



# **Hamilton College Department of Campus Safety Policy Manual**



Campus Safety Administration  
HAMILTON COLLEGE

*Please be advised that this is a living document and is updated regularly.  
Some sections have been omitted for safety reasons. These sections have been noted as such.*

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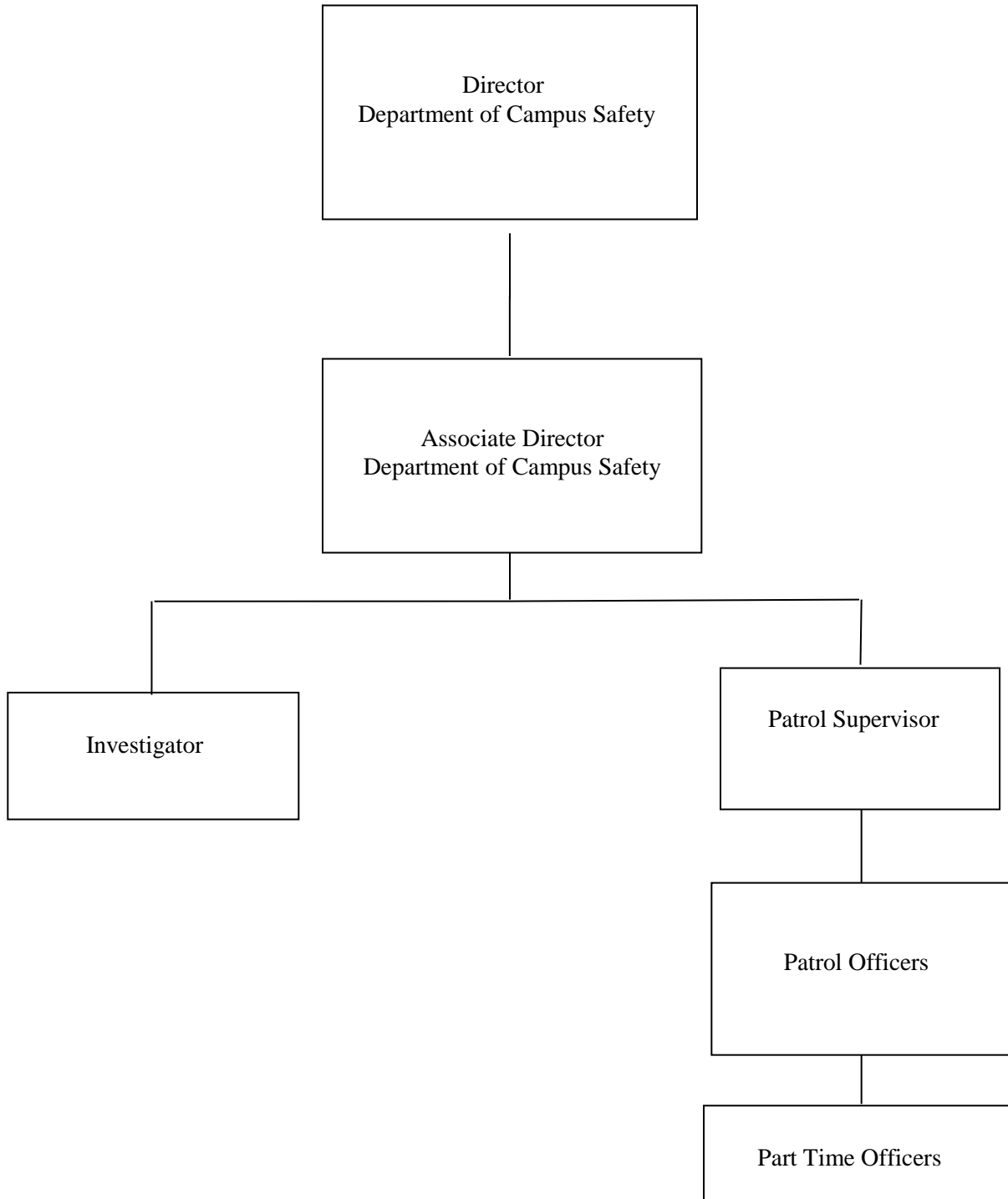
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## Hamilton College Department of Campus Safety Organizational Chart





# Hamilton College

## Department of Campus Safety

### General Order

Effective Date:  01/01/10	Subject: General Purposes	Chapter  1
Rescinds:  None	Reference standard(s):	Article  1

#### **Policy**

The primary goal of the Hamilton College Department of Campus Safety is to provide the best service possible to the campus community to which it is in service. The duties and responsibilities of the department are varied and wide ranging, matching the composition of the people that we serve. Due to the complexities of these duties it is necessary to establish a manual of policy and procedure, to aid the members of the department in carrying out their assigned tasks. This manual of written directives will serve as a guide to the members of the department as they work to achieve the goals and directives of the Department of Campus Safety.

It is the policy of the Department of Campus Safety that every member will be issued a Policy and Procedure Manual. The manual will remain in each member's possession until the completion of the member's service with the department. Each member will be responsible for being knowledgeable regarding the contents of this manual as well as adhering to the policies and procedures contained herein. Members will be responsible for updating their manual with revisions as they are published and issued by the Director.

#### **Procedure**

##### **A. Policies and Procedures Defined**

Policies and procedures are specifically stated orders governing the conduct of the department members. They are orders issued by the Director or the Associate Director of the department and have only the stated exemptions. Only the Director or the Associate Director has the authority to issue policy and procedures and deviation from any policy or procedure may result in disciplinary actions.

##### **B. Knowledge and Conformity**

All Department members will maintain a working knowledge of all policies and procedures contained herein. All department members are expected to abide by all said policies and procedures. A lack of knowledge of any policy or procedure will not constitute a defense in any

disciplinary action or proceeding.

**C. Violation of Policy and Procedure**

Failure to adhere to, abide by, or follow any policy or procedure contained in this manual may result in disciplinary action being brought against the offending member.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date:  <b>01/01/10</b>	Subject:  <b>Rank Structure</b>	Chapter  <b>1</b>
Rescinds:  None	Reference standard(s):	Article  <b>2</b>

#### **Departmental Positions: Definitions**

**Director:** Responsible for the administrators and staff of the department. Reports to the Office of the Dean of Students. Responsible for the budgetary, planning, staffing, administrative, and disciplinary requirements of the department. The Director is the senior administrator in the department.

**Associate Director:** The Associate Director is an administrative level position and is directly responsible for the supervision and oversight of all department staff. The Associate Director coordinates shift scheduling, special event planning, disciplinary action, campus parking, and the daily shift operations of the department. The Associate Director reports directly to the Director of Campus Safety.

**Campus Safety Investigator:** The Campus Safety Investigator is an administrative level position and is directly responsible for follow up and investigation of various incidents that take place on campus property. The Investigator reports directly to the Associate Director of Campus Safety.

**Campus Safety Sergeant:** The Campus Safety Sergeant is a staff level position and is directly responsible for on-site supervision of staff, scheduling and direct response to campus incidents. The Sergeant reports directly to the Associate Director of Campus Safety.

**Campus Safety Officer:** The Campus Safety Officer is the line patrol officer for the department. The officer answers all calls for service to include emergency and non-emergency calls. The officer is the first responder for all emergency calls on campus and is responsible for requesting addition assistance from outside agencies when needed. The Campus Safety Officer reports directly to the Sergeant.

**On – Call Personnel:** On-call personnel are part time officers and dispatchers available to assist with shift coverage or special detail assignments. This is a non-benefit staff position with no minimum hour requirement. On-call personnel reports directly to the Sergeant.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date:  01/01/10	Subject:  Written Directives	Chapter  1
Rescinds:  None	Reference standard(s):	Article  3

#### **Policy: Written Directives System**

The purpose of this directive is to establish the formal written directive system necessary to properly affect and guide the actions of all members of the Hamilton College Department of Campus Safety.

The effective and efficient performance of the department is directly correlated to the information, policies, and directives provided to the members of the department. This written directive system is designed to achieve the objective of enhancing the effectiveness and efficiency of the department.

The Hamilton College Department of Campus Safety has implemented the written directive system in order to enhance the understanding of all members with respect to the expectations that must be fulfilled in the performance of duties.

#### **Definitions:**

- A. **Written Directive:** Any written document used to guide or effect the conduct or performance of departmental members. This definition will include policy, procedure, rules, regulations, memorandums, and e-mails. All written directives are official documents of the department.
- B. **Policy:** A broad statement, in written form, of department guiding principles and values directed toward achieving departmental goals. Policies are based on college standards, college policy, and legal mandates. Establishes limits of action.
- C. **Procedure:** A written directive used as a guideline for administering departmental activity. Directs activities within the limits of policy.
- D. **General Orders:** The format by which the Manual of Policy and Procedure is issued. Amendments to the manual will be issued to members as general orders. Members will be responsible for the proper updating of manuals, when required.
- E. **Memorandums:** Used to disseminate information to department members and can be hard copy or e-mail form.

## **Mandatory Review**

The Manual of Policy and Procedure is a living document and, as such, will periodically require updating and changes to remain flexible and current. A periodic review by departmental administration will occur to insure that the documents contained herein are pertinent and appropriate to the department's goals and objectives.

Hamilton College  
Department of Campus Safety  
General Order

Effective Date:  01/01/10	Subject:  Agency Role/Authority	Chapter  1
Rescinds:  None	Reference standard(s):	Article  4

**Policy: Role and Authority**

The purpose of this written directive is to define the role and authority of the Department of Campus Safety. With this directive department members are made aware of the conduct and actions that are expected of them and can comply without fear of uncertainty. Secondly, this directive provides the community with a clear standard by which the performance of the department can be measured.

It is the policy of the Hamilton College Department of Campus Safety to provide consistent and professional service to the campus community. The department will be responsible for the reasonable protection of the faculty, staff, administration, students, and property of the community and will constantly strive to improve upon this objective.

**Procedure:**

**A. Crime Prevention:** Every effort will be made by department members to apply measures to assist in the prevention of crime. Active patrol, visibility, diligence in enforcement, and attention to detail will allow the officer to achieve this goal.

**B. Crime Deterrence:** Not all crime can be prevented and in realizing such we can actively work toward deterring the commission of crime. Proactive department operations can achieve the goal of deterrence by placing officers in areas known to be problematic, by officers actively investigating suspicious behavior, and by remaining diligent in the course of their duties.

**C. Investigation of Crime:** Members can take a proactive approach in investigating crime, offenses, and violations of policy by interviewing members of the community. Often, simple follow up will lead to information being produced that can lead to the recovery of property or the development of suspect information.

**D. Recovery and Return of Property:** Members will make every effort to locate lost or stolen property, to verify and locate its owners, and to return such property to same.

**E. Public Service:** The department is, first and foremost, an agency designed and responsible for serving the campus community. The department is often the first point of contact for community members in routine and

emergency situations. Assisting with daily activities, providing safety escorts, locating lost property, rendering aid to the injured, assisting with parking and traffic issues, and a host of other services comprise the basic functions of this department. It is the department's responsibility to assist the community with all situations that fall within the department mandate or is necessitated by the situation.

**F. Victim/Witness Assistance:** It will be the responsibility of the member to provide assistance to any victim or witness within the campus community. Members will insure that a victim or witness is not subjected to further trauma or violation of rights during or after an incident in which they are involved. Members will insure that victims/witnesses are advised of resources that are available to them.

## **Professionalism and Conduct**

### **A. Duty**

All members of the department will strive to accomplish the following:

- Protect life and property
- Preserve the peace
- Deter, detect, and prevent crime
- Report all safety and fire hazards
- Provide courteous and professional service at all times

### **B. Loyalty**

Each member will insure that they refrain from speaking negatively about the department to other departments, agencies, community members, or in public. Members shall avoid negative comments toward or directed at other department members. If a situation exists between members that cannot be resolved, the situation will be reported to the member's immediate supervisor and handled within the chain of command. Negative comments broadcast outside the office may result in disciplinary action.

### **C. Cooperation**

Members will strive to establish a positive working relationship with other department members as well as all departments and personnel on the campus. In addition, a good working relationship with outside agencies is also desired and each member will strive to enforce those positive relationships.

### **D. Community Assistance**

Each member will provide assistance to another department or community member when that request for assistance falls within the guidelines and policies of Hamilton College and the Department of Campus Safety.

### **E. Insubordination**

Failure to obey or a deliberate refusal to obey a directive issued by an administrator or supervisor shall be deemed insubordination. Failure to obey or willfully disregarding the policy and procedures of the department will also be considered insubordination. An insubordinate member may face disciplinary action.

### **F. Public Conduct**

Members will conduct themselves in a professional, courteous, and respectful manner when dealing with the public in any aspect. Also, respect will be shown to other members of the department when in public. Officers will be referred to by that title followed by their last name. Dispatcher, Associate Director, and Director will also be used regardless of the nature of the members interpersonal relationships in private.

### **G. Media Statements and Contact**

No member of the department will speak to any media outlet regarding department matters or investigations unless specifically directed to do so by the director. No exceptions.

### **H. Adherence To Laws, Ordinances, Regulations, And Policy And Procedure**

All members are expected to have a working knowledge of all applicable federal, state, and local laws as well as any ordinances, college regulations, and rules that apply to the campus. This will include the policies and procedures set forth in this manual. Any member signing for and receiving a copy of this manual will be presumed to have a working knowledge of the department policy and procedures it contains.

### **I. Uniform Standard**

All members will report for duty in the department issued uniform. This will include all patches and insignia, issued by the department, properly displayed. No unauthorized patches, pins, or accessories will be permitted without prior permission obtained from the director. Any deviation from the department uniform standard must be authorized by the director. Also, no unauthorized equipment will be carried on the member's duty belt. This will include handcuffs, pepper spray, baton, etc. Only department issue equipment will be acceptable.

### **Scope of Authority**

Members of the Hamilton College Department of Campus Safety are empowered to enforce all college policies, rules, and regulations. Members are expected to notify the proper agency when violations of local, state, or federal law are observed and are expected to cooperate with those agencies when applicable.

### **Limits of Authority**

Members of the department do not have arrest authority. Members will contact the appropriate law enforcement agency if an arrest is needed on campus. Members will not exceed the authority granted, or the conditions set forth, in this manual.



# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Relationships with Other Agencies</b>	Chapter  <b>1</b>
Rescinds:  None	Reference standard(s):	Article  <b>5</b>

#### **Interagency Cooperation**

It is the policy of the Hamilton College Department of Campus Safety to establish and maintain positive working relationships with surrounding police, fire, and emergency medical service providers. Positive relationships with outside agencies allow the department to provide professional and efficient services to the campus community throughout the year.

