

Change Notice No. 1.3

IACLEA Accreditation Standards Manual

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Background

This is the third change notice to the *IACLEA Accreditation Standards Manual* (1st Edition), which was published in July 2012. Change notices shall be numbered by edition number, followed by a decimal point and the sequential number of the change to that edition. Change notices are an essential component of the standards for campus public safety agencies. They help ensure these standards continue to reflect the best and most up-to-date information the profession can offer.

Standard Amendments and Other Revisions Accompanying this Change Notice

Standard 1.1.2, revised;	Standard 7.1.1, revised;
Standard 1.1.3, revised;	Standard 8.2.3, revised;
Standard 1.1.4, revised;	Standard 8.4.1, revised;
Standard 2.2.2, revised;	Standard 8.4.2, revised;
Standard 2.2.3, revised;	Standard 9.2.4, revised;
Standard 2.2.4, revised;	Standard 9.2.8, revised;
Standard 3.1.2, revised;	Standard 9.2.11, new;
Standard 3.1.3, revised;	Standard 10.1.1, revised;
Standard 3.3.1, revised;	Standard 11.1.10, revised;
Standard 4.1.2, revised;	Standard 11.2.5, revised;
Standard 4.2.7, revised;	Standard 12.2.2, revised;
Standard 4.3.1, revised;	Standard 13.2.1, revised;
Standard 5.1.1, revised;	Standard 13.3.1, revised;
Standard 5.2.5, revised;	Standard 16.1.2, revised;
Standard 6.1.1, revised;	Standard 16.2.1, revised;
Standard 6.1.3, revised;	Standard 17.1.4, revised;
Standard 6.2.1, revised;	Glossary, revised; new terms.
Standard 6.3.3, revised;	

Instructions

Agencies must be in compliance within one year.

1.1.2 Geographical Jurisdiction and Service Boundaries

A written directive defines the geographical boundaries of the agency's legal jurisdiction and/or patrol service area and includes a map that illustrates it.

Commentary: Some agency jurisdictions are easy to define with a distinct campus, while others may have facilities that are spread out across a city. Regardless of the size or complexity of the area covered, agency personnel should have clear, unambiguous boundaries within which they may exercise arrest authority or are responsible for providing service. In addition, agency personnel should understand the geographical reporting distinctions associated with the Clery Act.

1.1.3 Mission, Values and Philosophy

A written directive clearly defines the mission, values and philosophy of the agency and is communicated to all employees.

Commentary: This directive should clearly address all three required statements – mission, values and philosophy. Ideally~~When possible~~, the agency's mission, values, and philosophy should be linked to those of the institution. In a campus public safety agency, it is important that employees understand that the agency exists to support the educational mission of the institution. For sworn agencies, there exists a dual obligation to function both in a quasi-governmental, law enforcement capacity as well as to serve the greater interests of the institution. Sworn employees in particular need to understand how their role as sworn law enforcement officers supports the overarching institutional mission, ~~values, and philosophy.~~

1.1.4 Written Directive System (time sensitive)

The agency has a written directive system that is readily available to all employees that includes, but is not limited to, all policies, rules, regulations and procedures of the department. The written directive system will:

- a. Include a description of the system's structure and format;
- b. Identify who, in addition to the agency's chief executive officer, is authorized to issue, modify, revise or rescind any part of the directive system;
- c. Identify procedures for indexing, purging, updating and disseminating written directives;
- d. Assure the receipt of directives by affected personnel; and
- e. Outline the process for an annual review of all policies, procedures and directives ~~to insure applicability and consistency with state law and institutional policy.~~

Commentary: While not required, it is recommended that the agency solicit feedback on policies that affect other departments within the institution. For example, directives involving residence halls should be vetted through the office of residence life or student affairs departments. Doing so helps to maintain a productive dialogue between the agency and other departments and helps to generate confidence and support for agency practices from stakeholders within the institution.

Directives should be reviewed annually to ensure consistency with applicable state law and institutional policy. Changes to statutes, institutional directives and court decisions can influence agency policy and procedure. The system should also track the history of changed directives so that previous versions can be referenced if necessary.

2.2.2 Procedures – Arrest with/without a Warrant

A written directive establishes procedures for ensuring compliance with all applicable constitutional requirements for:

- a. Arrest made, with a warrant;
- b. Arrest made, without a warrant.

