department may submit university or community related announcements to be made during Chapel worship. Written submissions for print must be submitted to the Chapel Administrative Assistant by 9:00AM the Friday before. Space is allotted during service for verbal university or community related announcements.

Faith-based Student organizations

All faith-based student organizations must adhere to the policies and procedures of the Office of Student Activities and be approved by the Chapel Dean in order to be recognized on campus and deemed in compliance.

Student leadership (internal and external to Chapel)

All registered Shaw students are considered members of the Thomas J. Boyd Chapel and are welcome to use and nurture their gifts within the programs offered. Students are free and encouraged to use their gifts on campus in the form of ministry, but are required to be accountable to the Chapel for their religious based actions regardless of their church affiliation. Students are welcome to attend other churches in the community, and the chapel is willing to assist students of all faith backgrounds in finding a place of worship suited for their growth and development.

Boyd Ambassadors

The Boyd Ambassadors are student stewards who are called with the intention of serving, learning and growing in dedication to Christ and humanity through the Shaw University Thomas Boyd Chapel.

In response to the Great Commission (MT 28: 16b-20) the program is designed to empower Christ-centered Disciples of the World through community, character, competence, confidence and culture.

Students chosen to participate in the Boyd Ambassadors program will have the opportunity to experience leadership styles through pedagogy and practice, in a holistic and nurturing setting. They will assist in the developing and leading of chapel ministries, lead in worship, represent the chapel on campus and beyond, participate in ongoing interactive leadership training, travel within the area to gain new experiences, learn faith disciplines, and learn to lead through trial and error.
Chapel Services

SOP# : 308

DATE: July 30, 2012

TITLE: External Protocols

PURPOSE: To establish consistency and order in operations, activities and experiences of Partnerships and External entities

POLICY:

PROCEDURES:

Ministry Partnerships

The Chapel Dean(s) determine which external faith based groups or individual volunteers are allowed on campus by partnerships. Groups will complete the Chapel Partnership Form and submit it electronically. Groups or volunteers whose mission aligns with the Chapel will then be contacted by a staff member who will set up a meeting with the Dean(s). Others will be contacted to express an appreciation for their interest but communicate our inability to partner at this time. If the external entity’s mission aligns with the mission of the Chapel then we may enter a partnership if that person or group is willing to work on behalf of the university and Chapel and be accountable to the Chapel Dean while on Campus. The Office of Religious Life may terminate any partnership should it no longer prove to be beneficial to the mission and students of the university.

External Church advertising

All external Church announcements may be submitted to the chapel. Churches may submit their advertisements for distribution or dissemination by and at the Chapel staff’s discretion.
Chapel Services

SOP# : 309

DATE: July 30, 2012

TITLE: Chapel Reservations

PURPOSE: To establish consistency with internal and external reservations and use of the Chapel

POLICY:

PROCEDURES:

Internal Chapel Reservations

Internal chapel reservations can be made by placing a call to The Chapel Administrative Assistant. If space is available, the event will be scheduled in with a contact name and number, except on the rare occasion that an event is inappropriate for the space. This determination is at the discretion of the Chapel Dean.

If an organization requires the use of the sound system, then they must pay the training Chapel Technician a $25.00 flat fee for their event. This request is made through completing the media and sound request form. Organizations or groups only requiring the use on one microphone will be responsible for turning the system on and off before and after their event. The Chapel staff will set-up and remove any equipment used.

No food or beverages are allowed in the sanctuary or meditation room at any time, except for Communion purposes. Food and drink are allowed in the Conference room and upstairs classrooms. All trash should be disposed of at the end of any event and organizations are responsible for leaving Chapel spaces in the condition they were found. Failure to comply with this policy may result in restricted use of the Chapel space by that organization.

External Chapel Reservations or Rentals

External Chapel reservations classified as private or personal events are usually reserved for Alumni or University constituents for a fee of $850, if the space is available. External Churches and faith groups are not permitted to utilize the Chapel facilities for church services or private programs.
Mission
The mission of the Financial Aid Office at Shaw University is to provide quality service in a professional and caring manner to students while assuring the University’s compliance with State and Federal regulations.
CHAPTER ONE

INTRODUCTION AND MISSION

• Introduction
• Mission Statement
• Financial Aid Policy
• Non-Discrimination Policy

PURPOSE, PHILOSOPHY, PRACTICES AND POLICIES

• Purpose of the Policies and Procedures Manual
• The Philosophy of Student Financial Aid
• The Role of the Financial Aid Office
• Principles of Financial Aid Administration
• Operating Policies
• NASFAA Statement of Good Practices

HISTORY

• The Need for Financial Aid
• History of The Federal Government Assistance
INTRODUCTION

Education is America's number one investment for the future. If its citizens are denied the opportunity to grow, develop, learn, explore and create, they will be counter-productive and ineffective leaders of tomorrow's society. Therefore, a student should be given every opportunity to pursue his or her educational ambitions in spite of their economic inability to afford the cost of an education. In an effort to provide students with access to higher education, especially to those with insufficient resources, the U.S. Congress enacted legislation to provide financial assistance. The absence of such financial assistance programs would mean many students would be deprived of an education. Shaw University believes in this philosophy and has established the Office of Financial Aid to assist students with determining their eligibility for aid as well as offer awards to assist with meeting their educational expenses.

The purpose of this manual is clearly outlined in the institutional policies, procedures and practices used to administer the financial aid programs at Shaw University. The management and operation of the financial aid programs become much more complex, as changes occur in the Regulations. To ensure that the programs are run effectively and efficiently, it is of utmost importance to develop and maintain a Financial Aid Policies and Procedures Manual. This Manual has been designed to promote standardization in the administration of all financial assistance programs at Shaw University. Federal, State and institutional requirements have been incorporated into the Policies and Procedures Manual to ensure compliance in all areas.

Federal regulations mandate that institutions have written policies and procedures [487(a) (3)]. Beyond the federal requirement, there are many benefits to having a written document outlining The Financial Aid Office’s policies and procedures. This Manual is an in-house working document that is accessible to the staff and related administrators for the purpose of informing and fostering an understanding of the complexity and operation of the Financial Aid Office. It is also used for the Financial Aid Office staff as a referral guide to assist in maintaining consistency in the problem-solving process.

It is intended to be used as an important component of comprehensive training; as a reference for the staff; as well as a training resource for new staff. In addition, appropriate portions of this manual may be made available to students, other University personnel or State or Federal agency representatives who request to review it. Due to ever changing regulations and updating, information contained herein is subject to change on a continuous basis.

The Policies and Procedures Manual is intended to ensure that Shaw University is in compliance with regulatory and audit requirements by clearly and comprehensively documenting the policies and procedures by which the office operates. The policies and procedures contained herein support the philosophy of financial aid delivery and will not, in any case, supersede or be contrary to federal regulation or state law governing the financial aid programs.

Questions concerning the contents of this Manual should be directed to the Director or Associate Director of Student Financial Aid.
MISSION STATEMENT

The mission of the Financial Aid Office at Shaw University is to provide quality service in a professional and caring manner to students while assuring the University's compliance with State and Federal regulations.

The mission statement of the unit was developed to support the overall mission of the University. Each year, the Director develops short-range and long-range objectives which will improve the services of the unit and assure compliance with the University’s mission. This task is done by identifying possible objectives and soliciting suggestions from staff members, administrators, faculty, students and other interested parties concerning the services offered by the office.

In order to make certain the Financial Aid Office makes every effort to support the mission, the Director is responsible for:

1. Providing customer service training for the staff.
2. Assuring that the staff is knowledgeable on State and Federal regulations.
3. Providing a high level of integrity, stability and professionalism in the office.
4. Ensuring that the staff is trained on policies and procedures.

In order to achieve the unit's goals, the following objectives have been identified to maintain stability in enrollment and insure a high level of integrity:

1. Each academic year, the Financial Aid Office will attempt to deliver financial aid awards to eligible students no later than April 1st.
2. Each academic year, the Financial Aid Office will provide students with updated publications that explains the process for applying and receiving financial assistance; information on student refunds; satisfactory academic progress; scholarships and other pertinent items. Information is also provided on the Financial Aid Office website.
3. Require each staff to attend at least one customer service workshop per year; regular staff meetings; read the Federal Student Guide and Handbook; review the policies and procedures manual; review other financial aid publications and the University’s catalogues.
4. During each academic year, the professional staff will review all student files to ensure compliance with Federal and State regulations. An audit checklist is utilized to ensure that pertinent items are reviewed for all students.
Financial aid is the means by which: (1) financial barriers to education can be removed for those students who cannot afford the cost of an education beyond the secondary level; and (2) the burden of financing post-secondary education is eased for those who are more able to pay.

In keeping with this Mission, the primary responsibility of the Financial Aid Office at Shaw University is to assist the student whose family and/or personal circumstance(s) make financial assistance necessary in meeting the cost of an education. We are committed to assisting all students applying for financial assistance, however, certain types of financial aid is targeted first to assist the low-income student with great need; the student whose needs are based on extenuating circumstances; the student with temporary but acute needs; and the independent student who cannot expect to receive assistance from parents, guardians or other sources.

In order to fulfill this commitment, it is also the responsibility of this office, with assistance from other divisions of the University, to award and solicit funds for students from all available resources - Federal, State, Institutional, local and private.

FINANCIAL AID POLICY
The purpose of financial aid in higher education is to eliminate cost as a barrier. Studies have shown that cost is not the only barrier facing students who are at an economic and cultural disadvantage. Students in this category have academic potential but must contend with sociological deprivation. Because students receive minimal financial support from home, their achievement or progress may be affected. Financial Aid Officers recognize the severity of the situation and are aware of the special needs represented by these students. Therefore, the policy of Shaw University is that no needy financial aid applicant should be denied a college education because of lack of resources.

NON-DISCRIMINATION POLICY
Shaw University does not discriminate on the basis of gender, age, race, color, ethnic or national origin, disability, religion, marital status, sexual orientation, or status as a Vietnam-era veteran in the administration of its employment, admission, financial aid or educational programs.

PURPOSE OF POLICIES AND PROCEDURES MANUAL
The purpose of this document is to record policies and procedures surrounding the delivery of financial aid at Shaw University. This Manual serves as formal written documentation of University policies and procedures used to administer the Financial Aid programs. It is an operative guide to facilitate the daily administration and management of the Financial Aid Office. This Manual also represents good administrative practices, which enables the financial aid staff to perform efficiently and carry out the mission of the Financial Aid Office effectively.

This Manual facilitates the following functions:

1. Documents routine office functions for the staff.
2. Defines what criteria must be met by students to qualify for aid.
3. Provides the Financial Aid Office with current policies and procedures surrounding Federal, State and Institutional programs.
4. Provides each staff member with the general and specific responsibilities of the total staff; their individual responsibilities; and the Office's relationship to other departments/divisions of the University.
5. Provides each staff member with general office procedures ensuring that similar situations are handled consistently.
6. Provides a quick reference to various programs, problems, forms, rules, and regulations.
7. Provides a clear understanding of policy, authority, and responsibility in matters relating to operational practices.
8. Useful as an excellent tool in the training of new financial aid personnel.
9. Identifies the basis upon which the Financial Aid Office awards funds.
10. Illustrates what is being done; how the activity takes place; when the particular steps occur; where in the overall sequence of processing the steps occur; and who has the authority and responsibility for implementation.
11. Permits others within the Administration to be aware of the magnitude and complexity of financial aid operations.
12. Assists in preparing the office for "audit readiness".
13. Clarifies the University’s Satisfactory Academic Progress Policy; Refund Policy; and procedures for appeals.
14. Outlines the Financial Aid Office’s rationale and documentation to be used in exercising professional judgment or special circumstances at Shaw University.
15. Outlines each program’s procedure(s).

This document, along with input and interaction from staff members as well as other offices on campus, acts to fulfill requirements for the Financial Aid Office. The Director and Assistant Director(s) should review and update this Manual annually to ensure that goals are specified, objectives are met and procedures are in place in order to manage the Financial Aid Office efficiently and effectively.

THE PHILOSOPHY OF STUDENT FINANCIAL AID AT SHAW UNIVERSITY

The philosophy of student assistance began and continues to provide access and choices to students, who without such assistance would not be able to attend an institution of higher learning.

The University believes that higher education is a privilege to be enjoyed by those who can afford to pay the cost, as well as those with limited financial resources. The fundamental purpose of the student financial aid program at Shaw University is to assist in making it financially attainable for students to achieve their educational goals.

The goal of the Financial Aid Office is to deliver financial assistance in a timely and professional manner. The Financial Aid programs are available to undergraduate and graduate students based on the eligibility criteria of each program. The general criteria requires a student to be enrolled at the University at least part-time in a degree-seeking program and be a citizen of the United States or an eligible non-citizen as defined in the Federal regulations. The students must also demonstrate "financial need."

THE ROLE OF THE FINANCIAL AID OFFICE

The role of the Financial Aid Office at Shaw University can be described as follows:

1. Assist the Admission’s Office in counseling students about their access to education by applying for financial aid.
2. Provide effective communication with other offices in order to process applications and disburse funds on a timely basis.
3. Verify data reported by parents and /or students.
4. Administer the Federal Title IV programs in accordance to the regulations.
5. Award financial aid funds in an equitable manner.
6. Monitor the academic progress of aid recipients to make certain their progress is satisfactory.
7. To publicize the availability of financial aid.
PRINCIPLES OF FINANCIAL AID ADMINISTRATION

A Financial Aid program is based on sound financial aid principles in keeping with institutional philosophy and purpose. In order to affect a sound program of financial aid, the University must develop a philosophy and statement of purpose.

To provide financial aid, the University has established a program of scholarships, loans, grants, and employment, which is administered through the Financial Aid Office singly, or in various combinations. The following are basic principles of our Financial Aid programs:

1. The primary purpose of Shaw University Financial Aid programs is to provide financial assistance to students who can benefit from a higher education but who may not be able to attend college without such assistance.

2. Financial aid resources coupled with efforts from schools, communities and educational institutions should strive toward a national goal of equality of educational opportunity. The University provides schools, parents and students with factual information about its aid opportunities, programs and practices. The University publishes total yearly costs of attendance budgets, including realistic "total student expenses" (maintenance at home, commuting, travel and personal expenses).

3. The family is expected to make a maximum effort to assist the student with college expenses. Financial aid from the University and other sources are to supplement financial support from the family (taking into account the income, number of dependents, number in college and other relevant information). Students themselves are expected to contribute from their own earnings.

4. Financial aid is offered only after determination that the resources of the family are insufficient to meet the student's educational expenses. Financial aid consists of scholarships, loans, grants, work-study or in various combinations. A financial aid recipient must provide a reasonable part of the total amount required to meet college costs by accepting employment, loans or both. Acceptance of a loan is not considered by the University as a pre-requisite to the award of a scholarship or job.

5. The amount and type of self-help aid expected from students are related to the circumstances of the individual. In awarding financial aid, the largest amounts of total grant assistance should go to the student with the least ability to pay.

6. In selecting students to receive gift aid from the University, consideration is given to gift aid already available to the student from other sources. This prohibits a concentration of gift aid among students from any single group, e.g., the neediest. It also ensures a much more equitable distribution of gift aid funds. The total amount of federal or state financial aid offered to a student by the University and other sources is not to exceed the student's financial need.

7. The University refrains from and discourages others from making public announcements of financial aid awarded to a student in order to protect confidentiality of economic circumstances of the student and his/her family. Information is to be released only on the written consent of the student and his/her family.

8. The Financial Aid Office reviews its financial aid awards annually and adjusts them, accordingly, in type and amount to reflect changes in the financial needs of students and the cost of attending the institution. Parents and students are informed of renewal and revisions of financial aid awards.

9. Financial Aid administrators may use professional judgment to complement need assessments in order to arrive at the best package to meet the needs of students. Professional judgment is used on a case by case basis.

10. The selection of students to receive financial aid is made without regard to age, sex, race, color, religion, national origin or handicap.
The Financial Aid Office was established at Shaw University to coordinate all financial assistance offered to students at the University. This office is charged with the responsibility to assure that the previously described principles are observed and made operationally effective.

The following operating policies are designed to ensure that the Financial Aid Office is effective in carrying out its responsibilities:

1. Financial Aid awards are offered only to those students who have completed the Admissions’ requirement(s).

2. All funds awarded to students for financial assistance is to be administered through the Financial Aid Office. Students who receive certain designated scholarships and athletic awards must have their names, social security number and the amount of the award submitted by the responsible department to the Financial Aid Office. All awards are included in the student's financial aid package. This prevents the student from being over-awarded. When funds for students are received by other offices, it is the responsibility of that office to notify the Financial Aid Office immediately.

3. All students requesting financial aid must complete the Free Application for Federal Student Aid (FAFSA) annually. The FAFSA must be mailed, or electronically submitted to the processing center for processing. Students must also submit any related forms such as financial statements upon request of the financial aid personnel. Federal and most State funds will not be disbursed until the student has a processed ISIR on file in the Financial Aid Office. Any variation from this policy must be approved by the Director or Assistant Director.

4. Students applying for financial assistance are to be given consideration for all programs administered by the Financial Aid Office for which they are eligible. The student's "Aid Package" may consist of one or more of these programs (grant, scholarship, work-study and/or loan(s), or any other combination) that in the opinion of the Financial Aid Counselor best meets the student's need.

5. All Federal Work Study (FWS) employment is administered through the Financial Aid Office. It shall be the responsibility of the Financial Aid Office to cooperate with the employing offices in matching the capabilities of the individual student to the requirements of the job. All departments wishing to employ FWS students may do so.

6. Students receiving financial aid in excess of their financial need will have their aid package adjusted.

7. The Financial Aid Office shall maintain adequate records to assure that the aid given each student is not in excess of the actual amount needed to attend the University; and to assure that the total expenditures of funds do not exceed the amounts available under each program. The records on work-study students shall be adequate to assure that the student is earning up to, but not in excess of, the amount authorized in the student's award package.

8. Interaction with other departments is necessary to carry out the functions of the Financial Aid Office. The Financial Aid Office communicates regularly with the Admissions, Registrar, Business and Student Service Offices along with other departments, as needed. All funds available to the University for financial assistance are administered through the Financial Aid Office. The selection of students to receive certain designated scholarships and athletic awards shall be submitted by the responsible department to the Financial Aid Office for processing. When funds or awards for students are received from outside sources by other offices (such as the Cashier's Office) that office will be required to notify the Financial Aid Office.

9. Priority consideration for aid is given to students whose files are complete by March 15th of each year. Financial aid recipients must renew or resubmit applications each academic year.

10. The Financial Aid Office reserves the right to review and cancel an award at any time because of changes in the student's financial or academic status.
The primary purpose of student aid is to provide financial resources to students who would otherwise be unable to pursue post-secondary education. In order to accomplish this stated purpose, the following practices are recommended to all financial aid administrators:

**The Financial Aid Administrator:**

a) Shall make every effort to meet the demonstrated needs of all students at his/her institution to the extent funding will permit in an ethical manner.

b) Shall award all aid on the basis of demonstrated financial need except where funds are specified for recognition of special talents. Where aid is not based on need and represents a significant portion of institutional assistance, the aid administrator should make every effort to redirect such funds to assist those students with demonstrated need.

c) Shall exercise adequate controls to ensure that need based awards do not exceed documented need.

d) Shall recognize that the primary responsibility for financing post-secondary education rests with the student and his/her family. Financial assistance from institutions and other sources are only intended as supplementary to the efforts of the family.

e) Shall help students seek, obtain, and make the best use of all financial resources available.

f) Shall provide in all appropriate literature, a clear statement of the actual costs of attendance, which shall include both the direct and non-direct costs.

g) Shall inform the student of all conditions under which an award is granted at the time the offer is made.

h) Shall refrain from and discourage others from making any public announcement of the amount or type of financial aid awarded to a student in order to protect the confidentiality of the economic circumstances of the student and his/her family.

i) Shall respect the confidentiality of student records. Information should be released only on the written consent of the student and/or his/her family and all policies and procedures should protect the students’ rights of privacy.

j) Shall oppose the administration of aid to accomplish disciplinary objectives.

k) Shall, when preparing funding requests, estimate needs honestly and fairly.

**THE NEED FOR STUDENT FINANCIAL AID**

Over recent years the cost of education has been on a steady incline. This makes higher education almost impossible for some students and their families to meet. Federal financial assistance provides these students with access, choice and continued funding for higher education goals.

The use of technology has forced many Americans out of the job force because their skills are no longer marketable. This group of citizens is returning to higher education to gain the skills required today or acquire new ones. This makes the need for financial assistance even greater.
The first program to provide direct federal aid to students in higher education was the Reserve Officers Training Corps Program (ROTC) in 1917. In 1944, the Service Man's Readjustment Act (better known as the "GI Bill") was enacted to provide education and training for servicemen.

On October 4, 1957, the U.S.S.R. launched the first space satellite, Sputnik. This event brought about international competition, which caused the nation to focus its attention on technological strengths and national defense. These areas generated support for mathematics, science, and foreign language education. In response to this concern, Congress passed, and President Dwight D. Eisenhower signed the National Defense Education Act of 1958. As a part of this legislation, the National Defense Student Loan Program funded student loans for higher education in the critical fields of study.

Under the leadership of President Lyndon B. Johnson, Congress passed the Economic Opportunity Act of 1964 which introduced the College Work-Study Program.

Congress passed the Higher Education Act of 1965, reauthorizing the existing student aid programs and establishing new programs to expand educational opportunity and access. These programs included the Educational Opportunity Grant (EOG) and Guaranteed Student Loan (GSL) programs. The EOG grant was the first federal grant program. It did not have to be repaid. The GSL program was developed to provide long-term low-interest loans to middle income families.

In the Higher Education Amendments of 1972, the National Defense Student Loan was renamed the National Direct Student Loan, the EOG became the SEOG (Supplemental Educational Opportunity Grant) because it supplements the new grant--Basic Educational Opportunity Grant (BEOG), now known as the Federal Pell Grant. The State Student Incentive Grant (SSIG) Program was created. This grant encourages States to fund student aid by providing federal money to be matched by State funds. The new grant was unlike the other programs because it was not tied to an allocation.

In the Education Amendments of 1976, all existing programs were reauthorized. Student eligibility rules were tightened by introduction of requirements for satisfactory academic progress. Also, increased consumer awareness resulted in student consumer information provisions. This required all participating institutions to provide current and prospective students with information on such topics as satisfactory academic progress requirements, institutional standards, job placement, and student financial aid policies and procedures.

Congress enacted the Middle-Income Student Assistance Act of 1978 (MISAA), which offered two types of relief to middle and upper-middle income families who previously were ineligible for financial assistance. First, Basic Grant eligibility was expanded. Second, the GSL program income ceiling that had restricted eligibility was lifted. Any student who met all other eligibility criteria could borrow under the program without regard to financial need.

The Educational Amendments of 1980 reauthorized all of the Title IV programs. The only change in the overall delivery system was the approval of a common needs analysis system for determining student eligibility for the Pell Grant and campus-based programs. The common system, however, has never been implemented because of overriding legislation each year. The Parent Loans for Undergraduate Students (PLUS) was also created. This program allowed parents to borrow up to $3,000 per year, regardless of income. Congress renamed the Basic Grant in honor of the prime sponsor of the program, Senator Claiborne Pell. The GSL Needs Test was introduced in 1981.

Due to rapid growth in the overall federal budget, federal programs were examined for potential cost savings. The Omnibus Budget Reconciliation Act of 1981 reduced student financial aid. As a result of this legislation, NDSL interest rates increased from 4% to 5%. Eligibility for GSL for all students without regard to financial need was terminated. GSLs for students from families with incomes over $30,000 were now based on need. PLUS loans were made available to independent undergraduate borrowers and to graduate or professional
students. Therefore, PLUS was renamed ALAS (Auxiliary Loans to Assist Students). However, the program was referred to as PLUS.

The Defense Authorization Acts of 1982, 1983 and 1984 established the annual Pell Grant cost of attendance and award maximums, defined the independent student, and prescribed information that institutions must disclose to student loan recipients.

On October 17, 1986, President Ronald Reagan signed the Higher Education Amendments of 1986, which made major changes in all student aid programs. A few of the changes became effective upon or immediately after the date of enactment; some became effective January 1, 1987; others became effective July 1, 1987; and some became effective at the beginning of subsequent award years. In general, the programs were extended through fiscal year 1991. Financial Aid Administrators were given authority to exercise professional judgment in adjusting the student's need and cost of attendance. This amendment changes the name of the National Direct Student Loan Program to the Perkins Loan Program. This program was named after Congressman Carl Perkins. This amendment created the Supplemental Loans (SLS) program for independent graduate and professional students and the PLUS program were limited to parent borrowers only. The SLS program was rescinded in 1994.

The Higher Education Technical Amendments of 1987 clarified the definition of independent student and the 30% limit on records to be verified. It also defined professional judgment. This amendment also extended the eligibility for SLS to dependent students in extenuating circumstances.

The Student Right-To-Know and Campus Security Act were passed in 1990. This law required institutions to disclose information on campus security and crime, graduation and job placement rate.

The Higher Education Amendments of 1992 was signed into law on July 23, 1992. These amendments reauthorized most of the Title IV programs through 1997-98. All Title IV programs names changed to include "Federal." The program name changes were the Federal Perkins Loan, Federal Work Study, Federal SEOG. These programs make up the campus-based programs. The loans were named the "Federal Family Education Loan Program" and the Guaranteed Student Loan program was renamed the Federal Stafford Loan Program. Institutions were required to provide a portion of their Federal Work Study funds for developing a community service program for enrolled students.

The Higher Education Amendments of 1992 also required the use of a single, free application for Title IV funds. It also established a single need analysis methodology. A single common loan application was developed to replace the many forms used by lending institutions.

The Student Loan Reform Act of 1993 establishes the Federal Direct Loan Program to be phased in over five years beginning in 1994-95. This program was similar to the Federal Family Education Loan Program except institutions would receive funds directly to make loans to students.

In 1995, changes were made to the Family Educational Rights and Privacy Act (FERPA) which allowed educational agencies and institutions to publicly disclose records created and maintained by school law enforcement units. Previously, those records could not be released to anyone but local law enforcement officials.

The Federal Perkins Loan Program Expanded Lending Option (ELO) was made available to institutions with cohort default rates of 15 percent or less. This program allowed institutions the ability to award higher maximum annual and aggregate limits in the Federal Perkins Loan Program.

In 1996, the Institutional Participation and Oversight Service was restructured into a team-based case management organization. This means that all the different aspects of monitoring schools have been consolidated into several teams.
CHAPTER TWO

THE OFFICE AND STAFF

- Office Location and Hours
- Staff Meetings and In-House Training
- Workshops
- Staff Development
- Employees
- Job Descriptions
- Warning
- Timesheets
- Temporary Time
- Vacation and other Time Off
- Notification of Absence or Tardiness
- Financial Aid Employees Enrolled in Classes
- Financial Aid and Other University Staff Members Receiving Financial Aid
- Reference Documents
OFFICE LOCATION AND HOURS

The Student Financial Aid Office is located on the first floor and second floors of Debnam Hall.

The office hours for customers of the Student Financial Aid Office are:

- **Monday**: 8:00 a.m. - 5:00 p.m.
- **Tuesday**: 8:00 a.m. - 5:00 p.m.
- **Wednesday**: 8:00 a.m. - 5:00 p.m.
- **Thursday**: 8:00 a.m. - 5:00 p.m.
- **Friday**: 8:00 a.m. - 5:00 p.m.

The doors to the office should be opened at 8:00 a.m. Monday through Friday.

Counselor's hours are from 10:00 a.m. – 4:00 p.m.

The office number is (919) 546-8240 or 1-800-475-6190.

The fax number is (919) 546-8849 or (919) 546-8356.

The website is [www.shawu.edu](http://www.shawu.edu)

Staff members are expected to be in place ready to serve visitors or accept phone calls at 8:00 a.m.

Qualified staff members are available during these hours should assistance be needed. The Customer Service staff assists students at the front desk as much as possible. Students and parents who require more detailed information may see the Assistant Director or Financial Aid Counselor without an appointment. Appointments can be made, if necessary. The Assistant Director and Financial Aid Counselors have assigned processing days. Each counselor has one day per week for processing or auditing of files. The AD or Financial Aid Counselors on duty are responsible for assisting customers of the office.

Students can make an appointment to see the Director; however, students are advised to consult with their Financial Aid Counselor or Associate/Assistant Director first. If a student would like to make an appointment to see the Director, the Director should be notified of the reason and time of the appointment. This can be done verbally or in writing (e-mail is acceptable) as much as possible, at least 1 day prior to the meeting.

STAFF MEETINGS AND IN-HOUSE TRAINING

The Director holds periodic meetings with the management team and the staff to discuss changes, updates, etc. Meetings may be scheduled any day of the week. The staff meetings are held in Debnam Hall Conference Room (subject to availability). Additional meetings will be held if the Director deems necessary. An e-mail or telephone call is made or sent to staff members when meetings are scheduled.

Training is an on-going process for the office. The Associate Director is responsible for training the staff. Each staff member in the Financial Aid Office must understand their responsibilities and the programs to be effective in serving the student. The Director may appoint another staff member for training as deemed necessary.
WORKSHOPS
The Financial Aid Office periodically receives request to conduct Financial Aid Workshops throughout the year. The Financial Aid Staff conducts numerous Financial Aid workshops for students and parents on and off campus during the months of January through March. Other workshops are provided as requested.

The Procedure for Requesting a Financial Aid Workshop is as follows:
1. The Financial Aid Office receives letters and calls requesting for a staff member to conduct a Financial Aid workshop. Generally, the request is honored unless the workshop is far away from the campus.
2. The request is forwarded to the Director, or the Assistant Director of Student Financial Aid.
3. The Director or Associate/Assistant Director selects a staff member to conduct the workshop.
4. The staff member is notified of the request.
5. A list is maintained of the agency providing the workshop time, place and person conducting the workshop.
6. The workshop is confirmed.
7. An evaluation form on behalf of the Financial Aid staff is sent to the person overseeing the workshop.
8. The evaluation is placed in the staff members file folder and used as a part of the yearly evaluation process.

STAFF DEVELOPMENT
Financial Aid staff members attend workshops conducted by the Department of Education, State of North Carolina, the Associations, outside agencies, the University and other agencies for additional training and professional development. The Director reviews the workshop information and appoints staff member(s) to attend. The Support Staff generally attend the Support Staff workshop conducted by the State Association and the United Student Aid Fund (USAF) workshop. The Assistant Director and Financial Aid Counselors generally attend the State Association Fall and/or Spring Conference. The Assistant Director generally attends the Southern Association of Student Financial Aid Administrators and National Association of Student Financial Aid Administrators Conferences. The Director attends most of the conferences provided. Staff members are assigned to other workshops/conferences per their assigned duties.