#### **Outside Agencies**

A brief, but certainly not complete, list of some of the outside agencies the department interacts with on a regular basis includes:

- Clinton Fire Department
- Town of Kirkland Police Department
- Central Oneida County Volunteer Ambulance Corps (COCVAC)
- Edwards Ambulance
- Oneida County Sheriff's Department
- New York State Police
- Oneida County 911 Center

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: Department Jurisdiction	Chapter  <b>1</b>
Rescinds:  None	Reference standard(s):	Article  <b>6</b>

#### **Purpose**

The purpose of this policy is to define the jurisdiction of the Hamilton College Department of Campus Safety.

#### **Jurisdiction of the Hamilton College Department of Campus Safety**

The department is responsible for providing services to the community encompassed by, and included in, the 1300 acre property owned by the Trustees of Hamilton College. This property is located in the Town of Kirkland, County of Oneida, and State of New York. Special provisions for jurisdiction outside of the Hamilton College campus may be provided by the Director of the department to accommodate special circumstances.

#### **Crime Statistics Reporting**

The Hamilton College Department of Campus Safety publishes the Crime Statistics Report annually in compliance with the Clery Act, a U.S. Federal regulation. The Clery Act mandates reporting of crime occurring on or near the campus within the previous year. The Crime Statistics Report can be accessed on the department's website at [www.hamilton.edu/college/safety/](http://www.hamilton.edu/college/safety/).

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date:  <b>01/01/10</b>	Subject: <b>Fiscal Management</b>	Chapter  <b>2</b>
Rescinds:  None	Reference standard(s):	Article  <b>1</b>

#### **Policy**

The purpose of this policy is to define responsibilities and establish procedures for the fiscal management of the Department of Campus Safety. It is the policy of the department to develop annual budgets and utilize fiscal controls to insure accurate and complete accountability of department funds.

The Director is responsible for the fiscal management of the department and is the final authority on all fiscal matters.

#### **Definitions:**

A. **Budget:** A statement of the financial position of the department for a defined position of time based on expenditure estimates during that period, as well as financing proposals for said estimates.

1. A plan for the coordination of resources and expenses.
2. The amount of money that is available, required, or assigned to a particular purpose.

B. **Audit:** A formal examination of the departments, or an individual's, accounts or finances.

C. **Credit Card Use Policy:** A policy enacted by Hamilton College for the proper use and reporting of credit cards assigned to the department.

#### **Procedures**

##### **Budget Responsibilities of the Department**

A. The Director will have the ultimate fiscal management responsibility of the department. The Director may assign fiscal management tasks to subordinates at his/her discretion.

- B. The Director will be responsible for supervising and maintaining the department's operating budget. The Director manages all financial and budgetary aspects of the department.
- C. The Director will insure that all fiscal matters, to include department purchasing and payroll, comply with legal statutes as well as the policies of Hamilton College.
- D. The primary responsibilities of the Director will include:
- Development of the annual budget.
  - Supervising and processing approved budget expenditures.
  - Financial controls and records.
  - Continuous monitoring of cash activities.
  - Evaluate and/or reduce operating expenditures of the department.
  - Liaison with the Vice President of Administration and Finance regarding financial matters.
  - Verification of all purchase requisitions.
  - Verification of expenditure receipts.
  - Requisition for all products and services necessary for the operation of the department will be verified with the Director.

### **Cash Funds**

- A. Cash funds will be properly secured within the office of the Department of Campus Safety at all times. Only persons designated by the Director shall have access to those cash funds.
- B. Cash fund record shall include:
- Copies of receipts/documentation for all cash received.
  - Records, receipts, or invoices for all cash expenditures.
- C. The Director will be responsible for maintaining accounting of the cash funds through an internal accounting system. The Director will provide all financial records in the event of an external administrative review.

### **Travel Expenses**

- A. Whenever a department member is required to travel or obtain lodging in the course of his/her duties the member must obtain prior permission from the Director.
- B. When a department member is required to travel or obtain lodging as part of assigned training the member must obtain prior permission from the Director and approval for expenditures.

C. Department members are required to provide all receipts and documentation for legitimate expenses incurred during authorized travel and lodging.

D. Refer to the Hamilton College website for current reimbursement procedures.

### **Credit Card Policy**

A. Refer to the Hamilton College website for current policy and procedure regarding obtaining and using a Hamilton College issued credit card.

### **Payroll**

A. The Director will be responsible for the preparation of all department payroll and will maintain records of same.

B. These payroll records will be furnished upon request in the event of an administrative review.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Records Management</b>	Chapter <b>2</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>2</b>

#### **Policy**

It is the policy of Hamilton College Department of Campus Safety to insure proper and accurate record management pertaining to all records within the department. All records and documents shall be stored, maintained, and preserved in accordance with the rules and regulations governing same.

#### **Retainable Records**

The Department of Campus Safety is required to maintain certain records for an extended period of time. These records include, but are not limited to, the following:

- Incident reports
- Fire alarm reports
- Payroll records
- Parking violations / appeals
- Officers daily log sheets
- Attendance records
- Communications records (written)
- Communications records (audio recordings)
- Personnel records
- Fire drill / safety records

All document retention is managed in accordance with college policy. The Hamilton College Record Retention Policy can be found on the Human Resources page on the college website.

#### **Procedure**

All mandated record retention regulations will be followed to insure that reports, forms, and documents can be retrieved if necessary, and at any time, at the direction of the Director. Designated areas are provided for current document storage within the Campus Safety Office. Non-current document storage is provided in the

garage adjacent to the Safety Office. The Director is responsible for records management but this task can be assigned to a subordinate administrator by the Director.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date:  01/01/10	Subject: Non-Agency Property Management	Chapter  2
Rescinds:  None	Reference standard(s):	Article  3

#### **Policy**

It is the policy of the Hamilton College Department of Campus Safety to establish procedures to insure the proper reception, storing, maintenance, accounting, and disposition of all non-agency property received by the department. Every effort will be made to locate the owner of all such property and return same in a timely manner.

#### **Definitions**

A. **Property**: An item that is owned and is of a non-evidentiary nature.

#### **Procedure**

##### **Found Property**

A. The following procedure has been adopted by the department for the acceptance, maintenance, and disposition of found property. When notified of a property complaint the department members will perform the following:

- The member will take possession of the property and obtain all pertinent information from the reporting person so a case file can be generated.
- The member will generate an incident report to include all pertinent information regarding the property, reporting person's information, and property tag information.
- A property tag will be affixed to the item(s) to include the date of recovery, time of recovery, a brief description of the property, the member's name printed, and the member's signature.
- The member will turn the property over to a supervisor to be logged into the property locker.
- In the absence of a supervisor, the member will log the property and secure same.

- B. Supervisor's will be responsible for logging and securing found property at the Safety Office.
- C. Found property will not be left unsecured for a duration exceeding 24 hours.
- D. If the owner can be identified every effort will be made to return the property to them.

### **Lost Property**

- A. A case file will be opened for a report of lost property.
- B. The report will include the complainant information, a description of the lost property, date and time it was last seen, and the value of the property.
- C. The member will check the found property log to insure that the lost property is not in possession of the department. This action will be noted in the report.

### **Claimed Property Disposition**

- A. Upon claimant's arrival at the department, a member will follow the prescribed course of action below to release the property:
  - Verify claimant's identity with photo identification.
  - Claimant should describe identifying characteristics of property to establish ownership.
  - Member shall complete a "Release of Property" form in full and obtain claimant's signature on the form.
  - Completed "Release of Property" form and property tag will be placed in case file.
  - Incident report will be updated to note the release of property. The name of the claimant, the date and time of release, and the complainant's contact information will be included in the update.



# Hamilton College

## Department of Campus Safety

### General Order

Effective Date:  01/01/10	Subject: Computer Use	Chapter  2
Rescinds:  None	Reference standard(s):	Article  4

#### **Policy**

It is the policy of the Hamilton College Department of Campus Safety to establish procedures for computer use. These policies are in addition to the computer use policies already in place through the Hamilton College Office of Information Technology Services (ITS). The ITS policies may be found online at [https://my.hamilton.edu/college/its/policies\\_standards\\_plans/sec\\_8\\_comp\\_facilities.html](https://my.hamilton.edu/college/its/policies_standards_plans/sec_8_comp_facilities.html).

The computer use policies of the department do not supersede the ITS policies, they should be considered an extension of same.

#### **Definitions**

- A. **Office:** Shall include any office under the jurisdiction of, or area provided for the use of, the Department of Campus Safety.
- B. **Computer Game:** Any activity or game that is included on the computer or must be downloaded or played online.
- C. **Prohibited Activity:** Shall include any activity on the computer that is not directly related to official business of the department.

#### **Procedures**

- A. All computers under the jurisdiction of the department are provided for the sole purpose of engaging in, facilitating, and expediting the business of the department.
- B. All computers under the jurisdiction of the department will be used in a manner consistent with the existing policies of Hamilton College at all times. Failure to abide by these policies may result in disciplinary action against the offending member.

- C. Department computers will be used for Department of Campus Safety business only.
- D. Any information written or typed on a department report is the property of the Department of Campus Safety. Such information will not be altered, deleted, printed, or disseminated except by authorized personnel in the course of their official duties.
- E. Unauthorized loading of any software without the express permission of the Director is prohibited
- F. User will keep secure their individual password information and will not release it or cause it to be carelessly discovered by another.
- G. Users will not remain logged into the computer network while not in use.
- H. User's will not use another member's password or user name.
- I. User's will access only the files or programs for which they are authorized. No user will attempt to, or gain access to, any file or program for which they are not authorized to access.
- J. Only the system administrator has the authority to change settings within the system.
- K. Stored data will only be altered or changed by personnel authorized to do so.

### **Maintenance**

- A. Any hardware or software problems should be reported to a supervisor immediately upon discovery.
  - Anyone witnessing unapproved or unauthorized behavior regarding use of department computers shall report this violation to a supervisor immediately.

### **Alterations**

- A. Adding or removing computer hardware or peripherals is strictly prohibited other than by authorized personnel.
- B. Any damage to hardware or peripherals must be reported to a supervisor immediately.
- C. No hardware or peripherals not belonging to the department will be used to gain access to the department information systems without consent from the Director.
- D. No personal hardware or peripherals will be connected to the department computers at any time.

### **Internet**

- A. Internet access is provided solely for the purpose of enhancing the capabilities of the department.
- B. Only authorized members will use the department's internet access and only for authorized department business.

- Internet browsing or downloading for pleasure or entertainment purposes is strictly prohibited. This includes, but is not limited to, pornographic, social networking, and game sites. The exception to this rule is access due to the performance of job duties.
- Use of another member's Internet access is strictly prohibited.

C. It is strongly recommended that e-mail not be used for confidential communications.

- E-mail is now considered a formal written record that carries the same legal weight as a formal memorandum. E-mail becomes the possession of the receiver and can be easily duplicated and redistributed by the recipient.
- E-mail should be professional, courteous, and absent of profanity and vulgarity.
- There should be no expectation of privacy in e-mail correspondence.
- E-mail is not confidential and may be retained on a backup system even after the original has been deleted.

### **Downloading**

A. There will be no downloading of files, programs, utilities, or games of any kind onto department computers from the Internet. Public domain websites are to be avoided completely.

B. Unauthorized persons will not send information via the department computer network.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date:  10/01/17	Subject: Telephone Use	Chapter  2
Rescinds:  01/01/10	Reference standard(s):	Article  5

**Policy**

The purpose of this policy is to establish a clearly define guideline for the use of department telephones as well as wireless communication devices.

**Definitions**

- A. **Department Telephones:** shall mean any landline phone owned by the Department.
- B. **Cell phone:** shall mean any wireless telephone device personally owned by a member.

**Procedures**

**Department Telephones**

- A. All Department telephones are provided for the exclusive and official use of the Department of Campus Safety. No department telephone, or attached recording device, will be unplugged or disabled for any purpose at any time without explicit permission from the Director.
- B. Department telephones will not be used to conduct personal business or any business not specific to the Department of Campus Safety. Emergency telephone lines will always be kept clear to allow for emergency communication.
- C. Department telephones will never be disconnected to allow connection of any personal device.

**Telephone Answering Procedures**

- A. When answering the department telephone every member will adhere to the following procedure:
  - 1) The office phone will be answered with “Campus Safety” followed by the member’s title (Dispatcher, Officer, Associate Director, etc) and the member’s last name.

B. The emergency line will be answered “Campus Safety Emergency”

C. The switchboard line will be answered “Hamilton College, how may I direct your call?”

### **Cell phones**

A. Members are allowed to possess and carry personal cell phones while engaged in their duties.

B. These phones will not distract or deter any member from the performance of their duties.

C. Cell phone ringers will be turned off while members are inside the Department offices. Vibrate mode is acceptable.

D. Cell phone ringers will not be of an offensive nature and will be kept at a respectable volume while the member is in public and engaged in the course of their duties.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/10/13</b>	Subject: Media Guidelines and Public Information	Chapter <b>2</b>
Rescinds: 01/01/10	Reference standard(s): Chapter 2 Article 10	Article <b>6</b>

#### **Policy**

The purpose of this policy is to establish procedures for the Department of Campus Safety when dealing with the media and for the release of information to the public.

#### **Definitions**

A. **Media:** Shall mean any individual, agency, office, or outlet whose purpose is to obtain and disseminate information to the public without control of the receivership.

B. **Public:** For the purposes of this section, the public shall include anyone not directly associated or employed by the Hamilton College Department of Campus Safety.

#### **Procedure**

##### **Media Requests for Information**

No member of this department shall release any information to the media under any circumstances unless specifically directed to do so by the Director.

For media requests involving general information regarding the operation of the college the media, requestor will be directed to:

- The Office of the Executive Director of Communications at the Anderson-Connell Alumni Center.

For media requests involving Campus Safety-specific information the media requestor will be directed to:

- The Director of the Department of Campus Safety during normal business hours.

##### **Public Information Requests**

With one exception, all requests for information from the public must be directed to the office of the Director. All information contained in, and obtained by, the Department of Campus Safety should be considered confidential and not available for public dissemination.

- Under the Jeanne Clery Act, the public has the right to review the daily incident log maintained by the department for such reason. This information is available in a binder located in the communications area of the Campus Safety Office. This record may be reviewed during normal business hours. This is the exception to the policy and does not require prior approval by the Director for public review.
- It is the policy of Hamilton College that all department forms, reports, computer programs, logs, and archived reports and documents will remain confidential and not be released to outside agencies.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date: <b>01/01/10</b>	Subject: Equal Employment Opportunity Program	Chapter <b>2</b>
Rescinds: None	Reference standard(s):	Article <b>7</b>

**Policy**

It is the purpose of this policy to establish the department's policies regarding Equal Employment Opportunity and Affirmative Action and to put forth procedures for resolving alleged acts of employment discrimination.

It is the policy of the Hamilton College Department of Campus Safety to employ the best qualified individuals to perform the required duties and tasks of the department regardless of race, color, religion, sex, age, national origin, or physical disability. This will be accomplished consistent with the Hamilton College Equal Opportunity Policy and the Affirmative Action Policy.