Commentary: ~~None.~~ "Compliance with all applicable constitutional requirements" can be demonstrated through a review of the procedures by the institution's counsel or the local prosecutor's office.

2.2.3 Alternatives to Arrest (E)

A written directive ~~defines the authority, guidelines and~~ describes the circumstances when sworn personnel may exercise alternatives to arrest.

Commentary: It may be appropriate for agencies to articulate when minor infractions should be handled through campus disciplinary procedures in lieu of an arrest.

2.2.4 Search and Seizure with a Warrant

A written directive governs the execution of search warrants by sworn officers ~~in accordance with applicable constitutional requirements.~~

Commentary: The directive should also contemplate those times when outside agencies serve search warrants on campus, and what protocols the agency has in place when that occurs. Federal privacy laws pertaining to student records should also be addressed when developing the directive. While there are exceptions, the Family Educational Rights and Privacy Act (FERPA) generally requires that search warrants for student records not be executed until the student whose records are the target of the search is notified and has an opportunity to respond.

3.1.2 Requirements for Performance Evaluation System

The agency's performance evaluation reports shall include at a minimum:

- a. Evaluation of the employee's performance for a specific period;
- b. Explanatory statements when performance evaluations are unsatisfactory or outstanding;
- c. Each performance evaluation report is reviewed and signed by the rater's supervisor;
- d. The employee is given an opportunity to sign and make written comments on the performance evaluation; and
- e. ~~There is an appeal process for employees who do not agree with the performance evaluation.~~

Commentary: ~~None.~~ Even if institutional policies do not permit formal appeals by an employee of his/her evaluation, the agency should still have a process by which employees can seek clarification, additional feedback, or contest the outcome of the performance review process within the agency.

3.1.3 Describes Promotional Process (E)

A written directive describes the agency's promotional process, to include:

- a. Identifying a position, or positions, responsible for administering the promotional process;
- b. Describing the elements to be used in the promotional process;
- c. Ensuring all elements used in the promotional process are job related and nondiscriminatory.
- d. Ensuring that eligible employees have the opportunity to view promotional announcements; and
- e. Establishing procedures for non-selected candidates to receive feedback on their candidacy~~promotional candidates to review their performance on each element of the promotional process.~~

Commentary: Posting promotional opportunities on the institution's centralized position vacancy website is sufficient for ensuring that eligible employees have the opportunity to view available promotional opportunities. The processes used to select candidates for promotion should be as transparent as possible. A process that is viewed as biased, secretive, or unfair will undermine employee morale and can also lead to a lack of respect for and confidence in those employees selected. The standard does not apply to acting, temporary or interim appointments.

3.3.1 Part-Time Officers

If the agency employs part-time officers, a written directive establishes and describes their use, and includes the following requirements:

- a. That selection criteria be the same as for full-time officers;
- b. That sworn part-time officers maintain certification as sworn police officers in accordance with regulations established by the governing authority;
- c. That FTO and in-service training be provided commensurate with their duties and responsibilities~~the same as for full-time officers~~;
- d. That part-time officers be assigned to perform functions only for which they have been trained; and
- e. That part-time officers are to be trained in the agency's Use of Force Policy(s) and tested for weapons proficiency with the same frequency as full-time officers.

Commentary: The standard applies to part-time personnel who are regularly scheduled to work, as well as those who work only in an on-call capacity. Irrespective of the regularity or frequency with which they work, part-time officers must undergo the same selection requirements and training program as full-time employees. The agency's FTO program should address how initial training will be delivered to part-time employees, who may not be available to participate in a traditional FTO program.

4.1.2 Sexual and Other Unlawful Harassment Prohibited (time sensitive)

The agency has a written directive that prohibits sexual or other unlawful harassment. The written directive must provide for reporting procedures that include when it is appropriate to make a report outside the chain of command or outside the agency. The agency must provide initial and biennial update training to all personnel.