Staff members are also encouraged to take advantage of the training provided on campus. Staff members can request to attend specific training, however, if a large number of staff members request to attend the same workshop, participants will be selected.

EMPLOYEES OF THE FINANCIAL AID OFFICE
The Financial Aid Office is a component of the Division of Student Affairs and is under the supervision of the Dean of Enrollment Management. The office staff has been structured to effectively serve customers of the office.

The process of delivering financial aid funds to students attending post-secondary institutions has become highly specialized, technical and complex. Financial Aid Administrators fill a variety of roles and duties, which are a vital part of the financial aid process.

The Financial Aid Office is staffed with qualified individuals to serve students and parents. The office is staffed with a Director, an Associate and Assistant Director, an Automated Systems Coordinator, and five Financial Aid Counselors, four support staff and a number of student assistants. Each financial aid counselor has a program/programs for which they provide direct oversight, for example, loans, scholarships, work study, state grants, and default management. The staff makes up the Financial Aid Team.
The Director believes in a team concept. Customers are served more efficiently when the office works as a team.

**WORKING TOGETHER TO SERVE THE STUDENTS**

The on-going goal of the Financial Aid Office is to become more customer service oriented. Staff members are periodically trained to accommodate the needs of students in a timely manner. Each staff member should be proficient with computer applications. All staff members are expected to treat all customers with respect remembering that students are the reason the University has and will continue to exist.

Complaints are monitored and brought to the individual's attention immediately. If a student or parent has a complaint, they are asked to provide the information in writing. A copy is maintained by the Director and is used during evaluation.

**JOB DESCRIPTIONS**

A brief job description of each position is listed below:

The **Dean of Enrollment Management/Director of Financial Aid** reports directly to the Vice President of Administration and Student Affairs. The duties of this position include administering the total operation of the financial aid program; providing leadership in the planning of staff development and training; implementing and communicating financial aid policies and procedures; serving on the financial aid appeals committee; analyzing and awarding financial aid in accordance with appropriate regulations to assure equity in the treatment of awarding of aid; evaluating the job performance of staff members; projecting personnel needs; serving as liaison with other departments; serving on college committees; responding to audit or program reviews; reconciling the financial aid programs; preparing long range plans; developing student budgets; updating the financial aid policies and procedures manual; updating financial aid publications; keeping financial aid publications and policies and procedures manual current; participating in professional organizations; monitoring financial aid programs to ensure compliance with federal state and institutional requirements and preparing reports.

The **Associate Director of Financial Aid** is responsible for administering the daily activities of the office and personnel. This individual is responsible for staff training and development; coordinating all activities; processing programs; ensuring that the computer system is fully operational for the office needs; setting priorities, deadlines, and goals for the financial aid staff; assisting in developing and revising work standards and policies and procedures; assisting with the updating of the Policies and Procedures Manual; assisting with the reconciliation of reports; helping develop student's budgets; overseeing the overall application and awarding process; assisting with the evaluation of staff members; counseling with students and parents; conducting financial aid workshops; resolving complex and challenging that cannot be resolved by financial aid Financial Aid Counselors; assisting with the recruiting, interviewing and selection of staff; monitoring and evaluating the performance of each employee as well as other duties as required. The Associate Director reports directly to the Director of Financial Aid.
The **Assistant Director of Financial Aid** is responsible for overseeing the Direct Loan Program. The Assistant Director assists in staff oversight, and serves as a back-up to the Automated Systems Coordinator. In the absence of the Automated Systems coordinator, the Assistant Director sends and receives electronic files from COD, and transmits funds to be posted by the Bursar. The Assistant Director of Financial Aid is responsible for campus outreach, and does presentations for classes about Financial Aid, and importance of loan repayment. The Assistant Director assists in the reconciliation process between COD and Powerfaids system. The Assistant Director reports directly to the Director of Financial Aid.

The **Financial Aid Counselors** report directly to the Associate Director. They are responsible for counseling with students and parents; conducting financial aid workshops; verifying student files for accuracy; processing financial aid awards; coordinating specific financial aid program(s); such as: scholarships, loans, default management, state grants; reviewing and adjusting enrollment status change; assisting students and parents with completing financial aid forms; reviewing student files to determine if satisfactory academic progress is being maintained; conducting entrance and exit counseling sessions; conducting a compliance review of the file before the semester is over; as well as performing other duties as assigned.

The **Automated Systems Coordinator** is responsible for providing all computer needs of the office. This individual is responsible for preparing reports; installing new software; ensuring that all computers are working effectively; serving as the liaison between the Financial Aid Office and the IT Office; maintaining the office web site; assisting with setting up the system for the next academic year; developing programs for the Financial Aid Office; managing the financial aid computer system; overseeing the office operations affected by systems processing, developing and providing written policies and procedures and training as it relates to the system and performing other duties as assigned. The Automated Systems Coordinator reports directly to the Director.

The **Loan Coordinator** is responsible for certifying loan information in the system and printing promissory notes (if necessary); ensuring that all promissory notes are signed electronically, or hard copy, and that students have completed entrance loan counseling. The Loan Coordinator reports directly to the Assistant Director.

The **Records Management Staff** is responsible for logging in all forms into the system; filing documents; maintaining the financial aid files; reviewing forms for completeness; sending out correspondence to students and parents; providing general information about financial aid; answering the telephone; pulling files for the financial aid Financial Aid Counselors; supervising the Federal Work Study students; and other duties as assigned. The Records Management Staff reports directly to one of the Associate Director.

The **Customer Service Staff** is responsible for greeting customers of the Financial Aid Office; providing as much assistance as possible to customers; distributing financial aid forms; assist with sending out award letters and other documents; logging in financial aid documents received at the front desk; answering a multi-line telephone system and performing other duties as assigned. The customer service staff report directly to one of the Associate Director.

All staff members may have other duties that are assigned to them.
WARNINGS
The Director believes that everyone should first receive a verbal warning of actions not meeting the office guidelines. When an employee does not follow the established guidelines, the employee is verbally warned by a Director, or Assistant Director. If the action occurs again, the employee may receive a written notification; which should be sent to the Human Resources Office (HR). This notice can include suspension or termination.

TIME SHEETS
Each hourly employee is required to submit a biweekly timesheet.

1. Payroll schedules are sent out from the Human Resources Office.
2. Time sheets must be submitted biweekly to the Director for signature.
3. The Director is responsible for ensuring that time sheets are in every other Monday by 11am.

TEMPORARY STAFF
1. A Temporary Time sheet is received from the temporary agency.
2. Temporary time sheets are received each week for all temporary employees.
3. There is a time period for each week. Each week time sheets are checked for the number of hours worked, and hours earned times the rate of pay and sent to the temporary agency. If the person has over time this is also sent at the time that time sheets are due.

VACATION AND OTHER TIME OFF
Staff members who would like to request time off must submit a request to the Director.

1. The Director should review the leave to ensure that there are no conflicts, such as, orientation, registration & other.
2. If the leave is approved, the Director should notify the staff member within 3 days, and forward the information to the Dean of Enrollment Management.
3. Staff members are not approved for leave during the month of August, during registration and orientation. If the University is open and work that needs to be done, limited leave will be approved during the Christmas break.

NOTIFICATION OF ABSENCE OR TARDINESS
Staff members work hours are from 8:00 a.m. to 5:00 p.m. daily.

1. Staff members are expected to be in the office and ready to serve the customer at 8:00 a.m. via in person or telephone. (Exception, processing day)
2. If a staff member is going to be absent the staff member should call the office and speak to the Assistant Director, or the Director.
3. If the Assistant or the Director is not available, the staff member should speak directly to another staff member.
4. The Assistant Director, Director or staff person who takes the message should inform customer service.
5. The party documenting the absence sends an e-mail out to the staff members.
FINANCIAL AID EMPLOYEES ENROLLED IN CLASSES
Staff members are not prohibited from taking classes at the University; however, employees should refer to the Employee Handbook for guidelines. All awards for financial aid staff members must be made and adjusted by the Director, or the Assistant Director.

FINANCIAL AID AND UNIVERSITY STAFF MEMBERS RECEIVING FINANCIAL AID
Financial Aid staff and other University staff members are not prohibited from receiving financial assistance at Shaw University. Staff members receiving Federal or State assistance must complete the Free Application for Federal Student Aid. The staff member attending school will be awarded financial aid like all other financial aid recipients. Staff member(s) will be granted the appropriate budget. Adjustments will be made to the appropriate line item based on the number of hours enrolled.

Staff member and University staff member, who applied for tuition waiver, will have the amount of the waiver added to their financial aid award. Adjustments are made if the student is placed in an over award or over budget.

Each file is audited to ensure that the appropriate budget, correct calculation of the Pell Grant, no over award, no over budget and satisfactory academic progress is being met. The Associate Director or Director must review the file of the financial aid staff each year. The file must be documented that it is reviewed and the director is notified of any problems.

A list of staff members approved to receive tuition waiver will be forwarded to Financial Aid by the Bursar’s Office, and disseminated to the financial aid counselors.

*Staff members in the Financial Aid Office will be required to take their classes after 5:00 p.m. or on the weekends.*

The work schedule for the financial aid staff is from 8:00 a.m. – 5:00 p.m., except when other activities such as registration, orientation, late night openings, etc. apply. Staff members should make the appropriate changes in their schedule to accommodate these exceptional hours. Staff are provided with sufficient notice when the work schedule will vary in order to arrange for adjustments in their individual schedules for childcare and attending classes at the appropriate time.
FINANCIAL AID REFERENCE DOCUMENTS

This manual reflects Shaw University's institutional adaptation to the regulations and guidelines governing the student aid programs. For the most part, those regulations and guidelines are not included or referenced here but are available to review in the Financial Aid Office. The financial aid staff must stay abreast of current rules and regulations as it relates to financial aid.

There are many resources available to assist the financial aid staff in carrying out institutional policies and procedures:

Publications might include but are not limited to:

- Information from the National Association of Student Financial Aid Administrators can be found at [www.nasfaa.org/Home.asp](http://www.nasfaa.org/Home.asp).
- Information on North Carolina programs can be found at [www.cfnc.org](http://www.cfnc.org).
- Information on the North Carolina of Association of Student Financial Aid Administrators can be found at [www.ncasfaa.com](http://www.ncasfaa.com).
CHAPTER THREE

ELIGIBILITY and the APPLICATION PROCESS

The Eligibility Requirements for Financial Aid
Deadlines
Application Process and Required Documents
Document Tracking
  Free Application for Federal Student Aid (FAFSA)
  Rejected FAFSA

Duplicate Student Aid Report or Adding a School Code

Federal Tax Returns
  Acceptable Tax Forms
Verification Worksheet
  Who Counts as a Parent?
National Student Loan Data System
Mid-Year Transfer Monitoring
Documents Logged
  Incomplete Documents
  Filing of Documents
Status Verification
  Social Security Number
  Selective Service
  Citizenship Status
  Drug Conviction
Status Eligibility
Shaw University believes that all students should be extended an opportunity to attend the college or University that best suits their academic and personal needs.

Eligibility for most financial aid is based on financial need, which is determined using a formula established by the United States Congress. All students must complete the Free Application for Federal Student Aid (FAFSA) before receiving federal or state financial assistance and before receiving need-based aid the following requirements listed must be met:

**The Student …**

1. must be admitted to the University in a degree seeking program.
2. must be a U.S. citizen or eligible non-citizen.
3. must demonstrate financial need as determined by the federal methodology.
4. must maintain satisfactory academic progress.
5. must register with Selective Service, if a male at least 18 years of age.
6. must have required financial aid documents on file.
7. must not be in default on a loan made under any Title IV, HEA loan program or owe a repayment on any Title IV funds.
8. must register for the appropriate number of hours for specific aid.
9. must have a correct social security number.

**NOTE:** Special students are not eligible for Federal or State financial assistance.

Students with a Bachelor’s Degree are only eligible to receive loans.

Students who have reached the 180 attempted hours are not eligible for federal or state assistance.

Students participating in Co-Op are not eligible for financial aid unless the student is enrolled at the University at least half-time during the semester(s) which Co-Op is being performed.

Students working on dual undergraduate degrees are eligible for financial aid because they receive another degree.
DEADLINES

The following priority deadlines have been established to award students:

- **Fall Semester of any year**: March 15th
- **Spring Semester of any year**: December 1st
- **Summer School of any year**: May 1st

The processed FAFSA form must be on file in the Financial Aid Office by the end of the day of the deadline date to be considered in the priority group.

Students are required to re-apply for financial aid annually. Financial aid is not an automatic process.

Effective with the 2006-2007 year, students who meet the eligibility requirement for a 2006-2007 renewal FAFSA will be sent a Renewal Reminder e-mail (if one was provided) or Renewal Reminder Letter in the mail if an e-mail was not provided. These reminders will generally go out in November – December.

The Financial Aid Office will have FAFSA worksheets available to students along with FAFSA bookmarks which will provide the FAFSA’s website. Students are encouraged to complete the FAFSA via the web. If students have misplaced their PIN, they will need to request a duplicate. Parents of dependent students must have a PIN in order to sign the FAFSA form electronically. The financial aid staff cannot obtain the student’s PIN.

New students and parents can request their PIN early so that it will be available for January filing of FAFSA. Students can begin completing their FAFSA form beginning January 1, however, if the student’s FAFSA is selected for verification by the federal processor or the institution, the student will not be awarded until all of the requested information is on file and correct.

Students should review the Renewal Application, make the appropriate updates and submit the information to the processor by the priority date for priority consideration.

**For new, transferred and students currently not enrolled**

A financial aid award will not be offered until a student is admitted to the University. The student’s Institutional Student Information Record (ISIR) will not be processed until the student is admitted to the University.

Financial Aid workshops are held periodically during the month of February and March to assist students with completing the FAFSA. Financial aid workshops are conducted at various sites on the campus, high schools in the area and various other agencies.

Students are reminded through correspondences, the University’s website, flyers, posters and other means of the availability of the FAFSA application and deadlines.
APPLICATION PROCESS AND REQUIRED DOCUMENTS

All students interested in securing federal financial assistance at Shaw University must complete a Free Application for Federal Student Aid (FAFSA) and have the processed results sent to the Student Financial Aid Office.

- A student need only submit the FAFSA to begin the first step in applying for aid.
- Students are required to submit a Free Application for Student Financial Aid (FAFSA) on an annual basis.
- Students should complete the FAFSA on the web. The address for accessing FAFSA on the web is http://www.fafsa.ed.gov
- FAFSA worksheets are distributed from the front desk of the Student Financial Aid Office. FAFSA worksheets are mailed upon request.
- A FAFSA is not required for completion of a PLUS loan.
- The FAFSA results are accepted through electronic transmission from the Central Processor.
- The student’s eligibility is determined using the Federal Methodology need analysis formula.
- The history page on the ISIR will be reviewed to ensure that the student does not exceed the maximum loan limit, does not owe a repayment or is not in default on a student loan.
- Priority consideration for receipt of financial aid funds administered by the Student Financial Aid Office will be given to students who submit all required documentation by the specified deadline.
- Documents are reviewed as they are received, however, during peak periods, it may take a week before a file is reviewed.

If a student is completing the FAFSA via the web (www.fafsa.ed.gov), the student must utilize the following steps:

1. Complete the FAFSA according to the instructions (Remember to list Shaw University’s school code - 002962.

2. Ensure that the application is signed electronically by the student and parent (if dependent).

Additional documents may be requested to complete processing of the aid request. Notification of these documents is sent to students via a Missing Document Letter. Missing Document Letters are mailed to students on a periodic basis (approximately every 3 weeks during the summer). If the documents are not received after the third request, no additional request is made.
DOCUMENT TRACKING

Listed below are documents that are needed or may be requested to process a student’s award.

**Free Application for Federal Student Aid (FAFSA)** - a need analysis document published by the Department of Education. Information is sent to the Central Processing Center (CPS) for an analysis to determine the expected family contribution (EFC). Students receive a Student Aid Report (SAR), which shows the results of the analysis. The student should keep the original SAR. The Student Financial Aid Office will receive the ISIR electronically if the student listed Shaw University’s Title IV school code (002962).

**Rejected FAFSA** – If the student’s FAFSA does not have an EFC, the FAFSA has been rejected. The student must correct any bold item(s) on part II of the SAR and resubmit it for corrections or the student may complete the correction(s) on line. The student can submit the information to the Student Financial Aid Office for correcting.

1. Once the system is setup for the award year processing, ISIRs are loaded in the Powerfaids system. ISIRs are not processed if the student has not been admitted to the University.

**Duplicate Student Aid Report or Adding a School Code** - A student may contact the Federal Processor at 1-800-4 FED AID or 1-800-433-3243, if a duplicate SAR is needed; to check the status of the application; and/or to have information released to another school. To add a Title IV school code, the student must use the Data Release Number (DRN) located on the original Student Aid Report. If the student does not have the DRN and a SAR was processed, the student must call the Processing Center to request a duplicate copy of the SAR. It may take 10-14 days to receive a duplicate copy. After receipt of the duplicate copy, the student may call to request release of information to another school or mail the correction to the processor.

**Federal Tax Returns** - Federal Income Tax returns are requested if a student is selected for verification, or if the Aid Administrator deems necessary to verify conflicting information. A photocopy, fax or digital image of the original signed return filed with the IRS is acceptable. Tax returns must contain at least one filer’s signature. Tax returns must be signed or have the preparer’s section completed. The tax preparer’s signature or the preparer’s official stamped, typed, signed, or printed name (not the name of the company) and SSN, EIN (Employer Identification Number), or PTIN (Preparer Tax Identification Number), may be used in lieu of the filer’s signature. (Verification Work Guide – p. AVG 87-90)

**The following forms must be submitted:**

- Dependent students - a signed copy of the students’ and parents’ complete federal tax returns for the previous year.
- Independent students - a signed copy of the students’ and spouse’s tax form, if married.

**All tax returns are logged in the Powerfaids under Communications in Document Details.**

- If the tax return is not signed, it is returned to the parent with an explanation, and a comment is placed in system under the comments section.

**Acceptable tax forms are:** 1040EZ, 1040A, 1040, Form 1040PC and (IRS) Tax Transcript.

When parent information is requested and the student indicates that the parent is unwilling to provide the tax information, the financial aid administrator may not waive the requirement, but assist the student in any way possible to obtain the information. If the administrator is not successful, the Director or Associate Director should be advised.

Sometimes students will come in and request a copy of the parent’s tax return. The parent’s tax return should never be given back to the student. If the parent would like a copy of the tax return, the parent must submit the request in writing and the copy is mailed to the address indicated on the tax return unless otherwise indicated in the parent’s written request.
The student can receive a copy of his/her tax return if proper identification is shown.

**Verification Worksheet** - The verification worksheet is a document, which confirms household size, number in college and other untaxed income and benefits.

- Students selected for verification must complete a verification worksheet.
- Dependent students must obtain a parents' signature.
- Independent students are not required to obtain the spouse’s signature, if married.
- The Aid Administrator may request a verification worksheet to resolve conflicting data.
- Verification worksheets are mailed to students with the Missing Document Letters. Photocopies, faxes or digital images of the verification worksheet are acceptable forms.

Sometimes we receive verification worksheet with guardian and others listed. Staff members should pay attention to who counts as a parent. Counselor should review the verification worksheet upon verifying the file. If the person listed on the verification worksheet is not the parent, the Counselor should resolve the matter.

**Who Counts as a Parent?**
If the applicant answers “No” to questions 45–57, then the student is dependent and must report parental information. In most cases, it is clear who the parents are, but not always.

✔ **Adoptive parents and stepparents**
An adoptive parent is treated just like a biological parent. For reporting income and assets in Step 4, a stepparent is considered a parent if married to a biological or adoptive parent and if the student counts in their household size. However, a stepparent who did not adopt the student cannot be the sole parent for determining dependency status. If the other parent dies, the student is still a dependent of the remaining biological parent, not the stepparent. If no biological parent remains, the student answers “Yes” to Question 53 and is independent.

✗ **Foster parents, legal guardians, and other relatives**
A foster parent or a legal guardian is not treated as a parent for FSA purposes. If the student's parents are dead, he is independent. Otherwise, a dependent student must report information about his parents even if he has a legal guardian, unless the school has a documented reason to perform a dependency override. If a student is living with her grandparents or other relatives, the same principle applies. Unless the relatives have adopted the student, their income should not be reported on the FAFSA as parental income. Any cash support from persons other than the student’s parents should be reported as untaxed income. The school may also consider other kinds of support as part of the student's financial resources and use professional judgment to include the support under the item for student’s untaxed income (see chapter 5 on professional judgment). **Note:** Effective 2009-2010, applicants in foster care anytime after the age of 13, under legal guardianship as determined by a court in state of residence, legally emancipated minors, and those documented as being at risk for homelessness may answer yes to newly added questions on the FAFSA and are considered Independent.
National Student Loan Data System (NSLDS)
Federal regulations require the University to verify that a student is not in default on any previous loans and to ensure that a student has not used all of his/her eligibility for loans and the Pell Grant.

NSLDS is viewed to determine if a student is in default. The history page of the ISIR is generally used to determine if a student is in default or owe a repayment on Title IV funds. If the Counselor or AD has a question or notes some discrepancies, then NSLDS information should be viewed. The Counselor or AD must have access to the system. The Director submits the required form to the Department of Education to obtain access for the AD and/or Counselor. To view NSLDS:

1. Go to www.nsldsfapec.gov
2. Enter your User ID and Password, and then click on logon.
3. At the privacy act, click “I agree.”
4. At the main menu, click on one of the topics: Loan History, Overpayment History, Pell Grant or Enrollment History.
5. Enter the student’s social security number, first name and date of birth.
6. The student’s information will appear.
7. When finished, logout.

If you forget your password, call 1-800-615-1189.

If you have questions, call the Customer Service Center at 1-800-999-8219.

A listing of the various status codes for NSLDS is provided.

- Logon to the website - https://www.nsldsfapec.gov/secure/logon.asp
- Key in your User ID and Password.
- Accept the terms.

**THIS IS A RESTRICTED SYSTEM**

This system is LIMITED to approved use by AUTHORIZED personnel only. Access by others is prohibited and unauthorized.
• From the main menu, put in the student social security number.
• Next, click under financial aid the history you want to review.
• Once you are finished, click on the X to logout.

If you get lockout or forget your password call NSLDS customer service at 1-800-999-8219.
Mid-Year Transfer Monitoring
The Financial Aid Office is responsible for monitoring students who will transfer to the University during the Spring semester. Financial Aid is notified of a student’s transfer status by the Admissions Office via the Admit List. Listed below are the procedures to monitor such students.

- Login onto NSLDSFAP.ed.gov
- From main menu click TRA
- At the Transfer monitoring List, click “Add Student to Monitoring List?”
- Add the student information to report.
- Enrollment Begin date is first day of class for spring semester
- Monitor Begin date: Date you want NSLDS to begin monitoring student records

Student Found in Default or Repayment
- If the student is found to be in default or in repayment, the aid is canceled.
- A letter is sent to the student with a copy to the student’s file.
- Aid will not be re-offered until satisfactory arrangements have been made or repayment of Title IV funds.
Documents Logged
All documents entering the Financial Aid Office should be date stamped and placed in Records Management Office. The morning mail is to be keyed and filed by lunch, depending on the quantity of the mail. The afternoon mail is to be keyed and filed by the end of the business day.

Documents should be logged into the system daily and filed in the respective student’s folder.

For a new school year, no documents are filed unless the student has a FAFSA on file. The information is maintained in the designated area in Records Management area.

- ISIRs are printed for all selected students.
- Temporary files are made for new and transfer students.
- A wrapper is made for returning students if an ISIR must be printed.
- The system reviews the ISIR data and requests documents, if required.
- The documents are logged in the system.
- After the drop/add period, a permanent file is made for the new and transfer students.
- The old file is pulled for returning students who are not enrolled.
- The pulled files are placed with the inactive files.

Incomplete Documents
Incomplete documents along with a cover letter are mailed back to the parent or student indicating the missing information or the information that is to be completed.

Incomplete documents are mailed back within twenty-four (24) hours.

Comments are placed in the system regarding incomplete documents and the date that they were returned.

Filing of Documents
All completed documents are placed in the front of the student’s file. The student’s status should be updated to reflect an “RP” status in the system. Financial Aid Counselors are responsible for pulling a list of “RP” students and reviewing those files daily.
STATUS VERIFICATION

The federal government requires the Financial Aid Office to resolve any conflicting information in the student’s file, especially the students who have a “C” beside their EFC on the ISIR. The Financial Aid Office must make every effort to secure and verify the validity of the information provided. Listed below are some items that must be resolved before financial aid can or should be disbursed.

Social Security Number

Each student must have a social security number to apply for federal or state financial assistance. The FAFSA form will not be processed without a valid social security number. The Social Security Administration verifies the student’s social security number before the FAFSA is processed. If the student’s social security number does not match, a copy of the student’s social security card. The social security number discrepancy must be resolved before the student’s financial aid is disbursed. The student does not need to file a new FAFSA. The Common Origination and Disbursement (COD) Office will use the correct social security number when the change has been processed by FAFSA. Any questions the student may have concerning his/her social security number should be addressed by their contacting FAFSA at 1-800-4-FED-AID.

Selective Service

Males between the ages of 18 through 25 are required to register with the Selective Service System to receive financial aid. Students can register as part of the application process. They can answer “yes” to giving the Department of Education permission to submit their registration information to the Selective Service Office. Students may also register online by going to the Selective Service website at http://www.sss.gov. For answers to questions about their selective service, students should be directed to call 1-847-688-6888 or visit the website. A student can register as early as 30 days before his 18th birthday.

The Financial Aid Counselor, Associate/Assistant Director or Director may sometimes need to verify that a student is registered with Selective Service. To do so, they may click onto the website www.sss.gov and follow the steps below:

- Click on “to Check a Registration”.
- Enter the student’s last name, social security number and date of birth.
- If registered, the student’s information will appear.
- If not registered, the system will say “No Record Found”.
- The student must register, preferably on-line.
- The Financial Aid Counselor, Associate/Assistant Director or Director should print the screen and attach it to the ISIR.

Certain males are exempt from registering with Selective Service. Staff members should review the Federal Student Aid Handbook, Volume 1 – Student Eligibility, Chapter 5 – Selective Service for additional information on Selective Service.

Students who do not pass the selective service requirement have a “C” flag printed next to the EFC on their ISIR. Students who did not register and are now beyond the age to register, must present documentation as to why they did not register.

Citizenship Status

In order to receive financial aid, the student must be a United States citizen or eligible non-citizen. If a comment is listed on the ISIR concerning citizenship status, the item must be resolved before the student’s financial aid can be disbursed to their account. Acceptable documentation that is required to verify citizenship status can be found in the Federal Student Aid Handbook, Volume 1 – Student Eligibility, Chapter 2 – Citizenship.
A Missing Documents Letter is sent to the student requesting the documents. Upon receipt of documentation verifying the student’s citizenship status, a secondary confirmation form (G-845) is completed and submitted to INS to verify along with the document(s) received. A copy of the form and document(s) are maintained in the student’s file. Once the form is returned from INS verifying that the information is acceptable, documentation is noted in the system. If the information was not acceptable, the student is contacted to provide additional information. If the citizenship or eligible status cannot be verified or the student does not provide the document, the student is not awarded federal or state financial assistance.

**Drug Conviction**

A student is ineligible to receive federal or state financial assistance if he or she has been convicted of an offense involving the possession or sale of illegal drugs while receiving federal aid. The student self-certifies in applying for aid that he is eligible; schools are not required to confirm this unless they have conflicting information. A conviction means that the offense is on the student’s record. A conviction that was reversed, set aside, or removed from the student’s record does not count. The student regains eligibility the day after the period of ineligibility ends, or when he successfully completes a qualified drug rehabilitation program. The student must contact the federal processor to resolve the issue.

**STATUS ELIGIBILITY**

Students must meet certain eligibility requirements to receive financial aid. Students can receive financial aid if they are working on a second degree, dual degree or teacher certification. It is the Student Financial Aid Office’s responsibility to ensure that the student is meeting the requirement to receive financial aid.
CHAPTER FOUR

Verification
Selection of Applicants
   Identifying Files to be Reviewed
   Exclusion from Verification
   Corrections to ISIR and Inquiry
   Deadlines and failure to submit documentation
   Adjustments/Changes
   How Need is Determined
   Professional Judgment
   Dependency Status
   Who Counts as a Parent
   Resolving Conflicting Data
   Quality Control Procedures
**VERIFICATION**

Verification is the process of confirming the accuracy of student reported data on financial aid applications. Shaw University is governed by Title IV student financial aid regulations that require institutions to verify reported applicant data in certain instances. To comply with these regulations and to ensure that student applications are reviewed and documented, Shaw University has a standard policy that it will verify all students selected for verification (*besides the EFC) by the Central Processor. Additional applicants may be selected. Only a portion of the student population is selected for verification. Financial Aid counselors are trained in the use of the Verification Guide to perform verification.

To ensure that limited financial aid funds are awarded to eligible students in an equitable and consistent manner, the Financial Aid Office has developed policies for verifying information. The procedures are uniformly applied to all applicants for financial aid programs for which demonstrated need is a criterion.

The Financial Aid Office will inform the applicant of the verification process, procedures and requirements through missing document letters. The missing document letter clearly states that the student will not be awarded unless the information is received in the office. Each student selected for verification must complete a verification worksheet. No student will be awarded unless they have completed the verification process.

**Selection of Applications to be Verified**

The Student Financial Aid Office verifies those applicants identified by the Department of Education (DOE). After the student information is electronically transferred from the DOE to the Student Financial Aid Office electronically.

Financial Aid Counselors may select a student for verification if there is a discrepancy or a condition which is unusual and warrants investigation.

Financial Aid personnel at Shaw University systematically verify only those data elements required by the federal government. However, Financial Aid Counselors are free to ask for additional information if there is a discrepancy or a condition which is unusual and warrants investigation.

The Student Financial Aid Office will require all transfer students selected for verification to complete the verification process at Shaw University.

**The Student Financial Aid Office will verify the following items required by the DOE:**

- Household Size - taken from the verification worksheet
- Number Enrolled in College – taken from the verification worksheet
- Adjusted Gross Income (AGI) – taken from the tax return
- U.S. Income Tax Paid – taken from the tax return
- Certain Untaxed Income - taken from the verification worksheet
  - a. Child Support
  - b. Combat Pay (reported as taxable income)
  - c. Educational Credits
  - d. Deferred Pensions
  - e. Other Untaxed Income and Benefits

Students selected for verification by the Central Processing System or the University must complete the verification process to be awarded financial aid. The verification process begins when the student is notified by a missing document letter or by a member of the financial aid staff that additional documents are needed. Once the documents are submitted to the office they are keyed as received in the system. When all documents are received the student is placed in “RP” status by the system.

