

**Robert W. Payne**  
*Associate General Counsel*

Memorandum

To: Senate Executive Committee  
From: Robert Payne, Associate General Counsel  
Date: November 10, 2017  
Re: Campus Security Policy 1-011 and Procedure P1-011

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In August 2009, the United States Department of Education performed an audit of the University's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"). The audit concluded that the University was missing certain policies and procedures required by the Clery Act and others that were strongly recommended by the Clery Act. In order to come into immediate compliance with the Clery Act, the University implement as interim policies and procedures Interim Policy 1-011, Interim Procedure P1-011 and Interim Policy 1-012 which specifically addressed Sexual Assault. In 2009, when these policies and procedures were implemented, it was understood that significant changes needed to be made to the University's discrimination and sexual misconduct policies, including Policy 1-012. Therefore, it was determined that once the discrimination and sexual misconduct policies were revised, Policy 1-011 and Procedure P1-011 would come back to the Executive Committee for approval as permanent regulations.

During the 2016/2017 academic year, all of the University's discrimination and sexual misconduct policies were significantly revised and, as part of that process, Interim Policy 1-012 was adopted by the University as a permanent policy.

It is now time for the University to adopt as permanent regulations the attached Policy 1-011 and Procedure P1-011. Minor revisions have been made to the interim regulations to assure that they fully comport with the expectations of the Clery Act. This Policy and the accompanying Procedure are largely administrative in nature complying with the requirements of the Clery ACT and advising students and staff concerning various safety and security issues on campus.

Questions about this proposal may best be directed to  
Robert Payne, Office of General Counsel, [robert.payne@legal.utah.edu](mailto:robert.payne@legal.utah.edu), (801) 585-7002.

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## **~~Interim~~ Policy 1-011: Campus Security Rev. 21.**

### **I. Purpose and Scope**

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

### **II. Definitions**

- A. "Campus Security Authority" or "CSA" for purposes of this policy shall mean campus police and security, offices designated to receive crime reports, and any University employee who has significant responsibility for student and campus activities, including but not limited to student housing, ~~student discipline and campus judicial proceedings~~ deans of students, college deans, athletic coaches, advisors to officially sponsored student organizations, resident advisors and victim advocates.
- B. "Professional Counselor" means a person whose official responsibilities include providing mental health counseling to members of the University's community and who is functioning within the scope of his or her license or certification. ~~The term shall also include the University's victim advocate.~~
- C. "Pastoral Counselor" means a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
- ~~D. "Sexual Assault" means any sexual act directed against another person either forcibly and/or against the person's will (e.g., rape, sodomy, object rape, date rape, forcible sexual abuse, fondling); or non forcibly where the individual does not have the capacity to consent (statutory rape and incest).~~

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E.D. "Clery Geography" means any location on which the University is required to report crime statistics for purposes of the Clery Act, including

1. Campus Property: Any building or property owned or controlled by the University within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes including residence halls. Any building or property that is reasonably contiguous to the campus that is owned by the institution but controlled by another person, if frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
2. Public Property Within or Immediately Adjacent to the Campus: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
3. Noncampus Building or Property: Any building or property owned or controlled by an officially sponsored student organization. Any building or property owned or controlled by the University that is used in direct support of, or in relation to, the institution's educational purposes, if frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

E. Clery Act Crimes" means criminal homicide, sex offenses (rape, fondling, incest, statutory rape), aggravated assault, robbery, burglary, motor vehicle theft, arson and any crimes that may be later added to the Jeanne Clery Act.

3.F. "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.

### III. Policy

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A. Reporting Criminal Actions and Other Emergencies Occurring within Clery Geography

1. Reporting Crimes and Emergencies.

- a. Students and others who become aware of criminal actions or other emergencies anywhere within Clery Geography should report these to the University of Utah Department of Public Safety/Police Department ("University Police"). The process for reporting crimes and emergencies is set forth in University Procedure P1-011A accompanying this Policy. Incidents reported to University Police will be investigated for the purpose of reducing crime, improving safety, making disciplinary referrals, and imposing criminal sanctions as appropriate. Additionally, incidents reported to University Police will be included in the ~~statistical report~~ASR.
- b. Criminal actions may also be reported to the individuals or offices listed below. Reports made to these persons or offices, and not also made to University Police, will be included in the statistical report in the Campus Security Report but generally will not be investigated by the police.

Office of the Dean of Students	801-581-7066	270 Union
Department of Human Resources	801-581-2169	<del>420 Wakara Way Suite 405</del> <u>250 East 200 South, 16<sup>th</sup> Floor</u>
Housing & Residential Education	801-587-2002	822 Benchmark Plaza
University Student Apartments	801-581-8667	1945 Sunnyside Ave.