**Procedure**

Refer to the Hamilton College Equal Opportunity Policy and the Affirmative Action Policy available at the Hamilton College website on the Human Resources webpage.



Hamilton College  
Department of Campus Safety  
General Order

Effective Date:  01/01/10	Subject: Sex Offenders	Chapter  2
Rescinds:  None	Reference standard(s):	Article  8

**Purpose**

This policy provides guidance to department members regarding circumstances that may necessitate researching the New York State Sex Offender Registry. The Registry provides personal information regarding level II and level III convicted sex offenders including photographs, current address, parole information if applicable, convictions, and conditions of release from prison. This policy will set forth procedures for members to check individuals for possible sex offender status in the performance of their duties.

**Policy**

It is the policy of the department to insure the safety and security of all community members, at all times, while within the jurisdiction of the department. The department will make every effort, within the scope of their responsibility, to insure that registered sex offenders will not contact any member of the community by which they have been prohibited by law.

**Definitions**

1. **Registered Sex Offender:** Any individual who is convicted of a registerable sex offense under any United States jurisdiction, including convictions for sex offenses under federal, military, state, tribal or local law. Foreign convictions are also covered in certain circumstances.
2. **Grooming Behaviors:** Deliberate actions undertaken by an offender with the goal of debriefing a child in order to lower the child's sexual inhibitions or establish an intimate friendship in preparation for a sexual act with the child.

## Procedures

Certain incidents occurring within the campus community may require a check of the sex offender registry by department members. The New York State Sex Offender Registry can be accessed at [www.criminaljustice.state.ny.us/nsor/](http://www.criminaljustice.state.ny.us/nsor/)

1. Certain circumstances or behavior may indicate that a person should be checked against the registry to either confirm or deny suspicion or to aid law enforcement in the pursuance of their duties. Possible circumstances or behavior may include, but shall not be limited to,:
  - A report of a college or college-contracted employee possibly being a registered sex offender.
  - A suspicious person loitering near locker rooms, bathrooms, etc.
  - A suspicious person loitering near the child care center.
  - A suspicious person attempting to engage child care students/youths in conversation.
2. Any behavior that leads to suspicion that a person may be involved with, or attempting to engage in, inappropriate or illegal sexual behavior will be investigated.
3. Officers will attempt to positively identify the person while that person is within the department's jurisdiction and the identification can be made safely.
4. If possible, the officer will check the sex offender registry to ascertain if the suspicious person is a registered sex offender before that person leaves campus.
5. If the person is confirmed to be a registered sex offender both law enforcement and the Director will be notified immediately. If the person attempts to leave campus, officers will monitor the suspects actions to assist law enforcement with detaining same.
6. If the person is confirmed as a registered sex offender after he/she has left the area an incident report will be filed, the Director will be notified, and law enforcement will be contacted. All relevant information will be turned over to that law enforcement agency upon their arrival. Safety Officers will attempt to provide:
  - Accurate suspect description.
  - Vehicle information to include make, model, color, and distinguishing characteristics.
  - Vehicle registration information.
  - Direction of travel.
  - Information obtained from the registry.
  - Complainant information if applicable.
  - Victim information if applicable.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date:  <b>01/01/11</b>	Subject: <b>Annual Disclosure of Crime Statistics – Clery Act</b>	Chapter  <b>2</b>
Rescinds:  None	Reference standard(s):	Article  <b>9</b>

#### **Policy**

The purpose of this policy is to establish procedures and define responsibilities for preparing the annual disclosure of crime statistics in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 USC § 1092(f)).

#### **Procedure**

##### **Statistical Sources**

The Hamilton College Department of Campus Safety publishes the Annual Safety, Security, and Fire Safety Information Report on its website in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 USC § 1092(f)). This report is also available in a hard copy format upon request and will be provided within 24 hours of request. This annual report details safety and security information as well as all reportable statistics as mandated by federal law. Upon publication of the report to the Campus Safety website, an e-mail is sent to all enrolled students and current employees advising of the available information as well as a link to the report webpage. A postcard containing the above information is provided to those employees that do not have email access.

The Clery Compliance Officer (CCO), who is a member of the reporting team and appointed by the Director of Campus Safety, is responsible for obtaining, verifying, compiling, and publishing the statistics for the annual report as well as insuring compliance with all facets of the *Clery Act*. The CCO obtains the information and statistics for the calendar year on which the report is based, from the following sources:

- Deans of the college.
- Directors.
- Department heads.
- Campus Security Authorities.
- Health and Counseling Services (non-mandated reporters).
- Town of Kirkland Police Department

- Oneida County Sheriff's Department
- New York State Police
- Directors of the Hamilton-sponsored domestic study away programs.
- Directors of the Hamilton-sponsored domestic study abroad programs.

### **Procedure for Compiling Statistics**

During the first quarter of each calendar year the CCO contacts each reporting source (listed in the Statistical Sources section) via email. This email contains the request for all reportable statistics pertaining to the prior calendar year. It is the obligation of the recipient to compile all reportable statistics for which they bear responsibility and forward them to the CCO, in a timely manner, for inclusion in the annual report.

### **Publication of the Annual Report**

Upon receipt of the data received from all statistical sources, the CCO compiles all applicable figures and publishes them in the Crime Statistic Report and the Fire Statistic Report. The completed *Clery* report is made available to the public by October 01 of each calendar year. The CCO is also responsible for filing the completed crime statistic report and fire statistic report with the federal government, by the required date, to maintain compliance with the *Clery* Act.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date: <b>02/01/13</b>	Subject: <b>Release of Information</b>	Chapter <b>2</b>
Rescinds:  None	Reference standard(s):	Article <b>10</b>

**Policy**

This policy establishes procedures for the release of information.

**Procedures**

It is the policy of Hamilton College that information obtained by the Department of Campus Safety will not be released, in the normal course of business, outside of the Division of Student Life.

**Division of Student Life**

The Division of Student Life will access Campus Safety reports, logs and any information relating to student behavior and conduct as necessary, in the pursuance of their duties. Department of Campus Safety members will facilitate the transmittal of such information to the Division of Student Life as well as fulfill any requests for same.

The Division of Student Life, upon receipt of request for information, will make the determination to share information with other departments on a case by case basis. This decision will be based on the requestor's relationship to the case or to the involved parties.

**Media Requests for Information**

All requests for information made by media outlets will be referred to The Office of the Executive Director for Communications. Department of Campus Safety members will never disclose any information to media outlets unless specifically directed to do so by the Director.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date: <b>01/01/10</b>	Subject: <b>Recruitment</b>	Chapter <b>3</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>1</b>

**Policy**

It is the policy of the Hamilton College Department of Campus Safety to establish procedures for the recruitment of potential candidates to fill positional vacancies, within the department, as they occur.

**Procedure**

Refer to the Human Resources webpage on the Hamilton College website for current recruitment procedures.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Selection</b>	Chapter <b>3</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>2</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the selection of candidates to fill positional vacancies within the department. These procedures will insure the best possible results, achieved from a multi-layered multiple interview approach. This approach allows for a wide ranging interview experience designed to select the most qualified candidate for a positional vacancy.

#### **Procedure**

1. Department of Campus Safety Administrators, to include the Director and Associate Directors, will select several interview candidates from available applicants and arrange individual interviews. The interview and selection process may proceed as follows:

- Candidates will conduct their initial interview with the Associate Directors of the department.
- Candidates, if requested to return, will conduct secondary interviews with members of the Department of Residential Life Administration.
- Candidates returning for a third interview session will be interviewed by the Director and the Assistant Dean of Students.

2. Upon the completion of all interviews, all interviewers will complete a candidate evaluation sheet. These evaluation sheets will be screened and the candidate receiving the highest cumulative score will be considered for employment by the department.

3. Upon acceptance of a provisional job offer the candidate will be subject to a background investigation coordinated by Human Resources. This background check shall consist of:

- A driver's license check.
- A criminal history check.

- Any other applicable investigation as needed.

4. Upon approval from Human Resources, the candidate may begin work as a probationary member of the department.



**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date: <b>01/01/10</b>	Subject: <b>Probationary Status Employees</b>	Chapter  <b>3</b>
Rescinds:  None	Reference standard(s):	Article  <b>3</b>

**Policy**

The purpose of this policy is to establish probationary periods for new hire members to insure the highest quality personnel are selected and retained by the department and to remove unsatisfactory or unqualified employees when necessary.

It is the policy of the Department of Campus Safety to establish and utilize probationary periods for all new hire members of the department. The conduct, behavior, attitude, and disposition of the candidate will be closely observed by all members of the department. Probationary status period is the final stage of the hiring process and it is imperative that all members, especially immediate supervisors, thoroughly and properly evaluate probationary employees.

The probationary status period will follow the policies of the Hamilton College Human Resources Department. The minimum probationary period for a new hire member is ninety (90) days. The probationary period for a new hire member can be extended an additional ninety (90) days but will not exceed a maximum of one hundred eighty (180) days.

**Procedure**

**Probationary Periods – General**

1. The probationary period of a new hire employee begins on the day of hire and extends a minimum of ninety (90) days from that start date. Probationary periods will not exceed one hundred eighty (180) days from the date of hire.
2. Absences will not be counted as part of any probationary period and will extend the probationary period in an equal value.
3. Probationary status employees will be evaluated at the end of the probationary period, in writing, and the evaluation form will be submitted to Human Resources for review.

**Probationary Periods – Disciplinary Action**

1. In certain disciplinary action, an employee may be placed on probationary status as a condition for retaining employment with the department. In these cases, the Director will stipulate the duration of the probationary period and the requirements necessary for satisfactorily completing the probationary period.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date:  01/01/10	Subject: Disciplinary System	Chapter  3
Rescinds:  None	Reference standard(s):	Article  4

#### **Policy**

The purpose of this policy is to define the disciplinary system along with the authority and responsibility of the Associate Directors of the Department of Campus Safety for the purpose of disciplinary action.

It is the policy of the Hamilton College Department of Campus Safety to promote positive disciplinary procedures and insure that disciplinary measures are constructive, informative, and corrective in nature. The department disciplinary system is aligned with the Hamilton College Human Resources Department disciplinary system to insure fairness and equality for all members of the department.

#### **Definitions**

1. **Positive Discipline:** All efforts short of punishment made by a supervisor to correct areas of weakness in a subordinate. Positive discipline is meant to be corrective and educational. Its aim is to influence employee's voluntary and willing compliance with department rules, regulations, and policies.
2. **Negative Discipline:** Is the issuance of punishment or sanctions for inappropriate job related conduct. This punishment may include oral or written reprimands, suspension, or dismissal from employment with the department.

#### **Procedures**

##### **Responsibilities of Associate Directors**

1. Associate Directors are responsible for ensuring that all department members perform their duties according to the policies, procedures, rules, and regulations of the department as well as performing those duties within the parameters of federal, state, and local law. Associate Directors are required to initiate discipline in response to the acts of commission or omission of members who:

- Are assigned to their shift's.
- Are under their supervision.
- Come to their attention.

2. With regard to disciplinary issues, Associate Directors are responsible for:

- Learn the weaknesses, deficiencies, failures, or overt acts of a member that indicate a need for corrective measures.
- Review all factors to determine the most beneficial corrective action.
- Initiate and perform all non-punitive discipline.
- Recommend to the Director any punitive discipline that may be necessary.

3. Associate Directors are authorized to initiate the following discipline for members:

- Remedial or supplemental training
- Counseling
- In incidents involving possible criminal activity or when serious violations of rules and regulations are observed Associate Directors have the authority to relieve a member of duty. The acting Associate Director will notify the Director of the incident as soon as possible.

### **Non-Punitive Discipline**

1. Associate Directors will apply non-punitive disciplinary actions, whenever practical, to correct any minor performance or behavioral issues. These shall include:

- Training- shall be used to correct minor violations of policies, procedures, rules and regulations.
- Counseling- in instances where a member has failed to respond to training the Associate Director will counsel the member regarding the unacceptable behavior. During counseling the supervisor shall:
  - Identify and define the unacceptable behavior.
  - Review any applicable rules, regulations, policies, and procedures.
  - Clearly explain the expected behavior to the member.
  - Explain any potential consequences if the behavior persists.
  - The counseling will be documented in a memo to be placed in the members personnel file for record purposes.

### **Punitive Discipline**

1. In cases involving serious violations of rules, regulation, policies, or procedure or in those instances where non-punitive methods have been tried and failed, Associate Directors will request punitive measures to correct a member's behavior. Associate Directors will:

- Collect facts related to the misconduct and illustrate any failure of previous non-punitive discipline.
- Prepare a memo detailing the inappropriate behavior, lack of corrective action, and turn over same to the Director and Human Resources for review.
- The Director and Human Resources will make a determination on any punitive discipline to be issued.
- All punitive discipline will be recorded and maintained in the member's personnel file.

## **Disciplinary Procedure**

1. The formal system of discipline for the department consists of four (4) stages. These four stages are interchangeable and may not be follow in chronological order in all cases. The severity of the violation will determine the applicable disciplinary stage. The four stages are:
  - Counseling – The member will be advised of the behavioral or discipline issue and advised of the appropriate corrective action. This counseling will be noted in memo form for record purposes.
  - Written Documentation – The member will be counseled and formal written documentation of the behavioral or disciplinary issue will be placed in the members personnel file.
  - Suspension – The member will be suspended from duty for a length of time commensurate will the violation. The Director will determine the duration of the suspension.
  - Termination – The member will be terminated from employment with the department. The Director will make the final decision regarding termination of a member from the department.

## **Disciplinary Records**

1. Disciplinary records will be maintained by the department for the duration of the member's employment. Disciplinary records will be kept in the member's personnel folders and not available for public review.
2. The Director shall be the custodian of all personnel files to include disciplinary records.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Personnel Performance Evaluations</b>	Chapter  <b>3</b>
Rescinds:  None	Reference standard(s):	Article  <b>5</b>

#### **Policy**

The purpose of this policy is to establish the department's personnel performance evaluation system and establish procedures for administering the evaluations. The purpose of the evaluation system is to assist members in knowing the expectations placed on them and to assist them with improving their job skills. Improving individual skills increases the efficiency and productivity of the department as a whole. Evaluations may also be used in conjunction with disciplinary action as a means of assessing a member's compliance with directives, rules, regulations, policies, and procedures.

It is the policy of the Hamilton College Department of Campus Safety to evaluate, annually, all members of the department or anytime circumstances warrant an additional performance evaluation. These evaluations will be conducted at an administrative level and will be performed in a fair and impartial manner.

#### **Procedure**

##### **Performance Evaluation Goals**

1. The purpose of the personnel performance evaluations are as follows:

- Provide feedback to the members regarding their job performance.
- Promote behaviors that enhance the department's performance.
- Insure that members are qualified to perform their job duties.