- The documents are placed in the student’s folder.
- Financial Aid Counselors run an RP listing daily and review the files.
- All items on the documents are reviewed for accuracy.
Additional information on verification can be obtained from [www.ifap.ed.gov](http://www.ifap.ed.gov).

- Click on Federal Student Aid Handbook.
- Click on the current year.
- Click on Application and Verification Guide.
- Click on the appropriate section that you need to respond to your question.

**Exclusions from Verification**

The FAO may exclude some student from some part or all of the verification requirements. The student file is documented if they are excluded from the verification process.

- Death of a student (34 CFR 668.54 (b)(1))
- Recent immigrants who entered into US
- Incarcerated students (documentation of imprisonment or release papers)
- Pacific Island residents
- Student not receiving or requesting Title IV aid
- Spouses(for a married independent student) or parents (for a dependent student) who are unavailable or unable to supply data (34CFR 668.54(b)(3))

**Procedure to make a correction and to check for a correction:**

Students are not required to make their own corrections. Once the information is verified the FAO counselors submit the corrections to EdExpress/FAA Access.

- Go to EdExpress
- Enter ID and Password for EdExpress
- Go to Open TAB and Enter Student SSN
- Student Name will Populate
- Select Student Inquiry TAB
- This takes you to FAA Access
- Enter TG Number and School Code
- Enter FAA Access User ID and Password
- Select the Appropriate ISIR
- Make Corrections
- Calculate
- Submit Corrections and Receive Confirmation with New EFC
ID and Password Login

Identify the school by entering TG and Federal School Code
Once you have entered the corrections
Click the submit button
Print out the correction page with the new EFC

**Deadlines and failure to submit documentation**

A student who applying for Federal Aid and is a Pell grant recipient and is selected for verification has 120 after the last date of attendance or the date published by the Federal Register, whichever is earlier to complete verification. Verification is complete when the FAO has all the requested document(s) and they are accurate without discrepancies.

The FAO office will process a loan after the last day if the student has a processed FAFSA, signed the master promissory already, completed the entrance counseling session and has a balance due to the University.

The FAO will award Campus Based funds up until June 30 or until the funds are depleted whichever is occurs first.
How adjustments, changes and overpayments are process and notification to students.
Students are not awarded unless they have completed the verification process. During the auditing process if an error or oversight was made then the additional document(s) is requested.

The student is sent a letter or e-mail indicating the document(s) that is needed. The student has 2 weeks to turn in the missing items or any aid that was awarded and required verification is canceled.

Once the document(s) is received and corrections are needed; if the new EFC reduces the aid; the student is sent a letter or e-mail informing them of the adjustment(s) within 2 days.

The Student Financial Aid Office will assist in covering the balance due to the adjustment if additional funding is available but overall the student is responsible for the balance.

If an overpayment occurs from any adjustment except for RT24 calculation, the Student Financial Aid Office will return the funds to the DOE and the student will owe the University.

How Need is Determined
Shaw University believes that the student and their family should contribute to the educational expenses of attending the university to the extent of their ability to do so. Federal methodology is used for the calculation of the Expected Family Contribution (EFC). The Central Processing Service (CPS) analyzes the information from the FAFSA and calculates the EFC. All data used to calculate the EFC comes from the information the student provides on the FAFSA. To determine a student's financial need, a FAFSA must be processed and on file in the Financial Aid Office. The student's processed information is sent to the Financial Aid Office electronically. The ISIR is not required if the student receives only institutional or outside non-need based funds.

Eligibility for most financial aid is based on "need". "Need" is determined by a simple formula!

\[
\text{Student cost of education at Shaw University} - \text{Expected Family Contribution (EFC)} - \text{Other Grants and Scholarships (not based on need)} = \text{Financial need}
\]

The major factor in determining the amount of aid for which a student qualifies is the family's income. Other considerations include the number in household, number of family members in college, and other financial income. A student must have financial need to receive all federal funds except for the Unsubsidized and PLUS loans.

Professional Judgment (PJ)
The Student Financial Aid Office uses professional judgment in decreasing students/parents income information if a special circumstance(s) happen during a school year. A special circumstance form is used to request special consideration for Federal Student Aid due to separation/divorce, death, loss of employment, unusual medical expenses, or loss of income or benefits, etc. The Student Financial Aid Office will determine if a PJ is approved based on the information that is submitted to the office. The Financial Aid Office is not required to approve a PJ by the DOE; each PJ is reviewed on a case-by-case basis.

- Student/Parent must submit Special Circumstances Form
- All requested documents must be attached
- Financial Aid Counselor collects and reviews file
- After review, Counselor submits to Director for final approval, or denial
- If approved -corrections made on-line
- Student/Parent sent a letter if approved or denied
Dependency Status

If a student submits information for a grandparent or anyone other than a biological parent or adoptive parent then the student dependency status must be verified. The Student Financial Aid Office’s counselors will request any additional document(s) via letter from the student.

To determine who counts as a parent the Federal Student Handbook is used.

Who Counts as a Parent?
If the applicant answers “No” to questions 45-57, then the student is dependent and must report parental information. In most cases it’s clear who the parents are, but not always.

✔ Adoptive parents and stepparents
An adoptive parent is treated just like a biological parent. For reporting income and assets in Step 4, a stepparent is considered a parent if married to a biological or adoptive parent and if the student counts in their household size.
However, a stepparent who did not adopt the student cannot be the sole parent for determining dependency status. If the other parent dies, the student is still a dependent of the remaining biological parent, not the stepparent. If no biological parent remains, the student answers “Yes” to Question 53 and is independent.

✗ Foster parents, legal guardians, and other relatives
A foster parent or a legal guardian is not treated as a parent for FSA purposes. If the student’s parents are dead, he is independent. Otherwise, a dependent student must report information about his parents even if he has a legal guardian, unless the school has a documented reason to perform a dependency override.

If a student is living with her grandparents or other relatives, the same principle applies. Unless the relatives have adopted the student, their income should not be reported on the FAFSA as parental income. Any cash support from persons other than the student’s parents should be reported as untaxed income, as discussed in Step 2.

The school may also consider other kinds of support as part of the student’s financial resources and use professional judgment to include the support under the item for student’s untaxed income (see chapter 5 on professional judgment). Note: Effective 2009-2010, applicants in foster care anytime after the age of 13, under legal guardianship as determined by a court in state of residence, legally emancipated minors, and those documented as being at risk for homelessness may answer yes to newly added questions on the FAFSA and are considered Independent.

Resolving Conflicting Data
If the Student Financial Aid Office has a reason to believe that any information on an application or document(s) used to calculate an EFC is inaccurate; we shall require the student to verify the information that it questionable. There is no exception to this requirement. (668.54(a)(3)

If the student is not selected for verification and the student has conflicting information the Student Financial Aid Office will resolve the conflict.

The Financial Aid Office will not award a student financial aid if the conflicting is found prior to awarding.

If the conflict is found after awarding the student is sent a letter and has 2-weeks to provide additional documentation to resolve the conflict. If the student does not provide the requested document(s) then the aid is canceled and the student owes the University.
Quality Control Procedures
The Student Financial Aid Office has a policy and procedures manual (PPM) located in the office for all staff members to access. The manual has been developed to assist in the day to day operation of the office.

The PPM is developed by the Director of Student Financial Aid Office and the Associate/Assistant Director. All policies and procedures are in writing and are updated when needed.

Another quality control procedure is place to reduce any errors is adequate training for the staff. The staff are sent to conferences and training throughout the year to keep up with the current changes.

The staff is also encouraged to read information on the websites and via e-mail from list serves.

Internal training sessions are held periodically throughout the year for the staff.

The Student Financial Aid Office’s counselors audit each other’s files as a double checking mechanism to catch any mistakes made. The counselors do not audit their own files they are given another counselor’s files to audit.

All the Federal and State programs are reconciled on a monthly basis to ensure timely closeout.

Reports are generated throughout the year to catch any problems that may arise.
CHAPTER FIVE
Cost of Attendance, Satisfactory Academic Progress

Cost of Attendance
  Standard Budget Items

Budget Adjustments
  Computer Cost
  Exception to the Normal Cost of Attendance
  Less Than Full-time Graduate
  Less Than Full-time Undergraduate

Enrollment Status
  Undergraduate
  Graduate

Classification
Satisfactory Academic Progress

Appeal Procedures
COST OF ATTENDANCE

The cost of attendance at a modest, but adequate standard of living is used to award financial aid. Budgets are standardized for one year and updated annually to reflect changes in cost of attendance at Shaw University.

The Director collects information to prepare standard costs on an annual basis.

Tuition and Fees
Tuition and fees are the actual amount charged to students. Tuition and fees charges are recommended by the University and approved by the Board of Trustees. Because tuition and fee charges are not established until late summer, an estimate of tuition and fee charges is used to award aid until actual costs is received. Typically, the estimated tuition and fees are received from the Business Office until the actual tuition and fees increase are received. Upon receipt of the actual budget, the Bursar’s Office prepares a fee schedule and submits it to the Financial Aid Office. The tuition and fees budget is based on the student's status at the University.

Room and Board
Room and board expenses are divided into two categories: living on-campus, and living off-campus. Room and Board for an on-campus student is determined by the University. Actual charges are used for on campus students. The off-campus room cost is based on a survey of two-bedroom apartments in the Shaw University area. Room budgets are based on the assumption of double occupancy. Based on a discussion with graduate students, the majority of graduate students reside in an apartment alone. Their off-campus room cost is based on single occupancy. Any adjustments to the student's room and board cost must have supporting documents(s).

Books and Supplies
Books and Supplies charges are determined by calling the University’s Bookstore to obtain an estimated amount student generally spends on books and supplies. Adjustments can be made if student spends more than the allowed amount. Adjustment may be made for other related educational items.

Transportation
Transportation costs consist of the cost for travel back and forth home several times during the year, inter-city travel by car or bus and transportation back and forth to classes. This cost may include car insurance, maintenance and gasoline. The transportation cost will be the same for all students.

Personal Expenses
Personal Expenses include an expense for clothing, toiletries, medical/dental, entertainment and other miscellaneous expenses.

A budget sheet is prepared yearly with the estimated budget cost.
Budget Adjustments

Budget adjustments are considered on a case-by-case basis. Upon request, the Financial Aid Assistant Director, or Director) may adjust a student’s budget. Students should submit appropriate documentation.

To provide for equitable treatment of all aid applicants, it is recognized that unusual expenses and circumstances exist for some students. The following examples are not intended to limit the Aid Administrator’s discretion. Additional circumstances may be found each year with the cost of living each year.

Examples of changes to standard budgets include, but are not limited to:

a. A child care allowance may be added to the budget. Students must submit a copy of the day care cost. This amount is multiplied by the number of months enrolled not to exceed 9 months.
b. Disabled students or students with special problems may be allocated funds to cover reasonable costs associated with disabilities or problems that are not already covered by other resources. Documentation should be requested and placed in the student’s file.
c. Other unusual circumstances will be considered as they arise each year. As stated previously, the budget information for the year may contain additional modifications of this listing. Study abroad students typical have larger cost; therefore, a budget adjustment may be necessary.
d. Individual adjustments may be made per the Aid Administrators discretion as long as the situation is documented by the administrator.

Computer

Federal regulations give the Student Financial Aid Office the ability to adjust a student’s budget based on the expense to purchase a computer. Students must submit a request for an adjustment to be made.

A students' budget can be adjusted to reflect special need of individual students after documentation has been received from the student. If a family’s income decreases significantly during the year, the director will consider adjustments. Written documents will normally be required before any adjustments are made. Each case is reviewed individually. Both the student and/or the parent must initiate the process by contacting the Financial Aid Office. If adjustments are made to an ISIR, it is returned to the processor for processing. The reason for the adjustment is documented in the student's file and indicated on the system.

Exception to the Normal Cost of Attendance Allowance

Students who are enrolled for less than half-time (1-5) must have their tuition and fees adjusted. Only the following items will be used in a less than half time cost of attendance budget.

- Tuition and Fees
- Books and Supplies
- Transportation

Less-Than-Half Time students are eligible for some federal assistance.

Budget Adjustments for Less Than Full-time Undergraduate Students

- List is generated of students enrolled less than full-time.
- Undergraduate students enrolled less than 6 hours should have their budgets adjusted.
- Resolve over award and/or over budget
- Adjust aid if needed and send a revised award letter to student.
- If aid was previously awarded you must adjust the award.
- Place a comment on “Comments” screen.
**Enrollment Status Undergraduate**
The following enrollment status applies to an undergraduate student. Adjustments are made to certain line item on the student’s budget based on enrollment status for Undergraduate and Graduate Students. The Budget Sheets should be reviewed when making these adjustments.

- Full-time 12 or more semester hours
- Three-quarter-time 9 - 11 semester hours
- Half-time 6 - 8 semester hours
- Less Than Half-time 1 - 5 semester hours

**Enrollment Status Graduate**
- Full-time 9 or more semester hours
- Three-quarter-time 6 - 8 semester hours
- Half-time 4.5 - 5 semester hours

**Classification**
A student’s classification is determined by the number semester hours earned. Listed below is Shaw University classification scale:

- 1 - 29 hours Freshman
- 30 - 59 hours Sophomore
- 60 - 89 hours Junior
- 90 - or above Senior

**SATISFACTORY ACADEMIC PROGRESS**
The Higher Education Act of the U. S. Department of Education requires Shaw University to develop and apply a consistent standard of academic progress. Student receiving financial assistance at Shaw University must enroll in courses leading toward a degree. To qualify for federal and state aid, a student must maintain satisfactory academic progress in the course of study the student is pursuing. Shaw University has developed its Satisfactory Academic Progress Policy to comply with the statutory requirements that a student must be making satisfactory academic progress to be eligible for federal aid (Pell Grant, Federal Supplemental Education Opportunity Grant-FSEOG, Federal College Work Study, Direct Stafford Loans-subsidized and unsubsidized, Direct Plus Loan and the Federal Perkins Loan), state aid (North Carolina Legislative and Tuition Grant- NCLTG, North Carolina Student Incentive Grant-NCSIG, State Contractual Fund-SCF), scholarships and institutional grants. Students who fail to maintain satisfactory progress may not receive financial aid unless an appeal has been approved. The Satisfactory Academic Progress Policy is as follows:

**Academic Standing and Satisfactory Academic Progress**
At the end of each semester, the records of all matriculated students are reviewed to determine satisfactory academic progress. A student’s academic standing at Shaw University is classified in one of four official standings: Good Standing, Academic Warning, Academic Suspension, or Academic Dismissal. A student will remain in good academic standing if he/she demonstrates satisfactory academic progress in accordance with the standards listed below. Standards by which a student will be evaluated include progress in increments of hours completed (quantitative) and cumulative grade point average earned (qualitative).
Quantitative Standards:

- Students receiving financial aid must successfully earn two-thirds (i.e., 67% rounded to the nearest whole number) of the credit hours attempted. Attempted hours include all hours attempted at the University, as well as transfer hours. [Example: If a student has attempted (enrolled in) in a total of 32 credit hours, he/she must earn a minimum of 21 credit hours (32 credit hours x 0.67 = 21 credit hours) in order to maintain satisfactory academic progress.]
- The maximum time frame allowed for a student to complete degree requirements and remain eligible to receive financial aid is 150% of the total credit hours required to receive a degree in a particular course of study. [Example: If a particular degree program requires a minimum of 123 credit hours, then the student may be eligible to receive financial aid for a maximum of 185 credit hours (123 credit hours x 150% = 185 credit hours).]

Qualitative Standard:

- A student’s cumulative grade point average must meet the criteria specified in the table below:

<table>
<thead>
<tr>
<th>Cumulative Credit Hours Attempted</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-29</td>
<td>1.5</td>
</tr>
<tr>
<td>30-59</td>
<td>1.8</td>
</tr>
<tr>
<td>60-89</td>
<td>2.0</td>
</tr>
<tr>
<td>90 and above</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Withdrawals, Incompletes, and Repeats

Withdrawals, incompletes, “Z” grades, and repeated courses will not be exempt from the calculation of attempted hours. Students will be required to complete the minimum number of credits as outlined in the above table.

Academic Warning

A student is placed on academic warning when the student’s semester grade point average and credit hours are below the minimum requirements according to the table above. If a student fails to remove the sanction by the end of the semester, the student will be placed on academic suspension.

Students who have an academic warning, readmitted after an academic suspension or dismissal must adhere to the following:

1. Enroll in no more than 13 semester hours.
2. Repeat all failed courses that are core requirements for their degree or required for their major.
3. If students have not already done so, visit the Academic Advising office for an Academic Recovery Plan, referral for additional assistance from the academic department for the failed course and/or attend mandatory sessions in Tutorial Services.

Maintain regular contact with their academic faculty advisor and the Academic Advising office according to your individual Academic Recovery Plan.
Academic Suspension and Academic Dismissal

Academic suspension occurs automatically at the end of the semester when a student fails to remove the academic warning sanction. A student who has an academic suspension sanction may improve his/her academic standing by attending Summer School at Shaw University. Attendance at Summer School, however, does not result in automatic readmission to the University. Students may be readmitted upon the recommendation of the Academic Standards Committee.

Academic dismissal occurs automatically at the end of the semester when a student fails to remove the academic suspension. A student who has been academically dismissed will be required to leave the university for one semester. They may appeal the dismissal in writing to the Academic Standards Committee in the care of the Vice President for Academic Affairs.

The appeal process for Academic Suspension and Academic Dismissal is as follows:

Any student who is on Academic Suspension may appeal the suspension in writing to the Vice President for Academic Affairs. The request must include documentation to support the extenuating circumstances. Examples of acceptable documentation include, but are not limited to: death certificates, statements from physician(s), clergy, or other verifiable information.

1. The letter of appeal must be received by the Office of Academic Affairs according to the date specified in the letter.
2. The Vice President for Academic Affairs will submit the student’s appeal to the Academic Standards Committee. The Academic Standards Committee will review the academic suspension and/or the academic appeal. If the appeal is approved, the readmitted student will be allowed to resume attending classes. If the appeal is denied, the Academic Suspension/Academic Dismissal will stand and the student will be required to comply with the conditions based on the decision of the Academic Standards Committee.

The Academic Standards Committee will review a student’s progress following readmission to the University when considering a subsequent appeal. It is recommended that students attending on appeal successfully complete all attempted hours and obtain a minimum semester GPA of 2.5.

A student who has been readmitted twice on an appeal is no longer eligible to be readmitted to the University.

Summer School

If a student receives an academic warning or academic suspension sanction at the end of a semester and plans to attend summer school to correct his/her deficiency, the student must file an appeal to request reconsideration of the decision based on summer only. The warning or suspension will not automatically change because the student attends summer school.

Readmission

Any student who has not been enrolled for at least one semester for any reason including but not limited to voluntary withdrawal and academic suspension (excluding summer school) and desires to be readmitted to the university must submit a readmission application to the Director of Admissions at least one month prior to the beginning of the term he/she plans to re-enroll. The student must also request that official transcripts from any other institution attended since attending Shaw be forwarded directly to the Office of Admissions. If a student
does not meet the academic requirements, the student must submit an appeal letter for readmission consideration.

A student who has been readmitted twice on an appeal is no longer eligible to be readmitted to the University.

Reinstatement of Financial Aid Eligibility

Student that are academically suspended or dismissed from the University are ineligible to receive financial aid. Financial aid applicants whose financial aid has been suspended may regain eligibility once they meet the minimum requirements or have an appeal approved by the Academic Standards Committee.

Shaw University
Academic Affairs / Academic Standards Committee
118 E. South Street
Raleigh, NC 27601

Please contact the Office of Academic Affairs for additional assistance at 919-546-8330.
CHAPTER SIX
Disbursing of Aid

DISBURSING OF AID

The Financial Aid Director or personnel meet with the Vice President for Fiscal Affairs or a representative to discuss the date for disbursing aid. The Business Office prepares and post the refund schedule.

Aid is not disbursed until 10 days before classes or the established date by the University. Aid is disbursed to registered full-time students first. Less than full-time student aid is paid after the census date. This allows the Financial Aid Office to make adjustments to the student’s budget.

Students who register as full-time and drop to less than full-time before the census date will have their aid adjusted.

Students with a credit balance can request a book allowance through the Bursar’s Office provided a refund check has not been generated.

To ensure that no one individual is responsible for both the awarding of funds and the disbursement of funds, the following procedure is adhered to: The Financial Aid Office is responsible for making all the awards and transferring the aid to the Bursar’s Office for disbursement to the student’s account. All awards in disbursable status are transmitted for credit to the student’s account, such as PELL, SEOG, Direct Loans and NC State Contractual Scholarship Fund, NCLTG, etc.

The Business Office is responsible for crediting and posting funds. The Comptroller and the Director of Financial Aid stay in close contact relative to disbursing of aid. Periodic updates are done via the computer to ensure that all aid is posted to the student’s account in a timely manner. Disbursement of grants (PELL Grant, SEOG, and Direct Loans and institutional scholarships) will be made at the beginning of each semester by crediting one half of the academic year award to the student’s account via the computer. Note: State grant funds are posted upon receipt from the State. This procedure is performed by the Bursar or a designated person in the Business Office. If a revision is made to the student’s award, the student’s account will be updated. The Bursar updates student accounts periodically for adjustments. The Financial Aid Office runs a transmittal to see if any of the aid did not transmit. Upon receipt of the transmittal, any discrepancies are discussed and corrected with the Bursar. The Financial Aid Director and Bursar work closely together to reconcile all financial aid problems.

College Work-Study and Work-Aid participants will be paid monthly. The work-study/work-aid check will reflect actual hours worked. Checks are disbursed from the Cashier’s Office. The student must present his/her ID Card to sign or obtain any check in the Cashier’s Office.

Perkins Loans are endorsed in the Cashier’s Office. The student must sign and date a promissory note in the Collections Office.

Direct loans are disbursed via Common Origination and Disbursement to the institutions account. Funds are transferred to individual accounts through the Powerfaids system. Funds are not requested for first time borrower’s until thirty days after enrollment, as required by Federal regulations.

All Scholarship checks sent to the Financial Aid Office are noted in the student’s award and forwarded to the Cashier’s Office via transmittal form.

All refunds are disbursed from the Business Office.
OVER-AWARD AND OVER-BUDGET

Students that receive federal or state need based funding cannot be over-awarded or over-budget, no matter what form of aid the student is receiving. Federal or State funds includes but is not limited to the following funds: Federal SEOG, Federal Perkins Loan, Federal Work Study, Federal Direct Subsidized Loan, State Tuition Grant(s), Campus Based Funds, Academic Competitiveness Grant, Smart Grant, State Student Incentive Grant(s), and others.

Students who receive Direct Unsubsidized Loan and PLUS Loan cannot exceed the cost of attendance.

Staff members who are unsure of a program meeting the over-award or over-budget criteria should ask for clarification.

Students found to be in an over-award status will receive a revised award letter indicating the adjusted amount.
CHAPTER SEVEN
Federal Programs

What Types of Funds Are Available
Federal

- Federal Pell Grant
- Federal SEOG
- Federal Work Study
- Federal Perkins Loan
- Federal Direct Loan
- Federal Direct PLUS Loan
WHAT TYPES OF FUNDS ARE AVAILABLE

Financial Aid funds originate from three sources. The first and major source is the government (federal, state or local). Institutional funds are a secondary source. The third source is private. These funds may be received from foundations, corporations, associations or individuals.

Shaw University Office of Financial Aid participates and administers a variety of financial aid programs:

They are:

- **Grants** which are considered gift aid and do not have to be repaid. Eligibility may be based on specific criteria, which is typically set by the state or federal government.

- **Scholarships**, financial support based on academic achievement or other criteria that may include financial need.

- **Loans**, borrowed money which are repayable at a nominal interest rate, are considered to be a "self-help" award.

- **Employment**, also a "self-help" award, which allows the student to work and earn money to help pay for their educational expenses. Hourly rates are established and students are paid monthly for services rendered.

A summary of the various types of financial aid at Shaw University and the procedures are listed on the following pages.
**Federal Pell Grant**

The Federal Pell Grant is the largest grant program for undergraduate students. This grant is a federal entitlement program that provides funds to students pursuing a first undergraduate degree. The Federal Pell Grant is typically the foundation of a student's aid package.

To be eligible for the Federal Pell Grant, the student must have an eligible Expected Family Contribution listed on the SAR or ISIR. The student must complete a FAFSA in order to apply for the Federal Pell Grant. The Student Financial Aid Office accepts results of the Pell Grant through electronic transmission known as ISIR. Eligibility for the Federal Pell Grant is determined by the Federal Processor using the Federal Methodology need analysis formula. The Student Financial Aid Office must have an official EFC before eligibility for any fund may be determined. Students who qualify for a Federal Pell Grant should have an Expected Family Contribution under 5273 for the 2011-2012 award year. Students are notified of the amount of their Federal Pell Grant eligibility through an award letter.

The amount of the Federal Pell Grant is determined by using the Expected Family Contribution (EFC) and the corresponding cost of attendance from the Federal Pell Grant Eligibility Chart published by the Department of Education.

An award is not made unless all the necessary documents are on file. The Financial Aid Office has the capability of receiving a student's Student Aid Report electronically if the student releases its information to Shaw University.

Once a valid ISIR (Institutional Student Information Record) is received, the Federal Pell Grant is populated on the packaging screen under awards data. Awarding can occur manually or via a batch posting. The amount of the Federal Pell Grant is based on the student's EFC and cost of attendance of the institution. The amount of the Federal Pell Grant may vary from year to year.

Students who are enrolled on a less than half-time basis are eligible for the Federal Pell Grant.

All reports are submitted to the Department of Education in a timely manner by the Automated Systems Coordinator.

**Note:** During the 2010-11 award year, Pell eligible students may receive Pell Grant on a year-round basis, as long as they enroll for at least six hours during the summer session, and meet the academic progression requirements. Shaw University will process all summer 2011 Pell awards based on the student's 2010-2011 Pell eligibility as established on the ISIR for 2010-2011. Effective 2011-2012-the year-round Pell program has been eliminated.

Pell eligible students that attended less than full-time during the award year may still be eligible for Pell Grant in the summer at a less than six hour enrollment status.

**Checking to Ensure Pell Eligibility**

An ISIR Import Results report is run daily and given to the Associate Director. This report shows students who were awarded Pell, but who may as a result of NSLDS Post Screening have discrepant data, or “C” flag issues.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a federal gift program for undergraduate students that demonstrate exceptional financial need. These funds are administered by the Financial Aid Office. The FSEOG program was established to assist in making the benefits of post-secondary education available to qualified students who, for the lack of financial means of their own or of their families, would be unable to obtain an education without the grant. In order to receive an FSEOG award, a student must meet the relevant eligibility requirements. FSEOG awards are made to undergraduate students with the greatest need, with preference given to students who receive a Federal Pell Grant. If funds are available after following the above procedure, then FSEOG can be awarded to students who are not eligible for the Pell Grant.
The FSEOG grant can range from $100 to $4000 per academic year, depending on the student's unmet need and the availability of funds. The Director and Associate Director of Financial Aid determines a minimum and maximum amount to ensure that the greatest number of students have an opportunity to receive a portion of the FSEOG allocation. Students with extreme hardships may be awarded larger amounts not to exceed $4000 per academic year. Less than full-time students are eligible for FSEOG.

The FAFSA is used as the application to apply for FSEOG.

**Federal Work Study Program**

The Federal Work Study (FWS) program provides part-time employment to eligible undergraduate and students who are enrolled at Shaw University to assist with educational expenses. Students are considered for FWS after completing the Free Application for Federal Student Aid. The Financial Aid Office determines the award amount, job assignment and pay rate. Students are paid at least the minimum wage for hours actually worked. Earnings are limited to the amount indicated on the student's award notification. Students are expected to perform the work that is agreed upon when accepting the FWS assignment. Students may be assigned on or off campus. FWS jobs are not assigned to replace a regular staff member. Students are assigned to assist the offices. Students are paid for the hours worked.

Students are awarded FWS based on need and the packaging formula. The award represents the amount of money a student may expect to earn during a semester or academic year.

FWS gives the student an opportunity to earn money to help meet their educational expenses. Employment is offered to students on campus by a variety of departments and offices. Students are assigned a certain amount of funds which will limit the number of hours they can work. Students are not allowed to work more than twenty (20) hours per week during periods of enrollment. Students employed during the Summer may earn up to forty (40) hours per week.

The minimum FWS awarded to a student is $100 and the maximum during the academic year is $2,000. Students who are community service may earn more than $2,000.

Students’ job assignments are throughout the University. A reasonable effort is made to place students in positions which complement and/or reinforce their educational and career goals.

The FWS allocation is received from the Federal Government via an e-Campus-Based Statement of Account. The director prepares an allocation sheet for the upcoming year. It will provide the total amount available to award and spend during the academic year.

Shaw University must spend 7% of its FWS allocation to employ students in community service jobs. The director determines the 7% and shares the amount with the FWS Coordinator.

**Federal Work Study provides the following to students:**

1. Provide a source of financial aid to undergraduate students who demonstrate financial need.
2. Provide work experience which enhances the participants’ education.
3. Provide an employment pool to the University.

**Summer Employment**

The Student Financial Aid Office may have funds available to hire a limited number of students during periods of non-enrollment, such as summer. Full-time summer employment is offered to students who were eligible for federal funds during the academic year. Students are placed on campus and work forty (40) hours per week. Students enrolled in summer school may only work up to 20 hours per week. Students are paid for only the hours worked. Students working full-time summer employment are not paid for vacation or time taken off.
Community Service
Shaw University works with the surrounding community in placing students in community service positions. Community Service is offered to students who have at least a 2.5 cumulative GPA and have reliable transportation. The FAO may consider students with a cumulative GPA of less than a 2.5. Community service students’ rate of pay is normally $10.00 per hour. The students are assigned to different locations throughout the community. The students can work up to 20hrs week per week. The students will follow the same process as the on campus work-study students.

Transfer of Funds
The federal government allows the Financial Aid Office to transfer up to 25% of the Federal Work Study allocation to the Federal SEOG program.