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Student Affairs, School of Medicine	801-587-3657	30 N. 1900 E. #1C101
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2. Timely Warnings. The University shall provide timely warnings to the campus community when ~~certain crimes~~Clery Act Crimes are reported to ~~Campus Security Authorities (as defined by federal law)~~a CSA and are determined by the chief of police (or the chief's designee) to represent ~~an imminent or ongoing~~a serious or continuing threat to students and employees. Anyone with information warranting a timely warning should report the circumstances to the University Police. The University may issue these warnings via postings on campus, through the Campus Alert system, through local news media, or in other ways. The individual or office responsible for issuing the warning will vary depending on how the warning is issued.
3. Reporting Crimes on a Voluntary, Confidential Basis. Individuals who witness or are the victim of crime, but who wish to remain anonymous, may report the crime to the University Police on a confidential basis. To do so, individuals should specifically request that they remain anonymous. The report ensures that the occurrence of the crime will be included in the University's ~~annual report~~ASR, assists the police in determining if there is a pattern of crime with regard to a particular location, method, or suspect, and enables the police, in appropriate circumstances, to alert the campus community to potential dangers. Filing an anonymous report may limit the ability of the police department to provide specific assistance or to investigate or solve a crime.
4. ~~False Accusations~~. ~~Individuals who intentionally and knowingly make false accusations of criminal activity or provide false information to University officials in connection with an accusation and/or investigation of criminal activity, are subject to discipline under University policy as well as criminal and/or civil penalties under applicable law.~~

#### B. Security of and Access to Campus Facilities

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1. As is addressed in Procedure P1-001A accompanying this Policy, the University of Utah manages building access according to the building type and purpose and considers security in maintenance of campus facilities. Residence Halls are locked twenty-four hours per day.

C. Campus Law Enforcement

1. Enforcement Authority of Police and Security. University of Utah Police Officers are fully trained and certified Utah peace officers, and have the same arrest, detention, and police authority as any other police officer in Utah. Additionally, University Police officers have the authority to enforce University of Utah regulations. See Utah Code Ann. § 53B-3-105. University Security personnel have no enforcement or arrest authority.
2. Relationship of University Police and Other Law Enforcement Agencies. University Police works closely with other Salt Lake City and County law enforcement agencies as well as state and federal authorities. University Police maintains a written mutual aid agreement between all municipal agencies and the Salt Lake County Sheriff's Office. University Police has primary jurisdiction on the University of Utah Campus, at University Student Apartments, and at University-owned offices in Research Park. University Police shares responsibility with the Salt Lake Police for portions of Research Park not owned by the University, roadways adjoining campus, and the athletic complex on Guardsman Way. Off-campus offices, clinics, and remote campus sites receive police services from the local jurisdictions in which the sites are located.
3. Referral for Disciplinary Action. Incidents involving student misconduct which are investigated by University Police may be referred to the Office of the Dean of Students for disciplinary action. Incidents involving staff misconduct may be referred to Human Resources for possible disciplinary action. Incidents involving faculty misconduct may be referred to the cognizant dean or senior vice presidents.

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4. Reporting. The University encourages accurate and prompt reporting of all crimes to University Police and other appropriate police agencies.
  5. Professional and Pastoral Counselors. ~~Professional Counselors, when acting as Professional Counselors and Pastoral Counselors, when acting in such capacity,~~ are not required to report crimes disclosed to them for inclusion in the ~~annual disclosure of crime statistics~~ ASR. However, as described in the accompanying Procedure P1-011A, Professional and Pastoral 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~~ ASR.
- D. Monitoring and Recording of Criminal Activity at Off-Campus Locations of Officially Recognized Student Organizations
1. Criminal activity at recognized fraternity and sorority residences is monitored and recorded by the Salt Lake City Police Department, ~~not the University Police Department~~. Additionally, local law [Salt Lake City Ordinance 21A.36.150] requires either the University or fraternities and sororities to fund a two-officer roving patrol on Friday and Saturday nights. The patrol is to monitor fraternity and sorority compliance with “all applicable city and county ordinances, state laws, and college or university regulations.” The officers on the roving patrol send a report on the patrol to the ~~Assistant Dean of Students~~ Director of the Office of Fraternity & Sorority Life. University Police gather Clery Act Crime statistics from the Salt Lake City Police Department for annual reporting in the ASR.
  2. Local law [City Ordinance 21A.36.150] also requires the University to have specific regulations governing fraternities and sororities. Among other things, these regulations prohibit consumption of alcohol on fraternity or sorority property by individuals under age 21, require fraternities and sororities to provide alternative nonalcoholic beverages, and require fraternities and sororities to hire uniformed officers for certain large gatherings. The

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University regulations compliant with those local law requirements are encompassed in University Policy 6-402. Student Affairs at the University maintains contact with recognized fraternity and sorority organizations through the ~~Assistant Dean of Students~~ Director of Fraternity & Sorority Life. Student Affairs and the University Police also maintain a working relationship with the Salt Lake City Police Department.

