

Dixie State University Policy

132 Campus Safety and Security



- I. Purpose
- II. Emergency Procedures
- III. Emergency Notifications
- IV. University Police Scope & Authority
- V. Reporting Crimes
- VI. Timely Warnings
- VII. Annual Security Report
- VIII. Annual Fire Report
- IX. Security and Maintenance of Facilities
- X. Sex Offenders
- XI. Missing Student Notifications

I. Purpose

- 1.1 The safety and security of the Dixie State University (DSU) campus and the students, employees, and visitors who use it is of paramount importance to the University's administration. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (Clery Act), 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46, requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Various amendments since 1990 have enlarged the scope of the Clery Act to include campus emergencies, missing student notifications, and sexual offenses.
- 1.2 Implementation of this and other policies, especially 155 Alcohol, Tobacco, and Other Drugs; 152 Drug-Free Workplace; and 157 Sexual Assault, Relationship Violence, and Stalking, demonstrates DSU compliance with the Clery Act.

II. Emergency Procedures

- 2.1 Dixie State University (DSU) has a comprehensive emergency plan located at http://www.dixie.edu/safety/emergency_operation_plan.php. Emergency and evacuation procedures can be found online at <http://www.dixie.edu/campus/File/Emergency%20Procedures%20booklet%284%29.pdf> and in print format across campus.
 - 2.1.1 Emergency procedures include but are not limited to actions in the

event of fire, medical emergency, crime, bomb threat, utility failure, earthquake, and/or hazardous spill.

- 2.1.2 Emergency procedures also include information about sheltering in place or evacuating, Building Evacuation Coordinators, and an evacuation map.
- 2.2 At least once each year, DSU will conduct at least an announced or unannounced test of the emergency plan in the form of a scheduled drill or exercise with appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities. A response to an actual emergency cannot substitute for the test.
 - 2.2.1 In conjunction with at least one such test, the emergency and evacuation procedures are publicized on an annual basis in a manner designed to reach all students and employees.
 - 2.2.2 The Office of Risk Management & Safety documents each year's annual test and the result, and retains such documentation for at least seven (7) years.

III. Emergency Notifications

- 3.1 DSU employs an extensive Emergency Alert System (EAS) system encompassing an outdoor public address system, the University website, email messages, cellular and landline telephones, text messages, digital bulletin boards throughout campus, and alerts pushed to campus computers. All students and employees are urged to add their cellular telephone numbers to the Emergency Alert System (EAS). Alerts can be issued to a specific segment of the campus community or to a specific category of devices as warranted.
- 3.2 Emergency notifications are issued when there is a significant emergency or a dangerous situation occurring on the DSU campus that involves an immediate threat endangering the health or safety of students or employees. Emergency and dangerous situations may include but are not limited to fire, earthquake, flood, building collapse, weather-related situations, power outages, water emergencies, threat of violent crime, situations where the identity or location of a suspect is not known, Clery Act crimes, and crimes not covered under the Clery Act.
 - 3.2.1 Containing an emergency is the first priority, but the next priority is notifying the campus community. An emergency notification is issued without delay, taking into account the safety of the campus community. The only exceptions are if issuing an emergency notification would

compromise efforts to assist a victim or to contain or respond to the emergency, or otherwise mitigate the response to the emergency.

- 3.2.2 The phrase “Campus Alert” will be used prominently in all emergency notifications.
- 3.3 The DSU Emergency Alert Team makes decisions about when to issue an emergency notification, including the method of distribution, message content, and intended audience of the notification.
 - 3.3.1 The Emergency Alert Team, led by the Vice President of Student Services, is comprised of the following positions, and others as appropriate:
 - 3.3.1.1 Risk Manager / Safety Officer
 - 3.3.1.2 Executive Director of Campus Services
 - 3.3.1.3 Director of Campus Police
 - 3.3.1.4 Campus Police Officer
 - 3.3.1.5 Dean of Students
 - 3.3.2 Determinations about emergency notifications are made in the professional judgment of responsible authorities with emergency response expertise.
 - 3.3.3 In evaluating emergency situations, the following criteria will be applied to determine if an emergency notification should be issued and to whom it should be issued.
 - 3.3.4 The nature of the threat.
 - 3.3.5 The mitigation that emergency notification might provide.
 - 3.3.6 Whether emergency notification would compromise law enforcement or other efforts to resolve the emergency.
- 3.4 The DSU Campus Alert system is tested at least once each year, either separately or in conjunction with the annual emergency response test. The test may be announced or unannounced, and documentation of the date and results of test will be retained by the Vice President of Student Services for seven (7) years. Use of the Campus Alert system in an actual emergency cannot be used to substitute for the annual test.

