

# Interim Procedure P1-011A: Campus Security Rev. 1

## I. Purpose & Scope:

The purpose of the Campus Security Procedure is to provide a safe and secure environment for students, faculty, staff and campus visitors while complying with federal laws regarding security on campus.

## II. Definitions:

- A. "Annual Security Report" or "ASR" is the annual report of crime statistics and other campus information that, pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Camus Crime Statistics Act (20 USC § 1092 (f))("CleryAct"), must be prepared and distributed to all University employees and students on an annual basis.
- B. "ASR" Administrator" is the person designated by the University to collect information necessary for the Annual Security Report, coordinate any necessary updates to the ASR, and to timely file and distribute the ASR.
- C. "Campus Security Authority" of "CSA" shall have the same meaning as set forth in Policy 1-011.
- D. "Clery Geography" shall have the same meaning as set forth in Policy 1-011.

## III. Procedure:

- A. Reporting Dissemination of Information Concerning a Crime or Emergency
  - 1. Reporting a Crime. To report a crime, individuals may call the University of Utah Department of Public Safety/Police ("University Police Department") at 801-585-2677. To report emergencies, individuals may call 911 (dial 9-911 from campus phones). Individuals may also use any emergency phone, located in some parking lots and public areas on campus, to report an emergency or a crime, and may also report crimes and emergencies in person at the Department of Public Safety, 1735 East South Campus Drive, Salt Lake City, Utah 84112.
  - 2. Campus Security Authority Responsibility to Report. Any Campus Security Authority who becomes aware of an alleged or actual crime occurring on campus or at a University activity shall immediately contact the Department of Public Safety and report all information known relating to the crime.
  - 3. Recording in Daily Crime Log. Any crime reported to the Department of Public Safety will be added to the daily crime log within two business day of a report.

4. Collection of Statistics from Local Law Enforcement Agencies. Prior to the preparation of the Annual Security Report, the Department of Public Safety will undertake a good faith effort to collect crime statistics from any law enforcement agency having jurisdiction over non-campus property that is subject to reporting under the Clery Act.
5. Crime Statistics for Annual Security Report. The Department of Public Safety will carefully analyze all crimes reported and listed on the daily crime log and gathered from local law enforcement agencies. All crimes subject to the Clery Act will be accurately reported and published on an annual basis in the Annual Security Report. The Department of Public Safety will also report such crimes on an annual basis to the Department of Education's Campus Safety and Security Data Analysis Cutting Tool.
6. Collection of Data and Preparation of Annual Security Report. The ASR Administrator shall timely collect from the Department of Public Safety and other resources at the University all information that is necessary to include in the Annual Security Report. The ASR Administrator shall be responsible for preparation of the Annual Safety Report.
7. Distribution of Annual Security Report. The ASR Administrator shall distribute the Annual Security Report via email or other electronic means to all University employees and students on or before October 1st of each academic year. The ASR Administrator shall also distribute the ASR in the Spring and Summer semesters, via email or other electronic means, to new employees and students who have joined the University of Utah during the preceding semester. The ASR will also be posted on the Department of Public Safety's website.

## B. Security of and Access to Campus Facilities

### 1. Use, Access, and Security of Facilities.

- a. University Policy 4-005 addresses the use and security of University property. The policy provides that administrative, college, and departmental offices of the University generally are open to the public from 8:00 a.m. to 5:00 p.m., Monday through Friday, and that certain offices and departments are open at other times to meet particular needs. The majority of buildings at the University are secured when not open to the public. The Department of Public Safety is responsible for locking and unlocking building entrance doors at specified times each day. See Policy 3-234. The Department remotely locks some buildings, while others are physically locked by the security staff. Random foot patrols of buildings on campus are made by security personnel and police officers. Under Policy 4-005, the Security Officer will investigate night use of all buildings to ascertain whether persons in the buildings are so authorized.

b. The University maintains some academic and research facilities for 24-hour access by students and staff. Policy 4-005 provides that it is the responsibility of all personnel using buildings after regular hours to see that lights are turned off in the rooms they are vacating and that office doors and outside doors are secured.

2. Residential Living Areas. The University takes steps to ensure the safety of residential living areas. Entrances to the residence halls are locked on a twenty-four-hour basis. Residence hall staff members conduct nightly rounds. Access to residence halls is by University ID card, and only students living in a specific building have access to the building. Doors are locked twenty-four hours a day at Officers Circle historical housing, and residents have a separate key for entrance.
3. Restricted Areas. Some buildings on campus have restricted-access areas. Normally these areas are closed to the public because of the nature of the research performed or because of valuable documents stored therein. Only authorized students and staff are allowed in these areas.
4. Security in the Maintenance of Campus Facilities.
  - a. The Vice President for Administration is responsible for providing the resources necessary for maintaining a safe and secure campus environment. Units assigned direct responsibility include Public Safety, Facility Operations, Risk and Insurance Services and Environmental Health and Safety. These units work together to conduct annual campus risk surveys to identify safety and security vulnerabilities and to implement corrective actions. These units also provide opportunities for the campus community to report problems and concerns directly, such as 24 hour telephones and online reporting forms.
  - b. The following policies and websites contain additional information:
    - a. Inspections: [Policy 3-113 \(/administration/3-113.php\)](/administration/3-113.php)
    - b. Key Policy: [Policy 3-234 \(/administration/3-234.php\)](/administration/3-234.php)
    - c. Maintaining Outside illumination: <http://ehs.utah.edu/environmental-programs/outside-illumination> (<http://ehs.utah.edu/environmental-programs/outside-illumination>)
    - d. Reporting: <http://www.ehs.utah.edu/EmergencyInfo/index.html> (<http://www.ehs.utah.edu/EmergencyInfo/index.html>)