3. No provisions beyond normal local law enforcement efforts are made to monitor any other off-campus locations of student organizations other than those officially recognized by the University.

#### E. Alcoholic Beverages and Illegal Drugs

1. Students. Under University policy, students are subject to discipline for use, possession, or distribution of alcoholic beverages of any type on University premises except as expressly permitted by law and University regulations. Students are also subject to discipline for use, possession, or distribution of any narcotic or other controlled substance on University premises, at University activities, or on premises over which the University has supervisory responsibility pursuant to state statute or local ordinance, except as permitted by law and University regulations. See Policy 6-400, Student Code.
2. Employees. Under University policy, the University is a drug-free workplace. It is a violation of the University's Drug-Free Workplace policy for "employees to engage in the unlawful manufacture, distribution, dispensation, possession, and/or use of a controlled substance or alcohol at university workplace, or while engaged in university business off campus." Employees are subject to discipline for violating this policy. See Policy 5-113, Drug-Free Workplace.



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3. Enforcement of Laws. ~~The University police~~ University Police enforce state alcohol laws and federal and state drug laws on the University of Utah campus.

#### F. Emergency Response and Evacuation

##### 1. Confirmation and Notice of Significant Emergency or Dangerous Situation

- a. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the University will notify the campus community using the procedures described in a University Procedure P1-001 accompanying this Policy. Procedure P1-011 describes the process the University will use to confirm ~~such a significant emergency or dangerous situation~~ the emergency, determine the appropriate segment or segments of the campus community to receive a notification, determine the content of the notification, and initiate the notification system. The Procedure also lists titles of persons or organizations responsible for carrying out this process as well as procedures for disseminating emergency information to the larger community.
- b. The University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

2. Testing of Procedures. The University will maintain procedures, to annually test the University's emergency response and evacuation procedures.

#### G. Missing Student Notification

1. Scope. This section applies only to students residing in on-campus student housing facilities.

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2. Reporting a Missing Student. When a student has been missing for twenty four hours, students, employees, and other individuals should make a report to the University Ppolice (801-585-2677), to Housing & Residential Education (801-587-2000) (for HRE residents) or to University Student Apartments (801) 585-5690 (for USA residents). Any person to whom a missing student report is made ~~should~~ shall immediately refer the matter to the University Ppolice.
3. Emergency Contact. 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 that the student is missing, if the student has been determined missing by University Police. Students residing in on-campus student housing may register this information as directed in ~~a~~ Procedure P1-011A accompanying this Policy. This contact information will be registered confidentially and will be accessible only to authorized campus officials. The information may not be disclosed outside the University except to law enforcement personnel in furtherance of a missing person investigation.
4. Students Under 18. If a student is under 18 years of age and is not emancipated, in addition to notifying any contact person designated by the student, the University is required by law to notify a custodial parent or guardian within twenty-four hours of the determination that the student is missing.
- 4.5. Notifying Local Law Enforcement Agency. The University will notify the surrounding local law enforcement agencies when any student who lives in on-campus student housing has been determined to be missing for 24 hours.

## H. Fire Safety Policies

1. Those residing in Housing & Residential Education and University Student Apartments facilities shall abide by restrictions and guidance contained in the

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applicable handbooks and/or contracts concerning electrical appliances, smoking, and open flames. Links to these handbooks and contracts are contained in an ~~accompanying~~ University Procedure P1-011A accompanying this Policy.

2. The accompanying University Procedure P1-011A describes any fire safety education and training provided to students and employees in the University's on-campus student housing facilities and the procedures these students and employees should follow in case of a fire.

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*[Note: Parts IV-VII of this Regulation (and all other University Regulations) are Regulations Resource Information – the contents of which are not approved by the Academic Senate or Board of Trustees, and are to be updated from time to time as determined appropriate by the cognizant Policy Officer and the Institutional Policy Committee, as per Policy 1-001 and Rule 1-001.]*

#### **IV. Rules, Procedures, Guidelines, Forms and other Related Resources**

- A. Rules
- B. Procedures
  1. Procedure P1-011A: Campus Security
- C. Guidelines
- D. Forms
- E. Other related resource materials.