- 3.5 In conjunction with the annual test of the Campus Alert system, DSU's emergency procedures will be publicized to all students and employees in order to inform the campus community of what to expect and what they should do in the event of an emergency.

IV. University Police Scope & Authority

- 4.1 Dixie State University (DSU) has an authorized police agency established by Utah Code Annotated (UCA) §53B-3-105, which states that DSU Police officers "have all the powers possessed by policemen in cities and by sheriffs, including the power to make arrests on view or on warrant of violation of state statutes and city or county ordinances ... [and] also have the power to enforce all rules and regulations promulgated by the board as related to the institution." UCA §53-13-102 adds that DSU Police officers are "sworn and certified peace officers whose primary and principal duties consist of the prevention and detention of crime and the enforcement of criminal statutes or ordinances." DSU Police officers are also tasked with enforcing University policies.

- 4.1.1 The DSU Police Department works with other local law enforcement agencies. According to the UCA §76-8-716, "If, in the judgment of the chief administrative officer of any school or institution of higher education, his agent, or representative, the police or security department of that institution lacks sufficient manpower to deal effectively with any condition of unrest existing or developing on a campus or facility of the institution, he may request assistance from state and local law enforcement authorities. All state and local law enforcement officers while rendering assistance shall serve in cooperation with the chief administrative officer of the institution or his agent or representative and without expense to the institution."

- 4.2 DSU Police undertake all investigations of crimes that occur on campus, and other local law enforcement agencies can be called upon to assist as needed. All campus crimes are investigated by DSU Police unless DSU determines that outside assistance is needed.

- 4.2.1 Crimes that occur at a nearby off-campus location and in which both the perpetrator and the victim are students may at the discretion of St. George Police Department be transferred to DSU Police.

V. Reporting Crimes

- 5.1 In the case of an emergency, use 911. All members of the DSU campus community are asked to promptly report any criminal or suspicious activity,

any emergency or potential emergency, or any dangerous situation as accurately and promptly as possible to DSU Police, other local law enforcement, or a Campus Security Authority. Specific reporting procedures for sexual misconduct are covered in a separate policy (157 Sexual Assault, Relationship Violence, & Stalking).

- 5.1.1 At least once each year, DSU students and employees will receive notification of the process for reporting crimes and crime prevention measures, including practices to encourage students and employees to be responsible for their own safety and the safety of others.
- 5.2 DSU employees are required to report campus crimes they witness and/or of which they have knowledge.
 - 5.2.1 Members of the DSU community can make a report of a crime and request that it remain confidential. The DSU Police officer will comply with the request to keep the reporter's identity confidential to the extent allowed by law. Reporting the crime may provide information that helps keep the DSU campus safe, provide accurate records of the number of on-campus incidents, contribute to determining if there is a pattern of crime, and alert the University community to potential dangers. Reports of crimes filed with a request for confidentiality are included in the Daily Crime Log and the Annual Security Report (ASR).
 - 5.2.2 Crimes that would be included in the ASR report but are reported in the context of privileged or confidential information to an employee working as licensed mental health counselor or a pastoral counselor are exempt from the employee reporting requirement. Crimes in that manner are not subject to the timely warning requirement if the licensed mental health counselor or pastoral counselor was acting in a professional counseling capacity and the information was offered in the context of privileged (confidential) communication. Professional mental health and pastoral counselors are encouraged to exercise reasonable care to protect a foreseeable victim from danger and to urge the individual being counseled to report the crime to a law enforcement agency.
 - 5.3 A crime is considered as having been officially reported to the institution when it is brought to the attention of an individual or organization designated as a Campus Security Authorities (CSAs) according to the standards of the Clery Act or when it has been reported to local law enforcement.
 - 5.3.1 Campus Security Authorities include but are not limited to the

following individuals and organizations:

- 5.3.1.1 Campus police department.
- 5.3.2 Any individual (or organization) having responsibility for campus security but not constituting or a member of the campus police department.
- 5.3.3 Any individual to whom or any organization to which students and/or employees may report crimes.
- 5.3.4 Any official of the institution who has significant responsibility for student and campus activities, including but not limited to student housing, including resident assistants and resident managers; Dean of Students and professional staff; employees dealing with student discipline and/or campus judicial proceedings; all advisors to student clubs and organizations; coordinator of internships, mentoring programs, study abroad, etc.; Human Resources staff; internal auditor, and ombuds.