Commentary: Strong policies and directives prohibiting any such harassment (i.e., creation of an intimidating, hostile, or offensive work environment) must be established with a requirement that all allegations made of such activity will be promptly~~immediately~~ and thoroughly investigated. It

is recommended, however, that the agency rely upon the institution's sexual harassment policies, training and investigative procedures whenever possible to ensure that the agency's policy and response is consistent with that of the institution. It is also recommended that the directive include mention of "whistleblower" protection. The requirement for training does not have to be in the written directive, but proof of training must show that agency employees are aware of their responsibilities and the legal issues involved.

4.2.7 CEO Notification of Complaints

The agency has a written directive for notifying the agency's chief executive officer, as soon as practical, of complaints against the agency, its employees, volunteers and on-site workers contracted by the agency.

Commentary: The agency should articulate the time in which complaints should be brought to the attention of the agency CEO. Complaints alleging serious misconduct should require prompt/immediate notification to the CEO. It is recommended that notification occur no later than the next business day, regardless of how serious or trivial the complaint may seem.

4.3.1 Accountability System

The agency has a written directive establishing an employee accountability system, to include:

- a. Procedures and criteria for recognizing employees for exceptional performance including, but not limited to, letters of commendation, compensation, or awards for merit or valor;*
- b. Procedures and criteria for using training as a function/means of accountability;*
- c. Procedures and criteria for using counseling as a function of performance improvement and/or discipline;*
- d. ~~Procedures and criteria for taking punitive actions in the interest of discipline, which may include oral reprimands, written reprimands, reduction of leave, suspension, demotion, or dismissal for issuing discipline, including the identification of discipline that becomes a part of the employee's official personnel file;~~*
- e. Role of supervisors in the disciplinary process; and*
- f. Authority commensurate with each level of supervision and command.*

Commentary: The components of the accountability/disciplinary system shall identify the measures to be applied to employee conduct in the interest of performance improvement. The system shall be based on fairness to the employee and the agency and should also work to stimulate employee morale and motivation. An effective employee accountability system includes not only disciplinary actions be taken for poor, inappropriate, or unlawful actions but also recognizes noteworthy work performed by agency personnel and any remedial training and instruction options to mitigate performance deficiencies. In recognizing noteworthy accomplishments by agency employees, procedures and criteria should be established to ensure the consistent and fair application of positive performance recognition throughout the agency. Agencies that present awards for meritorious and/or heroic acts should ensure that criteria are established as prerequisites for these awards. Training or performance development by instruction can also be a positive process when used as part of the accountability/disciplinary process. The written directive should encourage training as a means of improving employee productivity and effectiveness through positive and constructive methods. The role of supervisors, especially first-line supervisors, is crucial in the timeliness of addressing accountability/disciplinary issues. The directive should identify the conditions under

which a supervisor or commander may act without approval from higher authorities to include, but not be limited to, such actions as remedial training, counseling, or formal discipline.

5.1.1 Recruitment Plan for Full-Time Officers (time sensitive) (E)

The agency actively engages in recruitment and has a recruitment plan for full-time officers that includes:

- a. A statement of objectives, ~~to include objectives that utilize the recruitment plan to support the institution's Equal Employment Opportunity (EEO) plan;~~*
- b. An action plan designed to achieve those objectives;*
- c. A biennial evaluation of progress towards objectives; and*
- d. Updates or revisions as necessary.*

Commentary: An active recruitment campaign helps ensure that the agency maintains a pool of the most highly qualified candidates, which is especially important in competitive hiring markets. The recruitment plan should also aim to support the institution's Equal Employment Opportunity (EEO) plan by ensuring recruiting efforts in forums likely to draw candidates from those underrepresented groups identified in the EEO plan. An analysis of demographic features of the service area is also helpful in guiding recruitment efforts. The recruitment plan can take the form of a written directive or it can be a stand-alone document; however, given that modifications to the plan are typically needed on an ongoing basis, a stand-alone document is recommended and is less cumbersome to change.

5.2.5 Medical Examination

The agency requires that a medical examination be performed by a licensed medical practitioner/physician for each candidate for an officer's position, prior to appointment.

Commentary: A full and complete medical examination is necessary to ensure the health and physical condition of candidates for law enforcement and public safety employment. The physical examination should include a drug screening.

