

85

CAMPUS PUBLIC SAFETY

Standards in this chapter relate to the unique functions and responsibilities of campus public safety agencies, whether sworn or non-sworn.

85.1 Annual Campus Security Report

85.1.1 *A written directive defines the role of the agency in the preparation of the institution's Annual Campus Security Report. The annual campus security report is reviewed and updated annually as one cohesive document as per the requirements of federal law (and any other state, county, provincial or locally required law or regulation).*

Commentary: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery law), codified as 20 USC 1092 (f) as part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose both timely specific information and annual summary information about campus crimes and security policies. All public and private institutions of postsecondary education, participating in federal student aid programs, are subject to the Clery Act. For the most current information, consult the Department of Education's Campus Security Web site at www.ed.gov/admins/lead/safety/campus.html.

Congress has charged the Department of Education (DOE) with the administration of the requirements of the Clery Act, and as such the DOE is the authority having jurisdiction over compliance with the act. Compliance with the standards contained in this chapter as they pertain to the Clery Act is in no way intended by IACLEA for agencies to conclude compliance with federal law.

85.1.2 *A written directive delineates the procedure for providing timely warnings about reported crimes to the campus community in a manner that will aid in the prevention of similar crimes, and shall include at a minimum:*

- a. *a protocol for the timely review of all offenses that are subject to disclosure in the Annual Campus Security Report and have been reported to campus security authorities or local police authorities as identified under the institution's statement of current campus policies to determine if they represent a serious or continuing threat to students and employees;*
- b. *a system of notification.*

Commentary: As with the Annual Campus Security Report, the timely warning requirement applies to any of the enumerated offenses that have been reported to campus security authorities. While there is no requirement to do so,

institutions are encouraged by the Department of Education to request that the local police keep the institution informed on an immediate basis of crimes that may require timely warnings. An institution is not required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

85.1.3 *A written directive defines the role of the agency in the initiation of an emergency response and evacuation for a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, which shall include at a minimum:*

- a. a description of the process used to confirm a significant emergency or dangerous situation;*
- b. a description of the process used to identify the campus population to be notified;*
- c. a description of how the notification system is initiated; and;*
- d. a description of the process used to determine the content of the notification.*

85.1.4 *The agency maintains a written, easily understood Daily Crime Log that records, by the date the crime was reported, any crime that occurred on campus, on a non-campus building or property, on public property, or within the patrol jurisdiction of the campus law enforcement, security or public safety agency and is reported to the campus agency, which shall include at a minimum:*

- a. the nature, date, time, and general location of each crime;*
- b. the disposition of the complaint, if known.*

Commentary: The breadth of the daily crime log requirement is greater than for the Annual Campus Security Report, in that it applies to any and all crimes that have been reported to the campus agency, not only to those categories that are subject to annual statistical disclosure. The daily crime log may be created and posted electronically, in hard copy, or both, but all log entries for the most recent 60-day period must be available for public inspection during normal business hours. If the log is maintained in an electronic format, provisions should be made on site for public access to a viewing terminal or a hard copy printout upon request. The agency must make any portion of the log older than 60 days available within two business days of a request for public inspection.

85.1.5 *If the agency is responsible for maintaining the institution's Fire Log, it is a written, easily understood log that records any fire that occurs in an on-campus student housing facility and contains, at a minimum:*

- a. the date the fire was reported;*
- b. the nature, date and time of the fire; and*
- c. the general location of the fire.*

Commentary: Agencies are permitted to incorporate fire incidents into the daily crime log so long as the information pertaining to each fire incident complies with Clery Act fire requirements.

85.2 Emergency Access and Response

85.2.1 *If the agency has installed so called “blue light” or other similar outdoor emergency telephones and they are transmitted to the agency’s dispatch center, a documented inspection and test of each telephone is completed at least monthly.*

Commentary: Emergency telephones on a college campus are a critical component of the emergency access and emergency response system. Phones should be tested at reasonable intervals and any operating problems should be reported in a timely manner to appropriate repair entities for immediate attention. Similarly, the phones should be periodically inspected for routine maintenance. All such checks should be documented.

85.2.2 *If the agency utilizes panic alarms, installed within its facilities, as part of a campus emergency response system and the alarm signal is directed to the agency’s dispatch center, the agency will, at a minimum:*

- a. conduct, at least quarterly, a documented test of each alarm; and*
- b. evaluate, at least once every three (3) years, the security situation that prompted installation of the panic alarm to ensure the security need is still relevant and being met.*

Commentary: Panic alarms, within facilities, are a component of a campus safety system and should be tested at reasonable intervals to ensure the alarms are operational. It is also important to periodically evaluate the need for the alarm to ensure that the security situation that is being addressed has not changed to the extent that other measures are required or that the alarm is no longer needed. All such checks should be documented. This standard is not intended to apply to personal and portable panic alarms that may be carried by individuals.

85.3 Physical Security

85.3.1 *If the agency conducts security surveys, staff conducting the surveys shall be appropriately trained and certified.*

Commentary: Security surveys are an important component of a crime prevention program on a college campus. Members of an academic community need to be confident that those individuals in a public safety agency that are responsible for making recommendations that affect their personal safety and security are well trained and current with new developments, technologies,

methods, approaches and processes in areas of security as it relates to the academic community. Certifications in this field vary but should come from recognized programs such as the Institute for Community Security and Public Safety (formerly the National Crime Prevention Institute), the American Society of Industrial Security, a recognized state training agency, or other appropriate organization.

85.3.2 *If the agency utilizes video surveillance for the protection of assets, covert surveillance, electronic access control, and/or parking facility security, a written directive defines its use, to include:*

- a. monitoring requirements and limitations;*
- b. testing of video systems;*
- c. documentation requirements; and*
- d. records retention (as it relates to video recordings).*

Commentary: Video surveillance, including closed circuit television and web-based systems, is a complex subject that has legal liability potential and requires standardized operating procedures to ensure adherence to the intended use of the particular application. All aspects of a video security system should be clearly spelled out in policy and procedures so that agency members have guidance and to ensure appropriate controls.

85.4 Personal Safety

85.4.1 *If the agency is responsible for safety escort services, all student and civilian volunteers that participate in the program, prior to serving as an escort, will:*

- a. undergo appropriate documented background checks;*
- b. participate in a training program.*

Commentary: Personal safety escort services on college campuses are normally an integral part of the campus public safety program. Members of the community should be reasonably assured that the agency has taken appropriate measures to screen out individuals not suitable to be escorting members of the community during hours of darkness from one point on a campus to another. Minimally, the background check should include a review of any criminal and motor vehicle driving history, as well as a verification of two personal references. Any paid employees of the public safety agency, providing such services, should undergo the pre-employment screening described in Standard 32.2.1.

85.4.2 *All requests for personal escort safety services will be logged to document activity.*

Commentary: None.

85.4.3 *A written directive requires that, within 24 hours of the determination that a student who lives in on-campus housing is missing, the following are notified:*

- a. the parent(s) or guardian(s) of a student under the age of 18 and not emancipated;*
- b. the student's emergency contact; and*
- c. the local law enforcement agency.*

Commentary: These notifications are intended to supplement the reporting and investigative procedures described in Standard 41.2.5.