Federal Work Study Procedures

1. Work Study is a need-based program.
2. Students are awarded Work Study during our initial awarding process.
3. Work Study eligibility is determined based on the financial need of the student and the availability of funds at the time of our initial awarding period.
4. Once the award is offered, a report is generated listing each student awarded and the amount of the award.
5. At the end of the academic year, a job description form or a completed form for update is mailed to each supervisor. Upon receipt of the job description forms, the form is then filed in a notebook according to the departments and used as a reference for assigning students.
6. Students are pre-assigned based on prior assignments and request. Students are also assigned according to major and the availability in that department. Community Service positions are given priority consideration.
7. During the summer, the I-9, W-4, and NC-4 forms are mailed to each student awarded work study for completion and to be returned to the FAO by the due date.
8. The I-9, W-4, and NC-4 is accompanied with a letter asking each student to report to an accommodating room (TBA) to pick up their work study assignment, Federal Work Study Handbook and a work study schedule and pay dates.
9. Students are asked to bring 2 forms of Identification (ID) – (SEE BACK OF I-9) (a) Driver’s License, Military ID, or School ID(Pictured) and (b) Social Security Card or Birth Certificate.
10. Work Study workshops are scheduled during Fall registration and Spring registration depending on the available funds for students to complete the necessary forms which consist of the W-4, NC-4, and I-9. The FWS Coordinator is responsible for completing the Certification Section on the I-9 Form.
11. Upon completion of the Tax Forms and I-9 Form, ID is verified and written on the I-9 Form in Section 2 (Employer Review and Verification). Copies are made of the W-4 and NC-4 (Tax Forms) for the student’s file and the originals are submitted to the Human Resources office.
12. The student is then issued the Job Assignment...
13. The Job Assignment is taken to the Department by the student for the supervisor’s approval or disapproval of the student, and the supervisor’s signature.
14. In the presence of the Supervisor, the student should accept or reject the employment and return the Federal Work Study Job Assignment Form to the Financial Aid Office.
15. In the event that the Supervisor does not offer the student employment and/or the student does not accept employment, the form is brought back to the Financial Aid Office for re-assignment. If the
position is declined by the student, a valid excuse must be given in writing and accepted by the FWS Coordinator.

16. The Job Assignment Form is brought back to the Financial Aid Office. The student is given the supervisors copy (yellow) to report to work as final approval. The student keeps the pink copy for their records.

17. Upon receiving the completed white copy of the Job Assignment Form, the FWS Coordinator will then key the W-4, I-9, and Agreement into the system.

18. Once forms are keyed into the system, the copies of the W-4, NC-4, and the I-9 forms are stapled together. The Job Assignment Form is also attached as the 1st page.

19. Upon completion of the Tax Forms and I-9 Form, ID is verified and written on the I-9 Form in Section 2 (Employer Review and Verification). Copies are made of the W-4 and NC-4 (Tax Forms) for the student’s file and the originals are submitted to the payroll office.

**Payroll Process**

A payroll schedule is made, using the temporary payroll schedule as a guide. A payroll schedule along is mailed to Supervisors.

1. Timesheets are submitted to the Financial Aid Office on the due date provided on the payroll schedule and checked for accuracy. The timesheets are then submitted to the Payroll Office for processing.

2. Copies of timesheets are kept in the Financial Aid Office and are attached to the Referral and Authorization form, I-9 form, and a copy of the W-4 and NC-4.

3. Reconciliation is done monthly to ensure that amounts reported on the spreadsheet match what was actually paid.

4. If a student is terminated, it is the Supervisors responsibility to complete the Employment Release Form, and Evaluation Form and forward the information to the Work Study Coordinator which he/she will attach to the students Referral and Authorization Form, I-9, and copies of W-4 forms.

**The Federal Perkins Loan**

The Federal Perkins Loan is a federal program administered by Shaw University to provide long term, low interest (5 percent) loans to students who demonstrate financial need. The maximum amount an undergraduate student may borrow per academic year is $5,500 with the total amount borrowed not to exceed $27,500. Graduate students may borrow $8,000 per academic year not to exceed $60,000.

The Federal Perkins Loan is awarded first to the neediest students (normally Federal Pell Grant recipients). The amount of the loan may vary according to the student's unmet need.

First time Federal Perkins loan borrowers are required to complete an entrance counseling session. Repayment begins 9 months after the student graduates or leaves school. Students are allowed ten years to repay the loan. All exits counseling session are held by the Student Loan Collection Office.

The awad is made through the Financial Aid Office and noted on the system. The student must sign a promissory note in the Collections Office. The signed note is maintained in a fireproof file unit, and copy is forwarded to the Financial Aid Office. Upon receipt of the note, the Financial Aid Office places the award in a disbursable status to allow the funds to post. The student is given a copy of the note. The amount of the loan is credited to the student's account after the student has completed the data sheet and rights and responsibility form.

**Federal Perkins Loans Entrance Loan Counseling**

An Entrance Loan Counseling Session is required before federal loans can be disbursed to a student’s account. The loan counseling session is completed in the Collections Office.
During the counseling session, the school must obtain the following information from the Borrower using the Personal and Confidential Information Form (enclosed) and their Rights and Responsibilities as a borrower.

- the student’s name, current address, and social security number
- the student’s parents’ permanent address
- the student’s and his/her parent’s telephone numbers
- the student’s expected graduation date
- the names, addresses and telephone numbers of two references of people who will always know where the student resides
- the student’s driver’s license number

The Borrower must return a copy of their completed Personal and Confidential Form and Rights Responsibilities.

After verifying that all documents are complete, the Collections Office forwards a copy of the documents to the Financial Aid Office.

**Federal Perkins Loans Exit Counseling**

All Federal Perkins Loan recipients are required to have an exit counseling session upon **graduation** in the Collections Office.

**The William D. Ford Federal Direct Loan Program (Direct Loan Program)**

These are low interest - long term loans available to students attending an institution of higher education. The loans are available to undergraduate, graduate and students based on need.

To be eligible for a Direct Loan the student must:

1. Be enrolled in a degree granting program at least on a half-time basis.
2. Be making satisfactory academic progress:

**Annual and Aggregate (Total) Loan Limits**

The following chart provides maximum annual and aggregate (total) loan limits for subsidized and unsubsidized Direct Stafford Loans.

<table>
<thead>
<tr>
<th>Year</th>
<th>Dependent Undergraduate Student (except students whose parents are unable to obtain PLUS Loans)</th>
<th>Independent Undergraduate Student (and dependent students whose parents are unable to obtain PLUS Loans)</th>
<th>Graduate and Professional Degree Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year (Less than 30 hours)</td>
<td>$5,500—No more than $3,500 of this amount may be in subsidized loans.</td>
<td>$9,500—No more than $3,500 of this amount may be in subsidized loans.</td>
<td>$20,500—No more than $8,500 of this amount may be in subsidized loans.</td>
</tr>
<tr>
<td>Second Year (30-59 hours)</td>
<td>$6,500—No more than $4,500 of this amount may be in subsidized loans.</td>
<td>$10,500—No more than $4,500 of this amount may be in subsidized loans.</td>
<td></td>
</tr>
<tr>
<td>Third and Beyond (60 hours or more)</td>
<td>$7,500—No more than $5,500 of this amount may be in subsidized loans.</td>
<td>$12,500—No more than $5,500 of this amount may be in subsidized loans.</td>
<td></td>
</tr>
<tr>
<td>Maximum Total Debt from Stafford Loans When You Graduate (aggregate loan limits)</td>
<td>$31,000—No more than $23,000 of this amount may be in subsidized loans.</td>
<td>$57,500—No more than $23,000 of this amount may be in subsidized loans.</td>
<td>$138,500—No more than $65,500 of this amount may be in subsidized loans. The graduate debt limit includes Stafford Loans received for undergraduate study.</td>
</tr>
</tbody>
</table>
Students enrolled in the teacher certification program or enrolled for re-certification are considered fifth year undergraduate students. Therefore, they can borrow $5,500.

The Assistant Director or Financial Aid Counselor must check to ensure that the student is eligible for a loan before an award is made.

All students are required to complete a Master Promissory Note (MPN) and Entrance loan counseling. Student may complete these processes at www.studentloans.gov. Student will be required to sign in using their Federal Personal Identification Number (PIN), which is the same PIN used to electronically sign FAFSA.

**Federal PLUS (Parent Loan For Undergraduate Student) Loan Program**

The Federal PLUS loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education (the Department) rather than a bank or other financial institution. The Federal PLUS loan is a loan made payable to the parent. Plus loans are available to parents of a dependent student with good credit history. Staff members should refer to the Financial Aid Handbook (Chapter 10-Section 4) for the definition of a parent. The parent must also meet the citizenship requirements.

A parent may borrow up to the student’s total budget minus any financial aid awarded or expect to be awarded during the academic year. The parent must not have an adverse credit history. The student must be enrolled for at least half time and meeting satisfactory academic progress.

The parent may go online www.studentloans.gov for credit approval. Parent will need a federal PIN to complete the PLUS loan process. **Note: This is the same PIN used to sign FAFSA.** If credit is approved, parent will be prompted to complete a Master Promissory Note. If the Plus loan is denied, the parent may obtain an endorser for the PLUS Loan or student is offered an Unsubsidized loan based on the student's classification. If an endorser is obtained after the unsubsidized have been offered, the unsubsidized loan is canceled.
CHAPTER EIGHT
State Grants

NC Legislative Tuition Grant
NC State Contractual Scholarship Fund
NC Incentive Grant
Other State Grants (DC Grants, PHEAA, Rhode Island Grant and etc.)
NC LEGISLATIVE TUITION GRANT

The NC Legislative Tuition Grant (NCLTG) is funded by the State of NC to provide tuition assistance to full-time, and three-quarter time NC residents attending Shaw University. These funds are paid to the college and credited to the eligible student’s account. The amount of the NCLTG is subject to change each year. The student must complete an application with the Financial Aid Office to receive this grant. The names of eligible students are submitted to the State by the Financial Aid Office. The award amount is indicated on the eligible student’s award letter. A roster of eligible students is electronically submitted to the North Carolina Education Assistance Authority. Beginning in the 2007-2008 award year, funds will be transmitted to the university via EFT. The funds must then be posted within 10 days to the eligible students accounts. Also beginning 2007-2008, three-quarter students are eligible to receive a pro-rated amount of the grant. In 2008-2009, half-time students became eligible for the NCLTG on a pro-rated basis. In 2009-2010 eligibility for the grant was again restricted to ¾ time status and above.

NC CONTRACTUAL GRANT

The State of North Carolina appropriates funds to be administered through Shaw University to provide aid for needy NC students. The amount cannot exceed budget and varies according to demonstrated need. The fund is awarded based on eligibility and availability. To be considered for this grant, an applicant must have a processed ISIR on file in the Financial Aid Office. This grant is awarded to NC students who apply early, and have financial need. This grant is packaged after the PELL Grant, NC Legislative Tuition Grant and a Direct Loan. The amount varies depending on the student’s cost and unmet need. The award amount is indicated on the student award letter and credited each semester.

NC INCENTIVE GRANT

Full-time students who are legal residents of North Carolina may apply for this grant. Funds are awarded, in amount up to $700 per year, to students who demonstrate exceptional need. The program is funded by the State of North Carolina and administered through College Foundation, Inc., in Raleigh, NC. Students may apply by completing the FAFSA. A processed ISIR must be on file with College Foundation by March 15 of the year in which the student is applying for financial aid. The Financial Aid Office is notified by College Foundation of eligible students and the amount of the grant. The institution must electronically certify eligible students. The award is indicated on the student’s financial aid award letter. Beginning 2007-2008 award year, funds are transmitted by EFT to the institution for each student. Upon receipt of the funds, the Financial Aid Office submits the names of the recipients to the Business Office. Funds are posted to the student account via Powerfaids.

POLICIES AND PROCEDURES: STATE GRANTS

State Grants (Virginia, Florida, Tennessee, Rhode Island, New Jersey, Michigan, Delaware, Vermont, Maryland, Philadelphia, and District of Columbia) Higher Education Student Assistance Authority

1. A student roster is mailed, or electronically submitted to the FAO from one of the State offices
2. Each student on the roster is reviewed for eligibility
3. Eligible students are then awarded the amount indicated on the roster
4. Student must be reviewed for over-award or over-budget status
5. Sign the roster, make a copy for the Grant book, and mail the original to address indicated on the roster, or electronically submit the roster back to the program

Maryland Higher Education Student Assistance Authority

1. A student roster is mailed to the FAO from one of the State offices
2. Verify students major; student cannot be undecided; student must have a “Unique Major”
PHEAA (Philadelphia Higher Education Assistance Authority)
1. A student pre-disbursement roster is mailed to the SFAO from PHEA
2. Review roster to verify eligibility (See eligibility procedures)
3. Award the student what is offered based on amount indicated on roster
4. Check for over-award and over-budget (See procedure manual)
5. Once the roster has been reviewed the last sheet of the roster is signed and dated.
6. A copy is made for the Grant book and the original copy is mailed to the address as indicated on the roster

Processing Checks Received from Grants

A check or EFT from the State Agency is usually sent with a disbursement roster.
1. The check, or EFT is processed by the Grant Coordinator
2. Grant Coordinator will verify roster and amounts awarded; make adjustments if necessary based on eligibility and over-award and over-budget
3. Place copy of roster and check in State Grant book
CHAPTER NINE
Default Management Plan

Introduction
Entrance Counseling Session
Exit Counseling Session
Communications with other Offices
Enrollment Reporting
Delinquency Report
Communication with Students
Withdrawals
Reminder Letters
Telephone Calls
Awards
Preliminary Default Challenge Report
Shaw University participates in the William D. Ford Federal Direct Loan Program. It is recommended that each school have a plan to assist with keeping their default rate low. Borrowers who default on their loan cause a serious impact upon the school. William D. Ford Direct Loan borrowers are considered to be in default after 361 days without a loan payment. It is Shaw University’s role to ensure that students understand their rights and responsibilities as a loan borrower and to assist the students with vital information on the consequences of defaulting and the options available to prevent default.

Listed below are prevention efforts and tools the Student Financial Aid Office at Shaw University is providing to assist with maintaining a low default rate.

### ENTRANCE COUNSELING SESSION

All first-time undergraduate borrowers at Shaw University must complete an entrance counseling session before receiving their first disbursement. The session is completed on-line. During the on-line session, students are advised of their rights, responsibilities, importance of repaying their loan, interest rate, grace period, sample of repayments options, consequences of default, forbearance, deferment and other available options. All new students borrowing from the Federal Direct Loan Program must complete an entrance counseling session. Freshmen have the highest attrition rate at Shaw University. The Loan Coordinator will monitor who has completed the sessions. The loan is not disbursed if the student does not complete the session. Students may e-mail, call or visit the office if they have questions after the session is completed.

Graduate student loans will not be delayed thirty days for previous borrowers. The delayed disbursement policy will only apply to first-time borrowers at Shaw University. Graduate students who are borrowing for the first time at the University will be required to complete an on-line entrance counseling session at [www.studentloans.gov](http://www.studentloans.gov).

The Federal Perkins Master promissory notes with the rights and responsibilities and the student data sheet are available to students in the Collections Office. Students complete the Perkins MPN and rights and responsibilities in the Collections Office, and assistance is provided if they have questions.

### EXIT COUNSELING SESSION

Exit counseling sessions are conducted for graduating Direct Loan and Perkins Loan recipients and students who withdraw from the University. Seniors will be required to attend an exit counseling session. Exit Counseling Sessions are conducted face to face. During the exit counseling session heavy emphasis is placed on repayment, consolidation, deferment, forbearance and the consequences of defaulting. The students are advised of the lenders name and contact information. Each prospective graduate is sent a list of times the session will be conducted. The student can attend any session that is suitable to their schedule. If a student does not complete the session, a letter advising them of the procedure to complete the session is mailed. Notification of completion can be a printout notifying the student that they have successfully completed the Exit Counseling Session (if done on-line) at [www.studentloans.gov](http://www.studentloans.gov).

When a student is completing the withdrawal process; the student is advised to complete the Exit Counseling Session before the withdrawal form is signed. The session may be done in person or on-line. If a student withdraws or leaves the University without having an exit completed, exit counseling materials and an exit letter are mailed to the student advising that the Exit Counseling Session can also be completed on-line and providing the student with the website.

The telephone numbers to Shaw University Collections and Financial Aid Office are provided for students who may have questions.

Students will be notified of the Exit Counseling sessions through email flyers posted throughout the campus, information on the website, and letters.
COMMUNICATIONS WITH OTHER OFFICES
The Department of Education notes that the prevention and management of defaults must be a school-wide effort and should not be the responsibility of one or two offices on campus. The University as a whole should be committed to the student’s success through learning, graduating, and obtaining employment. Various matters may cause a student to leave the University. The University reviews each student’s academic progress at the end of the academic year.

A letter is sent from the Academic Vice President or Registrar’s Office of students who did not earn the required number of hours during a given semester and/or do not have the required GPA.

Career Services will play a vital role in assisting with the University’s default rate. If students are able to secure a job after graduation, students are more likely to repay their loan debt.

Communications with students via the phone should pleasant, friendly and informative. Our goal is to get the student to complete a forbearance or deferment.

ENROLLMENT REPORTING
The Registrar’s Office is responsible for reporting student’s enrollment to the Clearinghouse. The accurate and timely submission of these reports plays a vital role in when a student enters repayment. The Registrar’s Office reports enrollment information to the Clearinghouse.

DELINQUENCY REPORT
The Financial Aid Office receives delinquency reports on students who are past due on their loan payment. The Financial Aid Office will be responsible for contacting students who are 31 days to 360 days delinquent on their student loan payment. Students that are beyond 121 days delinquent on making their loan payments are considered Delinquent. The Financial Aid Office continues to try to contact Late Stage Delinquent borrowers are less than 361 days form defaulting. The Financial Aid Office attempts to make any contact with the Late Stage Delinquent borrowers.

The Financial Aid Office reviews the reports to verify that currently enrolled students are not listed. If a student is determined to be enrolled for the semester, the Financial Aid Office contacts the student. The student is advised to file an in-school-deferment form. The student takes the completed form to the Registrar’s Office for verification of enrollment. The Registrar Office is responsible for mailing the deferment form to the lender or to the Direct Loan Program.

If a student does not complete a deferment form within two weeks, a list is prepared and given to the Registrar. The Registrar will prepare a verification of enrollment letter and forward it to the lender.

The Financial Aid Office will check the National Student Loan Data System (NSLDS) to verify that the student is not enrolled at another institution. If the student is determined to be enrolled at another institution, the Financial Aid Office will contact the student or the school.

Communication with Students
Communication with delinquent students is key to this default plan. Students who are listed on the delinquent list will be contacted via various means, phone, e-mail or regular mail. Flyers will be prepared to accompany the letters. Students may read the flyer instead of the letter.

The purpose of these communications will be to prevent students from moving to the next level of delinquency and possible default.

The Student Financial Aid Office will send out the following letters at the time specified.
Withdrawals
Shaw University has found that the majority of defaulters are students who withdrew or did not complete their degree. These borrowers are the highest risk of defaulting. The Financial Aid Office will send letters to these students who are reported as delinquent.

Reminder Letters (31-61-91-121-181-211-240 day letters)
The Financial Aid Office will mail out various letters to students who are delinquent. Letters are mailed when a student is 31-61-91-121-181-211-240 days delinquent. A series of letters have been developed from various administrators to stress the importance of repaying the loan.

Flyers, postcard and any other creative means will be used to contact delinquent students.

Telephone Calls
Personal contact with students is vital to ensuring that students are aware and advised of the options available to them for prevention of default.

AWARDS
The University has developed a policy that Federal Perkins Loan will be awarded to students classified as Sophomores, Juniors and Seniors. Freshmen have the highest dropout rate and are more likely to default. Upperclassmen have the greatest chance at graduating and finding suitable employment. The Director may use professional judgment to make an award to a freshman.

PRELIMINARY DEFAULT CHALLENGE REPORT
The Unofficial Default Rate report is sent in February each year by the US Department of Education. The report contains all borrowers that have defaulted for the current cohort default period and the current unofficial default rate. The financial aid counselor responsible for default management, and the third party servicer will review the report for accuracy. If a student is presumed to be reported incorrectly then a challenge letter is sent to the US Department of Education or the Guarantee Agency to request that the student in questions be reviewed and possibly removed from the University's default rate. The removal of the student decreases the institution current default rate. The final cohort default rate does is not released until September each year.
Experiential Learning and Career Services Procedures

Unit Mission Statement

The mission of the Experiential Learning and Career Development Office is to provide centralized, comprehensive and progressive programs, services and resources in preparing students to achieve meaningful and successful career development; such that, upon graduation, they may pursue their chosen fields with confidence.
Experiential Learning and Career Development

SOP#: 500

DATE: September 22, 2010

TITLE: Student Intake and Service Process

PURPOSE: To provide a standardized student intake and service process as well as assist in Career Counseling and record-keeping purposes.

PROCEDURE

1. The Center for Experiential Learning and Career Development (CELCD) is located at 302 Martin Luther King Boulevard on the corner of MLK and Person Street.

2. All students will complete a one-page intake form on line in the Center computer lab after signing into the Center. This form will consist of, but is not limited to name, present address, major, classification, telephone number and Shaw University email address.

3. All information from intake form will be maintained in a database.

4. When students visit the office, they will sign-in on the roster and indicate services required.

5. Each time a student visits the CELCD the database will be updated as services were provided.

6. After services in the CELCD are provided, the student will complete an on-line exit survey that provides data on the students satisfaction level with services rendered, and asks if their expectations were met.
SOP#: 501

DATE: September 22, 2010

TITLE: Employment Opportunity Manuals

PURPOSE: To maintain local and national information on employment and internship opportunities to assist our students in seeking careers.

PROCEDURE

1. The ELCD Program Assistant receives the mail on a daily basis that is delivered to the Center by the Shaw University mailroom staff.

2. Mail is dated, sorted, and application deadlines are highlighted.

3. The information is placed in the appropriate manuals based on type. The manuals consist of:
   - Employment
   - Internship Opportunities
   - Graduate School Programs
   - Scholarship Opportunities

4. The Center for Experiential Learning and Career Development (CELCD) Program Assistant or designated work-study student will update the manuals weekly.
Experiential Learning and Career Development

SOP#: 502

DATE: September 20, 2010

TITLE: Posting and Announcement of Career Information

PURPOSE: To inform students, administration, faculty and staff of current information and activities regarding Career Development

PROCEDURE

1. All posters and flyers received through mail will be posted in appropriate areas on campus after receiving approval from the Vice President for Student Affairs and the Office of Public Relations and in The Center for Experiential Learning and Career Development (CELCD).

2. A webpage has been developed under career development on the Shaw University website, listing current opportunities available to all students, staff, and faculty.

3. Flyers will be created by ELCD staff and sent for approval, then posted in designated areas.

4. Announcements will be sent to all students, faculty, and staff via email after receiving approval.

5. A weekly posting of internships, jobs, and scholarships will be contained on the Shaw University Career Development webpage for the Shaw community.
Experiential Learning and Career Development

SOP#: 503

DATE: September 20, 2010

TITLE: On Campus Recruitment Process

PURPOSE: To assist Corporations, Organizations, and Graduate Schools in recruiting qualified students for employment, internship, and scholarship opportunities.

PROCEDURE

1. The Center for Experiential Learning and Career Development (CELCD) informs potential Corporations, Organizations, and Graduate Schools about recruitment services via telephone, email or letter.

2. Corporations/Organizations and Graduate Schools contact the center with inquiries about recruitment opportunities at Shaw.

3. The CELCD Program Assistant will schedule appropriate dates and times for on-campus recruitment. A letter of confirmation will be prepared and e-mailed to Corporation/Organization, and Graduate Schools representatives.

4. CELCD will serve as the appropriate location or designate alternate locations based on the needs of recruiters.

5. CELCD will provide a sign-in sheet for recruiters. This form will assist with tracking student’s participation as well as, follow-up information for recruiters.

6. Recruiters will remain in contact with the CELCD staff regarding student hires from the University.
Experiential Learning and Career Development

SOP#:  504

DATE: September 20, 2010

TITLE: On Campus Interview Process

PURPOSE: To assist Corporations, Organizations, and Graduate Schools in recruiting qualified students for employment, internship, and scholarship opportunities.

PROCEDURE

1. The Center for Experiential Learning and Career Development (CELCD) informs potential Corporations, Organizations, Graduate Schools about this service via telephone, email or letter.

2. Corporations, Organizations, Graduate Schools contacts the office with inquiries about recruitment opportunities at Shaw.

3. Corporations seeking to schedule on-campus interviews must provide the following information to CELCD:
   A. Position Description
   B. Qualification
   C. Requirements
   D. Eligibility Criteria

4. CELCD Program Assistant will schedule appropriate dates and times for on-campus recruitment. A letter of confirmation will be prepared and e-mailed to Corporations, Organizations, Graduate Schools representatives.

5. CELCD will serve as the appropriate location for on campus interviews based on the needs of recruiters.

6. Upon approval, the CELCD will solicit student participation by:
   A. Posting flyers and announcements
   B. Faculty referrals
   C. Web page announcements
   D. E-mail blasts
   E. Face-to-face contact

7. Students interested in participating in an on-campus interview will be required to:
   A. Contact The Center for Experiential Learning and Career Development (CELCD).
B. Submit resumes via on-line Optimal Resume program for critiquing and review
C. Schedule an appointment a face-to-face review of resume

8. The Center for Experiential Learning and Career Development (CELCD) will provide copies of student resumes to Corporations, Organizations, Graduate Schools recruiters

9. Corporations, Organizations, Graduate Schools representatives will select from student resumes submitted.

10. CELCD will contact students and schedule interview times.

11. CELCD will submit a copy of the collected interview schedule and provide it to the Corporations, Organizations, Graduate Schools representative.

12. CELCD will follow-up with applicants:
   A. Reminder notice of scheduled interviews via telephone and e-mail
   B. On-going conferences for preparation.
Experiential Learning and Career Development

SOP# 505

DATE: April 10, 2004

TITLE: Procedure for Submission of Resumes

PURPOSE: To provide a consistent process regarding collection and storage of student resumes.

PROCEDURE

1. Student will contact The Center for Experiential Learning and Career Development (CELCD) to make an appointment to create a resume through the online Optimal Resume Program.

2. Student reports to the CELCD during scheduled appointment time.

3. Student will sign-in at front desk of the Center.

4. Student will complete CELCD on-line registration form.

5. Optimal Resume Program will assist student with creating a resume and request a review of resume.

6. Director of the Center for Experiential Learning and Career Development (CELCD) will receive an e-mail from Optimal Resume requesting student resume review.

7. Director will respond via e-mail to student to request an appointment in the Center for a face-to-face resume review.

8. Student will have a face-to-face resume review with Director and then correct resume through the Optimal Resume Program.

9. Student resume is then stored in the Optimal Resume database.
Physical Plant Services Procedures

Mission Statement
The Mission of Physical Plant Services is to help make the University a safe environment to live and work in; to beautify buildings and grounds to give students, faculty, and staff a positive University atmosphere conducive for learning.
Purchase Orders/Work Orders

Physical Plant Operations (PPO) purchase orders/work orders are to be submitted for routine corrective work and will be submitted online or, in the event of an emergency, by telephone. Purchase orders/work orders should be submitted at least two (2) weeks prior to the work request date. Event purchase orders/work orders should be submitted at least ten (10) working days before an event. Purchase orders/work orders are processed in the order they are received by the Work Order Control Clerk (Physical Plant Operations Secretary) and approved by the Executive Vice President. Work will then be assigned to the appropriate division and tradesperson or mechanic. If materials are required, the order is assigned after approval and may affect the target date for completion. Work is generally performed by the target date and the Physical Plant is responsible for conveying information to the requester regarding scheduling delays.

To Enter PPO Purchase Order/Work Order Requests On-Line:

A. Using Internet Explorer, log on to the University’s Website, click on the University Intranet and Physical Plant Operations forms.

B. The Purchase Order/work Request Form has various fields that require information from you for the work order to be processed.

C. Description of work to be performed: Insert, in detail, the work requested by you/your department. Be as specific and detailed as possible. Failure to provide sufficient detail may delay the work.

D. Charge Dept. If the expenses incurred by the performance of the work are attributable to the department, grant, or capital account, please fill in the account number and line code.

E. When your purchase order/work order request is approved, you will receive an e-mail message that indicates the approval or reason for disapproval. If approved, the request will receive a number and a target date. Please note that the target date might not be the same as the requested completion date. The target date is established based on the current workload and work priorities of the Physical Plant. If the target date is not satisfactory, please contact the Work Order Control Clerk at Ext.8230.

F. When the work is complete, the purchase order/work order will be closed out by the Physical Plant and information entered into the system for statistical and performance information. You will receive an e-mail message indicating that the work is complete and advising you to contact Physical Plant Operations with any questions or concerns. Your input is very important to us, and we encourage you to contact us if your expectations were not met or if the work was not completed.

Priority of Work

Generally, requests for basic corrective services take priority over other requests, except emergencies. When the time factor is critical, Physical Plant Operations may use outside contractors to complete all or part of the work.

The Work Order Control Center prioritizes each request for services received. Priorities have been developed to ensure that Physical Plant responds appropriately to a request. Therefore, the assistance of a department in detailing the nature or seriousness of the problem is important. Some conditions in Priority 1 may override others in case of emergency or disaster. The priority system is as follows:
Priority 1

1. Emergency conditions that affect the safety and/or health of persons or property, for example, broken glass, ruptured pipes, inoperable exterior locks, interior locks on sensitive space, blocked or malfunctioning toilets, or passengers trapped in elevators.

2. Conditions that immediately affect the continued performance of academic or Administrative services, the same day non-resolution of which would impact use or performance in the space, for example, blown circuit breakers, an outlet without power (where only one is available), inoperable doors, non-operating elevators, or hot/cold offices or classrooms.

3. Conditions that, if not immediately attended to, could damage the physical facility or further damage the item in question, for example, ceiling drips, leaking toilets, unfastened windows.

4. Work that should be completed within eight (8) hours.

5. Conditions which must be attended to during the day (or night) that are reported to the Physical Plant help line.

6. Work that requires overtime or night shift, if not completed during normal work hours will be approved by the Executive Vice President.

Priority 2

1. Conditions that represent a potential safety or health hazard -- danger, damage, or breakage that is not an immediate hazard but could become one with more use or stress. For example, a loose handrail, loose doorknob, damaged stair treads, or cracked door glass.

2. Nuisance conditions that do not require extensive work, but which, if not remedied, would reflect poorly on the University’s infrastructure, for example, paint, offensive graffiti and/or the follow-up of one trade's work by another trade.

3. Valid, dated requests by customers, which must be completed by a certain date.

4. Debris or garbage accumulations.

5. Work that should be completed within three (3) workdays or less.

6. Work that is the highest priority for non-daily maintenance service personnel.

7. Work that can be filtered into existing schedules.

8. Student Damage Work Orders.

Priority 3

1. Work that should be completed within five (5) to ten (10) workdays.

2. Work that may be scheduled in advance.

3. Work that represents most routine maintenance.

4. Resolution of “temporary” fixes.
5. Work identified by building surveys or area coordinators, other than long-range or major improvements.

**Priority 4**

1. Work that should be completed within one (1) month.

2. Work that can be scheduled in advance.

3. Work that represents improvements or additions to facilities such as building shelves or installing air-conditioning units and other work covered by most service requests.

4. Work that requires outside vendors, contractors, or procurement of materials (not off-the-shelf items).

5. Work that requires a coordinated and planned schedule between a department and the Physical Plant.

**Priority 5**

1. Work that can be programmed for the next season.

2. Work that can be scheduled for periods between semesters.

3. Work that has been identified in advance but cannot be done at the time of identification because facilities are in use.