6.1.1 Establishes Training Committee (E)

A written directive establishes a training committee and includes the following provisions:

- a. A statement of the committee's responsibilities ~~and scope of authority;~~*
- b. A process for selecting and replacing committee members that is designed to include a representative cross section of the department;*
- c. A statement defining the connection of the training function to the committee;*
- d. A designation of a person or position to whom the committee reports.*

Commentary: The agency has broad discretion with respect to the training committee's role and authority in the training process. At a minimum, however, the training committee should have significant input into the content and delivery methods of departmental training. An active training committee can benefit the agency in many ways and can help establish trust and confidence in the agency's training program by placing an emphasis on officer input into training needs, content and delivery.

6.1.3 Remedial Training

The agency has a written directive requiring remedial training for personnel who demonstrate ~~performance deficiencies~~a lack of understanding about the application of and requisite skills for department policies, procedures and practices.

Commentary: The directive should include the circumstances and criteria used to determine the need for remedial instruction, the timetable under which remedial training is provided and the consequences of nonparticipation by affected personnel.

6.2.1 Entry Level Training

A written directive requires each sworn officer having law enforcement authority~~the responsibility for the enforcement of criminal laws~~ to successfully complete a recruit training program, as specified by their respective state, prior to exercise of such authority.

Commentary: None.

6.3.3 Specialized Training

The agency has a written directive requiring a training program for those ~~assignments~~areas or units within the agency for which specialized training is required~~and qualifications are necessary.~~ The directive shall include:

- a. Identification of the assignment(s) requiring specialized training; and
- b. Identification of the training program(s) by assignment.

Commentary: ~~Under normal circumstances each agency will have a limited number of positions that require specialization. Some of those areas~~ Assignments that may include require such training include investigations, bicycle patrol, motorcycle patrol, Rape Aggression Defense (RAD) systems and tactical teams. A specified training program should exist to ensure that, as vacancies occur, the necessary training could be obtained consistently.

7.1.1 Use Only Necessary Force

The agency has a written directive that stipulates officers shall only use the reasonable force ~~when force is necessary to effect lawful objectives in accordance with state law and institutional policy.~~

Commentary: An agency's use of force policy may be more restrictive than state law but cannot be less restrictive. In other words, the agency may prohibit the use of force in some circumstances that would otherwise be permissible under state law. ~~The agency should also ensure that its policy on the use of force does not conflict with broader institutional policies, such as general rules and regulations governing employee conduct at the institution.~~ It is recommended that agencies employ a "Use of Force Continuum" as a guide in the progressive application of force in response to a subject's action. This would include all issued lethal and less-lethal weapons authorized by the agency and weaponless force at a level defined by the department.

8.2.3 Procedures – Temporary Detention

The agency has a written directive that defines procedures for the following:

- a. Documenting the date, time and reason for detainees processed in and out of the facility;

- b. Providing food and water to detainees, including documentation of any meals provided;
- c. The maximum length of time an individual may be detained in temporary custody before supervisory authorization for~~written justification of~~ extended detention is required;
- d. The separation of males, females and juveniles while in the ~~facility or processing~~ detention area;
- e. When and where individuals may be restrained by securing them to fixed objects and identification of those fixed objects designed for such use;
- f. Securing and monitoring individuals in locked spaces who are unattended, if allowed; and
- g. Supervision of and responsibility for testing, processing, searching and detaining individuals within the facility.

Commentary: Documentation of temporary custody as well as the separation of males and females is necessary to maintain compliance and reduce inappropriate behavior. Individuals should be restrained only to fixed objects that have been specifically identified for that purpose.

8.4.1 Procedures – Juvenile Detainees

The agency has a written directive regarding ~~the arrest, detention and transportation of juveniles detainees~~, which includes:

- a. The rights of arrested juveniles;
- b. The searching of juveniles;
- c. The ~~methods of transportation of juveniles to detention facilities~~;
- d. The use of restraints and monitoring of the on juveniles detainee;
- ~~d.e.~~ The monitoring of juvenile detainees;
- ~~e.f.~~ Approved methods and locations of detention; and
- ~~f.g.~~ Notifying parents or guardians of juveniles who have been taken into custody.

Commentary: The intent of this standard is to guide agency personnel when arresting, detaining and transporting juveniles. These standards should complement rather than usurp any statutory requirements.