#### **V. References**

- A. Federal, State, and Local State Laws
  1. Federal Clery Act, 20 U.S.C. § 1092(f), 34 C.F.R. § 668.46

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2. Fire Safety Requirements, 20 U.S.C. § 1092(i), 34 C.F.R. § 668.49
3. Missing Student Notification Requirements, 20 U.S.C. § 1092(j), 34 C.F.R. § 668.46(h) d. Criminal Provisions Regarding Sexual Offenses, Utah Code Ann. § 76-5-401 to 413 e. Salt Lake City Ordinance 21A.36.150: Fraternities and Sororities

B. Relevant University Regulations

- ~~1. Policy 1-012: Sexual Misconduct: Sexual Assault Dating Violence, Domestic Violence, and Stalking, Prevention and Response~~
- ~~3-2. Policy 3-210: Plant Operations/Maintenance~~
- ~~4-3. Policy 3-234: Key Policy~~
- ~~5-4. Policy 3-300: Environmental Health and Safety~~
- ~~6-5. Policy 4-005: Use and Security of Property~~
- ~~7. Policy 5-107: Sexual Harassment and Consensual Relationships~~
- ~~9-7. Policy 5-113: Drug-Free Workplace~~
- ~~10. Policy 5-210: Discrimination and Harassment Complaint Policy~~
- ~~12-9. Policy 6-316: Code of Faculty Rights and Responsibilities~~
- ~~13-10. Policy 6-400: Code of Student Rights and Responsibilities~~

**VI. Contacts**

The designated contact officials for this Policy are:

- A. Policy Owner (primary contact person for questions and advice): Director of Public Safety (Chief of University of Utah Police Department)
- B. Policy Officer: Chief Business Officer

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- C. These officials are designated by the University President or delegatee, with assistance of the Institutional Policy Committee, to have the following roles and authority, as provided in University Rule 1-001:

*"A 'Policy Officer' will be assigned by the President for each University Policy, and will typically be someone at the executive level of the University (i.e., the President and his/her Cabinet Officers). The assigned Policy Officer is authorized to allow exceptions to the Policy in appropriate cases.... "*

*"The Policy Officer will identify an 'Owner' for each Policy. The Policy Owner is an expert on the Policy topic who may respond to questions about, and provide interpretation of the Policy; and will typically be someone reporting to an executive level position (as defined above), but may be any other person to whom the President or a Vice President has delegated such authority for a specified area of University operations. The Owner has primary responsibility for maintaining the relevant portions of the Regulations Library... [and] bears the responsibility for determining -requirements of particular Policies... ." University Rule 1-001-III-B & E*

**VII. History**

- A. Current version. Revision 2. Approved by the Academic Senate: \_\_\_\_\_.  
Approved by the Board of Trustees: \_\_\_\_\_.

B. Earlier Versions.

~~Current version.~~ Revision 1. Revised and implemented on October 1, 2014 as an Interim Policy to fully comply with the Clery Act pending ~~final~~ approval as a permanent policy by the Academic Senate and the Board of Trustees.

Revisions 0. Originally approved as an Interim Policy by the ~~Academic Senate~~ January 10, 2011.

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## **~~Interim~~ Procedure P1-011A: Campus Security Rev. ~~21~~**

### **I. Purpose and Scope**

The purpose of the Campus Security Procedure is to ~~provide~~ facilitate 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 Campus Crime Statistics Act (20 USC § 1092 (f)) ("Clery Act"), must be prepared and distributed to all University employees and students on an annual basis.~~ shall have the same meaning as set forth in Policy 1-011.
- 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" or ~~f~~ "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,

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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~~ CSA 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~~ University Police and report all information known relating to the crime.
3. Recording in Daily Crime Log. Any crime reported to ~~the Department of Public Safety~~ University Police -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~~ University Police 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~~ University Police 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~~ University Police 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~~ University Police and other resources at the University all information

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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 University Police website. The ASR will be provided to prospective employees and prospective students upon request.

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 University Police 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.



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- 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~~the valuable or sensitive nature of the equipment/information 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~~University Police, Facility Operations, Risk and Insurance Services and Occupational 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.

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b. The following policies and websites contain additional information:

i. Inspections: [Policy 3-113](#)

ii. Key Policy: [Policy 3-234](#)

iii. ~~Maintaining Outside illumination:~~ <http://ehs.utah.edu/environmental-programs/outside-illumination>

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~~ [ASR](#). 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

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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 Occupational and Environmental Health and 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.

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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> or <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

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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 ~~d~~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 ~~d~~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

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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~~Timely warnings will 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.

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## 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  
<https://housing.utah.edu/living-the-u/resident-policies-responsibilities>  
<http://housing.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.

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- b. Each year, the University's Department of Occupational and 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).

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

- A. [Policy 1-011](#): Campus Security

#### **V. References**

- A. [Policy 3-113](#): Insurance Inspections
- B. [Policy 3-210](#): Facility Operations/Maintenance
- C. [Policy 3-234](#): Key Policy
- D. [Policy 4-005](#): 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 20**

A. Current version. Revision 2. Approved by the Academic Senate as a permanent procedure : \_\_\_\_\_.

B. Earlier Versions.

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



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Revision 0. Originally approved as an interim procedure by the Academic Senate: January 10, 2011.