4. Jobs requiring several different trades and long-range planning.

**Limitations of Services**

Labor, materials, and/or equipment cannot be used for private or personal benefit either on or off campus. Materials and equipment cannot be loaned to University departments, employees, students, or outside contractors.

**Air Conditioning and Refrigeration Maintenance**

Physical Plant Operations maintains all air-conditioning systems on campus except those systems that are for departmental laboratory and/or special temperature control areas or were purchased without the authorization of the Physical Plant.

**Moving and Setups**

Grounds and building personnel are responsible for limited moving of furniture and offices. Due to the scope of responsibilities of these crews, moving of furnishings is limited to requests that are made at least 5 workdays in advance. At times, the Plant will contract with a vendor to move large amounts of furniture for department moves. The requesting department must fund the services of vendors.

Requesters are responsible for packing all belongings in boxes provided by the Physical Plant. Building custodians and other Plant employees are not responsible for packing belongings. It is imperative that the requester or a representative be present while the moving of belongings is taking place to insure that materials are delivered to the correct place. A limited supply of boxes can be obtained from the Physical Plant; however, if additional boxes are needed they can be purchased from the moving contractor.

Requesters are responsible for emptying all desks, horizontal or lateral filing cabinets (vertical file cabinets need not be emptied), and bookcases prior to the commencement of the moving operation.
Storage
Physical Plant Operations does not maintain a storage facility. Storage of materials and furnishings is the responsibility of each department. However, the Physical Plant does maintain a small amount of area at an off-Campus warehouse located within minutes of the campus. There is a monthly charge to departments for this service. It is the responsibility of the requesting department to contact the Purchasing Department to make arrangements for storage.

Funding
Physical Plant Operations allocates funds to make corrective repairs to facilities. In some cases the requesting department may be asked to provide funding if requests do not follow the criteria for normal repairs and maintenance. Please contact the Plant office to verify funding.

Emergencies
In the event of an emergency during the hours of 4:30 P.M. and 11:00 P.M., all calls for services should be made to the Physical Plant help line (Number to be established). Between the hours of 11:00 P.M. and 8:30 A.M., call the Security Department (ext. 8214) to report emergency situations.

Routine Failures
Defective or burned-out light bulbs or fluorescent tubes, broken window panes, broken classroom furniture, heating or air conditioning malfunctions, and leaking or non-working plumbing should be regarded as routine failures and reported promptly to the Physical Plant by the personnel concerned, either directly, by e-mail, or through the building custodian.

Facilities Improvement Program (FIP) and Facilities Maintenance Program (FMP)
Funding for repairs and maintenance to all facilities is provided through the annual Facilities Maintenance Plan (FMP). The FMP covers costs incurred for the repairs required from normal "wear and tear" on the facilities such as painting, lighting, floor finish replacement, and building code upgrades.

Major capital projects and department requests for alterations and renovations are handled through the Facilities Improvement Plan (FIP). FIP requests are reviewed and referred to the appropriate area Vice President, the Vice President for Fiscal Affairs, the Executive Vice President, and finally the President for approval and funding allocations. Requests for FIP and FMP work for the next fiscal year will be distributed to the University community in September and due back to Physical Plant Operations in mid-October.

The Executive Vice President and the Physical Plant Operations Manager are available to provide limited estimating services for all departments for inclusion on FIP requests.

Preventive Maintenance
Preventive maintenance is the scheduled attention to the physical needs of a system that results in the reduction of the possibility of breakdown and the lengthening of the life of a system. Physical Plant Operations schedules routine preventive maintenance checks on facilities, HVAC, electrical, plumbing, and mechanical systems. Floor drains and facility areaways, and roofs are periodically cleaned and inspected.
Furnishings
Desks, chairs, shelving, bookcases, special equipment, and other office furnishings are not provided or maintained by the Physical Plant. Each individual department is responsible for room furnishings. The Physical Plant budgets funds for the repair and maintenance of classroom and common area furnishings only. All furniture purchases are to be coordinated with the Purchasing Department.

Bulletin Boards and Sign Holders
Bulletin boards and sign holders are installed as needed or requested in common areas by the University Physical Plant Committee (UPPC). The members of the UPPC are: Dr. Martel Perry (Chair), Dr. Mack Sowell, Dr. Herman Thomas, Mr. Paul Vandergrift, Mr. Thomas Poitier, and Mr. M. Darrell Daniels. Bulletin boards, white boards, tack boards, and hanging strips for offices are the responsibility of the requesting department. Departments will be charged for the furnishings.

Special Equipment and Instrumentation
Individual departments are responsible for procuring and maintaining special equipment such as computers, printers, autoclaves, distillers, and all diagnostic and other equipment used for teaching and research purposes.

Departments are encouraged to contact the Physical Plant prior to purchasing special equipment. The Physical Plant department will determine the space needs, availability and capability of correct electrical outlets or HVAC equipment. Any alterations, electrical power needs, or HVAC modifications that may be required are the responsibility of the requesting department. Physical Plant Operations will make all arrangements to perform the work. Departments will be charged for actual incurred costs or will be responsible for procuring adequate funding for requested work.

Physical Plant Operations personnel must be consulted and prior approval obtained from them for the source of power, equipment phasing, voltage, and amperage of special equipment. Several campus buildings do not have all the standard voltages and phases available.

When purchasing office or laboratory equipment, the following principles of electrical characteristics should be observed.

1. All must be 60 Hz and have the Underwriter's Lab (UL) seal of acceptance.
2. No equipment or group of equipment rated at 120 volts requiring 10 Amps (1250 watts) or more of power should be purchased without prior approval of Physical Plant personnel.
3. No equipment requiring, by the manufacturer, a special or dedicated circuit should be purchased without prior approval of Physical Plant personnel.
4. Prior approval must be obtained for any equipment rated 208, 240, or 480 volts single or three phase.
5. Use and purchase of EPA certified energy star equipment is strongly recommended by the Physical Plant Operations.

Elevators
Physical Plant Operations administers service contracts for all elevators on campus. The contract covers inspections and maintenance and service items such as electrical repairs and cleaning of pits. Physical Plant is charged for repair work required because of vandalism. All repair work, upgrading, and scheduled shutdowns involving an interruption of services is planned with department liaisons or building coordinators to minimize inconvenience to staff and students.

All repair work for elevators is scheduled during normal work hours of 7:00 A.M. and 5:00 P.M. Only emergency repair work is performed during other periods.
Both emergency and routine problems with elevators should be directed to the Physical Plant.

Architects, Engineers, and Contractors

Physical Plant Operations maintains an active list of architects, engineers, and contractors who show an interest in performing work for the University. This list is reviewed periodically and always when a project requiring services is anticipated, planned, or approved to proceed. Contractors must be pre-qualified and evaluated for each project before they are invited to bid on construction projects.

Grounds
The University takes a great deal of pride in the appearance of its facilities and grounds. The Physical Plant contracts turf maintenance; care of shrubs, planting, and trees; road and walk cleaning and maintenance; and snow and ice control. Hundreds of students utilize the campus daily. It takes conscious efforts on everyone’s part to help keep the campus grounds and buildings as free of litter, graffiti, and abuse as possible. Please help keep your campus clean.

Refuse Removal
A private contractor on a scheduled basis throughout the school year provides refuse removal and disposal. Questions regarding pickup should be directed to Physical Plant Operations. As a basic operational service, the Physical Plant provides pickups of normal refuse on campus. Special pickups and disposal of extraordinary amounts of trash or building items may be arranged as a departmental expense by calling the Physical Plant.

Refuse Disposal (Hazardous, Infectious and Special Waste)
The Physical Plant coordinates the disposition of hazardous waste through a contractor. Hazardous wastes should not be placed in receptacles provided for normal, day-to-day refuse. Regulated hazardous wastes include:

1. Flammable Liquids (flash point lower than 140 deg. F)
2. Corrosives (pH lower than 2.0 or above 12.5)
3. Reactives (Unstable compounds)
4. EP Toxins (certain heavy metals and pesticides)
5. Off-Specification Chemical Products (acute or toxic hazardous waste)
6. Hazardous Waste from Non-Specific Sources (primarily toxic solvents)

Other non-hazardous waste materials also require special attention. Those materials include infectious/bio-hazardous waste and special waste. A special waste may include a non-hazardous solid waste from a nonresidential source. Examples of special waste include waste oil, waste paint, non-hazardous chemical products, incinerator ash and asbestos. Contact the Physical Plant to arrange for proper disposal.

Shredding Confidential Documents

The University maintains a paper shredder for use by departments for shredding confidential documents and tests. Due to the confidentiality requirements, the shredding of documents is the responsibility of the requesting department. Custodians and other Plant personnel are not responsible for security of shredded documents.

Custodial Services
The university contracts custodial services to administrative, academic, and residential facilities on a daily basis. Classrooms, offices, hallways, and stairways are cleaned on a scheduled basis. Restrooms are cleaned and serviced daily. Windows, carpets, and floors are maintained periodically depending on academic schedules. The contractor controls snow and ice on entranceways and walks leading into buildings. Requests or questions concerning custodial services can be directed to the Physical Plant.
Housekeeping services are provided in all dormitories and campus houses daily from Monday to Friday; some buildings have Saturday/Sunday coverage. Students are required to keep their rooms in presentable condition. Requests or questions regarding residential services can be directed to the Residence Director.

Pets on Campus
Because the campus receives intensive use, bringing pets onto the campus and into buildings may create a sanitation and housekeeping problem that cannot be permitted. Pets are not allowed on campus or in buildings. Exceptions are Seeing Eye dogs for the visually impaired and pets used to support academic curriculum objectives.

Room and Department Signs
Production and installation of room and office signs is the responsibility of the Physical Plant. Requests for signs can be submitted by work order request.

Temporary Signs
The need to get information to the University community is recognized and general announcement bulletin boards and sign hanging strips have been provided in all facilities for this purpose. Posting of signs in unauthorized locations and on painted surfaces creates a maintenance and safety problem. Posting of signs on painted surfaces, lampposts, doors, windows, and other hard surfaces is prohibited unless approved by Student Affairs, Student Activities, Campus Ministries, the Vice President of Academic Affairs, the Executive Vice President's Office, Academic Deans, Fiscal Affairs, Registrar's Office, Career and Development Services, Admissions, or the Physical Plant Department.

Academic departments with designated bulletin boards are responsible for all postings at those locations. The responsibility for posting approval will be allocated by the department chairperson. Vendors, contractors, and others not affiliated with Shaw University are prohibited from posting brochures, signs, posters, pamphlets, and other propaganda in all campus facilities unless approved by Physical Plant Operations.

Shaw University student organizations and clubs must receive approval from the Office of Student Affairs or Student Activities before posting signs on general announcement bulletin boards and hanging strips. Physical Plant Operations personnel will remove unauthorized and outdated materials from all surfaces, bulletin boards and hanging strips.

Inspections
The Physical Plant routinely inspects facilities for wear and tear and makes corrections based on these inspections. However, we depend on the University community to notify the Physical Plant of problems when they are identified. Other inspections carried out by the Plant include monthly fire extinguishers, first aid kits and air filters.

Heat and Air Conditioning
It is always a challenge to determine when to turn on the heat and turn off the air conditioning. As a general rule, the Physical Plant Operations targets March 15 to switch from heat to air conditioning and October 15 to switch from air conditioning to heat. However, due to the unpredictability of the weather, the Physical Plant monitors conditions and will adjust those dates to suit the predicted conditions. During the switchover period, it is advisable to dress appropriately and carry a sweater in the event that we experience cool mornings and warmer afternoons.

In many buildings, air conditioning and heating systems require approximately three days to switch over and a few more days to stabilize. An outside air temperature above 75 degrees (F) is needed to calibrate many of the air-cooled condensing systems, and those are usually the last ones to switch over.

Thermostats are calibrated on a routine basis by vendors and/or Plant mechanics. During the air conditioning season, thermostats are set at 72 degrees (F). A fluctuation of 2 degrees (F) is to be expected. In the event of
extremely hot weather, most systems will provide a 15-degree (F) differential inside. During the heating season, thermostats are set at 70 degrees (F) with an expected variation of 2 degrees (F).

Building Codes
North Carolina fire and building code requirements are adhered to in all work performed by the Physical Plant. If there are specific questions about code requirements, contact the Physical Plant Operation Manager or University Architect.

Keys and Locks
Keys are issued by the Physical Plant to authorized people and should not be duplicated by users. The Physical Plant upon request by the department chair, director, dean, and vice president can provide duplicate keys.

The Physical Plant is the only department allowed to cut and issue keys for University buildings. Duplication of keys by an outside locksmith is strictly prohibited. Service requests for lock changes and key changes or additional key requests should be directed to the Physical Plant Office.

Keys will not be issued without a written request and signed by the dean, department head, and Vice President, as required by University policy. Once the request is processed, the person to whom the keys are to be issued will be notified. Keys must be signed for and picked up at the Physical Plant Office by the person for whom the request was issued.

Requests for master keys to a building must be submitted to and approved by the Executive Vice President before processing by Physical Plant.

Loss of keys must be reported immediately to Security and to the Physical Plant. In the event re-keying is necessary, the requesting department will be charged for all new keys and locks.

Expenses incurred for lost keys or failures to have keys returned by a departing employee are the responsibility of the department and handled through the Physical Plant. Core changes are $15 per lock. There is a $20 charge for the replacement of a lost key. All core changes and key cutting are performed by the University locksmith.

Roofs
No one is permitted on the roof of any building without prior authorization from the Physical Plant. This is necessary because of bonds or guarantees present with many of our roofs, the potential damage to the building and its contents from roof damage leaks, and because of the great initial expense of roofing and repairs that might be necessary if uncontrolled roof traffic is permitted.

Motion Picture cameras, television cameras, television antennas, or other equipment supported by tripods or stands may not be placed on any roof without prior coordination with the Physical Plant. Alterations and/or additions to roofs are not permitted without prior approval of Physical Plant Operations.
Building Plans and Maps

The Physical Plant maintains all building plans. If you need a plan of a certain area, contacting the Physical Plant can provide one.

Room Reservations

When requesting event set-ups and reservations for areas on campus it is necessary to obtain a Room Reservation. Please contact your area administrative assistant for EZBook reservations.

Smoking

Smoking is prohibited in all University buildings.

Storage of Materials

No equipment or materials of any sort may be stored in stairways or public corridors or placed so as to block fire exits. Those conditions constitute Fire Department violations. Equipment and materials stored or placed in violation of Fire Department regulations will be removed and discarded and the owning department charged for all removal costs. Equipment may not be stored in mechanical equipment rooms or electrical closets.

Telephone Installations

Installation of telephones and other phone services are provided by Institutional Computing Department.

Architectural/Engineering Service

The Physical Plant is responsible for all architectural and engineering functions at the University, including engineering services, plant development, and mechanical and electrical systems overviews.

The Physical Plant provides consultation to various University units on the maintenance and operations aspects of proposed capital improvement projects. It represents the University during the design and construction phases for capital improvement projects, which are implemented by outside engineers. The Physical Plant also prepares plans and specifications for capital improvement projects when the development of the design for such a project is the responsibility of the Physical Plant.

In addition, Physical Plant Operations is responsible for feasibility studies that determine the direction campus planning systems should go. It is also responsible for general surveillance of the University's energy conservation program, developing new programs and plans for conservation, keeping the Administration advised on program areas, costs, and the like, and advising other University departments in the field of energy conservation.
Special Programs Procedures

Mission Statement

The Office of Special Programs is dedicated to providing student services, operational programming, and support events that will enhance student learning, retention and University operations.
Student Affairs Special Programs

SOP: 900

DATE: December, 2011-Revised

TITLE: Identification Cards

PURPOSE: To provide step-by-step instructions on assigning and validating identification accounts in the ID68 system and distribution of identification cards.

POLICY: Students are required to carry University issued identification cards at all times while on campus and must be prepared to present them to faculty, staff, security or administration upon request. Lending your ID card to anyone is a violation of University policy and may lead to confiscation and loss of privileges. Report a lost or stolen card immediately to the ID Office. A $25.00 fee will be charged for a first time replacement and $50.00 thereafter.

PROCEDURE:

1. Once the confirmed list of new students is received from the Office of Admissions, new accounts must be created in the ID68 system.
   - Enter ID68 system with login and password
   - Click ‘new accounts
   - Enter student ID number
   - Enter first and last name

2. When students arrive at the ID station during registration, pictures are taken.
   - Seat student in front of the blue screen
   - Enter ID66 system with login and password
   - Click on folder tab
   - Enter student ID number
   - Click camera
   - Click take photo
   - Encode the card
   - Validate card
   - Check if student is on campus, and has been cleared by student Accounts in Jenzabar, if YES, Issue meal plan (see SOP meal Plan), verify student’s status
   - Print card
   - Direct student to Student Accounts for appropriate Validation sticker.

3. In the case of CAPE students, after completing step one in this SOP, photos of each student are requested from the CAPE sights in jpeg format.
   - Save each photo in the ID66 system following steps 2 in this SOP
   - At step 2, bullet 6, click ‘upload photo’
   - Click ‘print’
   - CAPE identification cards are then mailed to the appropriate site

4. In the case of an employee, Student Services staff must receive the appropriate documentation from Human Resources before completing steps 1 and 2 in this SOP.
Student Affairs Special Programs

SOP #: 901
DATE: December, 2011
TITLE: Meal Plans
PURPOSE: To provide step-by-step instructions on issuing meal plans.

PROCEDURE:

1. Once the on campus enrollment list has been received from the Bursar’s Office at the beginning of each semester, confirm on campus residency by checking student status in Jenzabar.
   • Enter Jenzabar system with login and password
   • Enter Student Life module
   • Click on man with shades icon
   • Enter student ID number
   • Confirm room assignment for current semester

2. Once you have confirmed on campus status, assign a meal plan to the student ID card.
   • Enter OneCard system with login and password
   • Click folder icon
   • Enter student ID number
   • Click ‘meal’
   • Click ‘issue meal plan’
   • Click ‘no’ to print receipt

Additional Notes:

• Meal Status Review: provides the capability of reviewing the meal plan Status for the current Week or the Meal Plan history. The first step in viewing the meal status is the selection of the account to be reviewed. This section can be used to see a student’s meal activity for the week to ascertain whether a student is actually eating in the cafeteria.

• Meal Adjustment: provides the ability to issue and cancel box lunches or to make adjustments to an individual’s meal count, perhaps to provide the individual with another meal due to dissatisfaction with the meal he or she had.

• Issue Meal Plans: provides the ability to assign one or more meal plans to an account or group of accounts. The first step in issuing a meal plan is the selection of the account to whom it is to be issued. Select the meal plan type to be issued.

• Requesting Box Meals: allows an operator to pre-issue a substitute meal (box lunch) for a student in lieu of a normal meal. An example is where a group is going on a field trip, with lunch being served onsite. Using this feature, the meal plan is debited when the Box Meal is issued. The selected meal is indicated as eaten and the system will not permit the meal to be substituted for or eaten again.

• Remove Meal Plans: allows meal plans to be removed from student accounts. When working with a single account, the screen displays the account and name, and the meal plan number, name, and
description. When using the block select feature OneCard will bring up a listing of all valid plans. Select
the plan to be removed from the group.

- Define Meal Plans: permits the creation of a plan whereby the number of meals allowed per day could
be designated, along with the days of the week the meal can be eaten. When defining a meal plan the
screen will appear, displaying all existing plans. For example the plan can have breakfast, lunch and
dinner as standard meals Monday through Saturday, include dinner on Sunday and have the fourth
meal set up as Sunday brunch. The Plan renews itself every week until it reaches the expiration date.
Meals not eaten are forfeited.

- Commuter students choosing to purchase a meal card must do so through Student Accounts.
Student Affairs Special Programs

SOP #: 902

DATE: December, 2011

TITLE: Placing Holds on Identification Cards/Issuing Messages

PURPOSE: To provide a step-by-step instruction on placing holds on identification cards or issuing messages on identification cards.

PROCEDURE:

1. If a request is made to block an identification card from the Bursar’s Office or the Office of the Registrar:
   - Enter OneCard system with login and password
   - Click folder icon
   - Enter student ID number
   - Select type of block in drop down box
   - Click ‘ok’

2. The messages section is used to add, change or delete messages for an account. Various terminals on the one-card system notify the students of a pending message when performing transactions. If a request is made from a faculty or staff person to enter a message on the student’s identification card they are given a notification when the card is swiped:
   - Enter the One Card system with login and password
   - Click folder icon
   - Enter student ID number
   - Select ‘card message’ in drop down box
   - Type in message (i.e. See “Financial Aid Counselor, Mrs. Sledge”)
   - Click ‘ok’
Student Affairs Special Programs

SOP #: 903
DATE: December, 2011
TITLE: Generating OneCard Reports
PURPOSE: To provide a step-by-step instruction on generating reports from the OneCard system.

PROCEDURE:

1. A written request is made to the OneCard Manager, requesting a report for a designated period. It can be a report for a single account or a group of accounts. There are several types of reports:
   - Account Report
   - Library Report
   - Dining Report
   - Parking Report
   - Copiers Report
   - Access Report
   - Time and Attendance Report
   - Book Card Report
   - Book Store Report

2. To create a report:
   - Enter OneCard system with login and password
   - Click ‘reports’
   - Select type of report from the drop down box
   - Enter time period
   - Click ‘create report’
   - Print or email report depending on the request

Additional Notes:

- The report can be formatted based on the request made, for example, a request for an activity report on a single account in the book store can be generated to show the date, time, amount spent during a transaction for a specified period by entering student information in report and clicking inclusion, and identifying what you want the report to entail.

- Another report could be tailored to reflect the number of meals eaten for breakfast, lunch or dinner. This could serve as an indicator to establish the meals most consumed by students. You can also create reports for accounts that have not eaten for a specific period.

- The Book Card Report helps students to keep up with funds on their cards and to determine if lost or stolen cards have been used and where.
Student Affairs Special Programs

SOP #: 904

DATE: December, 2011

TITLE: Name and Address Maintenance

PURPOSE: This contains the basic information about the account. Accounts are added, changed or deleted under name/address maintenance. Managers can select the screens they wish to appear on their system.

POLICY:

PROCEDURE:

Once the student ID account has been established, the OneCard system can maintain demographic information:

- Enter the OneCard system with login and password
- Click on the folder icon
- Enter the student ID number
- Fill in the last name of the account. Many account searches and reports require the last name field.
- Fill in the first name of the account
- Fill in the middle name, or initial
- Fill in the student’s address
- Fill in the student’s phone number
- Fill in the city and state
- Fill in the country, zip code or postal zone
- Fill in the student’s email
- Fill in the student’s gender
- If student is physically challenged please indicate by clicking the box
Student Affairs Special Programs

SOP #: 905

DATE: December, 2011

TITLE: Replacing Lost Identification Cards

PURPOSE: To provide a step-by-step instruction on the process for creating replacement identification cards.

POLICY: Students are required to carry University issued identification cards at all times while on campus and must be prepared to present them to faculty, staff security or administration upon request. Lending your ID card to anyone is a violation of University policy and may lead to confiscation and loss of privileges. Report a lost or stolen card immediately to the ID Office. A $25.00 fee will be charged for a first time replacement and $50.00 thereafter.

PROCEDURE:

1. At the time of report that an identification card is missing, give the student additional time to locate the card by placing an alert on card.

2. If the card is not found in a reasonable amount of time, issue an ID Replacement Form to the student to be returned with receipt of $25.00 ID Replacement Fee from the Cashier’s Office.
   - Enter OneCard system with login and password
   - Click folder icon
   - Enter student ID number
   - Select ‘accounts’ in the drop down box
   - Click ‘edit account’
   - Click ‘surface’
   - Change surface number (i.e. 01 should change to 02, 02 should change to 03 etc.)
   - Click ‘ok’
   - Enter ID66 system with login and password
   - Print new card

Additional Information:

- All primary account numbers have a lost card suffix assigned to them. Suffixes can be up to 2 numeric digits long. When creating a new account, the default will be filled in.

- This suffix can be modified or the default accepted. The primary purpose for the suffix is to provide a quick easy way to disable an account.

- If a card is lost or stolen, by changing the suffix and reissuing a new card the old card becomes unusable and the account holder can continue with the new card.

- All rights and privileges and funds automatically transfer to the new card. This avoids having to close the account and create a new account with duplicate rights, privileges, and funds.
Student Affairs Special Programs

SOP #: 906

DATE: December, 2011

TITLE: Removing Student Accounts

PURPOSE: To provide a step-by-step instruction on removal of student accounts.

POLICY:

PROCEDURE:

1. When students have graduated or left the University, request is made to have a report generated bearing names and ID numbers of students who have left the university. Their student identification accounts in the OneCard system are then deleted. This again is only possible if that account does not have money on it.
   - Enter OneCard system with login and password
   - Click folder icon
   - Enter students ID number
   - Click the delete option
   - You are going to be asked to confirm this action
   - Click yes to continue or no to exit the command

2. This is also intended for faculty and staff who are no longer associated with the university. These accounts are removed in order to generate space in the system. After a period of time these inactive accounts are purged out of the One-card system. A notification is sent to Human Resources requesting an up to date list of all active employees.

3. If there is still money on the account, the system will not allow you to delete the account, in which case, notify the Bursar's Office.
Student Affairs Special Programs

SOP #: 907

DATE: June, 2012

TITLE: Shaw University Testing Center

PURPOSE: To provide a central location and training for National Test administration

POLICY:

PROCEDURES:

1. Director will contact ETS/LSAC to ascertain testing dates.
2. Director will contact testing Administrators and proctors.
3. Director will assign testing dates for staff.
4. Director will set administration and proctoring training dates for staff.
5. Director will obtain testing space from Registrar for established dates.
6. Director will insure signage is posted on test dates for easy access.
7. All testing staff will report at 6:30 am on day of test.
8. All staff will follow the directions delineated in the testing materials for each specific test.
9. All staff will remain at testing site until test is completed.
10. Director or designee will take test materials to UPS for return to ETS or LSAC.
11. Director will submit documentation for remuneration.
12. Staff will meet following each test for follow-up.
Student Affairs Planning and Effectiveness

SOP #: 908

DATE: December, 2011-Revised

TITLE: Procedure For Administering SAT and ACT

PURPOSE: To provide a process consistent with Educational Testing Service (ETS) regulations regarding administration of the SAT and ACT exams.

PROCEDURE:

Shaw University is an open test site for administration of the SAT and ACT. Anyone taking the exams may register to take it at Shaw University.

1. Secure signatures on sign-in sheet at Freshman Orientation of students who have not taken the SAT/ACT.

2. Meet with students identified as having to take the exams.

3. Announce SAT/ACT administration dates in accordance with Education Testing Service (ETS) dates.

4. Pass out practice exams to students for review.

5. Students may pay in advance of test or within 30 days after test date.

6. Inform Cashier’s Office of those student who have not have paid by the deadline so that the amount due will be placed on their account.

7. Secure test location, monitors, and testing supplies.

8. The Shaw University SAT/ACT test site is open to anyone registered to take the test at this site.

9. On day of test, arrive at test site early to set up.

10. Persons with proper admission forms will be admitted to test site.

11. Administer the SAT/ACT according to ETS guidelines.

12. Upon completion of test, collect all test booklets an answer sheets.

13. Send all answer sheets to ETS for grading.
Student Affairs Special Programs

SOP #: 909

DATE: December, 2011

TITLE: Procedure For Administering Law School Admission Test (LSAT)

PURPOSE: To provide a process consistent with Law School Admission Council (LSAC) regulations regarding administration of the LSAT exam.

PROCEDURE:

Shaw University is an open test site for administration of the LSAT. Anyone taking the LSAT may register to take it at Shaw University.

1. Secure test location, monitor testing supplies.

2. The Shaw University SAT test site is open to anyone registered to take the test at this site.

3. On day of test, arrive at test site early to set up for test.

4. Persons with proper admission forms will be admitted to test site.

5. Administer the LSAT according to LSAC guidelines.

6. Upon completion of test, collect all test booklets an answer sheets.

7. Send all answer sheets to LSAC for grading.
Student Affairs Special Programs

SOP#: 910

DATE: January 23, 2008

TITLE: Procedure for Planning and Evaluation in Student Affairs

PURPOSE: To provide a consistent process regarding Strategic Planning and Evaluation for the Student Affairs Division.

PROCEDURE

1. Director of Special Programs will attend all meetings held by OSPIRE regarding development and submission of yearly and 5-year Strategic Plans for Student Affairs areas.

2. Director of Special Programs will meet with each unit in Student Affairs to develop the Strategic Plan and Evaluation for said unit.

3. Director will conduct workshops to insure ‘best practice’ development of Strategic Plans.

4. Strategic Plans will be completed and submitted in a timely fashion

5. Evaluations will be completed and submitted in a timely fashion

6. Director will attend all meetings regarding Strategic Planning and SACS Compliance.

7. Director will, with input from unit directors and managers, develop Policies and procedures for Student Affairs area.

8. Director, along with Dean of Students and unit Directors and Managers will develop strategies for Student Affairs using various methodologies.

9. Director, along with SACS Compliance Team, will evaluate division for SACS compliance.

10. Director will write narratives for SACS compliance as directed.

11. Director will conduct nationally-normed assessments to evaluate effectiveness of Student Affairs Division.
Student Affairs Special Programs

SOP#:  911
DATE:  July 31, 2012
TITLE: Procedure for Implementation of Shaw University Intervention and Retention Program (SUIRP)

PURPOSE:  Shaw University will enhance and redefine efforts to retain first year students as well as increase graduation rates. In order to accomplish this goal; the charge must be given to the entire University and not relegated to a single department or unit. In an effort to support the University mission to facilitate student learning and achievement; to support the efforts of Academic Affairs and to provide support for the retention of Shaw University students from admission to graduation; Student Affairs and Academic Affairs will reinforce a strong partnership to offer activities, workshops, study halls, clinics, one-on-one counseling, peer mentoring, tutorial and technological services, Professional mentors and mini-classes to students identified as experiencing academic and personal difficulties that may endanger their chances of successfully matriculating at Shaw University.

PROCEDURE:  The identified students will be invited to participate in two programs. These are the Academic Achievers Program and the Scholastic Achievers Program. We will target 1st and 2nd year students because those are the crucial years for student attrition. Students will be identified before entering the University, at mid-term and at the end of each semester. The Scholastic Achievers’ Program is designed to assist those upperclassmen that may be experiencing academic or personal difficulty. It is the consensus of Student Affairs that the Shaw University student spends more time in the residence halls and activities areas than in class. This affords Student Affairs the opportunity to address academic and personal issues students face and assist the student in finding viable solutions to these issues. We endeavor to provide any and all measures necessary to insure academic success in the Shaw University student. The concerted effort of the Student Success Team to retain students and promote academic success will hopefully transcend mere academic success but evolve into Persistence and a grave improvement in the Graduation Rate.