8.4.2 Custodial Interviews~~Interrogation~~ of Juveniles

The agency has a written directive governing procedures for the custodial interview of juveniles, to include provisions for:

- a. Conferring with the parents or guardians; and
- b. ~~Explaining agency and juvenile justice system procedures to juveniles being interrogated; and~~
- c. Limiting the duration of the ~~interview~~interrogation and the number of officers involved in the ~~interview~~interrogation.

Commentary: Proof of compliance can be shown through statutes.

9.2.4 Procedures – Missing Persons

A written directive establishes the procedures to be used when responding to the report of a missing person. The directive must ensure that cases involving children and adults are investigated promptly using appropriate resources, and must include at a minimum:

- a. No requirement for a waiting period;

- b. Requirement for sworn agencies for entry to and removal of information in the appropriate criminal justice information system;
- c. The circumstances and timeframe by which the police with jurisdiction must be notified;
- d. ~~The duties of Procedures for~~ call takers, first responders, supervisors and investigators ~~in initiating, investigating, searching, closing, or referring a missing persons investigation;~~
- e. Any special considerations applicable to at-risk persons; and
- f. The use of electronic alert systems, if available to the agency (i.e., Amber Alert, Silver Alert, etc.).

Commentary: Campus agencies often receive missing person reports regarding students who actually went missing from another jurisdiction. The directive should address how those reports are to be handled. Reports of missing residential students must also be handled in a manner consistent with Standard 9.2.5. Non-sworn agencies should establish an appropriate timeframe in which to notify law enforcement authorities.

9.2.8 Safety Escort Staff Selection

If the agency is responsible for safety escort services, all student and civilian workers who 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 5.2.4.

9.2.11 Physical Restraint by Non-Sworn Officers

If the agency permits non-sworn officers to physically restrain individuals, a written directive governs that activity, to include:

- a. Circumstances when physical restraint is permissible;*
- b. Permissible restraint methods, including equipment which may be employed to assist in the restraint of an individual;*
- c. Conditions under which a restrained individual may be released; and*
- d. Procedures for documenting the restraint.*

Commentary: Non-sworn officers may have the right to physically restrain individuals who are a threat to themselves or others or who have committed certain criminal offenses. If physical restraint is allowed, the directive should consider the safety of officers and the subject, as well as reflect applicable laws and legal restrictions.

10.1.1 Procedures – Enforcement Action

The agency has a written directive that establishes ~~uniform~~ procedures for taking enforcement action incidental to traffic law violations, which includes:

- a. *Physical arrest;*
- b. *Notices of infraction; and*
- c. *Written warnings.*

Commentary: The directive should establish guidelines that ensure enforcement actions are commensurate with applicable laws and address the degree and severity of the violation committed. This directive should also emphasize that traffic enforcement quality is at least as important as quantity.

11.1.10 First Aid Instruction Training

If an agency authorizes emergency first aid services over the telephone or radio, the agency must train its employees and provide them with immediate access to agency-approved emergency medical guidelines or materials.

Commentary: Training should be provided by a skilled and experienced authority. The course of instruction should include what type of emergency life-saving information may be given to callers until medical personnel arrive. Refresher training should occur on a schedule established and/or approved by the competent authority. Materials and guidelines provided to the call-takers should be complementary to the training.

11.2.5 Immediate Play-Back

The agency maintains a continuous recording of radio transmissions and emergency telephone conversations within the Communications Center with the dispatcher while having the ability to immediately play back radio and telephonic conversations. A written directive shall establish procedures for:

- a. *Maintaining the recordings for a minimum of 30 days;*
- b. *Secure handling and storage of recordings; and*
- c. *Criteria and procedures for reviewing recorded conversations.*

Commentary: Radio and telephonic recordings provide a source of information for criminal investigations, internal investigations, training, and service delivery audits. In addition, they grant a dispatcher the ability to relisten to a call for service in the event he/she misses some of the transmitted information. When in replay mode, the recording system should continue recording other calls and radio transmissions. Access to the recordings, however, should be made available and provided through a specific procedural means.

12.2.2 Video Surveillance

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 proceduresrequirements and privacy 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 to guide agency members and to ensure appropriate controls.