2. The department will conduct annual evaluations to:

- Encourage professional development.
- Maintain and improve member performance.
- Provide an objective and fair method for measuring and evaluating member performance.
- Identify training needs.

##### **Evaluation Periods**

1. All new hire members will be evaluated at the end of their probationary period.

2. All members will be evaluated annually.
3. The Director may direct additional evaluations of members at any time.
4. Evaluation records will be kept in the member's personnel file.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date: <b>01/01/10</b>	Subject: <b>Employee Harassment</b>	Chapter <b>3</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>6</b>

**Policy**

The purpose of this policy is to establish criteria for the Department of Campus Safety regarding harassment of any kind.

It is the policy of the department to maintain a working environment free from all forms of harassment and discrimination. Harassment in any and all forms is strictly prohibited. Verbal, written communication or physical contact by any employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile work environment will not be tolerated. Harassment will be treated as member misconduct and may result in disciplinary action or termination.

**Procedure**

Hamilton College has established policy and procedure pertaining to harassment and sexual misconduct. The Department of Campus Safety will adhere to this adopted policy and all procedures set forth in that document. Refer to the Staff Handbook available on the Human Resources webpage at the Hamilton College website for the current policy and procedures pertaining to harassment.



# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Training</b>	Chapter <b>3</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>7</b>

#### **Policy**

The purpose of this policy is to establish a training doctrine as it pertains to the Hamilton College Department of Campus Safety.

It is the policy of the Department of Campus Safety to set a minimum standard of training and establish procedures for frequency, duration, attendance, and topics of such training. The purpose of training is to educate members, reinforce previous topics, motivate, and build on the base of experience of our members. Training allows for increased professionalism and creativity among the members of the department and enables individuals to specialize in areas of enforcement and to perform their duties at a higher level of competency.

#### **Definitions**

1. **In Service Training:** Job related training provided on campus and usually taught by department personnel. In service training normally lasts eight hours or less and is targeted at specific topical areas.
2. **Off Campus Training:** Is training held at a location other than Hamilton College. This training can last from an 8 hour period up to a week long course in relevant topics.

#### **Training – In Service**

1. The department may conduct monthly in service training for members.
2. The in service training will be a minimum duration of four (4) hours.
3. Attendance will be mandatory for all members of the patrol division.
4. Unless otherwise instructed by the Director, officers will attend training in the department issue uniform.

5. Topics will be decided by the department administration prior to the training.
6. Department members will be advised of the date, time, and location of the training at least one (1) week in advance of the training. Members will also be advised of those mandated to attend such training.

### **Off Campus Training**

1. On occasion members may be eligible to attend off campus training seminars relevant to their position and duties.
2. The Director will approve all off campus training for staff and administration prior to registration.

### **Training Records**

1. Records will be kept by the training officer to denote all in attendance.
2. These records will include:
  - Name of attendee
  - Date of training
  - Training topic
3. A copy of the training certificate, if applicable, will be placed in the member's personnel folder upon completion of the training.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date:  <b>01/01/10</b>	Subject: <b>Department Folders</b>	Chapter  <b>3</b>
Rescinds:  None	Reference standard(s):	Article  <b>8</b>

**Policy**

The purpose of this policy is to establish procedures for the collection and maintenance of employee related information.

It is the policy of the Hamilton College Department of Campus Safety to maintain a department folder for each member of the department. The purpose of these files is to maintain a record of the member's employment history, disciplinary actions, education, training, and personal information. This information can be used to assist administration with making personnel related decisions and selecting participants for personnel development programs.

**Procedure**

**Contents of the Department Folder**

1. The department folder for each member may contain the following information:

- Application
- Training and educational history
- Personnel performance evaluation history
- Disciplinary records
- Assignment, promotion, and advancement history
- Awards and commendation records
- Occupational and skills profile

2. Changes in personal information should be reported to Human Resources. Such changes will include:

- Change of address.
- Change of telephone number.
- Change in marital status/dependent's
- Achievement of educational degrees, training certificates, or special skills.

**Security of Department Folders**

1. Department folders will be protected against unauthorized access.
2. Department folders will be kept in a secure drawer located inside the Director's office.
3. Department folders will not be accessed by any person accept:
  - The individual employee with permission of the Director.
  - The employee's supervisor with permission of the Director.
  - A Human Resources designee with permission of the Director.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date: <b>01/01/10</b>	Subject: <b>Medical and Military Leave</b>	Chapter  <b>3</b>
Rescinds:  None	Reference standard(s):	Article  <b>9</b>

**Policy**

The purpose of this policy is to establish terms for medical and military leave for the Hamilton College Department of Campus Safety. The department follows the policies, procedures, and guidelines set forth by the Hamilton College Human Resources Department regarding medical leave, maternity leave, military leave, and terms of employment retention.

**Procedure**

Refer to the Human Resources webpage on the Hamilton College website for current policy and procedure regarding medical and military leave.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Field Training Program</b>	Chapter  <b>3</b>
Rescinds:  None	Reference standard(s):	Article  <b>10</b>

#### **Policy**

It is the policy of the Hamilton College Department of Campus Safety to establish procedures for administering the field training program to probationary members of the department. The field training program is designed to instruct and educate probationary members of the department on duties and expectations placed on them as a member of the department and to provide the basis for their expected performance as such a member.

#### **Definitions:**

1. **Probationary Period:** a period of time in which an individual is evaluated and tested to determine their fitness for employment.
2. **Field Training Officer (FTO):** shall be the member that is primarily responsible for the training and evaluation of the new member.

#### **Procedure**

##### **Probationary Period-Week One and Two**

1. A member will be a probationary hire for a minimum of ninety (90) days from the start of their employment.
2. Failure of a probationary member to successfully complete the field training program will result in termination.
3. The initial two (2) week period of the new member's employment will consist of supervised training with a full time member of the patrol division. The full time member will be referred to as the Field Training Officer (FTO) and will directly supervise all activities of the new member.
4. The FTO will base all new hire training on the Field Training Officer Manual.
5. The FTO will complete daily evaluations of the new member to include:
  - Record of the training accomplished that day.
  - Record of trainee's proficiency in that training.
  - Record of duties performed that day.

- Record of the trainee's proficiency in those duties.
- FTO's evaluation of trainee efficiency.
- FTO's recommendations for areas of remedial training.

6. At the culmination of the initial supervised two week field training the FTO will evaluate the trainee as to the following:

- Proficiency in building and location recognition.
- Proficiency in locating life safety equipment.
- Proficiency in department policies and procedures.

7. The FTO will advise the Associate Director as to the trainee's level of proficiency in the above areas and either recommend an extension of direct supervision field training or an upgrade to passive supervised field training.

8. If the FTO recommends extended direct supervised field training, the trainee will continue to be evaluated daily for one (1) week by the FTO. At the end of one (1) week the Associate Director and the FTO will consult with the Director to determine the viability of the trainee.

9. The Director shall determine if additional direct supervision field training is recommended or if the trainee shall be terminated from his/her employment.

### **Probationary Period – Weeks Three Through Twelve**

1. If it is determined that the trainee meets the minimum standards of direct supervision field training the trainee will be placed on passive supervised field training. This will consist of the following:

- Trainee will not be accompanied by the FTO.
- Trainee will accomplish basic duties without direct supervision (building checks, escorts, etc.).
- Trainee will handle complaint calls with the assistance of senior officer or Associate Director.
- Trainee will file reports and submit same for approval.
- Trainee will demonstrate understanding of all duties, expectations, policies, and procedures.
- Performing any duties assigned by the Associate Director.

2. Associate Director will evaluate the trainee and update the Director on the trainee's progress for the duration of the ninety (90) day probationary period.

### **Field Training Officer – Responsibilities**

1. The Field Training Officer shall be responsible for:

- Field training, evaluation, and direct field supervision of the trainee for the initial two (2) weeks of the trainee's probationary period.
- Completion of Daily Evaluation Reports (DER) at the end of each shift for the initial two(2) weeks of the trainee's probationary period.
- Reporting the trainee's competency level to the Associate Director at the end of each shift as well as filing the DER for the initial two (2) weeks of the trainee's probationary period.
- Accurately and fairly assessing, evaluating, and reporting the trainee's competency, knowledge, and ability to the Director and Associate Director at the completion of the trainee's initial two (2) week probationary period.
- The FTO will file a Final Evaluation Report (FER) at the completion of the trainee's supervised filed training.

## **Daily Evaluation Report**

1. A Daily Evaluation Report (DER) will be completed by the Field Training Officer (FTO) upon the completion of every shift and filed with the Associate Director. The DER provides essential information regarding topics covered, knowledge acquired, and proficiency level of the trainee. This provides information essential to administrative assessment of the trainee during the probationary period.
2. The DER contains five (5) categorical areas in which the trainee will be evaluated for proficiency, knowledge, and performance. The categories are:
  - Appearance, attitude, and relationships
  - Frequent performance tasks
  - Critical performance tasks
  - Knowledge
  - Policy and procedures
3. The FTO will signify which areas have received applied training as well as add narrative commentary regarding specifics of the training given to the probationary member.
4. Both the trainee and the FTO will review and sign the DER prior to the end of the shift. Any corrective action will take place as soon as possible.
5. The FTO will consult with the Associate Director prior to the end of each shift. The FTO will review the DER with the Associate Director and provide a fair and accurate assessment of the trainee. The Associate Director will sign the DER at the end of the review.

## **Associate Director Responsibilities**

1. The Associate Director will supervise the Field Training Officer during the trainee's initial two (2) week probationary period.
2. The Associate Director will insure that the FTO is adhering to the Field Training Manual with respect to the training being given to the probationary member.
3. The Associate Director will receive a daily briefing from the FTO and review the Daily Evaluation Report. The Associate Director will sign the DER.
4. The Associate Director will maintain a training file for the probationary member containing all DER's and all other training forms pertaining to the probationary member.
5. The Associate Director will update the Director on the probationary member's competency and progress throughout the probationary period.
6. The Associate Director will file a ninety (90) day evaluation form with the Human Resources Department at the conclusion of the trainee's probationary period.
7. Probationary periods may be extended up to one hundred eighty (180) days from the date of employment at the discretion of the Director.
8. A probationary member may be terminated prior to the end of the probationary period if the member's performance is below minimum standards and corrective action is not successful.



**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date:  01/01/10	Subject:  Communications	Chapter  3
Rescinds:  None	Reference standard(s):	Article  11

**Policy**

It is the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper use of the department radio system and appropriate communication on same.

**Radio Procedures**

Department personnel will strictly adhere to Federal Communication Commission rules and regulations when transmitting any message on department portable, vehicle, or base radios. No foul, abusive, or improper language will be used at any time for any reason by any department personnel while transmitting on the radio system. Violations will result in disciplinary action and/or termination.

**Radio Procedures**

Proper radio communications will consist of the following:

- Use of officer identification number in transmissions – names will not be used. Initial transmissions will be “base to 101” or “101 to base” with ample time for the recipient to answer the transmission.
  
- Initial transmissions will not include any information other than the identity of the intended recipient of the transmission. Acknowledgement of the initial transmission means the recipient is ready to receive further information.
  
- Transmissions will be in clear plain wording. No “10” or other codes will be used.

- Transmissions will provide all necessary information in a concise manner. Long, drawn out transmissions will be avoided.
- Following notification of an emergency situation all other non-essential transmissions will cease until the resolution of the emergency situation. Building checks, escort, lockout, and general information will be held until after the emergency incident.
- Transmission will include relevant information to include names, locations, and duty to be performed.
- Routine and emergency dispatches will always be transmitted on the 'dispatch' frequency

## **Radio Channels**

**Dispatch** – The main department channel for sending and receiving emergency and non-emergency information. Monitored on all radios.

**Talk Around** – A general frequency used for communication. Monitored on all radios.

**Car to Car** – A general frequency used for communication. Bypasses base radio

**Tactical 1** – A general frequency used for communication. Bypasses base radio.

**Tactical 2** – A general frequency used for communication. Bypasses base radio.

**Campus Inter-Agency** – A frequency used to communicate with other campus departments. Monitored by all radios.

**HCEMS** – Frequency used by the Hamilton College EMS service for sending and receiving medical related emergency communications. Monitored by all radios.

**HERT** – Frequency used by the Hamilton Emergency Response Team during large scale on-campus emergency operations. Bypasses base radio.

**Emergency** – Alternate frequency to be used during emergency operations. Monitored on all radios.

**Administration** – Frequency used by department administrators for secure communication. Monitored by department administrator radios only.

**Physical Plant** – Frequency used by campus Physical Plant personnel. Bypasses base radio.

**KPD** – Frequency used by Kirkland Police Department. Monitor only on officer radios, transmission permitted on base and administrator radios.

**CFD** – Frequency used by Clinton Fire Department. Monitor only on officer radios, transmission permitted on all department radios.

**MRD** – Frequency used by Oneida County police agencies as main dispatch channel. Monitor Only on all radios.

**OCFC** – Oneida County Fire Control frequency used as main dispatch channel for fire services.

Monitor only on all radios.

**COVAC** – Frequency used by Central Oneida County Volunteer Ambulance Corp. Monitor on officer radios, transmissions permitted by base and administrator radios.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date:  <b>01/01/10</b>	Subject: <b>Infectious Diseases</b>	Chapter  <b>3</b>
Rescinds:  None	Reference standard(s):	Article  <b>12</b>

**Policy**

It is the policy of the Hamilton College Department of Campus Safety to take recommended and reasonable precautions to prevent the spread of infectious diseases. It is the policy of the department to provide follow up care for members actually or potentially exposed to infectious diseases. The department will train all patrol division members in proper procedures to prevent or minimize infectious disease exposure and, in the event of exposure, to properly report it and secure follow up medical care.

**Procedure**

The Department of Campus Safety will follow all procedures set forth in the Hamilton College Occupational Health and Safety Procedures for infectious diseases. The college procedures are enclosed with this policy and procedure document.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Pandemic Influenza H1N1 Virus</b>	Chapter <b>3</b>
Rescinds:  None	Reference standard(s):	Article <b>13</b>

#### **Policy**

It is the policy of the Hamilton College Department of Campus Safety to take reasonable and recommended precautions in the event of a pandemic influenza incident. This procedure will provide department members with protocol to follow when responding to reports of possible influenza contamination during pandemic conditions.

#### **Definitions**

1. **Pandemic:** An epidemic of infectious disease that spreads through populations across a large region; for instance a continent, or even worldwide.
2. **Exposure:** Exposure is contact. No matter how dangerous a substance or activity, without exposure, it cannot harm you.

#### **Procedure**

##### **General Information – Swine Influenza**

In response to confirmed cases of swine influenza in New York State and current probable causes under investigation in Oneida County, all personnel should be vigilant when responding to medical emergencies for patients experiencing flu-like symptoms including fever, cough, sore throat, body aches, headaches, chills and fatigue.