SUIRP is a program driven initiative that is designed to develop the entire student; mind, body, soul, and social prowess. Student Activities and the Living and Learning Centers will initiate programming to support academic needs. Programs in the Counseling Center and the Health Center will support personal needs and Student Services and Judicial Services will present programming that will support social, moral and ethical development. The Academic Success area and First Year Programs will provide mentoring and tutorial programming. Workshops, programs and mentoring will also be developed in the Enrollment Management area to ensure student success. Student Services will provide training, leadership, planning and additional programming for SUIRP. Faculty will be asked to participate in this effort by continuing their dynamic instruction but to send out early alerts to the Student Services office, using an identified method, of excessive student absences, lack of participation, test and grade difficulty.
Student Affairs Special Programs

SOP#: 912

DATE: July 31, 2012

TITLE: Procedure for choosing participants in the Shaw University Intervention and Retention Program (SUIRP)

PURPOSE:

Academic Achievers

The Academic Achievers Program is designed to assist those students in their first year of matriculation that have been admitted to the University with less than a 2.0 GPA as well as Readmitted students suspended/Dismissed for academic difficulty. Students may remain in the program through their second year of matriculation.

- The student will be interviewed by the program director
- The student will be invited to participate in the Scholastic Achievers Program
- The student is required to attend weekly tutorial sessions in the discipline of need
- The student is required to meet biweekly with assigned counselor.
- The student is required to attend study sessions in the Living and Learning Centers
- The student must log in 5 hours per week at computer stations tutorial programs.
- The student may attend off campus Cultural Events
- Students will receive monthly workshops on financial planning, career development, etiquette, goal-setting, conflict mediation, diet and fitness, relationships, substance abuse, and the Shaw University Handbook and Code of Conduct.
Student Affairs Special Programs

SOP#: 913
DATE: July 31, 2012
TITLE: Procedure for choosing participants in the Shaw University Intervention and Retention Program (SUIRP)

PURPOSE:

Scholastic Achievers

The Scholastic Achievers Program is designed to assist those students in their third and fourth year of matriculation that have GPAs that place that student at risk of suspension or dismissal.

All third year students or beyond who have not achieved a 2.0 GPA may participate in the Scholastic Achievers Program. This program is designed to assist students with achieving and maintaining a 2.0 grade point average or higher.

- The student will be interviewed by an assigned counselor
- The student will be invited to participate in the Scholastic Achievers Program
- The student is required to attend weekly tutorial sessions in the discipline of need
- The student is required to meet biweekly with assigned counselor.
- The student is required to attend study sessions in the Living and Learning Centers
- The student must log in 5 hours per week at computer stations tutorial programs.
- The student may attend off campus Cultural Events
- The student may attend monthly workshops of their choice. Students should attend at least 2 events per semester.
Student Affairs Special Programs

SOP#: 914

DATE: July 31, 2012

TITLE: Procedure for implementation of the Shaw University Intervention and Retention Program (SUIRP)

PURPOSE: It is important that each staff person involved makes this program fit their individual personality, work style, and methodology. There are a few things that are generic and must be done by all involved. Every staff member in Student Affairs must participate in this program in order to insure its success. Some staff members have expertise that will be beneficial to the program and the desire is, when asked, staff will readily agree to share that expertise in the effort to promote excellence and proficiency in the Shaw University student.

Academic Achievers

1. Staff will be given a list of incoming students having less than a 2.0 GPA
2. Invitations will be generated from the list
3. Invitations will be delivered to each student’s room
4. The director will meet with all Academic Achievers as a group
5. Mentors will meet with each student individually
6. Mentors will have all contracts signed
7. Establish appointment schedule for each student according to their schedule
8. Maintain contact with each student
9. Become aware of each student’s SDC
10. Research each student’s class schedules (Jenzabar)
11. Be compassionate, stern, non-confrontational, and alert
12. Maintain confidentiality
13. Individualize involvement

Scholastic Achievers

1. Staff will be given a list of upperclassmen on academic probation or returning from academic suspension.
2. Please research upperclassmen with less than a 2.0 in Living and Learning Centers
3. Off campus students will be tracked in Enrollment Management
4. Deliver invitation to students
5. Meet with each student individually
6. Have all contracts signed.
7. Establish appointment schedule for each student according to their schedules (work and class)
8. Maintain Contact with each student
9. Research each student’s class schedule (Jenzabar)
10. Be compassionate, stern, non-confrontational, and alert
11. Maintain confidentiality
12. Individualize your involvement.

Early Alert System

Faculty must buy into the Intervention and Retention Program. They must report excessive student absences, lack of participation, below par grades, and any other factor that might lead to a student not being successful in the class. Weave Online is a program that we might use for the early alert system. This system will be closely monitored by the Director of Special Programs. Lists of students reported will be generated weekly for distribution to assigned mentors.
Counseling Center

SOP #: 800

DATE: Fall, 2009-Spring, 2010

TITLE: Procedure for Handling Student Referrals

PURPOSE: To provide students with necessary counseling and services needed to improve academic performance, resolve disputes, or seek medical attention in area needed.

POLICY:

PROCEDURE:

1. Obtain a written referral form from a staff or faculty member stating the following:
   a. Date
   b. Name and Phone Number of person making referral
   c. Name of student referred
   d. Reason for referral
   e. Affiliation with student referred
   f. Actions taken prior to referral.

   *A written referral must be made so that a hard copy can be kept in the student’s file. Blank Referral forms are located in the Counseling Center

2. Counselor will notify person making the referral to discuss matter.

3. Person being referred will be contacted and directed to Counseling Center.
   a. Initial counseling session will take place to discuss matter and services needed.
   b. Person making referral will be notified to confirm that referral has been seen.
      i. Details of counseling session will not be discussed due to the Confidentiality Consent form should be signed by student and counselor.
      ii. Only if student gives written consent for release of information will information of counseling session be released
      iii. Confidentiality will be broken in cases where:
           - Student intends to harm themselves or others.
           - Student reports incest, rape or child abuse.
           - Student needs hospitalization.

4. Follow-up sessions will take place if needed.
Counseling Center

SOP #: 801

DATE: Fall, 2009-Spring, 2010

TITLE: Procedure for Student Disability Services

PURPOSE: To provide a process for services to students with disabilities and receipt of appropriate accommodations to ensure equal access to educational opportunities, programs, and activities in the most integrated setting possible.

POLICY:

PROCEDURE:
Shaw University makes no pre-admission inquiry about an applicant’s disability. The University recognizes that the decision to self-identify any disability is a personal decision. Once an applicant has been accepted, the applicant will receive a Self-Identification Form and Authorization for Release of Confidentiality Information Form from the Counseling Center. At this point it is the student’s responsibility to advise the Counseling Center that he/she has a disability.

Required Documentation

1. Self-Identification Form: Voluntary procedure to disclose the type of disability and the current medical/psychiatric documentation.

2. Authorization for Release of Information Form: Allows Shaw University to disclose confidential information only to those persons designated by the student.

3. Disability Verification: Current documentation that states the disability.

4. Release of Confidential Information Form: Allows Shaw University to obtain confidential information from relevant and appropriate agencies to assist in providing accommodations for students.

5. Course Accommodation Plan: An agreement between student and instructor to implement appropriate accommodations for class instructions.

Documentation should be current within three years, but exceptions may be necessary dependent upon the individual and disability.

Responsibilities of Students

1. Self-identify by completing the appropriate documentation.

2. Consult with a counselor to determine specific accommodations based on documentation.
Counseling Center

SOP #: 802

DATE: Fall, 2009-Spring, 2010

TITLE: Equipment and Supply Check-Out Procedure

PURPOSE: To keep an accurate list of what and when equipment and supplies are borrowed and returned to the Counseling Center.

POLICY:

PROCEDURE:

1. Record name and telephone number of borrower, supply or supplies being borrowed, amount of supplies being borrowed, current date, and return date on log sheet.

2. Borrower must sign log sheet to approve date of return.

3. All supplies and equipment must be returned by the return date. If for some reason the supplies and equipment must be kept past the return date, contact the Counseling Center prior to the scheduled return date.

4. No student, staff or general files may be borrowed from the Counseling Center due to student and staff confidentiality.

5. All supplies and equipment borrowed must first be approved by the Director of the Counseling Center or by the Counselor in the director’s absence.
Counseling Center

SOP #: 803

DATE: Fall, 2009-Spring, 2010

TITLE: Services for students with Mental Health Issues on Medication

PURPOSE: To ensure that students are cleared medically before returning to Shaw University

POLICY:

PROCEDURE:

1. When either the Health or Counseling Center is made aware of a student who is prescribed a psychiatric medication an official notification form must be completed. This official notification form will contain student background information on medication and recommendations from prior physicians.

2. Notification form must be forwarded to either the Health Center (physical) or Counseling Center (psychiatric).

3. After being out on medical or psychiatric leave or being discharged from the hospital, students must report to the Student Health Center to meet with the University Physician prior to returning to Shaw University. Students will not be allowed to report to any classes without a clearance slip from the University Physician.
Counseling Center

SOP #: 804

DATE: Fall, 2009-Spring, 2010

TITLE: Procedure for beginning a Counseling Session with Students

PURPOSE: To provide a consistent process for beginning each counseling session in order to ensure the maintenance of proper documentation and protocol.

POLICY:

PROCEDURE:

1. Sign student in on the sign-in sheet. Indicate (circle) counselor student will see and check reason for coming to session.

2. Pick up the Counseling Consent and Counseling Contact Form.

3. Discuss the Counseling Consent Form with student explaining confidentiality and termination of counseling session process. After reviewing form with student, both student and counselor must sign the form. (This form is only done one time. Student is required to sign another form if he/she returns for additional counseling sessions).

4. Discuss the presenting problem or concern with student. Determine strategies and goals to assist.

5. Set date and time for next session if additional sessions are warranted.

6. After the session, document on the Counseling Contact Form with issues discussed during the counseling session.

7. Place the Counseling Consent Form and the Counseling Contact Form in the student’s file folder.
Counseling Center

**SOP #:** 805

**DATE:** Fall, 2009-Spring, 2010

**TITLE:** Procedures to follow when a student is referred for Signs of Emotional Instability.

**PURPOSE:** To provide protocol measures to follow when a student is referred for a mental health assessment.

**POLICY:**

**PROCEDURE:**

1. Referral of student to the Counseling Center for mental health assessment.

2. Upon the Counselor’s assessment of the student, either the student will receive counseling in the Counseling center or will be referred to a local mental health agency.

3. The local mental health agency will be one with a psychiatrist on staff who will accept Shaw University’s Insurance (Pearce & Pearce). There are students who are no longer on their parents’ insurance and the school’s insurance is all they have.

4. Counselor will contact a mental health agency regarding the incoming referral. Examples: Holly Hill Hospital (919-250-7000) Dorothy Dix Hospital (919-732-5540) Wake County Mental Health Services (919-2503100) Carolina Behavior Care Services (919-852-5352)

5. Counselor will ask campus security to accompany both counselor and student to the designated mental health agency.

6. If campus security is contacted after hours; a report is compiled and submitted to the Counselor regarding actions taken.

7. Prior to the release of student to return back to the campus, the mental health agency will communicate with the University Physician, Nurse, or Counselor about the discharge treatment plan.

8. Communications will occur with counselor and university nurse regarding treatment plan, etc.

9. Confidential files are maintained on each student that is referred for counseling.
Health Center

SOP #: 806

DATE: December, 2011-Revised

TITLE: Procedure for Recording Students Visit to the Health Center

PURPOSE: To provide a standardized record of all students seen in the Health Center on a daily basis.

POLICY:

PROCEDURE:

1. All students will sign in on the daily log at the reception desk.

2. A nurse will check the student’s ID card to ensure identity and enrollment for the present semester.

3. Retrieve student’s medical record from file cabinet.

4. Cross check student’s medical record to see if student has cleared medically.
   a. if student has cleared medically, student is escorted into an exam room;
   b. if the student has not cleared medically, student is referred to a doctor’s office or Wake Medical Center

5. In exam room, the date and time are recorded. The student’s temperature pulse and blood pressure are taken and recorded in student’s record.

6. Student’s verbal complaint, signs, symptoms and any observations noticed by the nurse are recorded in the record.

7. After assessment of the complaints, signs and symptoms, a judgment is made to either treat in the Health Center or to refer off campus for treatment.

8. A summary of the treatment received is housed in the Health Center, or the decision to refer is recorded in the student’s medical record.

9. Health Center Personnel will insure compliance with all HIPAA laws and regulations.

10. Students receive a HIPAA notice of confidentiality when they see a physician whether in the Health Center or at the Doctor’s office.
Title: Procedure for Reviewing Physical Forms and Immunization Records (New and Transfer Students) for Medical Clearance

Purpose: To ensure that all enrollees at Shaw University meet the requirements of N.C. Immunization Law and Shaw University’s requirement of a physical.

Policy:

All new students are required to provide proof of all childhood immunizations and tetanus Booster within the last 10 years, and a physical completed within 6 months prior to entrance at the University.

North Carolina law requires all new and transfer enrollees entering a college or university to provide proof of required immunization. Students who are enrolled in less than 6 credit hours, attending off campus courses or night classes only are exempt from this law.

Students from North Carolina may obtain copies of immunization records from their high school. Students who cannot show evidence of having received required immunizations will be withdrawn from the University in accordance with state law. Immunizations may be obtained from a private physician, local health department, or in the Student Health Center. Students without immunizations or current physicals will not be treated in the Student Health Center. They will be referred to the university physician or a local hospital for treatment.

Procedure:

1. New student’s forms should be checked for the required information requested on the physical form.
   a. Each immunization record should provide proof of immunization requirements according to age as indicated in the guidelines listed inside the front cover of the physical form.
   b. Most of our new students are 18 years of age or older, therefore, their immunization record should provide proof of the following:
      i. DTP (Diphtheria, Tetanus, Pertussis) or Td (Tetanus, Diphtheria) doses; one
      ii. Td dose within the last 10 years.
      iii. Polio (oral) doses.
      iv. 2 Measles (Rubella), 1 Mumps, and 1 Rubella (MMR vaccine is preferred).
   c. Physician diagnosed rubella disease is not acceptable.
      i. Only laboratory proof (blood titer test) of immunity to rubella is acceptable. (Must provide copy of blood titer test.)
      ii. Rubella is not required for students 50 years of age or older.
      iii. Vaccine series against Hepatitis B. and Meningitis are recommended.
   d. Each physical exam form should be completed in its entirety.
      i. Although the “Report of Medical History” is to be done by the student, the physician’s signature should be present, acknowledging review of the medical history.
iii. The examining Physician, Physician Assistant, or Nurse Practitioner should have completed the “Physical Examination” part of the form, and signed it in the appropriate space.

iv. An office stamp should be present, with the Doctor or Clinic’s name, address and telephone number. If an office stamp is not present, contact the student to get the doctor or clinic’s phone number.

v. The reviewer should pay close attention to how the information is conveyed on the physical examination part of the form. Please insure that ALL information is completed by student or parent.

2. In addition to required immunizations, all full-time students are required to have physical examinations for the first year of residency. All athletes and Marching Band members must submit a physical each year prior to participation in a sport or marching band. Medical information must be submitted to the Student Health Center prior to registration of the freshman year. Transfer students are required to provide immunization records and a current physical the first semester of matriculation at Shaw. Students who do not provide the required medical information will not be treated in the Student Health Center and may be dismissed for noncompliance.

3. If all required information is present and authentic the student is considered CLEARED, if not the student is NOT CLEARED.

4. Student status is then entered into the Jenzabar Student Health Module.
Health Center

SOP #: 808

DATE: December, 2011

TITLE: Administering Physicals and Immunizations

PURPOSE: To ensure that all Shaw University students have proper medical forms and updated immunization records upon enrollment.

POLICY:

- Students who do not meet health clearance requirements may receive physical and immunizations in the Health Center at the beginning of the semester.

- Physicals are performed by the on staff doctors for a fee of $45.00 to be paid by the student directly to the provider.

- Immunizations are administered by Health Center staff at no charge to the student.

- Students receiving a positive TB test will be referred to the Wake County Health Department for additional screening and medications.

PROCEDURE:

Health Center staff will schedule appointment times for students to receive physicals and/or immunizations at the time of enrollment.
Health Center

SOP #: 809

DATE: December, 2011

TITLE: Filling Prescriptions

PURPOSE: To explain how Health Center staff may fill prescriptions.

POLICY:

• Internal and external prescriptions can be filled in the Health Center when available.

• Students with prescriptions can report to the Health Center on Tuesdays and Thursdays during scheduled doctors’ hours to have prescriptions filled at no cost.

• If the medication is not available in the Health Center, students must have the prescription filled at a pharmacy at a cost to the student.

• Students may use University issued health insurance cards at the pharmacy.

PROCEDURE:

Health Center staff will fill student prescriptions when available and under the supervision of the doctors.
Health Center

SOP #: 810

DATE: December, 2011

TITLE: Student Health Insurance

PURPOSE: To explain how students may receive and use Shaw University health insurance.

POLICY: All Shaw University regular Raleigh day enrolled students must maintain University issued health care insurance.

PROCEDURE:

1. A list of regular-day registered students is electronically sent to the Health Center from the Bursar's Office at the beginning of each semester.

2. This list is then submitted to the health insurance provider so that accounts may be generated and health insurance cards issued.

3. Health insurance cards are sent to the Health Center for disbursement.

4. Students are notified by electronic mail to pick up their Shaw University health insurance card.

5. Students who receive appointments scheduled by Health Center staff will not pay a co pay at the time of medical service. Students who schedule appointments on their own will be charged a co pay at the time of service.

6. Unpaid insurance bills will be sent directly to student's permanent mailing addresses and will require payment from the student. Students should refer to the insurance guidelines prior to using insurance cards for details on what items will not be paid.
SOP #: 811

DATE: December, 2011

TITLE: Ambulance Services

PURPOSE: To explain when ambulance services are required.

POLICY:

- In the event of an emergency (to be determined by the insurance company), an ambulance may be called to transport a student to Wake Medical Center.

- Students are charged $600 for non-emergency transport by ambulance. This bill is sent directly by the hospital to the student’s permanent residence.

- If an excessive amount of calls are made for ambulance services, the University will absorb fines associated with false calls.

PROCEDURE:

1. Once a student presents with an emergency, 911 should be contacted by Health Center staff or other staff when appropriate.

2. Health Center staff will notify the student’s emergency contact that the student has been transferred to Wake Medical Center. No additional information should be given.

3. Wake Medical Center will notify the Shaw University doctor of a student’s admittance into the hospital.

4. If admitted, Shaw University doctors will monitor the student during their stay and will perform follow up appointments.
Health Center

SOP #: 812

DATE: December, 2011

TITLE: External Medical Appointments

PURPOSE: To explain how external appointments should be made by the Health Center.

POLICY: The Health Center staff will support the health and well-being of students through internal and external treatment.

PROCEDURE:

1. Health Center Staff should contact the following to schedule student appointments:
   - Dr. Swan/Dr. Holow-optical services
   - Dr. Martini-orthopedic services
   - Dr. Holt-gastrointestinal services
   - Premier Surgical-surgery
   - Raleigh Imaging-sonograms, MRI's
   - Wake County Health Department/Wake Medical Outpatient-all services

2. STD/HIV screening is done in the Health Center every first and third Thursday of the month as well as during doctor’s visits on Tuesdays and Fridays.

3. Students under 18 years of age must be accompanied during all medical appointments and will receive services from Wake Medical Center in the pediatric unit.
SOP #: 813

DATE: December, 2011

TITLE: Transportation

PURPOSE: To detail the Health Center’s responsibility in transporting students to medical appointments.

POLICY: Shaw University does not provide transportation for students to medical appointments. Transport made through ambulance services is outlined in SOP #811.

PROCEDURE:

Health Center staff will refer students requesting transport to medical appointments and emergency departments to find their own means of transportation (i.e. public transportation)
Judicial Services

SOP #: 814

DATE: December, 2011

TITLE: Notifying a Student for a Hearing

POLICY: University Code of Conduct

PURPOSE: To officially inform a student of a hearing or conference to address allegations of academic or code of conduct violations

PROCEDURE:

1. At least forty-eight hours prior to the Judicial Committee hearing, schedule a pre-hearing conference with the student.

2. Provide written notification of the time and place of the hearing to the student.

3. Include a written statement of the charges to enable the student prepare a defense.

4. Indicate the names, if known, of witnesses who may testify at the hearing.

5. The student shall be entitled to appear in person and to present his/her defense to the appropriate judicial court or administrator and may call witnesses in his/her behalf.

6. The student shall be entitled to decline to answer questions.

7. The student shall be entitled to be accompanied by representative counsel of his/her choice. The representative may be an attorney, a member of the faculty/staff, student body. If the student engages an attorney, written notice must be given to the Dean of Students at least forty-eight hours prior to the hearing. The representative shall be permitted to give advice and otherwise counsel the accused before, during and after the proceedings, but shall not be permitted to actively and personally examine witnesses or argue for the accused.

8. The student shall be entitled to an expeditious hearing of his/her case.

9. The student shall be notified of his/her right to appeal the decision of the Administrative Judicial Panel or the Administrator's Committee within a period of forty-eight hours. Should the accused appeal, the findings of the Judicial Services Panel will remain in effect unless overruled by a higher body.

10. If a student fails to attend the scheduled hearing, he/she can be tried in absentia.

11. A student may waive his/her right to a hearing. Such a waiver must be executed by the student in writing and communicated to the Office of Judicial Services and the Office of the Dean of Students. In this case the penalty is imposed by the Dean of Students or Director of Judicial Services and cannot be appealed.
Judicial Services

SOP #: 815

DATE: December 2011-Revised

TITLE: The Judicial Committee Responsibilities

POLICY: Student Rights’ Policy - The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

PURPOSE: To adjudicate violations of general college regulations, codes of conduct and matters involving the image and integrity of the institution.

PROCEDURE:

1. The Judicial Committee is composed of 7 members and alternates as designated:
   • 1 Judicial Chairperson
   • Staff Members
   • 1 Member of the Faculty
   • Students (Recommended by SGA President)

2. Faculty and Staff persons are selected to serve by the Director of Judicial Services. Recommended student members must have a minimum GPA of 2.5.

3. Only 6 members have voting rights; the Judicial Chairperson does not vote except in a tie vote. The Director of Judicial Services will appoint alternates to fill vacancies on the Judicial Committee due to impeachment procedures, illness, resignation or other emergencies. Five members represent a quorum.

4. The chairperson will be responsible for conducting the hearing and controlling the order of proceedings and must:
   • Be completely familiar with the judicial process of our campus
   • Be aware of “due process considerations”
   • Always maintain confidentiality and other ethical considerations
   • Encourage the proper and appropriate use of the system by students and staff
   • Provide accurate and timely information to other staff regarding the judicial system and process
   • Dispel rumors and correct inaccurate of others concerning the system and/or process.
   • Communicate with all appropriate staff regarding problems or issues with individual cases
   • Keep appropriate written records and detailed notes (FERPA)
   • Provide input and feedback for revision of the system when appropriate
Judicial Services

SOP#: 816

DATE: December, 2011-Revised

TITLE: Filing a Report/Complaint

POLICY: University Code of Conduct

PURPOSE: To report a possible violation of the Student Code of Conduct

PROCEDURE:

1. Any member of the University community may file a written complaint against a student for violation of the Student Code of Conduct. The complaint must be filed with the Office of Judicial Services or the Dean of Students using the prepared Judicial Complaint Form and shall contain the following information:
   - The name and address of the person filing the complaint, the name and address of the student against whom the complaint is filed, and the date the complaint is filed
   - A short, clear statement of the conduct that is at issue with an explanation as to how the conduct violates the Student Code of Conduct. The statement should include the date, time, place of the conduct at issue and the names of any witnesses
   - A request for judgment or recommendation of desired outcome if any

2. In more egregious matters charges may be filed with Campus Safety and Security and may be pursued criminally.

3. Cases involving academic-related misconduct (e.g., class disruption, cheating, and profanity) come under the jurisdiction of the Judicial Committee and should be filed with the Office of the Dean of Students. Referrals may also come from campus Safety and Police.

4. The Director of Judicial Services and the Dean of Students may conduct an investigation to determine if the complaint has merit and to determine if it can be resolved administratively by the written consent of the parties involved on a basis acceptable to the Office of Judicial Services. This decision is final and there are no subsequent proceedings including an appeal.
Judicial Services

SOP #: 817

DATE: December, 2011-Revised

TITLE: Conducting a Hearing

POLICY: University Code of Conduct

PURPOSE: To determine whether or not a student is responsible or not for an alleged violation of the Student Code of Conduct.

PROCEDURE:

1. The Judicial Chairperson controls the order of proceedings.

2. All hearings shall be closed to anyone other than those directly involved unless the chairperson determines otherwise.

3. A hearing should be held within seven days of a complaint/report.

4. The accused student is presumed innocent until a violation of the code is proven by a preponderance of evidence.

5. The burden of proof rests with the complainant.

6. The accused and complainant may hear all evidence presented either written or oral.

7. The judicial board will pose all questions unless the chair gives accused or complainant permission to address witnesses.

8. After all evidence has been presented and accused, complainant and witnesses have left the room, the committee will deliberate and then vote.

9. The finding of responsible or not responsible will be rendered and the accused will be notified in writing of the outcome and sanctions levied.

10. Student may appeal the decision in writing to the office of the Dean of Students or in some cases to the Vice President for Student Affairs within forty-eight hours of receiving written notification (not including weekends). Decision is binding during the appeals process.
Judicial Services

SOP #: 818

DATE: December, 2011-Revised

TITLE: Student Rights in Disciplinary Proceedings

POLICY: Shaw University Students’ Rights Policy - The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

PURPOSE: To inform students of their rights in disciplinary proceedings.

PROCEDURE:

Students charged with violation of the Code of Conduct are entitled to a hearing by a judicial officer or body. When a student is charged with violating the University’s Code of Conduct, he or she shall have the right to:

1. Receive a written notice not less than 48 hours prior to the initiation of a disciplinary hearing.

2. The notice shall include the date, time, and place of hearing and a statement of
   • the University’s rule(s) or regulation(s) which are violated; and
   • the circumstances of the case: the date, place, and conduct for which violation of rule(s) or regulation(s) is charged

3. Have an appointed counsel from a member of the University faculty or staff if desired;

4. Receive a fair and impartial hearing;

5. Present a limited number of witnesses on his or her behalf (maximum of three to testify in his or her behalf;

6. Receive prompt notification in writing of the decisions of the Discipline Committee or administrative officer.

7. Appeal the decision of any hearing person or body in writing to the appropriate appeal person or body within 48 hours after receiving the decision. All appeal requests must be filed in writing.

The Vice President for Student Affairs and the President of the University have the right to suspend students when an action is of such a nature as to endanger the welfare of the student or any member of the University community, or is of an extreme, hostile nature. They may require the student to leave the campus and notify the parent/guardians of such action. Subsequently, upon the written request of the student to the Vice President for Student Affairs, the student will be afforded every privilege related to due process.
Judicial Services

SOP #: 819

DATE: December, 2011-Revised

TITLE: The Appeals Process

POLICY: Shaw University Students’ Rights Policy-The university is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

PURPOSE: To define the grounds for appealing a judicial decision

PROCEDURE:

Grounds for Appeals
A decision or judgment of the judicial court may be appealed on the following grounds:

1. Prejudicial error was committed during hearing whereby a fair trial was not given.
2. Non-cumulative material and relevant evidence, new and newly discovered, which with reasonable diligence, could not have been produced at the hearing.
3. The decision or judgment is not supported not justified by the evidence.
4. The penalty or sanction imposed was excessive.

Granting or Denying of Appeals
A written request for an appeal must be submitted by the student to the Office of Judicial Affairs within forty-eight (48) hours after receiving the disciplinary decision. Should the deadline fall during the weekend, the next business day shall be considered the final day to receive an appeal. Director of Judicial Services/Dean of Students has the right to deny an appeal if the body decides that an appeal is not warranted. The Director of Judicial Affairs processes appeals to the Vice President for Student Affairs

Contents of Appeal Letter
Letters of appeal shall contain a statement or statements of the grounds for the appeal in order to allow the chairperson and the members of the Judicial Committee to make a reasonable judgment on whether to grant the appeal. If an appeal is denied, an appropriate written response will be given to the person making the request.

Action and Appeals
Once an appeal letter has been accepted and the committee reviews the case and evidence, the court may do one of four things:

- Sustain the findings and penalty
- Sustain the findings and alter the penalty
- Reverse the findings and, if necessary, impose a penalty
- Order a new hearing
Judicial Services

SOP #: 820

DATE: December 2011

TITLE: Maintaining Student Conduct Record

POLICY: Disciplinary records are confidential and may not be disclosed in whole or part except on appropriate authorization. Invasion of the accused student's privacy will be avoided to the greatest extent possible. A permanent written disciplinary record shall be kept for every student assessed a penalty of suspension or expulsion. A written record of any other penalty assessed will be maintained for at least five years.

PURPOSE: To maintain confidential student records of code of conduct violations and disciplinary sanctions.

PROCEDURE:
After a student has been found responsible of violating the student code of conduct or other allegation of negative conduct and behavior the following should be included in the student file:

- Copy of notification of conference/hearing date time and location
- Copy of written complaint against student
- Copy of student statement of incident
- Copy of any investigation notes
- Copy of Conference resolution form if no hearing conducted
- Copy of Disciplinary Committee Record of Hearing
- Copy of Sanction Letter
- Copy of Appeal letter if submitted
- Copy of final notification of disciplinary actions

An electronic record is maintained in the campus Jenzabar System

- Logon to JENZABAR
- Select Student Life Module
- Click on Task
- Click on Violations and Sanctions, then Violation Inquiry
- Select New Incident
- Fill in all Incident information (white boxes including incident text)
- Save
- Click on Persons involved
- Fill in all white boxes then save
- Click on green plus sign at bottom to add additional persons
- Save
Judicial Services

SOP #: 821

DATE: December, 2011

TITLE: Assessing Judicial Fines

PURPOSE: To provide instruction on how to input Judicial Fines on student accounts using JENZABAR software.

POLICY: University Code of Conduct Sanction

PROCEDURE:
Students found responsible for code of conduct violations may be assessed a Judicial Fine in addition to other fines that may be levied against him/her. These fines are input through the Jenzabar Software.

• Log into Jenzabar’s Student Life Module
• Click on Task
• Click on Charges-Miscellaneous Charges
• Click on New
• Click on Miscellaneous Transactions in the field Source Code
• Select Charge Code associated with the fine
• Enter Student ID Number
• Save

If the determination is made to rescind the fine after the charge has been placed on the student’s account, the Director of Residence Life will then remove the fine.