## C. Professional Counselors

1. As stated in Policy 1-011, Professional Counselors are encouraged, if and when they deem it appropriate, to inform the persons they are counseling of how to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. The Office of the Dean of Students will send periodic reminders to the directors of the appropriate entities on campus to remind counselors of this.

#### D. Emergency Response and Evacuation

1. Campus Alert System. The University of Utah maintains a notification system, known as the "Campus Alert" system. The Campus Alert system utilizes the University homepage (<http://www.utah.edu>), an Emergency Information and Alerts website (<http://alert.utah.edu>), electronic bulletin boards on campus (known as UBNs), and phone, email, and text messaging alerts to provide students, employees, and others with information about unforeseen events and emergencies on campus. Examples of events and emergencies for which the Campus Alert system might be utilized include snow closures, building closures, significant traffic interruptions, severe power outages, gas leaks, and threats such as bombs or gun violence. Students and employees automatically receive email alerts from the Campus Alert system, and are unable to "opt-out" of email alerts. Students and employees can also sign up to receive alerts via landline telephone, cellular telephone, both landline and cellular telephone, and text messaging. For more information or to sign up for campus alerts, visit <http://www.campusalert.utah.edu>.
2. Significant Emergency or Dangerous Situation. In the event of a significant emergency or dangerous situation on campus involving an immediate threat to the health or safety of students or employees, "first responders," in consultation with the first responders' on-duty supervisor and the designated University administrator, will confirm the existence of the emergency situation. "First responders" will come from the University Police Department, the University's Department of Environmental Health & Safety, or University Facility Operations. In consultation with first responders as needed, the supervisor and designated administrator will determine the appropriate segment or segments of the campus community to receive a notification and will determine the content of the notification. The designated University administrator will initiate the Campus Alert system.
  - a. First responders, the first responders' on-duty supervisor, and the designated University administrator are responsible for carrying out these actions.
  - b. This process may differ slightly for emergencies or situations occurring at the University hospital. Hospital staff members, hospital security, or University Police Department confirm the existence of a significant emergency or dangerous situation. The hospital's public information officer determines the appropriate segment for

notification, determines the content of the notification, and initiates the notification. Notification might be via pagers, cellular phones, overhead public announcement system, the Campus Alert System, or other methods.

3. Disseminating Information to the Larger Community. The University may disseminate emergency information to the larger community in a variety of ways. Some non-University organizations located in close proximity to the University receive notifications sent via the Campus Alert system. Additionally, information received by University police dispatch may be shared with Salt Lake City emergency services dispatch. The University may also place information about emergencies on the Internet at <http://www.utah.edu> (<http://www.utah.edu/>) or <http://www.alert.utah.edu> (<http://www.alert.utah.edu/>). University communications may disseminate information to various news media outlets.
4. Testing Emergency Response and Evacuation Procedures. On at least an annual basis, the University will test the emergency response and evacuation procedures contained in Policy 1-011 and Procedure 1-011A. The University will publicize its emergency response and evacuation procedures in conjunction with this test, and will document, for each test, a description of the exercise, the date and time of the exercise, and whether the exercise was announced or unannounced.

#### E. Timely Warning

1. The Requirement of a Timely Warning. As provided in Policy 1-011, the University will issue timely warnings to the campus community whenever a crime presents a serious or continuing threat to University students and/or employees and the crime has occurred on campus or any other Clery Geography.
2. Crimes that Might Require a Timely Warning. As a general matter crimes of violence and sexual crimes involving a suspect who has not been apprehended and who is unknown to the victim will pose a threat to the campus community. Crimes that occur between individuals who know each other might or might not pose a risk to other members of the campus community. Certain property crimes might also pose a threat to the campus community.
3. The Determination to Issue a Timely Warning. Each crime is considered on a case-by-case basis to determine if a timely warning is necessary. Upon learning of a serious crime within Clery Geography, the Chief of Police will determine whether the crime poses a serious or continuing threat to the campus community. Factors to consider include the nature of the incident, when and where the incident occurred, when the incident was reported, the amount of information known about the incident, and whether the alleged perpetrator poses a risk to other members of the campus community. If the crime

presents a significant and immediate threat, the Chief of Police will initiate the emergency response protocol. Otherwise, for any crime that poses a risk to the campus community, the Chief of Police (or his/her designee) will consult with representatives of the Office of General Counsel, the University Communications, and other University Departments, as appropriate, to determine when and how to issue a timely warning. Any campus administrator that learns of a campus crime and has reason to believe an incident poses an ongoing threat to the campus community will bring the matter to the attention of the University Police Department and/or the Office of General Counsel to initiate a timely warning consideration.