VI. Timely Warnings

- 6.1 Timely warnings are issued in response to the specific crimes covered by the Clery Act and included in the ASR, which include but are not limited to offenses such as criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and hate crimes that represents an ongoing threat to student and employee safety or a threat that may be repeated. The purpose of a timely warning is to enable people to protect themselves.
 - 6.1.1 A timely warning is issued by DSU Police in response to a serious or continuing threat related to a Clery Act crime that is endangering the health or safety of DSU students and/or employees. In an extraordinary circumstance, a timely warning can be issued at the direction of the president or any vice-president.
 - 6.1.2 Clery Act crimes that occur on-campus, on public property immediately accessible to campus, or at DSU premises outside the immediate campus must be evaluated for a possible timely warning.
 - 6.1.3 All crimes that must be reported under the Clery Act must be evaluated on a case-by-case basis to determine whether a timely warning is appropriate. Information used to decide whether a timely warning is appropriate includes but is not limited to the nature of the crime,

location of the crime, frequency of the offense, likelihood for additional occurrence(s), continuing danger to the University community, and risk of compromising law enforcement efforts to resolve the case in a timely manner. A timely warning may be issued for a non-Clery Act Crime when warranted.

- 6.1.4 In evaluating crimes, the following criteria will be applied to determine if a timely warning should be issued.
 - 6.1.4.1 Has the incident been reported to DSU Police, any other local law enforcement authority, a Campus Security Authority (CSA) as defined above?
 - 6.1.4.2 Has the incident been identified as a crime included in the Clery Act?
 - 6.1.4.3 Is the crime considered to represent a serious or continuing threat to DSU students, faculty, staff, or campus visitors?
- 6.1.5 A timely warning is issued as soon as the pertinent information is available, usually within 48 hours or two (2) working days. Generally, a timely warning will include information to promote safety and enable members of the campus community to protect themselves. Timely warnings are disseminated to the entire campus community.
- 6.1.6 The phrase “Crime Alert” will be used prominently in all timely warnings. The warning will include but is not limited to a short description of the crime; time, date, and location of the incident; reported offense; weapon used (if any); suspect vehicle (if any); and method of operation used to facilitate the crime. In no case will a timely warning identify a crime victim. The notification should also include personal safety and/or crime prevention information as appropriate.
 - 6.1.6.1 Status updates as to the resolution or disposition of the crime will be similarly disseminated when appropriate.
- 6.1.7 Timely warnings can be issued using the Campus Alert System (CAS) described in the Emergency Notifications section above or through other appropriate distribution channels.

VII. Daily Crime Log / Annual Security Report

- 7.1 DSU Police are required to maintain a Daily Crime Log of all crimes committed on campus that are reported to DSU police. Data is entered as soon as possible

after a crime is reported, including third hand reports. Entering data in the log does not mean an investigation must be performed.

- 7.1.1 The Daily Crime Log for the previous 60 days is available for public inspection at the DSU Police office during regular business hours. Portions of the Daily Crime Log older than 60 days are made available within two (2) business days.
- 7.1.2 DSU Police must make a good faith effort to obtain statistics for all crimes covered by the Clery Act occurring on campus, including outlying properties, and on public property surrounding campus from other local law enforcement agencies.
- 7.1.3 Hate crimes reported under the Clery Act must include at least the following categories of bias: race, gender, religion, sexual orientation, ethnicity/national origin, and disability.
- 7.2 DSU Police are required to gather statistics from the Daily Crime Log and elsewhere and to create an Annual Security Report (ASR), which is published on or before October 1st each year. In addition, Campus Crime Statistics focusing on specific crimes committed on the DSU campus are made available at the same time.
- 7.3 The ASR and Campus Crime Statistics are available on the University website, and all students and employees are annually made aware of the information's availability. Prior to October 1 each year, the ASR must be distributed to all DSU students and employees. Prospective students and employees must also be informed as to the availability of the report. Notices of the report's availability must be separate from any other notices and must include:
 - 7.3.1 Availability of report and list of report contents with brief descriptions.
 - 7.3.2 Exact URL of report.
 - 7.3.3 Statement that DSU will provide paper copy of ASR upon verbal or written request at no cost.
- 7.4 An ASR must be retained by the DSU Police for at least three years.

VIII. Fire Log / Fire Safety Report

- 8.1 Fires on the DSU campus should be reported to the DSU Fire Marshall and DSU Police. A Fire Log of all reported fires occurring in on-campus housing facilities must be maintained by the Fire Marshall. The Fire Log is available for public inspection in the Campus Services Office during regular business hours.

8.2 The annual Fire Safety Report includes descriptions of fire safety systems in residential facilities; rules regarding fire hazards, dangerous materials, smoking, and prohibited items; procedures for evacuation in case of a fire; fire safety education and training for Housing & Resident Life staff; plans for addressing future improvements in fire safety; and fire statistics for each on-campus housing facility.