• Log into Jenzabar’s Student Life Module
• Click on Task
• Click on Charges-Miscellaneous Charges
• Click on New
• Click on Miscellaneous Transactions in the field Source Code
• Select Charge Code associated with the fine
• Enter Student ID Number
• Place ‘-’ before the charge amount in the Amount field
• Type ‘Fine Rescinded’ in the Description Field
Residence Life (ORL)

SOP #: 822

DATE: December, 2011-Revised

TITLE: Housing Assignments

PURPOSE: To provide fair, equitable and effective student housing assignment to the four Living and Learning Centers according to housing policy. This procedure is promulgated on the premise that moving to TOS upperclassmen housing is a privilege.

POLICY:

- All freshmen and sophomore students with less than 60 cumulative semester hours will be assigned to the main campus residence halls. In emergency situations dictated by health, safety or social imperative, persons, an individual with less than 60 semester hours may assigned to the Talbert O. Shaw Living/Learning Center Living and Learning Centers at the discretion of the Director of Residence Life.

- Honors College students are housed in TOSLLCW, regardless of credit hours attained, at the discretion of the TOSW Residence Manager.

- Students with 60 or more semester hours may be assigned to the TOS Living and Learning Center.

- Students who engage in misconduct, drugs, fighting, graffiti, or other socially unacceptable behavior that is destabilizing to good order, harmony and safety in the TOS housing privileges will forfeit their TOS housing privileges and be moved back to the main campus or suspended/dismissed as appropriate.

- When housing spaces permit and it is not detrimental to management, a student with more than 60 hours may remain in main campus housing upon their written request and approval by the Residence Manager involved as the retaining party.

- Student Development Counselors (SDCs) forfeit their right to move to TOS with 60 semester hours until they become seniors with a minimum 88 semester hours. This requirement is mandated by the requirement of SDCs to live where the freshmen are – in the Main Campus Living and Learning Centers, SDCs that cannot comply with this requirement can resign their SDC position and move to TOS Living and Learning Center(s) if otherwise eligible per the guidelines above.

- Resident Advisors will be assigned housing according to rules regulating other students excluding SDCs.

- Changes in housing assignments must be authorized by the Residence Manager of said Living and Learning Center or Director of Residence Life.
PROCEDURE:

1. Newly accepted students will receive the Housing Information Email according to the lists provided by the Office of Admissions.

2. Students requesting housing must submit the Housing Reservation Form and Fee prior to the date established.

3. Collected fees will be turned in the cashier’s office at the time of receipt and noted in Jenzabar in the Student Resident Information:
   - Log into Jenzabar’s Student Life Module
   - Click on the second icon at the top left of the page (man in shades)
   - Locate the correct session
   - Enter the student ID number
   - Enter date in field ‘Deposit Received’

4. Collected forms will be organized in the Office of Residence Life and distributed to individual residence halls.

5. Students will receive housing assignments according to roommate requests when possible and under the approval of the Residence Manager.

6. Students not requesting a roommate will receive a roommate assignment based on the information included in the Housing Reservation Form.
Residence Life (ORL)

SOP #: 823

DATE: December, 2011-Revised

TITLE: Check-In Procedures

PURPOSE: To provide a step-by-step instruction of procedures to check student into a room.

POLICY: Access to an assigned room is given to occupants only during regular academic sessions, which require their presence on campus. Students are responsible for completing and returning to the Residence Hall staff a Housing Contract and Housing Inventory Sheet. At the time of check out, students must sign the Housing Contract and turn in their key.

PROCEDURE:
1. Students who have submitted the Housing Reservation Form and Fee are permitted to check into the residence halls on the date assigned by the University.
2. At the time of check in, the student must complete the Housing Agreement for the current academic school year.
3. The student is assigned a room, side A, B, or C, issued a room key and assigned a phone number.
4. The student must complete and return the Room Inventory Report indicating the condition of the room and its furnishings at the time of check in.
5. The student’s information is added to a current housing roster in Jenzabar by the Residence Manager. Residence Coordinators are given read-only access to the Student Life Module in Jenzabar.
   - Log into Jenzabar’s Student Life Module
   - Click on the second icon at the top left of the page (man in shades)
   - Locate the correct session
   - Enter the student ID number
   - Complete the Student Residence Information
     - Housing Agreement: Yes
     - Meal Plan: Full Plan
     - Resident/Commuter: Resident
     - Room Phone Number: Click ‘override phone’ and enter mobile number
     - Housing Clearance off Campus: N
     - Residence Hall Clearance: Y
     - Residence Hall Check In: Enter Date
   - Save information
   - Click on the third icon at the top left of the page (tracks)
   - Locate the correct session
   - Locate the correct Living and Learning Center
   - Enter ID number in the room assignment space
   - Save information
6. Create a folder for the student labeled-last name, first name, student ID number and collect the Housing Reservation Form, Housing Agreement, Room Inventory Report and any other documents therein.
7. Student folders are stored in locked file cabinets in the Residence Manager’s Office. Access to these files is only given to the Residence Manager and Residence Coordinator.
Residence Life (ORL)

SOP #: 824

DATE: December, 2011

TITLE: Check-Out Procedures

PURPOSE: To provide a step-by-step instruction of procedures to check students out of a room.

POLICY: Access to an assigned room is given to occupants only during regular academic sessions, which require their presence on campus. Students are responsible for completing and returning to the Residence Hall staff a Housing Contract and Housing Inventory Sheet. At the time of check out, students must sign the Housing Contract and turn in their key.

PROCEDURE:

1. Students who are checking out of the residence halls during the semester must complete the Status Change Form.

2. All students checking out of the residence hall at any point will need to complete the second half of the Room Inventory Report (completed at the time of check in), turn in the assigned key and sign out of the residence hall via the Housing Agreement.

3. The student's information is updated in Jenzabar.
   - Log into Jenzabar's Student Life Module
   - Click on the second icon at the top left of the page (man in shades)
   - Locate the correct session
   - Enter the student ID number
   - Enter the date in the field ‘Residence Hall Check Out’

4. Residence Life Staff must survey the room for damages/remaining items and assign charges to the student's account accordingly.

5. If the student is not returning or has graduated, the student folder should be transferred to the Office of Residence Life for adequate storage.
Residence Life (ORL)

SOP #: 825

DATE: December, 2011-Revised

TITLE: Change in Residential Status

PURPOSE: To provide step-by-step instructions to honoring a change of residential status.

POLICY: Change in Residential Status Authorization Form is an important method of documenting any change of the student status as on or off-campus. As this impacts the student’s financial aid and allows the University to identify where the student resides in the event of an emergency. The Change in Residential Status Authorization Forms is completed by the student, Residence Life, Bursar, and Student Affairs Information Technology.

PROCEDURE:

1. Student should pick up a Change in Residential Status Authorization Form from the Office of Residential Life.

2. Complete the first section by filling out name, ID number and date also make sure to state the effective date and indicate if withdrawing from the residence hall or moving into the residence hall. Student should also indicate previous address or forwarding address.

3. Residence Manager must sign once the key has been issue/returned and the room has been inspected (in event of moving off campus).

4. Next the student must visit Student Affairs Information Technology. This is when the student changes his/her student identification card to reflect updated status. Signature and date are required from the SAIT staff.

5. Next the student must visit the Bursar so that the student’s account is updated to reflect the new status. If a student is moving on campus, the prorated charges of room and board will be added to the account. If a student is moving off campus, the prorated charges up to the drop/add date will apply. Signature and date are required from the Bursar or its representative.

6. The last step is to bring the completed copy to the Office of Residence Life so that adjustments are made in the Jenzabar system. Follow the steps in SOP #823 for students checking in and SOP #824 for students checking out.
Residence Life (ORL)

SOP #: 826

DATE: December, 2011

TITLE: Off Campus Declaration

PURPOSE: To provide step-by-step instructions for approving/declaring the off campus status of a student.

POLICY: Although Shaw University does not sponsor off campus housing, upperclassmen (or approved freshmen or sophomores) who choose to live off campus must declare their status during the registration process. Students may not have dual status and must declare either on or off campus. Failure to declare a status may result in room and board charges being assessed to the student’s account.

PROCEDURE:

1. If a student has met the qualifications listed above, he/she may declare off-campus status during the Registration period with the Office of Residence Life. Residence Life staff will update Jenzabar in the following manner:
   - Log into Jenzabar’s Student Life Module
   - Click on the second icon at the top left of the page (man in shades)
   - Locate the correct session
   - Enter the student ID number
   - Complete the Student Residence Information
     - Resident Commuter: C
     - Room Phone: Click ‘override phone’ and enter mobile number
     - Housing Clearance off Campus: Y
     - Residence Hall Clearance: N
   - Save
   - Log into Jenzabar’s Admissions Module
   - Click on the third icon at the top of the page (man in shades)
   - Enter student ID number
   - Click the Address tab
   - Right click on ‘Address’
   - Select ‘Add a row’
   - Select ‘OFFC’ under the drop down list in the ‘Code’ field
   - Enter off campus address
   - Enter mobile number
   - Save

2. Freshman/Sophomore students requesting to live off campus must complete the Housing Waiver Application and submit it to the Director of Residence Life for approval with supporting documentation.

3. The Director of Residence Life will notify the applicant of their status via email.
Title: Accessing Telephone Voice Mail Box

Purpose: To provide a step-by-step instruction of how to decode/reset room telephone voicemail box.

Policy: All students who reside on campus are provided telephone, voicemail, internet service and cable TV at a reasonable cost which is included in tuition/fees. The University does not provide the actual instruments for service therefore students should bring the following items for use in their room:

- A personal telephone
- A 75-ohm coaxial cable wire
- A cable splitter
- A personal computer or laptop
- An Ethernet cable

For technical support, repairs to phone line, voicemail, or assistance with computer set-up, please call the Help Desk at 919-546-8587.

Procedure:

When Checking In:

1. To access your voicemail you will first need to set up your voicemail. Call the Help Desk at 919-546-8587 or email at helpdesk@shawu.edu and provide them with your room extension number (provided at check in).

2. Once the Help Desk has your extension a voicemail account will be created for you.

3. To set up your voicemail account, call the voice mail system at 919-719-1050 from your room phone or you can use the internal extension 5050 to access the same system.

4. Once you call the voice mail system you will be prompted to provide the extension and the password.

5. For first time use, the system prompts you to speak your name and record/approve it. It is menu driven and you can edit, delete, or rerecord your name until you are satisfied.

6. Once you have recorded your name you need to record your voicemail greeting. For this choose option 3 and follow the prompts to create and approve a new greeting.

7. Once you have approved a greeting it will prompt you to activate the greeting. Once you have activated your greeting you are ready to use the voicemail system.

8. To change the password, from the main menu of the voicemail system, choose option 5 and then option 4.
When Checking Out:

1. Prior to check out of the Living and Learning Center, residents are required to reset their room telephone voicemail box back to the telephone number assigned.

2. Dial the memory call telephone number (664-5900).

3. Enter the pass code issued to you upon check in to the Living and Learning Center.

4. Press 9 for user options.

5. Press 2 for pass code.

6. Memory call service will prompt you to enter your new pass code. Enter a 5 to 10 digit pass code (enter your room telephone number).

7. Memory call service will repeat your new pass code.

8. Press 1 to keep it.

9. Press 2 to change it.

10. Press the star key (*) to return to the main menu.
Residence Life (ORL)

SOP #: 828

DATE: December, 2011-Revised

TITLE: Lock Outs

PURPOSE: To assist students to regain entry in their room due to absence of their room key.

POLICY: Residents will be issued a key for their use only. Keys may not be shared or loaned to other students. Students are required to carry their room key at all times but in the event a student is without his/her key, the residence hall staff may assist with room entry.

PROCEDURE:

1. A student must show a valid Shaw ID card upon request of needing assistance to regain entry into their room.

2. Residence life staff must check the housing roster or room-to-room book to ensure that you are issuing the correct key to the appropriate student.

3. Collect the $2.00 unlock room fee.

4. Issue the key in exchange for the valid Shaw identification card. Student should be allowed to keep the key long enough to unlock the room door and return the key in exchange for their identification card.

5. In cases where the spare key is unavailable and a decision is made to use the master key, the staff person must escort the student to said room and unlock the door.

6. **Under no circumstances should the master key be given to a student.**

7. Assist the student to regain entry into their room; however, do not feel pressured that you must stop immediately and respond to the need of assisting the student.

8. If the student has lost their assigned key, please request a lock change via the Work Request form and charge the students account the $110 key replacement/lock change fee.
   - Log into Jenzabar’s Student Life Module
   - Click on Task
   - Click on Charges-Miscellaneous Charges
   - Click on New
   - Click on Miscellaneous Transactions in the field Source Code
   - Select Charge Code LOCK
   - Enter Student ID Number
Residence Life (ORL)

SOP #: 829

DATE: December, 2011

TITLE: Issuing Fines

PURPOSE: To provide step by step instruction on how to issue fines to students who have violated the residence hall code of conduct.

POLICY: Fines are issued as a sanction to students who have violated the rules and regulations of the residence halls and the University.

PROCEDURE:

1. Once a member of residence life staff has deemed a student guilty of an infraction that violates the code of conduct or residential policies of the University, please proceed with the following:

2. Issue the student a completed Fine Sheet (confirm amount on the Fine Charge Sheet), if the student is not available, slide the fine under their door or email the fine to the student’s email address on file.

3. Place a copy of the fine in the student’s file.

4. Give a copy of the fine to the Residence Manager for the specific building, if the student is off campus, email a copy of the fine to the Director of Residence Life.

5. The Residence Manager or Director of Residence Life will then charge the student's account according to the fine assigned.
   - Log into Jenzabar’s Student Life Module
   - Click on Task
   - Click on Charges-Miscellaneous Charges
   - Click on New
   - Click on Miscellaneous Transactions in the field Source Code
   - Select Charge Code associated with the fine
   - Enter Student ID Number
   - Save

6. If the determination is made to rescind the fine after the charge has been placed on the student’s account, the Director of Residence Life will then remove the fine.
   - Log into Jenzabar’s Student Life Module
   - Click on Task
   - Click on Charges-Miscellaneous Charges
   - Click on New
   - Click on Miscellaneous Transactions in the field Source Code
   - Select Charge Code associated with the fine
   - Enter Student ID Number
   - Place '-' before the charge amount in the Amount field
   - Type ‘Fine Rescinded’ in the Description Field
Residence Life (ORL)

SOP#: 830

DATE: December, 2011-Revised

TITLE: Incident Reports

PURPOSE: To provide step-by-step instructions of procedure to completing an incident report.

POLICY: Incident Reports are an important method of documenting any incident that occurs in the Living and Learning Centers. An incident report is not for negative behavioral situations only, but a means of recording a myriad of different situations. It should be used for any incident or event where there may later be a question, need for follow up-up, or information given to your (i.e. loud music, an injury, broken window). Incident reports are most frequently completed by Residential Life staff members, but can be written by other Shaw staff and/or students. If a non-staff person completes an incident report, a staff member should assist the person to assure that it is completed correctly.

PROCEDURE:

1. Residence hall staff must complete the Incident Report electronically at the onset of an incident; do not submit a hand written report.

2. Students involved in the incident or who witnessed the incident should also complete an Incident Report. This report may be hand written.

3. Include the correct date (including year), time, and location of the incident.

4. Include the full names, addresses, and ID numbers of all involved persons and witnesses.

5. Provide clear and articulate description of the events that transpired. Don’t try to be flip, clever, or funny in your description. Use appropriate language and grammar. All Incident Reports should be a specific and non-judgmental account of events.

6. Save a copy of the incident report for your records.

7. Submit an electronic copy of the incident report to the Residence Manager and the Director of Residence Life with any applicable fines attached and place a paper copy in the student’s file in their assigned residence hall. If the student does not live on campus, the Director of Residence Life will maintain the record.

8. The Residence Manager, upon receipt of the Incident Report, may recommend additional sanctions (i.e. referral to the Counseling Center or Judicial Affairs etc.). This recommendation should be made to the Director of Residence Life who may proceed with the referral.

9. All referrals made to outside offices are made through the specific Referral Form for that office and should include the Incident Report.
Residence Life (ORL)

SOP #: 831

DATE: December, 2011-Revised

TITLE: Room Inspections

PURPOSE: To provide a step-by-step instruction of how to inspect rooms using rating schedule as outlined and its purpose to inspect.

POLICY: Room Inspections are conducted weekly to maintain cleanliness and order in student living spaces.

PROCEDURE:

Both occupants are responsible for cleaning and proper maintenance of the room. Rooms are not inspected on individual sides but in totality; however, in cases where there is a roommate conflict in regard to cleaning and proper maintenance of the room, a written complaint must be made to the Residence Manager prior to scheduled room inspection.

1. Every Thursday, the Residence Coordinator should conduct thorough room inspections of all rooms.

2. Prior to entering into the room, knock on the room door and announce “room inspection”.

3. It is not necessary for the student to be present during the inspection.

4. Based on observation of sight and smells grades should be assigned as F-Fail, P-Pass and G-Good. Room inspection includes but is not limited to refrigerators, wardrobes, under beds etc. Be conscious of suspicious activity (i.e. if there is pancake mix in the refrigerator, there is probably a cooking utensil in the room).

5. Residence Coordinator should leave the Room Entry Form indicating grade, confiscated items, fine and any additional comments.

6. Students receiving a grade of F are assigned a fine of $25.00 (a warning is assigned if it is the first offense).

7. Once a student has received three fines for failing a room inspection, they are referred to the Director of Residence Life and risk losing housing for the semester.

8. After inspection grades have been recorded and fines issued (according to SOP # 829), grades should be posted by room number.
Residence Life (ORL)

SOP: 832

DATE: December, 2011-Revised

TITLE: Safety Inspections

PURPOSE: To provide a step-by-step instruction of procedure to inspect student’s room to ensure a healthy, safe environment, and proper maintenance of University property.

POLICY: Safety inspections are conducted to maintain the safety and security of students and are performed without notification by residence hall staff and Campus Police and Security personnel.

PROCEDURE:
Performed by housing or other staff personnel, using Campus Safety and Security as an escort in case something is found that may involve official attention. Residence hall staff is the primary search person and is responsible for conducting the search.

1. It is not necessary for the student to be present during the search.
2. Safety inspections may be accomplished at any time of day or night without warning; however, care should be taken to cause unnecessary disruption.
3. Prior to entering into the room, knock on the room door and announce “safety inspection”.
4. Every part of the room must be searched for drugs, weapons, or other contraband, potential safety issues, and violations of university rules and regulations and etc.
5. If a police matter is established, then the search should be turned over to the Campus Police and Security staff person. Residence hall staff persons then become witnesses and may assist with the search. Security should be available for escort reasons and for possible polices matters.
6. The residence hall staff will confiscate any contraband (not related to a police matter) found during the search and keep it in university possession until the student is able to remove it from the campus. Items found in violation of a police matter will be confiscated by Campus Police and Security.
7. Residence hall staff will leave a Room Entry Form notifying the student of entry and possible confiscation.
8. Record all searches via the Incident Form, following the instructions outlined in SOP # 830.
Residence Life (ORL)

SOP #: 833

DATE: December, 2011-Revised

TITLE: Work Requests

PURPOSE: To provide instruction on submitting work requests to address facility issues.

POLICY: Work requests are submitted by students and residence hall staff to indicate a maintenance issue within the residence halls for resolution.

PROCEDURE
1. Students reporting an issue in the residence hall may do so verbally to any member of the residence hall staff, via email or by completing the Work Request Form and submitting it to the front desk of the residence hall or any residence life staff.
2. Once an issue needing the attention of Physical Plant or one of their entities has been received, the residence hall staff should immediately submit a work request to the Residence Manager.
3. Residence Manager's will submit the daily Repair Request Report to the Office of Residence Life indicating all work requests by 8:30am, Monday-Friday. Emergency requests should be submitted immediately to the appropriate person.
   - Issues regarding IT (phones/internet/printers) should be emailed to the Help Desk at helpdesk@shawu.edu
   - Issues regarding housekeeping should be emailed to Kreative Koncepts at kkoncepts@shawu.edu
   - Issues regarding maintenance/repairs/pests/ac-heat should be emailed to Physical Plant at ddaniels@shawu.edu and rbishop@shawu.edu
   - Issues regarding plumbing should be emailed to Midgett Mowing at midgets@shawu.edu
   - Issues regarding housekeeping should be emailed to Kreative Koncepts at kkoncepts@shawu.edu
   - Issues regarding Cable should be emailed to Time Warner Cable at ec.Raleigh.newmarketdev@twcable.com
   - Issues regarding vending machines should be addressed with Carolina Vending at 919-833-0700 ext. 134
   - Issues regarding drink machines should be addressed with Coca Cola at 919-834-2551
   - Issues regarding elevators in Dimple Newsome, TOSM and TOSM should be addressed with Thyssen Krupp at 919-851-8557
   - Issues regarding elevators in Fleming Kee should be addressed with Otis Elevator at 1-800-231-6847 Use code TRD430289
   - Issues regarding the laundry machines should be addressed with ASI/Coin Mach at 919-909-1499
   - Issues regarding Xerox copy machines should be addressed with Xerox at 1-800-821-2797
   - Issues regarding extermination in Dimple Newsome and Fleming Kee should be addressed with Orkin
   - Issues regarding extermination in the TOS facilities should be addressed with Steritech
4. The Office of Residence Life will electronically send a complete Repair Request Report for all facilities to Physical Plant Services and it's entities by 9am, Monday-Friday. A hard copy must also be delivered.
5. Residence Managers should maintain hard copies of the Repair Request Report in their facilities and sign off on items as they are completed by servicers.
6. After the work has been completed, check the area to make sure it has been done so satisfactorily and sign the work request copy of the servicer.
Residence Life (ORL)

SOP #: 834

DATE: December, 2011

TITLE: Selecting and Training Resident Advisors

PURPOSE: To provide instruction on selecting Resident Advisors.

POLICY: Resident Advisors are student workers who serve as members of the residence life staff for their specific residence hall.

PROCEDURE:
1. Advertisement and Resident Advisor Applications should post throughout the month of February.
2. Informational meetings should be held once a week in the month of February
3. Sophomores with at least a 2.5 GPA who have lived on campus for two consecutive semesters are eligible to apply.
4. Once applications are submitted, interviews are arranged the first week in March. The interview committee should comprise of the Residence Coordinators, Residence Managers, Director of Residence Life, Dean of Students, a faculty member and a non-residential life staff person.
5. Selections should be determined and candidates notified by March 15th.
6. The Resident Advisor Contract must be completed by April 1st indicating the RA’s acceptance of the position and understanding of the role’s expectations.
7. Resident Advisor Training is mandatory and is held the week prior to new students arriving in the fall and for two days prior to new students arriving in the spring.
8. Resident Advisor Training should consist of but is not limited to the following workshops:
   - A service project (i.e. Habitat for Humanity)
   - A daily team building exercise (i.e. Zumba, Bowling)
   - A closing dinner off campus (i.e. Golden Corral)
   - Dean of Students Address
   - Policies and Procedures
   - Crisis Management
   - Conflict Resolution and Mediation
   - Diversity Training
   - Behind Closed Doors
   - Programming
   - Safety and Security
   - Student Services Presentations
9. After training, Resident Advisors should be prepared to assist with new student orientation and check in at the residence halls.
10. Resident Advisors should receive in-service training and professional development training sessions (i.e. RA Drive-In) throughout the semester.
11. If a Resident Advisor resigns or is terminated during the semester, the Director of Residence Life may make an appointment based on recommendations from the Residence Manager. Terminations require the approval of the Director of Residence Life and must have written documentation to support the decision.
12. If a Resident Advisor does not complete their full term, compensation will be prorated for the time served. Notification must be made to Financial Aid and Student Accounts regarding the adjustment.
Residence Life (ORL)

SOP #: 835

DATE: December, 2011-Revised

TITLE: Programming

PURPOSE: To provide programming that is congruent with the student learning outcomes for residence life.

POLICY: Student development is often achieved through presenting a workshop/seminar on a proposed topic that will educate and entertain.

PROCEDURE:

1. Calendars of planned events should be submitted for publication no later than the 2nd week of each semester.

2. Programs should directly relate to one or more student learning outcomes and should be entertaining as well as educational.

3. Programs in the residence halls are to be scheduled, arranged and attended by Resident Advisors under the supervision of the Residence Managers. Additional programs are scheduled out of the Office of Residence Life.

4. Refer to the Programming Checklist for steps to be completed.

5. As soon as the program idea has been decided, a date and location should be determined. Contact the facilities scheduler for the specific area requested or the Registrar to reserve a class room. Once you have received an email confirmation from EZ Books, you may proceed with arrangements.

6. Determine a speaker/presenter for the program and confirm attendance via email.

7. Create an advertisement/flyer and request transmission to ‘all students’ or email to specific populations (i.e. TOSW fourth floor residents). Flyers should also be posted throughout campus. *You can print color flyers in the Office of Residence Life.

8. Contact the Director of Residence Life for door prizes and snacks. If your program needs catering, you will need approval from the Director of Residence Life who will then proceed with arrangements through Thompson Hospitality.

9. Prior to the event, print a sign in sheet (name, ID number, email address) and several copies of the Generic Workshop/Program Survey. At the end of each program, all participants should complete and return the survey.

10. Take pictures during the program.

11. At the conclusion of the program, a folder containing the sign in sheet, copy of the program flyer, surveys and at least one photo (can be sent electronically) should be turned in to the Residence Manager or Director of Residence Life for data keeping.
Residence Life (ORL)

SOP #: 836

DATE: December, 2011

TITLE: Curfew

PURPOSE: To provide instruction on how to enforce curfew

POLICY: Curfew is observed in the Main Campus Living and Learning Centers. The doors to the buildings are secured and campus grounds vacated. After curfew hours, there is no loitering on the “Quad” or first floor lobby areas of the residence halls. Students who repeatedly violate curfew can incur fines up to $100.00. Excessive violations (more than three) may result in loss of housing. Curfew is at 12:30am, Sunday-Thursday and 2:30am, Friday-Saturday.

PROCEDURE:

1. The entry doors to the main campus residence halls are locked at the time of curfew.

2. When a student arrives at the residence hall after curfew hours they must present a valid student identification card to the residence life staff before access to the facility.

3. Once the residence life staff has confirmed the student’s residency, the student is issued a fine for curfew violation (follow the instructions for SOP # 829).

4. If the student has received more than three fines for curfew violation, they are referred via incident report to the Director of Residence Life and could face loss of housing.
Residence Life (ORL)

SOP #: 837

DATE: December, 2011

TITLE: Same Sex Visitation

PURPOSE: To provide instruction on how to check visitors in/out of the residence halls.

POLICY: Visitation in the living and learning centers is a privilege, not a right. The University may cancel this privilege at any time if warranted. Students may participate in general and overnight guest visitation as outlined below. Students are responsible for the behavior of their guest during their visit. Visitation will be cancelled during required University activities. Students found in violation of this policy are subject to fines and possible loss of housing. Students must adhere to the following:

- Visitation is from noon-11pm daily
- Picture ID is required from all visitors
- Visitors must sign log book upon entering the facility
- Children 12 and under are not allowed to visit in student rooms
- Babysitting is not allowed
- Hair dressing and other forms of grooming are not allowed in the lobby areas

PROCEDURE:

1. Guests must leave a valid ID at the front desk and sign the visitation log book.

2. The student resident must leave their student ID at the front desk of the residence halls and escort the guest to their room.

3. When the guest checks out of the residence hall, they must sign the visitation log book and both the guest and student may retrieve their identification cards from residence hall staff.
Residence Life (ORL)

SOP #: 838

DATE: December, 2011

TITLE: Overnight Visitation

PURPOSE: To provide instruction on how to proceed with overnight guest requests.

POLICY: Students requesting overnight guests must adhere to the following:

- Request must be made 48 hours prior to the overnight stay via the Overnight Guest Request Form
- Guests may not stay more than two consecutive nights and may not stay more than twice during the semester
- Request must be approved by the Residence Hall staff and roommate
- Guest must provide picture ID
- Guest must sign in with Residence Hall staff upon arrival
- Guest must sign out upon departure
- Guest of opposite sex may not stay overnight

PROCEDURE:

1. Once the Overnight Guest Request Form has been received by the Residence Manager, guarantee eligibility according to bullets #2 and #3 above.

2. Upon approval, Residence Manager should sign the form, make a copy for the student resident and maintain the original.

3. Upon arrival, the guest should check in according to SOP# 837; however, instead of leaving their identification, a copy of the card should be made and kept with the Overnight Guest Request Form.

4. Refer to SOP# 837 for check out procedures.
Residence Life (ORL)

SOP #: 839

DATE: December, 2011

TITLE: Coed Visitation

PURPOSE: To provide instruction on how to check in/out coed guests in the residence halls.

POLICY: Coed visitation is a privilege and does not include overnight stays. Visitation may take place in a student room or in the common lobby area of the living floors. In addition to the general visitation rules, students and guests must adhere to the following coed visitation guidelines:

- Friday-Sunday 5:00 pm-11:00 pm, Dimple Newsome and Fleming Kee Living and Learning Centers
- Monday-Sunday 5:00 pm-11:00 pm, TOSLLC Men's and Women's Facilities
- **All** visitors must use the front entrance only and check in with the residence staff on duty.
- Visitors must sign in and leave their student ID card at the reception desk with the staff member on duty. (Non-students will leave a driver's license or another acceptable form of picture identification).
- Host student must sign visitor in and accompany them from the reception area to the intended point of visitation.
- The host may entertain only one guest at a time.
- The host student must accompany visitor to check out at the end of visitation.
- Visitors may not enter the private quarters of the residence hall without clearance from the Residence Hall staff.
- Visitors are restricted to the room listed on the visitor’s sign-in log.
- Visitors must be escorted to the **first floor lobby restrooms** by the host student.
- Sexual activity of any nature is prohibited at all times on any property owned or operated by Shaw University.
- Students are responsible for the actions of their visitors. University Code of Conduct rules apply at all times. Flagrant violations of visitation guidelines could result in the cancellation of visitation privileges, cancellation of the resident’s housing contract, and/or other disciplinary sanction.
- Any student has the right **NOT** to participate in coed visitation. Any person making such a request must do so in writing in the Office of Residence Life and, that room cannot be used for visitation of the opposite sex. However, the person sharing the room may have visitation in the lobby area of their floor or the front lobby of the building.
- Coed visitation hours are automatically cancelled on evenings when there are university-wide activities that students are required to attend or other times when deemed necessary.

PROCEDURE:

Please refer to SOP# 837, for check in/out procedures for guests.
Residence Life (ORL)

SOP #: 840

DATE: December, 2011

TITLE: Fire Drills

PURPOSE: To provide instruction on how to conduct fire drills.