13.2.1 Surveillance Operations

If the agency conducts or participates in ~~criminal abatement~~ surveillance operations, undercover operations, ~~decoy operations~~, or raids, the agency has written procedures establishing a system for:

- a. Authorization;
- b. Command;
- c. Communication; and
- d. Documentation.

Commentary: The intent of this standard is to ensure that officers who engage in this activity do so with proper authorization and ongoing support from their superiors. A communications strategy is imperative for officer safety. All documentation should be managed in such a way as to maintain the integrity of the investigation, the safety of the officers, and to meet legal and institutional requirements.

13.3.1 Victim and Witness Assistance

A written directive describes the agency's victim/witness assistance function to include, at a minimum:

- a. The role of agency personnel in delivering victim/witness assistance services;
- b. Providing information to the victim/witness about available services provided by the institution;
- c. Making information about victim/witness referral services available 24 hours per day; and
- d. Providing the victim/witness with a number to call if he/she has further information or questions; ~~and~~
- e. ~~Providing the victim of a sexual assault with information concerning alternative living space by the institution if reasonably possible.~~

Commentary: The purpose of this standard is to ensure that the department by way of written directives provides victims and witnesses the proper and mandated notifications, information, service and assistance.

16.1.2 Required Incident Reporting

A written directive requires a record of the following instances:

- a. Reports of crimes or violations of institutional policy;
- b. Calls for service or assistance to individuals on campus property;
- c. Cases resulting from officer-initiated activities;
- d. Assists to outside agencies performing official duties on campus property; and
- e. Cases resulting in arrests, citations, or summonses.

Commentary: The institution will often rely on agency records in compiling Clery statistics. The agency's directive should require that a report be generated for any criminal offense, or fire or Violence Against Women Act specified incident that occurs in the agency's Clery-reportable geography. Documentation of assistance to outside agencies should not be limited to outside police, EMS, or fire agencies and should include documentation of assistance to other

institutional departments or divisions within the college or university. In some circumstances, a report, as defined in Standard 16.1.1, should be required. Other activities may be documented through a computer aided dispatch system or similar procedure.

16.2.1 Distribution of Reports and Records

A written directive establishes procedures and authority for report distribution to include:

- a. Distribution to other departments within the institution;*
- b. Distribution to outside law enforcement agencies;*
- c. Distribution to insurance companies;*
- d. Distribution to the public, including students and parents; and*
- e. Distribution to agencies and companies conducting background investigations ~~on current or former students.~~*

Commentary: Attention should be given to the institution's position on which agency records, if any, are subject to educational privacy laws (i.e., FERPA).

17.1.4 Emergency ~~Notification Response and Evacuation~~

A written directive defines the role of the agency in the initiation of ~~an emergency response and evacuation~~ emergency notifications for a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, and includes 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;*
- d. A description of the process used to determine the content of the notification;*
- e. A requirement that an emergency notification be made to the campus community immediately upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus; and*
- f. A requirement that adequate follow-up information is provided to the community as needed once an emergency notification is made.*

Commentary: A "significant emergency or dangerous situation involving an immediate threat" is more than a critical or emergency incident. It encompasses an imminent or impending threat, such as an active shooter incident, outbreak of meningitis or an approaching tornado, hurricane or other extreme weather event.

Confirmation means that an institution official (or officials) has verified that a legitimate emergency or dangerous situation exists. Confirmation does not necessarily mean that all of the pertinent details are known or even available. It is important to describe how an emergency incident will be confirmed or verified. It is not enough to state that "the situation will be evaluated". The process of who and how the judgment is made must be described.

A statement of current campus and agency policies regarding immediate emergency response and evacuation procedures, and emergency notification procedures, should be in place, including the use of all communication methods including electronic and cellular.

Glossary

ANALYSIS

A systematic process of reviewing agency records, reports, processes and procedures to identify and ~~examine~~analyze patterns or trends. The documented analysis should include plans of action to address training needs, policy modification or agency liability, as well as agency successes. ~~In the absence of sufficient data to conduct an analysis the agency still includes a review of their processes, policies, etc. as it relates to the subject.~~

EVALUATION

A systematic determination of a subject's merit, worth and significance to enable reflection and assist in the identification of future change(s).

REVIEW

A formal examination or study, with the possibility of instituting change, if necessary. A review is less critical or analytical than an "analysis".