4. **Timing of the Notice.** Notice of a crime will generally be provided as soon as reasonably practicable after the crime has been reported to the University Police Department, a determination has been made that the report is credible, and the determination has been made that the crime presents a serious or continuing threat to the campus community. The exact timing of the notice will depend upon the nature of the threat. Except for warnings about crimes that pose an immediate threat to the campus community, timely warnings will generally be issued in the daytime so as not to unduly alarm the campus. The University Communications Office, in consultation with the University Police Department, the Office of General Counsel, and other University Departments, as appropriate, will determine the timing of the notice.
5. **The Content of the Timely Warning.** Timely warnings are designed to inform the campus community about threatening situations and to provide sufficient information to allow members of the community to protect themselves from harm. Timely warnings will typically include, the date, time and nature of the offense, a brief description of the known circumstances, a physical description of the suspect(s), actions taken by law enforcement, a request for witnesses to contact the University Police Department and any appropriate crime prevention tips and safety advice. Timely warnings will not identify the victim. Timely warnings might exclude details of the offense that are not necessary to protect the campus community and could compromise the law enforcement investigation.
6. **Distribution of the Timely Warning.** University Communications, in consultation with other University departments will determine the appropriate method(s) for distributing a timely warning. The methods will depend upon the nature of the threat to the campus community. The warning might be issued campus wide or only to an affected subset of the community (e.g., to the housing community for housing related robberies). Timely warnings can be delivered through various methods, including but not limited to, text, email, flier, electronic bulletin board and/or by website postings.

#### F. Registering Contact Information for Missing Student Notification

1. As provided in Policy 1-011, students who reside in on-campus student housing facilities have the option of identifying a contact person or persons whom the University shall notify within twenty-four hours of a determination by the University Police Department that the student is missing. Students residing in University Student Apartment (“USA”) properties can register missing person contact on their housing applications and, upon moving in, on an emergency card provided by USA. Students residing in Housing & Residential Education (“HRE”) properties can register missing person contact on their housing applications. To learn more about registering a missing person contact, students residing in USA properties should call 801-581-8667, and students residing in HRE properties should call 801-587-2000.

## G. Fire Safety in On-Campus Student Housing Facilities

### 1. Housing & Residential Education Facilities

- a. When the fire alarm sounds at any on-campus student housing facility, all residents, guests and staff are to evacuate to designated meeting points. Should there be an actual fire, Resident Advisors take roll to account for residents and report the results to the fire department. Once responding emergency crews provide an all-clear, building reentry is permitted.
- b. Each summer, the University's Department of Environmental Health and Safety provides Resident Advisors at HRE training in fire prevention and emergency preparedness. After this training, the Resident Advisors discuss with residents the need to evacuate when the fire alarm sounds. The Advisors cover when to evacuate (every time the alarm sounds), to where to evacuate (each building has a unique, designated meeting place), and with whom to check in (Resident Advisors).
- c. As stated in Policy 1-011, those residing in Housing & Residential Education facilities shall abide by restrictions and guidance contained in the applicable handbooks and/or contracts concerning electrical appliances, smoking, and open flames. These handbooks and/or contracts are available at

<http://housing.utah.edu/applications/residence-hall-apartment-policies.php>

<http://housing.old.utah.edu/applications/residence-hall-apartment-policies.php>

### 2. University Student Apartments

- a. When residents, guests, and staff hear a fire alarm, they should evacuate to a safe location. Resident Assistants have emergency cards and detailed tenant lists that can be used to identify if residents are missing.

- b. Each year, the University's Department of Environmental Health and Safety provides Resident Advisors at USA training in fire prevention and emergency preparedness. After this training, Resident Advisors discuss with residents the need to evacuate when they hear a fire alarm.
- c. As stated in Policy 1-011, those residing in University Student Apartments facilities shall abide by restrictions and guidance contained in the applicable handbooks and/or contracts concerning electrical appliances, smoking, and open flames. These handbooks and/or contracts are available at [www.apartments.utah.edu](http://www.apartments.utah.edu) (<http://apartments.utah.edu/>).

#### **IV. Policies, Rules, Guidelines, Forms, and other related resources:**

- A. [Policy 1-011 \(/general/1-011.php\)](/general/1-011.php): Campus Security

#### **V. References:**

- A. [Policy 3-113 \(/administration/3-113.php\)](/administration/3-113.php): Insurance Inspections
- B. [Policy 3-210 \(/administration/3-210.php\)](/administration/3-210.php): Facility Operations/Maintenance
- C. [Policy 3-234 \(/administration/3-234.php\)](/administration/3-234.php): Key Policy
- D. [Policy 4-005: \(/it/4-005.php\)](/it/4-005.php) Use and Security of Property
- E. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f))

#### **VI. History: Current version. Revision 0.**

Revised October 1, 2014 in order to fully comply with the Clery Act.

Originally approved by the Academic Senate: January 10, 2011.