POLICY: Every student is expected to participate in fire drills and mandatory emergency evacuation drills. Evacuation of University buildings is mandatory when a fire alarm sounds. This regulation is an order from the state Fire Marshall. Lack of cooperation constitutes grounds for denial of campus housing. Evacuation procedures and routes are posted on each floor by all exits in the Living and Learning Centers. Failure to evacuate a building or to comply with instructions during a fire/fire drill evacuation, sending false fire alarms or tampering with fire safety equipment or systems is a violation of state statutes and punishable by law and will result in disciplinary action. Incense, candles, items requiring open flame for operation and flammable liquids are PROHIBITED in Living and Learning Centers.

PROCEDURE:

1. Designate members of the “Fire Safety Team” for the residence hall. Resident Advisors are automatic members and responsible for their assigned floor. The Residence Manager serves as the “Fire Marshall” for the building and oversees the fire drill.

2. Inform Shaw University Safety and Security of the scheduled fire drill 24 hours in advance so that they can notify the Raleigh Fire Department.

3. Guarantee that all fire extinguishers are functioning properly. If needed, have fire extinguishers replaced.

4. All evacuation routes should be clearly posted and visible.

5. Ensure the residence hall is in full compliance with the “City Of Raleigh” Fire Safety Code Inspections Dept.

6. Ensure all fire exits are accessible, unlocked and free from debris.

7. Prior to the drill, shut off all elevators in the residence hall.

8. Strategically place Resident Advisors at the beginning/end of each floor in order to direct evacuating residents towards the fire exits, away from the elevator(s) and away from the main stairwell in the middle of the building.

9. The fire alarm will be activated by the Residence Manager assigned at the scheduled time of drill.

10. Once residents voluntarily exit the building, allow the alarm to continue sounding while R.A.’s knock on doors to identify those residents who did not evacuate the bldg. Fines will be issued to students who do not comply with the fire drill.

11. A member of the Fire Safety Team should monitor the front door until the Fire Marshall concludes the fire drill and permits entry into the residence hall.

12. A Fire Drill Report should be submitted immediately following the fire drill to the Director of Residence Life.
Residence Life (ORL)

SOP #: 841
DATE: December, 2011
TITLE: Protecting Student Records
PURPOSE: To provide instruction on how student housing records are secured.
POLICY: Full Disclosure Policy

PROCEDURE:

1. When a student’s file is created pursuant to SOP# 823, that record is stored in the Residence Manager’s Office in a locked file cabinet to which only the Residence Manager and Residence Coordinator have access.

2. If the student moves to a different residence hall, their file is transferred to the new facility by the Residence Manager.

3. Upon graduation (or in the event the student does not return to housing), the student’s folder is transferred to the Office of Residence Life and will be maintained in the records room for a period of at least six years in accordance with the Office of the Registrar.

4. Student files may be purged after six years.
Student Activities/Greek Life (OS&G)

SOP #: 842

DATE: December 2011

TITLE: Student Organizations – Registration Process for New Organizations

PURPOSE: The Office of Student Activities/Greek Life (OS&G) encourages students to join the organization of their choice, but occasionally a student does not find the organization that caters to their special interests; ergo, students are encouraged to start their own student organization. In an effort to ensure that students have the opportunity to establish an organization the following policies and procedures exist.

POLICY:

- Students interested in starting a student organization at Shaw University must find at least five (5) students who share their interest and complete a Registration Packet. Officers must be in good standing with the University (disciplinary/fiscal), enrolled as full-time students, and have a cumulative grade point average of a 2.5 or higher.

- There are seven (7) types of student organizations that exist at Shaw University, each has been defined below:
  1. **Academic** - Organizations designed for students interested in a particular career or academic field that establishes networks and further develops their skills in that area.
  2. **Fraternity, Sorority and Social Fellowship** - Traditionally known as Greek-letter organizations, these social or service-oriented groups work to foster the ideals of leadership and the development of character.
  3. **Honor Society** - Local and national honor societies that provide service and/or leadership opportunities and recognition for students with academic honors.
  4. **Religious** - Organizations designed to provide spiritual and religious development and support.
  5. **Service** - Organizations that provide volunteer opportunities for civic-minded students eager to serve the campus and/or community.
  6. **Special Interest** - Organizations whose purposes are to enhance campus life and to provide support to students through a variety of programs and events.
  7. **Sports and Recreation** - Groups that encourage participation in and promotion of team sports, physical fitness, health and wellness, and leisure/special interest activities.

- A current copy of the organization’s constitution and/or bylaws must be submitted with the Registration Packet.

- Registered student organizations must conduct official meetings, no less than twice a semester.

- Only full-time students of the University may be voting members of student organizations, except where members of the faculty or staff serve as members of the organization in accordance with the purpose and structure stated in the constitution. The organization must maintain accurate membership records, which must be submitted to OS&G upon request. Non-student membership in the organization is limited to members of the University faculty or staff, although alumni or former students may become honorary members in some organizations.

- All student organizations are required to have at least one advisor. Only University faculty or professional administrators/staff members may serve as primary advisors to a group. Persons who are
not members of the University who have special interests or talents may serve as a secondary advisor to the student organizations with the approval of OS&G. Such persons may not serve as a primary advisor to the student organization. The role of the faculty or staff advisor is a unique and essential one. The student organization, as well as the respective advisor, should be cognizant of the role and responsibilities of the advisor and of the University’s expectations.

- Greek organizations are required to have two advisors. The primary advisor (also known as the on-campus advisor) is always a full-time staff/faculty member of Shaw University. The secondary advisor (also known as the graduate advisor) is always an advisor that has been appointed by designated officers in the organization. This individual must be recognized by the national organization as a representative for the fraternity or sorority. Advisors are expected to be actively involved with the chapter and available to the OS&G for correspondence, regular meetings, etc. Both advisors must sign the registration materials in order for the organization to receive University recognition as a registered student organization.

- Primary advisors are required to be at all events held by the organization, after 5 pm. Primary advisors and the organization will be held responsible for any intentional damage to the reserved venue. If the primary advisor is unable to attend an event held by the organization, OS&G must be notified within 72 hours of the scheduled event. If the primary advisor is not present, the event hosted by the organization may be cancelled.

PROCEDURE:
1. Students interested in starting a new student organization must complete a Registration Packet, located in OS&G and on Shaw University’s website. In order to access this document online, students must:
   - Go to www.shawu.edu
   - Go to “Students”
   - Go to “Current Students”
   - Go to “Student Affairs”
   - Click on “Student Activities & Greek Life”
   - Click on “Registration Packet”
   - Type requested information and print document.

2. Various sections of the packet require an advisor’s signature. Students must appoint a primary (on-campus) advisor. Greek organizations are required to have two advisors. The primary advisor (also known as the on-campus advisor) is always a full-time staff/faculty member of Shaw University. The secondary advisor (also known as the graduate advisor) is always an advisor that has been appointed by designated officers in the organization. Once an advisor has been appointed, he/she must provide required information and sign the Registration Packet.

3. Completed Registration Packets may be scanned and e-mailed to ejohnson@shawu.edu or may be delivered directly to OS&G. OS&G reviews the document to make sure that all requested information has been included and that the request is in compliance with University requirements.

4. If OS&G deems the document incomplete (i.e. missing required signatures, requested documents, etc.) the organization is denied registration status at Shaw University. The group is given the opportunity to edit the packet and re-submit it for approval.

5. If the Registration Packet is approved, the group becomes a registered organization at Shaw University and has the opportunity to use University resources for student programming.

6. Registered organizations are added to a directory and the organization’s contact information is sent to the Dean of Students.
Student Activities/Greek Life (OS&G)

SOP #: 843

DATE: December 2011-Revised

TITLE: Student Organizations – Re-instatement Process for Returning Organizations

PURPOSE: The Office of Student Activities/Greek Life (OS&G) manages all student organizations at Shaw University. In order to ensure that all records are accurate and up-to-date, organizations are required to apply for re-instatement every semester; ergo, the following policies and procedures exist.

POLICY:

• Returning organizations must complete a Registration Re-instatement Packet every semester after initial registration. Registration Re-instatement Packet must be submitted at the “Meet the Organizations” event conducted at the beginning of each semester.

• Officers must be in good standing with the University (disciplinary/fiscal), enrolled as full-time students, and have a cumulative grade point average of a 2.5 or higher.

• Organizations conducting membership intake must complete a Registration Re-instatement Packet and receive written approval from OS&G before interest meetings, recruitment of interested members, etc. is permitted.

• All information must be typed, excluding signatures. Forms without mandatory signatures or with unauthorized/factitious signatures will be denied. The original copy of this document must be submitted to OS&G. It is recommended that organizations make a copy of this document. Returning organizations that do not submit required registration re-instatement documents, during “Meet the Greeks” will be inactive for the current semester.

• Non-student membership in the organization is limited to members of the University faculty or staff, although alumni or former students may become honorary members in some organizations.

• All student organizations are required to have at least one advisor. Only University faculty or professional administrators/staff members may serve as primary advisors to a group. Persons who are not members of the University who have special interests or talents may serve as a secondary advisor to the student organizations with the approval of OS&G. Such persons may not serve as a primary advisor to the student organization. The role of the faculty or staff advisor is a unique and essential one. The student organization, as well as the respective advisor, should be cognizant of the role and responsibilities of the advisor and of the University’s expectations.

• Greek organizations are required to have two advisors. The primary advisor (also known as the on-campus advisor) is always a full-time staff/faculty member of Shaw University. The secondary advisor (also known as the graduate advisor) is always an advisor that has been appointed by designated officers in the organization. This individual must be recognized by the national organization as a representative for the fraternity or sorority. Advisors are expected to be actively involved with the chapter and available to the OS&G for correspondence, regular meetings, etc. Both advisors must sign the registration materials in order for the organization to receive University recognition as a registered student organization.
PROCEDURE:

1. Returning organizations must complete a Registration Re-instatement Packet, located in OS&G and on Shaw University’s website. In order to access this document online, students must:
   - Go to [www.shawu.edu](http://www.shawu.edu)
   - Go to “Students”
   - Go to “Current Students”
   - Go to “Student Affairs”
   - Click on “Student Activities & Greek Life”
   - Click on “Registration Re-instatement Packet”
   - Type requested information and print document.

2. Various sections of the packet require an advisor’s signature. Students must appoint a primary (on-campus) advisor. Greek organizations are required to have two advisors. The primary advisor (also known as the on-campus advisor) is always a full-time staff/faculty member of Shaw University. The secondary advisor (also known as the graduate advisor) is always an advisor that has been appointed by designated officers in the organization. Once an advisor has been appointed, he/she must provide required information and sign the Registration Re-instatement Packet.

3. Completed Registration Re-instatement Packets may be scanned and e-mailed to [ejohnson@shawu.edu](mailto:ejohnson@shawu.edu) or may be delivered directly to OS&G. OS&G reviews the document to make sure that all requested information has been included and that the request is in compliance with University requirements.

4. If OS&G deems the document incomplete (i.e. missing required signatures, requested documents, etc.) the organization is denied registration status at Shaw University. The group is given the opportunity to edit the packet and re-submit it for approval.

5. If the Registration Re-instatement Packet is approved, the group becomes a registered organization at Shaw University and has the opportunity to use University resources for student programming.

6. Registered organizations are added to a directory and the organization’s contact information is sent to the Dean of Students.
Student Activities/Greek Life (OS&G)

SOP #: 844

DATE: December 2011-Revised

TITLE: Student Organizations – Pre-Intake Activities

PURPOSE: The Office of Student Activities/Greek Life (OS&G) manages all Greek organizations and social fellowships at Shaw University. These groups typically conduct a membership intake process, which is mandated by the national office associated with the organization. These organizations are guests of the institution; ergo, OS&G pre-intake policy and procedure exist to clarify the University’s expectations, manage the intake process, and to ensure that OS&G has necessary information on file before approving membership intake.

POLICY:

1. Prior to any intake activities, at least one chapter member, preferably the chapter president or intake chair must schedule a meeting with the Director of Student Activities or designated staff member. Appointments are scheduled by sending an e-mail to ejohnson@shawu.edu. At this meeting and via e-mail, the chapter must submit/provide:
   - Any national or regional paperwork that needs to be signed by the Office of Student Activities/Greek Life.
   - A signed Notice of Membership Intake Form. This form must contain original signatures of the chapter president, on-campus advisor, and graduate advisor.
   - A signed Fraternity and Sorority Non-Hazing Compliance Form. This form must contain original signatures of the chapter president and intake chair.
   - A calendar of events that includes a timetable of any intake activities with dates, locations, and times. All activities should be held on-campus and between the hours of 9:00 a.m. and 11:00 p.m. unless otherwise approved. Activities must be approved by the Director of Student Activities or designated staff member one-week before they commence.

2. Activities to include on the calendar of events, if applicable, are:
   - Informational and interest meetings – The process for undergraduate membership begins with the interest meeting (i.e. rush, tea, awareness seminar, informational, etc.) Interest meetings must be held the same semester as intake unless otherwise approved. A copy of the flyer to announce the interest meeting must be submitted, and must include the time, date, location, dress code, and any additional expectations for aspirants of the on-campus interest meeting. The flyer must be posted for a period of no less than 48 hours and should be posted in a well visible area at least three business days prior to the interest meeting in the following locations: The Office of Student Activities/Greek Life, Willie E. Gary Student Union, TOS Living and Learning Center, and ISC building. The same information that is posted on the flyer must be posted on an appropriate listserv (established by Shaw University) no less than 3 business days before the interest meeting. If it has not been posted by the organization by noon of the first business day, the Director of Student Activities or designated staff member may post the information for the organization.
   - Selection date(s)
   - Start date of the new member's official process/education
   - Initiation date
• Presentation of New Members and any practices for the show. If the presentation of new members does not include a “show,” the method used to present new members should be discussed and approved at this meeting.

• Any additional dates pertinent to a specific organization

3. In the event that any dates and times need to be changed on the calendars of events, chapter members must notify the graduate advisor, on-campus advisor, and Director of Student Activities (by phone and in writing) no less than 2 business days prior to the new event time.

4. Without the submission of this paperwork intake will not be approved. In the event that the intake activities begin without the knowledge and signed approval of the graduate advisor, on-campus advisor, and the Director of Student Activities, the chapter has not adhered to these written Intake Rules; therefore, intake activities will cease immediately, and the chapter may be placed on suspension. These sanctions will be administered at the discretion of the Director of Student Activities.

PROCEDURE:

1. Prior to any intake activities, at least one chapter member, preferably the chapter president or intake chair must schedule a meeting with the Director of Student Activities or designated staff member. Appointments are scheduled by sending an e-mail to ejohnson@shawu.edu.

2. Once a Pre-Intake meeting request has been sent from the organization, a meeting time and date will be confirmed via e-mail by OS&G.

3. At the Pre-Intake meeting, organizations requesting permission to conduct membership intake must provide the following information:

   - Any national or regional paperwork that needs to be signed by the Office of Student Activities/ Greek Life.
   - A signed Notice of Membership Intake Form. This form must contain original signatures of the chapter president, on-campus advisor, and graduate advisor.
   - A signed Fraternity and Sorority Non-Hazing Compliance Form. This form must contain original signatures of the chapter president and intake chair.
   - A calendar of events that includes a timetable of any intake activities with dates, locations, and times.

   Organizations are encouraged to bring promotional flyers, relevant to intake, during this time.

4. If an organization does not have any national or regional paperwork that needs to be signed by OS&G, a paragraph stating this information must be submitted during the Pre-Intake meeting.

5. If an organization is planning to host any intake activities off-campus, a brief explanation of the activity, address of desired location, and time and date of activities must be submitted and approved by OS&G during the Pre-Intake meeting.

6. If submitted documents contain required signatures and are prepared properly, the organization will receive written permission to conduct intake from OS&G.
Student Activities/Greek Life (OS&G)

SOP #: 845

DATE: December 2011

TITLE: Student Organizations – University Clearance Process for Membership Intake

PURPOSE: The Office of Student Activities/Greek Life (OS&G) manages all Greek organizations and social fellowships at Shaw University. These groups typically conduct a membership intake process, which is mandated by the national office associated with the organization. In many cases OS&G has found national standards to be lower than University standards (ex: GPA requirement); ergo, OS&G University Clearance policy and procedure exist to ensure that all aspirants meet University requirements before they are approved to complete the membership intake process.

POLICY:

- Aspirants must be in good academic, financial, and social/disciplinary standing with the University, have at least a 2.5 grade point average on a 4.0 scale, have received at least 30 credit hours (sophomore status or higher) from Shaw University, and completed CASES. The University’s academic standards supersede those imposed by national organizations. Aspirants may be ineligible if he/she commits an act which results in disciplinary probation or a sanction during the Clearance/Verification period. CAPE students are not required to complete CASES.

- Organizations conducting membership intake must submit a Clearance/Verification of Aspirants Form to OS&G no less than 2 business days after the interest meeting. The Clearance/Verification of Aspirants Form is a list of interest meeting (i.e. rush, tea, awareness seminar, informational, etc.) attendees and includes the following information for each aspirant:

  1. Name
  2. Aspirant Authentic Signature
  3. Student ID Number
  4. Academic Waiver - Aspirant Authentic Signature
  5. Cumulative GPA and hours completed (Completed by OS&G)
  6. Total Number of Attendees
  7. Authentic signatures from Chapter President, Graduate Advisor, and On-Campus Advisor.
  8. A separate line for verification of date received. (Completed by OS&G)

- Primary and secondary advisors will receive a list, via e-mail, of all aspirants cleared by the University.

- Organizations conducting membership intake must submit an Aspirant Selection Form, no less than 2 business days after selection has concluded, via e-mail to ejohnson@shawu.edu. This form is the list of the individuals approved by the chapter that will be submitted to the regional or national representatives (by the chapter) as aspirants for membership. In cases where the National or Graduate intake team conducts the intake process, all correspondence forwarded to any regional or local representatives must also be forwarded to OS&G.

- The Aspirant Selection Form is a list of aspirants, selected by the organization to continue the membership intake process, and should include each aspirant’s:

  1. Name
  2. Student ID Number
  3. E-mail Address
  4. Contact Number
  5. On/Off Campus Mailing Address
PROCEDURE:

1. Aspirant attends interest meeting (i.e. rush, tea, awareness seminar, informational, etc.). The Clearance/Verification of Aspirants Form is completed, by aspirant, upon entrance.

2. No less than 2 business days after the interest meeting, chapter members must submit the Clearance/Verification of Aspirants Form to begin the clearance process with OS&G.

3. Upon receipt, OS&G begins the clearance process (verifies aspirants GPA, judicial status, CASES record, and fiscal status).

4. A list of cleared applicants is e-mailed to the primary advisor and secondary advisor for the organization. The list includes the aspirant’s first and last name only.

5. Aspirants, who were not cleared by OS&G, are advised to direct all questions and concerns to OS&G.
Student Activities/Greek Life (OS&G)

SOP #: 846

DATE: December, 2011

TITLE: Student Organizations – On-Campus Venue Requests for Student Programming

PURPOSE: The Office of Student Activities/Greek Life (OS&G) manages 35-50 student organizations per semester. Each organization requires access to Shaw University facilities for workshops, meetings, practice, and student programming. In an effort to maintain order and ensure that all organizations have a fair opportunity to access facilities, organizations must follow OS&G reservation policies and procedures.

POLICY:

• Registered student organizations that would like to reserve a space ANYWHERE on Shaw University’s campus must reserve their space through The Office of Student Activities/Greek Life (OS&G). OS&G will contact parties in charge of requested venues to confirm facilities. If protocol is not followed then your event will be cancelled. OS&G serves as the liaison between all campus units and student organizations.

• Compliance with all University building policies and procedures is required at all times for all events. Student organizations are responsible for leaving facilities in clean and orderly condition and must return special equipment (i.e. projectors, laptops, microphones, speakers, etc.). Organizations may be fined for damaged equipment and/or venues. Inappropriate conduct or misuse of a facility and/or equipment may result in the suspension and/or termination of the organization’s right to reserve space at Shaw University.

• Student organizations are required to request on-campus facilities for student programming by completing a Reservation Request Form. This form is located online (www.shawu.edu) and must be submitted at least 14 working days before the scheduled event. This form must include all set-up/breakdown equipment needs/times (i.e. chairs, tables, etc.), contact information for event lead, and a signature of approval from the organization’s advisor. Completed reservation request forms must be submitted to OS&G for approval in order to secure a facility and/or date for the scheduled event. Student organizations may request facilities for regular meetings or other activities as early as one semester in advance.

• Student organizations are responsible for reading their event confirmations carefully, understanding that all rooms originally requested may not be confirmed. Event confirmations will be issued via e-mail. Organizations are advised to carry a copy of event confirmations during scheduled events to prevent entrance issues. If confirmations are requested by university officials, failure to present this information may result in the cancellation of your organization’s event.

• Cancellation/Change of any event must be given to OS&G and all necessary groups (i.e. Campus Police) at least 72 hours before the beginning of the scheduled event through written completion of the OS&G Cancellation/Change Form. Failure to properly cancel a reservation may result in the suspension or termination of the organization’s right to reserve venues at Shaw University.

• Priority for use of the Willie E. Gary Student Center shall be given to registered campus organizations. Student organizations that are not registered with the University are prohibited from reserving space in the Student Center and in other University facilities, unless otherwise authorized by OS&G.
• OS&G reserves the right to change assignments should conditions require it. Consideration will be
given based on venue capacity, estimated attendance, and special equipment needs. Student
organizations will be contacted before room assignments are altered.

• The University reserves the right to assign University Police coverage to any event deemed as a safety
risk. The sponsoring organization will not be responsible for security costs associated with the event.
Please note that all events requesting door sales require University Police coverage.

• Student organizations given permission to solicit in the Willie E. Gary Student Center will be limited to
use of the area provided in the main lobby of the Willie E. Gary Student Center unless special
arrangements are required.

• In order to gain access to locked facilities, during the weekend or after 5:00pm, contact Police Dispatch
at (919) 546-8249 no less than 20 minutes prior to the approved entrance time, written on your
organization’s event confirmation.

• All outside groups, including alumni, must contact the Business Office and/or the Office of Alumni
Relations to reserve facilities on campus.

PROCEDURE:

1. “Meet the Organizations” is a mandatory event for all returning student organizations, seeking re-
instatement for the semester. Student organizations are given the opportunity to submit a complete
calendar of events during this time. In an effort to encourage students to plan in advance, OS&G
accepts the organization’s calendar as a substitute for the Reservation Request Form due to proactive
planning and early preparation. If a calendar has been submitted to OS&G, the next step is outlined in
#4 of this document. Organizations that choose not to submit a calendar at “Meet the Organizations”
are required to submit Reservation Request Forms for all planned events.

2. Student organizations must complete a Reservation Request Form. This document is located in OS&G
and on Shaw University’s website. In order to access this document online, student organizations must:
   • Go to www.shawu.edu
   • Go to “Students”
   • Go to “Current Students”
   • Go to “Student Affairs”
   • Click on “Student Activities & Greek Life”
   • Click on “Reservation Request Form” and print document.

3. Student organization must complete the Reservation Request Form and receive a signature of approval
from the organization’s advisor.

4. Once the Reservation Request Form has been completed and includes appropriate signatures, it must
be submitted to OS&G. This document may be scanned and e-mailed to ejohnson@shawu.edu or may
be delivered directly to OS&G.

5. Once the Reservation Request Form has been submitted, OS&G accesses EZ Book (University Facility
Reservation Software) and the venue is booked, if available.

6. After the venue has been booked, an event confirmation is e-mailed to the event lead (listed on the
form) and the organization’s advisor.
7. Immediately after the initial event confirmation has been e-mailed to the event lead and the organization’s advisor, an additional event confirmation is sent to the parties below if necessary:

- **Kreative Koncepts**: Receives notification from OS&G of the organization’s needs (i.e., tables, chairs, and/or sound equipment).

- **The Office of Safety & Security**: Informed of event details (i.e. time, date, expected attendees, etc.) and a request for Security personnel is submitted.

- **Thompson Hospitality**: Receives notification from OS&G that an organization has requested use of their facility and OS&G schedules a time to meet and discuss the scheduled event. The organization is notified of the final decision from OS&G.

- **Plant Services**: Receives notification from OS&G that additional sound, light, and/or staging will be rented and that assistance is required to ensure that the external units are compatible with internal units.

- **Transportation**: Receives notification from OS&G that an organization needs transportation to and/or from an event. For more details please see “Student Organizations – Off-Campus Venue Requests for Student Programming” standard operating procedure.

The event lead and organization’s advisor is copied on all correspondence with the offices above.

8. Confirmed event is added to OS&G calendar.
Student Activities/Greek Life (OS&G)

SOP #: 847

DATE: December 2011

TITLE: Student Organizations – Hosting Off-Campus Events

PURPOSE: The Office of Student Activities/Greek Life (OS&G) manages 35-50 student organizations per semester. Each organization has a right to conduct events off-campus, but doing so does not mean that it is a University sponsored/supported event. In an effort to maintain order and provide clarity about University expectations, organizations must follow OS&G policies and procedures for hosting events off-campus.

POLICY:

- Student organizations sponsoring off-campus events are not required to coordinate activities through the Office of Student Activities/Greek Life (OS&G) unless the organization is requesting Shaw University transportation to transport attendees to the event, seeking fiscal assistance, or asking for promotional support (i.e. use of University e-mailing system, website, radio and/or venues to promote events) from Shaw University.

- Student organizations cannot use the university’s name and/or logo when sponsoring off-campus events unless approved, in writing, by OS&G.

- No student or student organization may use the Shaw University name in connection with a personal or unofficial function if the use of the name may mislead someone into thinking the function is University-sanctioned or sponsored.

- No student or student organization may commit the University to accept responsibility for injuries or damages, which may occur at personal or unofficial functions.

- University students and student organizations who, without appropriate authority, attempt to commit the University to accept responsibilities for injuries to persons, damages to property, costs of goods and services, or other obligation—financial or otherwise—will be referred for appropriate disciplinary action and will also be personally liable for any judgments which result from such injuries, losses, damages, or obligations.

- Shaw University has registered its name, initials, mascot, seal and logos (trademarks) as a means of protecting them from unauthorized use and abuse. Permission is required before they may be reproduced. If authorized, the usage of such items must conform to the regulations set by the University.

- The Office of Safety and Security determines the number of officers and additional security measures that are required for an activity.

- OS&G serves as the liaison between University units (i.e. Fiscal Affairs, Transportation, Safety & Security, Public Relations, etc.) and all registered student organizations.

- University policy prohibits the serving, consumption, sale, possession, or display of alcoholic beverages and illegal drugs, by any student or student organization on University-owned property or at University...
sponsored or supervised events. Student organizations sponsoring social events are responsible for informing their guests of these regulations and are also responsible for the general decorum of their guests. It is an expectation that students will exercise sound judgment and discretion when inviting guests to their events.

PROCEDURE:

1. Student organizations must complete a Reservation Request Form, with a brochure or web address of the desired off-campus location. Forms are located in OS&G and on Shaw University’s website. In order to access this document online, student organizations must:
   - Go to www.shawu.edu
   - Go to “Students”
   - Go to “Current Students”
   - Go to “Student Affairs”
   - Click on “Student Activities & Greek Life”
   - Click on “Reservation Request Form” and print document.

2. Student organization must complete the Reservation Request Form and receive a signature of approval from the organization’s advisor. Documents may be scanned and e-mailed to ejohnson@shawu.edu or may be delivered directly to OS&G.

3. Once the Reservation Request Form has been completed and the brochure or web address has been submitted, a meeting is held to discuss the event and the organization’s needs (i.e. transportation, fiscal assistance, and/or promotional support). OS&G will approve or deny University support during this time.

4. If OS&G agrees to support the event, an event confirmation is e-mailed to the event lead (listed on the form) and the organization’s advisor. Policies and requirements associated with the request are also sent at this time. Requirements vary, based on the request of the student organization. For example,
   - **Fiscal Support:** Student organizations are required to submit a contract, invoice and/or quote to clarify the purpose of their funding request. If fiscal support is approved, all correspondence with the Office of Fiscal Affairs is conducted by OS&G and student organizations will receive updates directly from OS&G.
   - **Promotional Support:** Student organizations must submit all promotional information to OS&G for approval before receiving permission to use the University’s e-mailing system, website, radio and/or venues to promote events. If promotional support is approved, all correspondence with the Office of Public Relations is conducted by OS&G and student organizations will receive updates directly from OS&G.
   - **Transportation:** Student organizations must complete a Transportation Request Form instead of a Reservation Request Form. For more details please see “Student Organizations – Transportation Requests” standard operating procedure. If transportation is approved, all correspondence with the Office of Transportation is conducted by OS&G and student organizations will receive updates directly from OS&G.

5. Depending on the request, Security and additional staff may be necessary. If required, these services will be coordinated by OS&G.

6. Confirmed event is added to OS&G calendar.
Student Activities/Greek Life (OS&G)

SOP #: 848

DATE: December 2011-Revised

TITLE: Student Organizations – Transportation Requests

PURPOSE: The Office of Student Activities/Greek Life (OS&G) manages 35-50 student organizations per semester. Student organizations occasionally require transportation to athletic, community service, educational, and social events. In an effort to maintain order and ensure that all organizations have a fair opportunity to access University transportation, organizations must follow OS&G transportation policies and procedures.

POLICY:

- Student organizations sponsoring off-campus events are not required to coordinate activities through OS&G unless the organization is requesting Shaw University transportation to transport attendees to the event, seeking fiscal assistance, or asking for promotional support (i.e. use of University e-mailing system, website, radio and/or venues to promote events) from Shaw University.

- OS&G is the liaison between Shaw University’s Office of Transportation and all student organizations. Student organizations that require transportation for off-campus events must submit a Transportation Request Form to OS&G for approval. Failure to properly coordinate transportation may result in the suspension or termination of the organization’s right to use University transportation for off-campus events.

- Passengers, using Shaw University transportation, must sign a Waiver of Liability Form before departing from Shaw University. Forms will be collected by chaperones (faculty/staff advisor) and submitted to OS&G.

PROCEDURE:

1. Student organizations must complete a Transportation Request Form. This document is located in OS&G and on Shaw University’s website. In order to access this document online, student organizations must:
   - Go to www.shawu.edu
   - Go to “Students”
   - Go to “Current Students”
   - Go to “Student Affairs”
   - Click on “Student Activities & Greek Life”
   - Click on “Transportation Request Form” and print document.

2. Student organizations must complete the Transportation Request Form and receive a signature of approval from the organization’s advisor.

3. Once the Transportation Request Form has been completed and includes appropriate signatures, it must be submitted to OS&G. This document may be scanned and e-mailed to ejohnson@shawu.edu or may be delivered directly to OS&G.

4. Once the Transportation Request Form has been submitted, OS&G will contact the Office of Transportation for availability and to confirm travel.

5. After transportation has been confirmed, an e-mail is sent to the event lead (listed on the form) and the organization’s advisor.

6. Confirmed event is added to OS&G calendar.