Swine flu is a respiratory infection caused by Type-A influenza viruses that regularly cause outbreaks of influenza in pigs. People do not normally get swine flu, but human infections can occur. Like seasonal flu, swine flu may cause a worsening of underlying chronic medical conditions.

The Centers for Disease Control has determined that this swine influenza A (H1N1) virus is contagious and is spreading from human to human.

Viruses and bacteria can live two hours or longer on surfaces like tables, doorknobs, handrails and desks.

### **Signs and Symptoms of Swine Influenza**

The Signs and symptoms of swine influenza in people are similar to the symptoms of regular human flu and include:

- Fever
- Cough
- Sore Throat
- Body Aches
- Chills
- Fatigue
- Nausea
- Diarrhea
- Vomiting

### **Procedure for Response to Suspected Cases**

When responding to calls where the call type denotes fever, cough and other flu like symptoms, or any call when upon arrival it is determined that the patient is exhibiting symptoms of fever, cough and other flu-like symptoms, Department of Campus Safety personnel shall:

- Employ universal infectious disease precautions prior to entering the call location and making contact with the patient(s). This will include wearing latex gloves and not touching possible contaminated items or allowing the patient(s) to cough or sneeze on you.
- All personnel shall wash their hands thoroughly with soap and water following any patient contact. Alcohol-based hand cleaners are also effective.
- Avoid touching your eyes, nose or mouth.

### **Reporting of Any Suspected Exposure.**

In any instance where a member of the Department of Campus Safety may have been exposed to influenza or in cases where a member of the department begins to exhibit signs and symptoms of influenza, such member needs to immediately report the situation and their condition to a supervisor.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date: <b>01/01/10</b>	Subject: <b>Seat Belt Usage</b>	Chapter <b>3</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>14</b>

**Policy**

To insure the safety of all personnel safety belts will be worn by drivers and passengers in all department owned vehicles at all times.

**Procedure**

1. Department members will use the safety belts installed by the vehicle manufacturer, properly adjusted and securely fastened, when operating or riding in any vehicle owned by the department.
2. The driver of the vehicle will be responsible for insuring that all vehicle occupants are properly restrained.
3. No department member will operate a vehicle in which the safety belt in the driver's seating position is inoperable or defective. No passenger will be transported in a seating position in which the safety restraint is inoperable.
4. No person shall modify, remove, tamper with, or deactivate the vehicle safety belts.
5. Members who discover a defective or inoperable safety restraint system shall notify an Assistant Director immediately. Prompt action will be taken to repair the system.

Hamilton College  
Department of Campus Safety  
General Order

Effective Date: <b>01/01/20</b>	Subject: <b>Body-Worn Camera System</b>	Chapter  <b>3</b>
Rescinds:  02/08/17	Reference standard(s):	Article  <b>15</b>

**Purpose**

It is the policy of the Hamilton College Department of Campus Safety to establish procedures for the use of the Body-Worn camera system by department members. Body-Worn cameras will be used in accordance with these procedures at all times in order to protect the privacy rights of members of the campus community and to prevent improper use of the camera system by any member of the department.

**Definitions**

1. **Body-Worn Camera:** A personal recording system by which video and audio recording are digitally stored and retrieved.
2. **Operator:** Shall be the department member in physical possession of the Viewu system while the device is in operation.
3. **Community:** Shall include students, faculty, administration, staff, visitors, and all property of Hamilton College.

**Policy**

Use of the Body-Worn system will be strictly regulated to insure proper compliance with policy and to prevent misuse or abuse by the operator.

**Procedure**

**Body-Worn Camera System Use**

1. Use of the camera system will be limited to situations where a digital recording of an event or incident will be used to accurately document that event or incident.
2. The Body-Worn camera system will be used to document all individual or group interaction.



3. The following are examples of when activating the Viewu camera is necessary but is not a complete list:
- A complaint for excessive noise or disruptive party
  - A verbally abusive individual that fails to comply with departmental directives. This behavior may be directed at any member of the campus community, regardless of their status or standing, to conform to this procedure.
  - A physically abusive individual that may be deemed a threat to the campus community. Prior non-compliance to departmental directives is not a prerequisite to recording as this behavior can be deemed immediately threatening to the community.
  - A large group that is failing to comply with departmental directives and whose behavior appears to be escalating in a manner that could jeopardize the safety of the community.
  - An individual who appears to be under the influence and is failing to comply with departmental directives. In failing to comply, this individual may unknowingly jeopardize their own safety and sustain injury.
  - A fight in progress.
  - Recording may take place during a medical emergency if the patient becomes uncooperative, threatening, combative or it appears additional action will need to be taken (ie. MHL, restraint, law enforcement intervention, etc)
  - Any individual(s) engaged in behavior defined as a felony by the New York State Penal Law.
  - Any individual engaged in behavior that causes damage to Hamilton College or personal property.
  - When engaged in attempting to identify individual(s) for violation purposes and the individual(s) fail to produce picture identification.
  - When dealing with non-community members in a capacity that visual identification may be needed at a later date. Non-community members can be difficult to identify by the department and the visual recording can be processed to assist outside agencies with identifying an individual if the need arises.
  - Recording vehicle information (license plate, color, make, model) if looking for a suspect vehicle during an incident.
4. The Body-Worn camera system is a supportive tool to assist with the protection of the Hamilton College community and should, at all times, be used in a manner consistent with these policies.

### **Body-Worn Camera– Prohibited Use**

1. The Body-Worn camera system will never be used in a manner inconsistent with the policies and procedures set forth in this written directive.
2. Complaints or allegations of misuse of the recording device will be investigated by the Director and the Dean of Students.

3. The right to privacy of all individuals will be respected at all times.
4. New York State law requires that at least one party involved in a conversation be aware of the recording device being used. Officers will not use the Body-Worn camera to record any conversation in which they are not an active participant and which there is an expectation of privacy by third parties.
5. The Body-Worn camera system will **never** be activated during the following situations:
  - In rest rooms, locker rooms, or any place that individuals have a heightened expectation of privacy. The exception to this is if the incident is occurring in one of these areas. Non-affiliated persons will be asked to leave to avoid having them placed in a compromising situation.
  - Any situation where the right to privacy of an individual will be compromised and such violation is not justifiable after the fact.
  - In any manner inconsistent with any verbal orders issued by the Director or Assistant Director pertaining to the use of the Body-Worn camera system.
  - Recordings will not be shown to third party individuals or replayed for any reason unless authorized by departmental administration.
  - Recordings will never be published, in any manner, for any reason.

### **Body-Worn Camera– Processing**

1. When digital recordings are made of an incident, and the footage must be retained for use in a hearing or judicial board, the following process will be adhered to:
  - The Patrol Supervisor will be notified immediately that a recording was made during the incident and that recording must be preserved. The notification will include:
    - A description of the recorded incident to be preserved.
    - Time and date of the incident to be preserved.
  - The camera will be placed on the docking station and will automatically download. The footage will then be accessible to the officer in which the camera is assigned and the Administration, through the Viewu camera software.
  - The evidentiary nature as stated above, notwithstanding, all other recordings will be retained for forty-five (45) days.
  - The Director will be advised that a recording was made of the incident as well as any extenuating circumstances involving that incident.
  - The Director will notify all other division administrators as necessary.

- The digital recording will remain available for use in any judicial or disciplinary proceedings. The Director of Campus Safety or the Associate Dean of Students for Health and Safety will retain sole authority to release any digital recordings to third parties as deemed necessary.
- In the case of an accidental recording the operator will advise the system administrator of same. The reason for the recording will be verified before the recording is destroyed.
- Any recorded footage that has not been designated as “saved” in writing will be deleted from the Viewu cameras.
- Any mechanical issues with the system will be reported to the system administrator immediately to facilitate repair.

### **Viewu System – Control**

1. When the Viewu system is not in use by a department member the Viewu cameras will be kept in a designated area of the Campus Safety Office.
2. This area will be accessible to department personnel.
3. At no time shall the Viewu system be left in public areas or unattended when not being operated by a department member.

### **Viewu System – Specifications and Use**

1. The Viewu camera will begin recording both video and audio as soon as the lens cover is retracted.
- 2) Officers should remember that the better the ambient lighting, the better the video quality of the recording.
- 3) Placement of the camera on the user will determine what is recorded. The camera should be worn near the uniform shirt pockets to obtain upper body/faces of others on the recording.
- 4) Officers will be able to record video and audio as needed and in compliance with this policy.
- 5) Only the Director, Assoc. Director, Patrol Supervisor and Investigator will be able to erase recordings from the cameras.
- 6) The Viewu cameras will only be used to record incidents and events as outlined in this policy. Any use of the Viewu camera other than in the manner stated in this policy will result in disciplinary action up to and including possible termination of employment.
- 7) LE2 and LE3 cameras will record approximately 4 hours of audio/video. LE4 cameras will record approximately 12 hours of audio/video. Once the memory is full the camera will no longer record. The video must be downloaded to create memory space. It is the responsibility of the officer to notify the system administrator that the individual’s camera needs to be downloaded.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date: <b>01/01/10</b>	Subject: <b>Americans with Disabilities Act</b>	Chapter  <b>3</b>
Rescinds:  None	Reference standard(s):	Article  <b>16</b>

**Policy**

The purpose of this policy is to provide guidelines to the members of the department in committing itself and its members to providing quality services to people with disabilities and complying with provisions of the Americans with Disabilities Act.

It will be the policy of the Hamilton College Department of Campus Safety to insure that a high level of service is provided to all members of the campus community including people who may require special consideration in order to access those services.

**Procedure**

Refer to the Human Resources webpage on the Hamilton College website for current policy and procedure pertaining to the Americans with Disabilities Act.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>02/05/13</b>	Subject: <b>Open Shift/Special Event Work Opportunities</b>	Chapter <b>3</b>
Rescinds: <b>01/01/10</b>	Reference standard(s):	Article <b>17</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the issuance of all open shift/special event assignments to department personnel. These procedures will encompass all open shifts and special event assignments to include: shift coverage, athletic events, parking details, and any extra duties that may occur.

#### **Procedure**

##### **Availability**

The department provides an open shift/special event availability sign-up sheet that lists all upcoming available hours. This sheet is posted to provide adequate advance notice so all members have the opportunity to sign up. By signing the open shift/special event availability sheet the member agrees that she/he is available to work those hours if that member is assigned to that shift by the scheduling administrator. Signing up for posted hours is not a guarantee of receiving those hours; it only states the member's availability to cover them.

##### **Assignment**

Open shift/special event hours will be assigned to personnel in the following order:

- 1) **On-call personnel:** On call personnel will be assigned open shifts/events until an on-call member reaches forty (40) hours worked for the pay period. On-call personnel will only be assigned overtime (over forty (40) hours for a pay period) in the event a full time member or less than full time member cannot, or does not want to, cover the open hours or event.
- 2) **Full time personnel:** Full time personnel will be assigned overtime hours after on-call members have been deemed unavailable for the open period of time. Overtime will be assigned at the supervisor's discretion and will be distributed fairly amongst all full time officers based on practicality and availability.
- 3) **Less than full time personnel:** If neither on-call personnel nor full time personnel are available to cover open hours or events, the open hours or event will be assigned to the senior less than full time member that signed up for the open hours or event.

## **Hours Worked**

Any department member will not work in excess of sixteen (16) consecutive hours at any time. A minimum of eight (8) hours of time off must follow any sixteen hour shift before the member may resume work at the department. Emergency operations may cause an exemption to this policy. If an exemption is necessary it will be approved by the Director or an Associate Director prior to the member exceeding sixteen (16) consecutive hours worked.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date:  <b>02/01/13</b>	Subject: Disciplinary Action For Damage to College Owned Vehicles	Chapter  <b>3</b>
Rescinds:  None	Reference standard(s):  Chapter 3 Article 4	Article  <b>18</b>

**Policy**

It is the purpose of this policy to establish disciplinary procedures for damage incurred by college owned vehicles as a result of negligent, reckless or intentional action. The department recognizes that some damage to college owned vehicles may result through no fault of the employee and in those cases, when no-fault is proven through investigation; the employee will not face disciplinary action.

**Procedure**

If damage occurs to a college owned vehicle, and the subsequent investigation determines that the damage was a result of reckless or negligent action on the part of the employee who was responsible for the vehicle at the time of the incident, the following disciplinary stages apply:

**Negligent or Reckless Damage to a College Owned Vehicle**

**Primary Incident – Verbal Counseling**

An employee whose negligent or reckless action(s) result in damage occurring to a college owned vehicle, and that employee has not had a previous incident involving vehicle damage, will be subject to verbal counseling and advised of the appropriate corrective action. The counseling will be noted in memo form for record purposes.

**Second Incident – Formal Written Documentation**

An employee whose negligence or reckless action(s) result in damage occurring to a college owned vehicle, and that employee has had one (1) prior incident involving vehicle damage within one (1) year, will be subject to verbal counseling as well as formal written documentation of the incident. Corrective action will be advised and the written documentation will be placed in the employee's personnel file. The employee will also be mandated to attend an approved defensive driving course within sixty (60) days of the conclusion of the investigation into the incident.

**Third Incident - Suspension**

An employee whose negligence or reckless action(s) result in damage occurring to a college owned vehicle, and that employee has had two (2) prior incidents involving vehicle damage within the previous eighteen (18) months, will be suspended from duty for a length of time commensurate with the violation. The Director will determine the duration of the suspension. Written documentation of the incident will also be placed in the employee's personnel file.

#### **Fourth Incident - Termination**

An employee whose negligence or reckless action(s) result in damage occurring to a college owned vehicle, and that employee has had three (3) prior incidents involving vehicle damage within two (2) years, will be terminated from employment with the department. The Director will make the final decision regarding termination of a member from the department.

### **Knowingly or Intentionally Causing Damage to a College Owned Vehicle**

An investigation that determines an employee has knowingly or intentionally damaged a college owned vehicle will result in that employee being terminated from their employment with the department. The Director will make the final decision regarding termination of the employee from the department.

An employee that engages in conduct or behavior that causes another person injury or causes them to damage a separate vehicle other than the one the employee has control over, will also be subject to termination if the subsequent investigation determines the employee's conduct or behavior caused the resulting damage or injury.



**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date: <b>09/11/13</b>	Subject: <b>Supervisor Notification</b>	Chapter <b>4</b>
Rescinds: <b>01/01/10</b>	Reference standard(s):	Article <b>1</b>

**Policy**

It is the policy of the Hamilton College Department of Campus Safety to establish procedures for supervisor notification. In the event of a major incident an Associate Director and/or the Director will be contacted and notified of the situation in order to evaluate the severity of the incident and determine the proper course of action.

**Supervisor On-Duty**

Members should contact the on-duty supervisor anytime there is a question on how to proceed with any daily duty or incident. If a member is unsure how to proceed in any circumstance the supervisor should be contacted and advised of the situation. A member should never make a decision they are hesitant about when a supervisor can be consulted.