8.2.1 The annual Fire Safety Report will be published each year before October 1. The annual Fire Safety Report includes statements from DSU policy; descriptions of fire safety systems in residential facilities; rules regarding fire hazards, dangerous materials, smoking, and prohibited items; procedures for evacuation in case of a fire; fire safety education and training for Housing & Resident Life staff; plans for addressing future improvements in fire safety; and fire statistics for each on-campus housing facility.

8.3 Current students and employees must be informed of the availability of the Fire Safety Report. Prospective students and employees must be also informed of the availability of the report. The Fire Safety Report can be combined with the Annual Security Report.

IX. Security and Maintenance of Facilities

9.1 DSU Campus Services maintains the safety of campus facilities. DSU is committed to installing and maintaining a safe level of exterior lighting on campus. Exterior lighting deficiencies are corrected as soon as possible after being reported. Inspections of buildings are conducted to ensure safety and security, including a fire and life safety inspection and a risk management assessment, are performed annually.

9.2 During business hours, most DSU academic and administrative buildings and facilities are open to the public.

9.2.1 A significant exception is residence halls. Each DSU residence room and apartment has individually keyed exterior access doors; there are no interior halls. Residents are trained on the importance of keeping their doors locked when they are both present and absent from the residence. In the event that a residence room or apartment is deemed unsecure or unsafe, DSU Campus Services makes repairs, replaces locks, or performs other maintenance as soon as possible.

9.2.2 All DSU buildings are locked at the close of business or following the last class or activity in the evening. DSU Police perform patrols of residence halls and other buildings, campus streets, parking areas, and

grounds.

- 9.3 DSU's "Keys" (Policy 446) addresses the issuance and use of keys to University buildings as well as building closing procedures.

X. Sex Offenders

10.1 The Campus Sex Crimes Prevention Act (CSCPA) provides for the tracking of convicted sex offenders enrolled, employed, working, or volunteering at institutions of higher education. In Utah, sex offender registrants are required by law to inform the Utah Department of Corrections of their enrollment or employment at an institution of higher education (77-41-110), and the agency is required to notify University law enforcement officials when a convicted sex offender has enrolled or has been employed (77-41-103).

10.1.1 The Family Educational Rights and Privacy Act of 1974 (FERPA) was amended in 2002 to ensure that institutions of higher education can disclose information concerning sex offenders.

10.1.2 The University is required to inform the campus community that a registration list of sex offenders enrolled or employed at DSU will be maintained and is available at the DSU Police Department office.

10.1.3 In addition, a list of all registered sex offenders in Utah is available from The Utah Department of Corrections online at <http://corrections.utah.gov/index.php/probationparole/sex-offender-registry-unit.html>.

XI. Missing Student Notifications

11.1 The Housing & Resident Life Department maintains written, step-by-step procedures to be followed in the event a student residing in on-campus housing is reported as missing for more than 24 hours. The intent of a missing student notification process is to minimize confusion and potential delays and delineate responsibilities.

11.2 When a student applies for on-campus housing at DSU, the student is given the opportunity to designate a confidential emergency contact who will advocate for the student if the student is missing. The emergency contact can be anyone of the student's choosing; s/he does not have to be a relative.

11.2.1 By law, the emergency contact individual's identify and contact information will be kept confidential, accessible only to University personnel, and will only be disclosed to law enforcement officers

conducting a missing person investigation.

11.2.2 Emergency contact data is kept confidential in a secure database according to DSU IT guidelines. Access is limited to trained and authorized Housing & Resident Life employees.

11.3 Students who reside in on-campus housing must be informed of the legal requirement for DSU to refer missing students reports to law enforcement, and, if the student is under age 18, to inform the student's custodial parent or guardian unless the student is emancipated.

11.4 All members of the campus community are encouraged to report as missing any student residing in on-campus housing who they believe has been missing for more than 24 hours.

11.4.1 A report of a missing student who resides in on-campus housing can be submitted to any Resident Assistant, Resident Manager, or other Housing & Resident Life staff member.

11.4.2 Any staff member other than the Director will inform the Director of Housing & Resident Life at the same time. The director of his/her designee will refer the missing student report to either DSU Police or the St. George Police Department within 24 hours of receiving that information.

11.4.3 The Director or his/her designee is required by law to notify a custodial parent or guardian of a non-emancipated student under 18-years of age within 24 hours of the determination that the student is missing.

11.4.4 If the missing student has designated a contact person, the Director or his/her designee will notify the contact person that the student is missing within 24 hours of the determination that the student is missing.

11.4.5 Notification procedures can begin earlier than 24 hours if it is determined that the student is missing.

Policy Owner: President/General Counsel

History:

Approved 4/28/14