Examples may include:

- A maintenance issue possibly requiring Facilities Management response
- An incident possibly requiring a response from a police agency
- A student possibly needing a medical agency response
- A building found unlocked that is normally secure (non-criminal situation)
- Clarification of any issue
- An individual that is not responding to a members directives or instructions

While it is impossible to comprise an all-encompassing list of circumstances, a supervisor should be contacted anytime a question of how to proceed exists.

**Supervisor On-Call**

**Law Enforcement Response**

There are occasions when a supervisor is not on duty and a member may need advice or be required to notify an administrator. A calendar providing the supervisor on call has been provided to facilitate the contact of an administrator when and if needed.

**ANYTIME A POLICE AGENCY IS CALLED TO CAMPUS BY THIS DEPARTMENT  
THE SUPERVISOR ON CALL WILL BE NOTIFIED AS SOON AS POSSIBLE.**

If the police agency response results in the arrest of a student, staff, faculty, or administrative member the Director and on-call supervisor will be notified immediately.

If the policy agency response is for a misdemeanor, felony, or violent felony the Director and on-call supervisor will be notified immediately.

If a police agency responds to campus through the course of their duties and the result matches the above criteria, notifications will be made as noted above.

### **Fire Department Response**

**ANYTIME THE FIRE DEPARTMENT IS CALLED TO CAMPUS BY THIS DEPARTMENT, AND THE RESULT IS NOT A FALSE ALARM, THE ON-CALL SUPERVISOR WILL BE NOTIFIED IMMEDIATELY.**

If the fire department responds to a report of fire and the fire is confirmed, the on-call supervisor and the Director will be notified immediately.

If the fire department responds to a medical emergency and the patient is transported to a hospital the on-call supervisor will be notified immediately.

If the fire department requests to speak to a supervisor, the on-call supervisor will be contacted immediately.

### **Ambulance Response**

**IF ANY STUDENT IS TRANSPORTED TO THE HOSPITAL VIA AMBULANCE THE DEAN ON CALL WILL BE NOTIFIED FOLLOWED IMMEDIATELY BY THE SUPERVISOR ON CALL.**

If a student is transported to the hospital via private vehicle or taxi, neither the supervisor on call nor the dean on call is notified of the transport. A log entry should be made of the transport.

### **Death On Campus**

**-IF THERE IS A DEATH ON CAMPUS THE DIRECTOR WILL BE NOTIFIED IMMEDIATELY FOLLOWED BY THE SUPERVISOR ON CALL.**

### **Notification Protocol – Supervisor on Call**

- *Attempt to call cell phone first*
- Leave a voicemail message
- Attempt to call home phone next
- Leave a message
  
- If someone other than the supervisor answers the home phone explain who you are, that you are calling from Campus Safety, and the reason you are calling.

- Ask if there is another number the supervisor can be reached at, especially if the situation is urgent. Convey that the situation is work related and urgent.
- Allow an appropriate amount of time, based on the circumstances, for the supervisor to call back
- If contact with the supervisor on call cannot be made attempt to call the other supervisors using the same protocol.
- If unable to contact a supervisor, contact the Director using the same protocol.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: Department Vehicles and Equipment	Chapter  4
Rescinds:  None	Reference standard(s):	Article  2

#### **Policy**

It is the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper use and maintenance of the department vehicle fleet and departmental equipment.

#### **Definitions**

1. **Campus Safety Vehicle** – A department vehicle, marked or unmarked, equipped as a response vehicle.
2. **Equipment** – Any items belonging to the department used in the performance of duties by members.

#### **Procedure**

##### **Campus Safety Vehicles (also referred to as “vehicle(s)”)**

1. The department maintains a fleet of four (4) Ford Explorer SUV’s for member use in the course of their duties.
2. These vehicles will be operated with care, caution, diligence, and with common sense at all times. Campus Safety Vehicles are not pursuit vehicles and should never be driven in a manner inconsistent with policy and law. All New York State Vehicle and Traffic Laws will be adhered to at all times while a member is operating a vehicle.
3. All vehicle operators and front seat passengers will wear a seat belt while the vehicle is in motion whether the vehicle is on private or public property. Failure to do so may result in disciplinary action. New York State Law requires seat belt use by all front seat occupants.
4. Cellular phones will not be used by the operator of a vehicle, while the vehicle is being

operated, in accordance with New York State Law.

5. Smoking and the use of tobacco products inside the vehicle is prohibited.
6. Eating inside the vehicle is prohibited.
7. A pre-shift inspection of the vehicle is recommended to document any damage to the interior or exterior prior to the member taking control. This will absolve the member of any blame if a pre-existing defect is present. All damage or deficiencies should be reported to a supervisor as soon as possible. Documentation should also take place. Failure to report pre-existing damage or defect may result in the officer being held responsible for the damage or defect.
8. A check of all electronic and lighting systems should also be performed. Damage and deficiencies should be reported as soon as possible and a work order filed for repair.
9. Any mechanical issues should be reported immediately and a work order filed for repair. Non-routine mechanical problem will result in the vehicle being removed from service until the appropriate repairs can be made. A vehicle with any mechanical deficiency will not be kept in service if a hazard is posed to the operator or to the equipment itself.
10. Each vehicle should contain the following equipment:
  - First aid kit to include a CPR mask
  - Flares
  - Hazard Material Emergency Response Guidebook
  - NIMS ICS Field Guide
  - Assorted departmental forms
  - It is the officer's responsibility to ensure that all equipment is stocked and ready for use.
11. Vehicles will be fully fueled prior to the end of **EVERY** shift.
12. Vehicles will be frequently washed to include the interior.
13. Campus Safety vehicles will not be driven off campus property without the express permission of a departmental administrator. Exceptions would be a request to respond for a fire or police agency.
14. Campus Safety vehicles will never be used for personal business at any time.

## **Departmental Equipment**

### **Campus Safety Office**

1. The building adjacent to Dunham Hall, to include the garage to the west of the building, is the main office for the department. The building, as well as all equipment inside, shall be treated with care and respect at all times. All personal items will be removed from the public area at the end of a member's shift and the interior will be kept clean at all times.
2. Lockers are provided for officer use. These lockers remain the property of the department and are subject to search with cause. The director will retain the right to search a member's locker

if just cause is present. At no time will found property, or any material, of an evidentiary nature be placed inside a member's locker.

3. Two (2) computer work stations are provided for officer use and one (1) computer work station is provided for dispatch use. These stations should be kept neat and orderly at all times. An eating area is provided so no food or beverages should be consumed in the area of the electronic equipment. At no time should a member enter the office of an administrator to use their computer, phone, etc. These items are provided for the members in the main office area. Administrative offices should be entered with the administrator's permission only.
4. The radio room is a designated area for radios, paperwork, and limited property storage. It is not a catch- all for any item that doesn't have a designated home. This area must be kept orderly at all times and used for its designated purpose only.
5. A refrigerator is provided for member use. This refrigerator will be kept clean and neat at all times. Items left inside the refrigerator will be marked with the members name and consumed or destroyed in a timely manner. Any items left for a duration will be removed. Any items left in the public areas of the office will also be destroyed if left unclaimed.
6. The ADA walkway will be kept clear of snow and ice during the winter months by members on duty at the time the attention is needed. The office is a high traffic area and the safety of all community members must be considered. A shovel and de-icer is provided and should be used.
7. A water cooler is provided for member use. The water is not to be removed in bulk from the office for use at a personal residence or other location.
8. Office supplies are for department use only and will not be removed for personal use.
9. When the office is to be left unmanned the last member inside will insure that all windows and exterior doors are secure prior to leaving the building unattended. Also, all nonessential electrical devices (coffee pot, toaster, etc.) should be turned off and unplugged.
10. Any damage, faults, equipment problems, or issues with the building or internal equipment should be reported to a supervisor as soon as possible. Any damage resulting from abuse, neglect, carelessness, or recklessness may result in disciplinary action against the offending member(s).

### **Rechargeable Flashlights (Streamlight Stinger and Pelican 7060 LED)**

1. Four (4) rechargeable Stinger flashlights and three (3) Pelican rechargeable LED flashlights are provided for the use of members during their shift. Each flashlight should be returned to its charging cradle at the end of each shift to prevent battery failure. Report damage or deficiencies to a supervisor immediately.

### **Ticketers**

1. All AIMS ticketers should be returned to the office and replaced in their charging docks at the end of each shift. Ticketers should not be left inside vehicles or anywhere in the office other than their charging docks.

## **Battery Booster Packs**

1. The department provides two (2) battery booster packs for use by community members. Department members will release a pack to a community member only after securing a valid form of identification (student i.d., driver license, etc.). The identification will be returned to the community member upon return of the booster pack. Department members will not install the booster pack on any vehicle belonging to a community member. The department will not be liable for any damage resulting from improper use of the booster pack. Also department vehicles will never be used to “jump start” another vehicle under any circumstance.

## **Vehicle Lockouts**

1. The department does not provide a vehicle lockout service to any member of the community due to liability concerns. At no time should a member attempt to unlock a secured vehicle with a “slim jim” or any other vehicle entry device. Assistance can be obtained for a community member through AAA or through a locksmith service.

## **Equipment – General**

1. All equipment and/or property belonging to Hamilton College and/or the Department of Campus Safety will be used properly in accordance with the manufacturer’s instructions at all times. Damage to any property belonging to Hamilton College or the Department of Campus Safety due to abuse, neglect, or carelessness may result in disciplinary action to, or financial responsibility of, the member.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date:  <b>09/18/13</b>	Subject: <b>Daily Patrol Operations</b>	Chapter  <b>4</b>
Rescinds:  01/01/10	Reference standard(s):	Article  <b>3</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the daily operations of the department.

#### **Procedure**

##### **Daily Patrol Operations – Building Checks**

###### **Building Checks – A line**

- All academic buildings will be secured at the appropriate times coinciding with the schedule set by the Registrar’s Office.
- Buildings will be thoroughly checked to insure that all unapproved persons have been removed, areas are secure, and no hazards exist. Fire panels will be checked to ensure proper system condition. Any defects will be noted and appropriate action taken. During heating season a check will be made to verify the building is being heated.
- Residence halls will be checked for security, proper fire system operation, safety hazards, and inappropriate or dangerous behavior. Any defects will be noted and proper action taken.

###### **Building Checks – C line**

- All academic and administrative buildings will be secured at the appropriate times coinciding with the schedule set by the Registrar’s Office.
- Academic and administrative buildings will be checked following the above A- line protocol



- Residence halls will be checked for security, proper fire system operation, safety hazards, and inappropriate or dangerous behavior. Any defects will be noted and proper action taken.

### **Bank Deposit – B Line**

- At the appropriate time the bank deposit will be retrieved from the appropriate personnel at the business office.
- The officer will proceed directly to NBT bank in Clinton and deposit all items as directed.
- When the deposit is complete the officer will return directly to campus and return any items to the business office. Deposit bags and other items will not be left inside the vehicle.

### **Student Lockout Service**

- Upon request for a student lockout the officer will respond in a timely manner to the location of the lockout.
- The officer will obtain a photo identification of the student and verify the identity of the student with the name provided by communications.
- If the name does not match the student listed for the room attempt to ascertain if a recent room change has taken place. Communications may be able to verify the change.
- If the change cannot be verified contact a supervisor.
- In cases where an officer gets a lockout request in person the following steps should be taken:
  - Contact communications and verify the student is registered to the room that is locked. This will be done **prior** to the room being unlocked.
  - Verify student name with a photo identification
- Student lockouts are billed through the business office and accurate reporting is essential.
- Proper identification verification is imperative to avoid giving an unauthorized student access to a secured space they should not be admitted to without permission.

## Offices and Non-Student Spaces

### Unlocking and Admittance

Without proper authorization faculty, staff, and administrative offices will never be opened for anyone other than the occupant. Proper authorization shall consist of:

- Written permission from the occupant authorizing access for listed subjects
- Verbal permission when the identity of the caller can be verified as authentic and the caller is the space occupant

Officers will avoid entering offices and private areas unless:

- The occupant requests entry for a given reason
- A hazardous or dangerous situation exists or is believed to exist
- A fire alarm is active and the office/space must be checked for presence of smoke/fire

### Motorist Assistance

- Two (2) battery booster packs are provided for community use in the event a vehicle battery needs charging.
- The student/community member's identification card should be obtained and held at the office while the subject is in possession of the booster pack.
- The officer may transport the booster pack to a subject's location if they are unable to respond to the office to retrieve the pack.
- The officer will allow the subject to attach and operate the booster pack themselves. Due to liability and the potential for damage to the vehicle's electrical system the officer will not attach the booster pack to the vehicle.
- Once the booster pack has been returned to the Safety Office the identification card may be returned to the owner.
- Campus Safety Department vehicles will **never** be used to jump start another vehicle at any time.

### Vendor Key Issuance

- When applicable the department will issue keys to valid on-campus vendors.
- The vendor will sign the key issuance log book at the time the keys are issued and at the time the keys are returned to the department.
- The officer key rings will **never** be issued to anyone except Campus Safety Officers.

## Escort Policy

### Medical Escorts

- Requests for medical escorts will be honored any time of day or night.
- Medical escorts must be pre-approved through the Rudd Health Center for the community member.
- Medical escorts will always be provided in a vehicle. Walking escorts are not to be given.
- Medical escorts may, on rare occasion, require the member to leave campus. This will be pre-approved by the director or supervisor prior to the officer's departure from campus.

### Safety Escorts

- Safety escorts are provided to assist students or community members that feel unsafe walking alone between dusk and dawn. Under no circumstances will safety escorts be used as a "taxi service" or as a livery service during inclement weather.
- Campus Safety Officers can use discretion to determine if the safety escort will be provided by vehicle or on foot (walking escort) if the request is for one (1) or two (2) students.
- Walking escorts only will be provided for groups larger than two (2) people.
- Officers may deny escorts to unapproved students upon arrival at the pick-up point.
- Officers who arrive at a pick-up point and encounter an intoxicated student will call for assistance from HCEMS and have a medical evaluation performed on the intoxicated person.
- Officers may refuse the escort, or terminate same prior to completion, if a person is belligerent, verbally abusive, or non-compliant.
- Officers will not transport a large amount of items (groceries, packages, luggage, etc.) under the guise of an escort. Students will obtain permission to temporarily park at their hall and unload prior to requesting an escort. Once the person is finished and the vehicle is parked in its approved location the escort can be provided.
- Officers will make every attempt to provide communications with an accurate timeframe for pick-up. Upon arrival the officer will wait no longer than two (2) to three (3) minutes for the requester to arrive. If the requester does not arrive at the pick-up point in that time the officer will advise communications of same and clear from the escort.
- Officers will advise communications when they are beginning the escort. This is the point the requester has entered the vehicle.

- Officers will advise communications when the escort is complete. This is the point the requester has exited the vehicle at their destination.
- Advanced “reservations” for escorts will not be accepted.
- “Standing” escorts will also not be acceptable. Anyone requesting a safety escort will make the request through communications and officers will not set aside pre-arranged times for certain requesters.
- Alcoholic beverage containers will not be allowed inside any college owned vehicle
- Safety escorts are to and from on-campus locations only. Escorts will not be provided for any reason off-campus unless approved by the director or a supervisor.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date:  <b>01/01/10</b>	Subject: <b>Parking Administration, Ticket Issuance, and Towing</b>	Chapter  <b>4</b>
Rescinds:  None	Reference standard(s):	Article  <b>4</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the administration of parking, ticket issuance, and the towing of vehicles from campus property.

#### **Procedure**

##### **Parking Administration**

- The department is responsible for regulating and enforcing all parking on the campus. All vehicles parked on the campus must be registered with the department.
- All vehicles parked on the campus are subject to all parking regulations set forth in the college Parking Handbook which is distributed through the department. Ignorance of the parking rules is not an excuse to disregard those rules. The policies may be amended or changed at any time by the department.
- Campus Safety officers will issue parking violation citations to vehicles not in compliance with the established parking guidelines.
- Except in rare circumstances, the officer will only issue one violation per citation and only one citation per offense.
- Persons wanting to appeal their citation may do so by filing a parking appeal form available at the Campus Safety Office between 7:00 a.m. and 11:00 p.m.
- The Parking Appeals Board makes the final decision in all appealed parking citation cases.

## **Parking Ticket Issuance**

- The Department of Campus Safety reserves the right to ticket and/or tow any vehicle illegally parked on college property at the vehicle owners expense.
- Officers will use the following guidelines to issue parking violation citations:
  - Vehicles parked illegally but not posing an imminent danger to public safety
  - Vehicles parked illegally but having received few, if any, previous citations
  - Vehicles parked in a manner that blocks pedestrian walkways
  - Vehicles potentially impeding snow removal
  - Vehicles parked carelessly and impeding pedestrian or vehicular travel
- Officers will not void tickets at any time.
- Officers will issue one violation per citation except in the case of impeding snow removal or when applying a tow charge to the citation.
- Officers will use care in ensuring that only one citation per violation is issued to a vehicle.
- AIMS ticketers will be replaced in the appropriate charging docks at the end of the shift. Ticketers will not be left inside vehicles or around the office.
- All officers will fairly and consistently enforce the parking regulations set forth in the Parking Handbook and will make every effort to insure that every citation written is accurate.

## **Vehicle Towing**

- Certain conditions may necessitate vehicles needing to be towed from campus.
- Officers should follow these guidelines when towing vehicles from campus:
  - Vehicles parked illegally and posing an imminent danger to public safety.
  - Vehicles impeding current snow removal operations.
  - Vehicles preventing the delivery of products or supplies
  - Vehicles posing an imminent danger to environmental safety
  - Vehicles parked with a gross disregard for public safety.
- Officers needing to tow a vehicle from campus will first request a tow service be contacted through communications. The officer will remain with the vehicle until the vehicle is removed from campus. The owner of the vehicle is responsible for the tow fee even if the vehicle has not been removed prior to the owner's arrival.
- The officer will provide communications with a full description of the vehicle to be towed for the communications log. The officer will also complete a tow slip for the vehicle.
- A parking citation will be issued for the violation leading to the tow.
- Once the tow is complete the officer will file the tow slip in the appropriate location at the department.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Report Filing and Notebook Procedures</b>	Chapter  <b>4</b>
Rescinds:  None	Reference standard(s):	Article  <b>5</b>

#### Policy

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper filing of department reports as well as the proper maintenance of member notebooks.

#### Procedure

##### **Report Filing**

- Incident reports are the written record of an incident based on witness information, statements, evidence, and information and facts gathered through investigation.
- Incident reports should only contain factual information as can be proven at that time. Witness information should be attributed to same and documented in a supporting deposition.
- Incident reports should never contain supposition, conjecture, opinion, or sarcasm from the point of the writer. The incident report should reflect only the facts of the incident as they are known.
- Incident reports will include, but not limited to, the following situations:
  - Any criminal complaint.
  - Violations of college policy or rules and regulations.
  - Violations of New York State Law or Oneida County and Town of Kirkland Ordinances.
  - Village of Clinton ordinances do not apply on-campus as the college is outside village lines.
  - All alarm activations to include all trouble alarms.
  - Medical emergencies.
  - Tampering with fire safety equipment.
  - Maintenance emergencies resulting in building evacuation or damage.
  - When requested by any complainant or campus community member.
  - Any incident warranting an incident report.
- When in doubt as to whether an incident report should be filed **always** file a report.

- All incident reports shall be filed prior to the officer going off duty. No officer will hold reports until reporting for their next shift. The director or supervisor must approve any reporting delay.
- Upon completion all incident reports will be submitted for supervisor approval. All incomplete, inaccurate, or insufficient reports will be returned to the writer for correction and resubmission.
- All times recorded in an incident report will be in military time format.
- All reports will contain names of individuals. No badge numbers or radio identification codes will be used. Example: "Officer John Smith" not "101" or "Lt. Jason Smith" not "Unit 2"
- Any statements made by any individuals will be placed in quotation marks so that the statements are attributable to the person making those statements. Any items inside quotes must be accurate.
- In addition, supporting depositions will be filed on the proper form and included with the case file.
- All reports will be checked by the writer for factual accuracy, spelling, grammar, and punctuation. An incident report is a direct reflection on the writer as well as the department. A poorly written, incorrect, and error filled report reflects badly on the writer and the department as a whole. Incident reports are court admissible documents and every report should be written as if the case will appear in judicial board or court.

## **Notebooks**

- Officer notebooks are also subject to court subpoena in cases that go to trial.
- Officers should maintain a neat and orderly notebook containing only duty-specific information.
- Date, time, and case number for incidents should appear along with notes recorded regarding a specific case. Each new incident should be on a separate page.
- Do not record personal information, personal phone numbers, grocery lists, or any other non-duty related information inside the notebook.
- Do not tear out pages from the notebook. In a courtroom missing pages could be made to look like information was intentionally removed or is being withheld.
- When a notebook is full mark the cover with the date range the notebook covers. Retain the notebook for future reference if a case is pursued further in a civil or criminal court.



# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/13</b>	Subject: <b>Fire Alarm Response</b>	Chapter <b>4</b>
Rescinds: <b>01/01/10</b>	Reference standard(s):	Article <b>6</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for member response to fire alarms on campus.

#### **Procedure**

##### **Academic and Residence Buildings**

- All alarms of fire, regardless if received through a Simplex alarm or via telephone, shall be treated as a valid alarm until proven otherwise. All alarms will be responded to immediately and investigated thoroughly at the scene.
- In the event that an automatic detection system on campus reports a fire alarm signal to the Campus Safety dispatcher on duty, or if a verbal report of a fire or smoke condition is called into the Campus Safety emergency phone line, the following actions shall immediately be taken:
  - The Campus Safety dispatcher will immediately direct officers on duty to report to the scene of the alarm or verbal report of fire/smoke for an investigation, and will simultaneously call the county 911 system to report the alarm/verbal notification.
  - If the dispatcher knows unquestionably that the alarm signal or verbal notification is for an actual fire/smoke condition (as opposed to an alarm signal with no other supporting communication), that information should be communicated to the county 911 system.
- The county 911 system will immediately notify the Clinton Fire Department, through their normal mode of communication, of the situation along with the supporting information from the college's Campus Safety dispatcher.
- One Campus Safety Officer will report to the scene of the alarm to begin an investigation into the cause of the activation. The second Campus Safety Officer will unlock and remove any bollard or obstruction in the roadway before proceeding to the scene of the alarm.

- As soon as the college's Campus Safety officers are able to make an affirmative or negative determination regarding actual fire/smoke conditions, they will radio the college dispatcher of their findings.
- Once the Campus Safety dispatcher is notified of the affirmative/negative findings by the college's officers, he/she will utilize the base radio communication system to directly convey those findings to the members of the Clinton Fire Department. This information may also be reported directly from an officer on the scene via portable radio.
- Officers attempting to contact CFD via radio from inside a building that is in alarm should remember that the noise generated by the alarm can cause interference with radio transmissions and make communication difficult. Allowing the dispatcher to communicate with CFD may be expedient in those cases.
- The Campus Safety member communicating with Clinton Fire Department will conclude the transmission with the question: "Will you be continuing your response to campus?" CFD will advise Campus Safety if they are going to respond for the alarm or stand down based on information relayed from this office.
- Campus Safety personnel will communicate, via radio, only the facts pertaining to the alarm situation. All pertinent and relevant information will be communicated to CFD so they can make an informed and independent decision on their response to campus. If an officer is unable to determine the cause of an alarm activation it is imperative that CFD be made aware of this situation.
- *Campus Safety personnel will never direct, or advise, Clinton Fire Department to stand down or cancel their response to campus for an alarm. In the event a CFD member asks whether or not they should respond, the Campus Safety Officer will advise that the decision to respond or cancel will be made by CFD only.*
- If Clinton Fire Department states they are responding to campus, a Campus Safety officer shall proceed to a mutually agreed upon location on campus to direct responding personnel from the Clinton Fire Department to the scene of the fire/smoke condition. If the fire/smoke condition is so involved that all Campus Safety officers are occupied with building evacuations, the dispatcher will use the base radios to direct responding fire department personnel to the scene. The Director of Campus Safety will be notified immediately.
- If the alarm is determined to be caused by a malfunction of the system or equipment, Campus Safety will immediately initiate an investigation as to the cause of the fire alarm signal and will work with the offices of Residential Life and Physical Plant to correct any deficiencies.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Medical Emergency Response</b>	Chapter  <b>4</b>
Rescinds:  None	Reference standard(s):	Article  <b>7</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper response to medical emergencies occurring on campus during both the academic and non-academic year.

#### **Procedure**

##### **Academic Year**

- Upon receiving notification of a medical emergency, officers will promptly respond to the scene of the incident.
- Upon arrival at the scene, officers will attempt to render any aid or assistance to any injured persons as long as there is no risk to the officers(s) safety and the aid rendered is within the scope of the officer's training. All information obtained regarding the victim's injury and situation as well as any treatment performed will be provided to emergency medical personnel upon their arrival at the scene.
- Once HCEMS or other EMS personnel arrive on scene the officer(s) will provide assistance in any reasonable capacity including scene security and crowd control.
- The officer operating the vehicle containing the HCEMS medical equipment will remain at the scene for the duration of the incident to insure ready access to the equipment.
- In the event an outside EMS agency (Clinton Fire Department, COCVAC, etc.) is contacted to respond to the campus, an officer will respond to College Hill Road to direct any outside agency to the incident scene. All responding agencies will be directed to the scene in order to provide prompt medical attention.
- An officer on scene will attempt to obtain all necessary and relevant information for reporting purposes. This information will be relayed to the on-duty dispatcher for any necessary administrative notifications regarding the incident.
- All information obtained at a medical incident will be held in the strictest confidence and not

released to unauthorized individuals at any time.

- If the incident requires biohazard cleanup (blood, vomit, etc.) an officer will request a response from a Physical Plant custodian. Officers will not attempt to clean any biohazard spills at any time. Physical Plant protocol for biohazard call-in will be followed.
- The officer will file a report containing all relevant information regarding the incident.

### **Non-Academic Year/Breaks**

- HCEMS is not in service during breaks in the academic year or during the summer. Any report of a medical emergency will be investigated by Campus Safety.
- Upon arrival at the scene, the Campus Safety Officer(s) will request any needed assistance from rescue/ambulance personnel.
- Campus Safety Officers will attempt to provide basic first aid/care to a victim as long as the aid being provided falls within the scope of the officers training.
- Officers will assist with leading any responding agencies to the scene to provide timely medical assistance to the victim.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date: <b>01/01/10</b>	Subject: <b>64K Electrical Substation Fire Alarm Response</b>	Chapter  <b>4</b>
Rescinds:  None	Reference standard(s):	Article  <b>8</b>

**Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish a policy for the proper response to a fire alarm at the 64k electrical substation located on Campus Road.

**Procedure**

**Fire Alarm at 64K Electrical Substation**

- Campus Safety does not have key access to the substation entrance gates.
- Clinton Fire Department should be dispatched using the standard fire alarm protocol.
- National Grid shall be notified of the situation and requested to respond to the scene to assist.
- Physical Plant supervisors Steve Bellona and Ed Neidhart should be notified of the alarm and any resultant findings.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Carbon Monoxide Detector Alarms and Response</b>	Chapter  <b>4</b>
Rescinds:  None	Reference standard(s):	Article  <b>9</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper response to, and handling of, carbon monoxide detector alarms. These policies were established in conjunction with the Hamilton College Office of Environmental Protection, Safety, and Sustainability.

#### **Procedure**

- CO detectors that go into a full alarm condition generally represent a significant hazard to those in the vicinity of the detector or other sources of fuel combustion. However, since most of the staged CO detectors at Hamilton are located in mechanical spaces which are not normally occupied, a CO detector alarm does not automatically represent a fire alarm condition, which would cause the facility to be evacuated. However, the ability to assess the severity of a CO detector alarm is based upon 1—an understanding of how the staged detectors function, 2—where the detectors are located, and 3—how one further assesses actual CO exposure risk through the use of hand-held CO instrumentation. So, consider the following:

#### **Procedure for Addressable CO Detectors in Isolated Mechanical Spaces (excludes the stand alone detectors at 4002 A/B & Commons Print Shop, and the addressable detector at Saunders):**

- Upon CS notification of a CO full alarm signal, respond to the scene and remove any persons immediately adjacent to the detected space.
- Call the PP to respond to the scene for mechanical assistance, and where possible, isolate sources of fuel combustion equipment if they can be turned off outside of the detected space.
- Use hand-held CO instrumentation to evaluate actual CO conditions outside of the detected space, and determine a course of action based upon those readings, as follows:
  - If levels of CO outside the detected spaces are shown to be above 50 ppm on hand-held instrumentation, the building should be evacuated by manually initiating an evacuation signal through a fire alarm pull station.
    - As is standard practice with all fire alarms, the fire department should also be notified, and CS should wait for the fire department to assess and clear the building before allowing occupants to re-enter the space.
    - If the fire department does not have hand-held CO instrumentation to assist in this clearance activity, CS may allow the fire department to use their hand-held CO instrument if needed.
  - If levels of CO outside the detected spaces are shown to be below 50 ppm on hand-held instrumentation, it is generally OK to inspect the detected space with the assistance of the hand-held instrument. However, this should never be done alone. CS should inspect the mechanical space with 1 officer at the door, and 1 officer carefully entering the space for investigation.

- If the level of CO within the detected space is above 200 ppm, the CS should back out, re-secure the door to the space, perform additional monitoring to ensure spaces adjacent to the detected space do not rise above 50 ppm, and wait for PP assistance.
- If the level of CO within the detected space is below 200 ppm, the CS may spend up to 5 minutes investigating probable mechanical causes for the condition, and/or begin ventilation techniques (like opening windows) in anticipation of PP arrival.

#### **Procedure For The Addressable CO Detector At Saunders House**

- This CO detector is located on the 1<sup>st</sup> floor, near the main entry doors. Since it is not near normal sources of fuel combustion and potential CO generation, any CO full alarm signal at the detector is an indication that there are likely high levels of CO throughout the basement and at least the 1<sup>st</sup> floor.
- Upon CS notification of a CO full alarm signal at Saunders, respond to the scene and manually initiate an evacuation signal through a fire alarm pull station.
- As is standard practice with all fire alarms, the fire department should also be notified, and CS should wait for the fire department to assess and clear the building before allowing occupants to re-enter the space.
- If the fire department does not have hand-held CO instrumentation to assist in this clearance activity, CS may allow the fire department to use their hand-held CO instrument if needed.
- PP should be called for mechanical troubleshooting as to the cause of the CO.

#### **Procedure For BRK Combo Smoke/CO Detector Activations At 4002 A/B**

- While these 2 stand alone smoke/CO detectors are isolated in the building mechanical spaces, it is impossible to differentiate an alarm activation from being caused by CO or a smoke condition. Further, alarm activations regardless of their cause will be delayed from a communication standpoint, since they must be manually called in by a building resident.
- For these reasons, any manual notification of an alarm activation from 4002 A/B should result in direction to the caller to evacuate the building, and CS should report to the scene.
- As is standard practice with all fire alarms, the fire department should also be notified, and CS should wait for the fire department to assess and clear the building before allowing occupants to re-enter the space.
- If the fire department does not have hand-held CO instrumentation to assist in this clearance activity, CS may allow the fire department to use their hand-held CO instrument if needed.
- PP should be called for mechanical troubleshooting as to the cause of the CO.

#### **Procedure For Kidde/Nighthawk Detector Activations At Commons Print Shop**

- These 2 stand alone CO detectors are not isolated in a mechanical space. Rather, they are both situated near printing work stations within the Print Shop itself. So, CO alarm activations must be manually called into CS by Print Shop employees (or other employees like custodians or Bon Appetit personnel during off-hours).
- Upon CS notification of a CO full alarm signal, officers should respond to the scene and remove any persons immediately adjacent to the detected space. Dispatch should ask the caller what the digital display readout is indicating on the detector, so responding officers have an idea as to level of CO threat.
- Upon arrival, CS should verify the CO levels in the Print Shop through both the direct readout on the detector, as well as the "Peak Value" that the detector has recorded. If the direct readout is greater than 50 ppm, the Print Shop itself should be evacuated, and all doors leading to the Print Shop should be closed and secured.
- Using a hand-held CO instrument, if the hallway directly external to the main Print Shop door is indicating CO levels less than 50 ppm, access to the Print Shop should be restricted until PP arrives for mechanical troubleshooting.
- If CO levels within this hallway are greater than 50 ppm, the entire building should be evacuated by manually initiating an evacuation signal through a fire alarm pull station.
- As is standard practice with all fire alarms, the fire department should also be notified, and CS should wait for the fire department to assess and clear the building before allowing occupants to re-enter the space.
- If the fire department does not have hand-held CO instrumentation to assist in this clearance activity, CS may allow the fire department to use their hand-held CO instrument as needed.
- PP should be called for mechanical troubleshooting as to the cause of the CO.

## Carbon Monoxide (CO) Response – Quick Reference

Know what types of CO detectors are in use, what CO detector alarm signals indicate, and the general location of all CO detectors on campus.

- Know how to use the MSA Pulsar hand-held CO instrument and its location.
  
- If a CO detector is alarming simultaneous to a fire alarm (heat or smoke detectors), the response to the fire alarm takes priority over the CO detector alarm—meaning, a building evacuation is called for and the fire department should be summoned.
  
- If a CO detector in full alarm is located in an isolated mechanical space, and you can confirm through the use of the hand-held CO instrument that CO is below 50 ppm outside of the isolated/detector space, the event is not a full scale emergency warranting a building evacuation. Rather, it's a Physical Plant maintenance issue.
  
- A CO detector in full alarm is a full scale emergency warranting an immediate building evacuation and call to the fire department in any of the following situations:
  - The detector is located in a space that cannot be isolated;
  - The level of CO outside an isolated and detected mechanical space is greater than 50 ppm;
  - You cannot differentiate between a CO and smoke detector alarm; or
  - You do not have the capacity to assess actual CO conditions due to the unavailability of the hand-held CO instrument.
  
- **As always, discretion is needed in employing these procedures. Err on the side of safety and initiate an evacuation signal by pulling a fire alarm pull station if you have any doubts as the extent of CO conditions and their impact on yourselves and building occupants.**



# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: Natural Gas Leak	Chapter <b>4</b>
Rescinds: None	Reference standard(s):	Article <b>10</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper response and handling for all incidents involving the odor of natural gas. This procedure was created in conjunction with the Hamilton College Office of Environmental Protection, Safety, and Sustainability.

#### **Procedure**

##### **Residence and Academic Halls – Excluding Science Center**

- Upon arrival at the affected area attempt to determine if the odor is due to a “burp” by the building system as it attempts to equalize pressure (such as occurs near the front entrance to Ferguson House). These “burps” are normal and the odor should dissipate quickly.
- If the odor present is strong and/or accompanied by a hissing sound an immediate emergency exists and immediate action is required
- Attempt to isolate the affected area by closing doors.
- Activate the building fire alarm system to evacuate the occupants.
- Request a response from National Grid and Physical Plant along with Clinton Fire
- Assist any special needs individuals in evacuation.
- Advise all evacuees to proceed to their primary assembly point. If their primary point is near the affected area advise the evacuees to proceed to their secondary assembly point.
- Assist all incoming agencies with responding to the location.
- Maintain a perimeter around the affected area and keep all non-emergency personnel away.
- Do not allow re-entry to the area until authorized by fire and gas company personnel.

- If there is any doubt as to whether a gas leak exists always err on the side of caution and evacuate the building until it can be inspected and deemed safe.
- If a building is evacuated due to a gas leak the Director should be notified immediately.

### **Odor of Gas – Science Center**

- If an odor of gas is reported inside a lab at the Science Center there is a possibility that the leak can be isolated. Labs have gas outlets inside to allow for certain experiments. If an officer can safely turn off the manual shut off it should be done. If this cannot be safely accomplished building evacuation procedures (as above) should be followed.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Power Outages</b>	Chapter <b>4</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>11</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper handling of campus power outages.

#### **Procedure**

- In the event of a campus power outage National Grid should be notified and an expected time of repair obtained. This is normally accomplished by the communications personnel.
- In rare circumstances power may be lost for extended periods of time. This can cause complications in a variety of way. If power will be out for an extended period of time (more than 2 hours) Physical Plant personnel, the Director of the Health Center, as well as ITS on-call personnel should be notified.
- Any students with disabilities that rely on electrically powered medical equipment will have to be assisted in obtaining alternate sources for the equipment.
- In cold weather the Director of the Office of Residential Life will need to be notified so alternative living quarters for students can be found for the duration of the outage.
- In occupied residence halls frequent monitoring will be necessary if power is lost to alarm systems.
- The Director should be notified if a power outage will last longer than the usual duration.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date: <b>01/01/10</b>	Subject: <b>Missing Person</b>	Chapter <b>4</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>12</b>

**Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish a procedure for the proper response to a report of a missing person.

**Procedure**

**Missing Person**

**Student**

- Attempt to learn the following information from the complainant:
  - Last known location of the student
  - Physical descriptors including clothing, hair and eye color, height, weight, vehicle description, etc.
  - Cell phone number of missing person
  - Popular hang-out areas
  - Names of friends to contact for more information
  - Any possible issues the missing person may have had recently (fights, harassments, etc.)
  - Any history of disappearing or mental health issues
  - Cell number of complainant so they can be contacted directly to obtain further information.
- If there is *ANY* possibility that the missing person is in *ANY* danger the Director will be contacted immediately and instructions on how to proceed will be given. Law enforcement will also be notified at this time.

- If the Director cannot be reached an Associate Director will be notified and instruction on how to proceed will be given.
- If a possible location of the missing person is known one (1) officer will respond to check that location or locations.
- If the Director/Associate Director advises to notify law enforcement, one (1) officer will meet any responding law enforcement officer(s) and relay all known information to same in person. This will also facilitate radio communication between Campus Safety Officers and law enforcement officers in the field.
- Dean of Students will be notified by the Director or Associate Director.

### **Emotionally Disturbed Person (EDP)**

- In the case of a missing person who is suspected of being emotionally disturbed, regardless of whether that person is a student or not, all officers will assume that person is in immediate danger of harming him/herself.
- Law enforcement will be notified **immediately** as well as the Director (or Associate Director if the Director cannot be reached)
- All steps described above for missing persons will be followed with one (1) officer acting as liaison officer with communications and any responding agencies until relieved by an administrator.

### **Non-Student, Non-EDP – Missing**

- The same procedures for a missing (non-EDP) student will be followed in this instance.
- All relevant information regarding descriptors, possible last location, contact info, and any medical problems, shall be obtained. If the missing person has a vehicle on campus all relevant information regarding the vehicle shall be obtained.
- If this vehicle location can be confirmed an officer should frequently check the location to ascertain if the missing person has returned to it, without being noticed, while the search is ongoing.
- If there is any suspicion that the person may be in danger, appropriate notifications will be made immediately.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Suspicious Person</b>	Chapter <b>4</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>13</b>

#### **Policy**

It is the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper response to a report of a suspicious person on campus.

#### **Procedure**

- Upon receipt of a report of a suspicious person attempt to gain as much information as possible about the person(s) and their actions.
- A minimum of two (2) officers should respond to a report of a suspicious person(s). Officer safety is paramount in every situation and both officers should approach suspicious person(s) together only after they have concluded it is safe to do so.
- If a report of a suspicious person includes information that the suspicious person may have some type of weapon law enforcement should be notified immediately. Officers should adopt an observational role and report to law enforcement, upon their arrival, what they have witnessed. Campus Safety Officers should never approach or attempt to apprehend an individual if such actions place the community, or the officers, safety in jeopardy in any way.
- Any suspicious person who cannot justify their presence on the hill should be removed immediately. If the person is confrontational, or the officers feel a conflict may arise, law enforcement should be notified immediately to handle the situation.
- Any suspicious person located in a public area should be kept as isolated as possible until the situation can be resolved. Officers should make every effort to remove any persons and restrict the entrance of anyone not involved in the incident if it can be accomplished safely.
- If the suspicious person appears to be upset or agitated officers should contact law enforcement immediately, attempt to clear all non-involved persons from the area, and maintain an observational role until the arrival of law enforcement. Officers should never engage in behavior that can antagonize a suspect or put the community at risk.

- In any legitimate case of suspicious persons or activities resulting in departmental or law enforcement action, the Director will be notified immediately or as soon as it is safe to do so.
- The officer, in an observational role, shall note any and all behavior of the suspected person(s) while awaiting the arrival of law enforcement. Behavior, actions, statements made, possible weapon possession, threats, or any actions that could reveal motive will all be important information to turn over to law enforcement.
- Officers in an observational role should always place safety of the community, and themselves, first. If a suspect is behaving in a threatening way to anyone, officers should attempt to keep the area clear of non-involved persons and await law enforcement from a safe location.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>09/11/13</b>	Subject: <b>Bat Complaints</b>	Chapter <b>4</b>
Rescinds: <b>08/01/12</b>	Reference standard(s):	Article <b>14</b>

#### **Policy**

It is the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper response and handling of reports of bat complaints. Due to the risk of rabies infection from dealing with bats all procedures will be strictly adhered to at all times. These procedures were developed in conjunction with Hamilton College Physical Plant personnel.

#### **Definitions**

Exposure: Exposure is contact. No matter how dangerous a substance or activity, without exposure, it cannot harm you.

The following are exposures:

- Bites
- Scratches
- Saliva or nervous tissue from a bat in contact with mucous membrane (inside of eyes, nose, mouth) or an open break in the skin of a person.
  
- Bats have small, sharp teeth that may not leave a visible puncture wound or noticeable pain at the bite site; therefore it is possible to be bitten without knowing it as described in the following scenarios. The scenarios indicate a reasonable probability that an exposure could have occurred:
  - Contact between a person's bare skin and the bat's head (or any part of the bat while not looking at the bat)
  - A bat found in a room with a sleeping person
  - A bat found in a room with an unattended child
  - In some cases, a bat found close to an unattended person outdoors



- A bat found in a room with a person under the influence of alcohol or drugs or with other sensory or mental impairment
- Unidentified flying object that strikes someone and the time of day is dusk or dawn, there is the presence of marks where the person was struck and the place where the object came from is conducive for roosting bats.

## **Procedure**

### **Bat Complaint – No Suspected Exposure**

- Upon the receipt of a bat complaint where there is no reason to believe that a suspected exposure has occurred, the dispatcher will send a Campus Safety Officer to the scene.
- The Campus Safety Officer **will not attempt to capture or touch the bat**. The duty of the Officer is to secure the area and to keep the bat under observation.
- In incidents where the bat is located in a Residence Hall, Director of Residential Life Travis Hill will both be contacted and advised.
- Dispatch will contact a wildlife removal vendor:
  - “Wild Stock” Howard Mason – (315)724-5965
  - “Bite Back Pest Service” John Hammond – (315)894)5244
- The Dispatcher will then contact the Oneida County Department of Health for instructions regarding the incident and whether the bat needs to be secured for testing.
- The Hamilton College Health Center will be notified during regular business hours or on the next day.
- The Officer will complete a report at the conclusion of the call to document the incident.

### **Bat Complaint Involving a Suspected Exposure**

- If a bat has bitten a person, the Dispatcher will ask if the victim/complainant needs medical attention. If the answer is yes, the Dispatcher will notify HCEMS to respond. (During non-academic months, the dispatcher will contact Oneida County 911 to have COCVAC respond)
- If the suspected exposure to a bat complaint is indoors, the Dispatcher will advise the complainant to attempt to close all interior doors and windows, if it is safe and possible to do so, in an attempt to contain the bat and to have all persons vacate the room or area where the bat is contained.
- If the suspected exposure to a bat complaint is outdoors, the Dispatcher will advise the complainant to vacate the area where the bat is located, but to attempt to take up a position where he or she can safely observe the bat until the arrival of a Campus Safety Officer.
- The Dispatcher will then direct an Officer to respond to the scene.
- Dispatch will contact a wildlife removal vendor:
  - “Wild Stock” Howard Mason – (315)724-5965

○ “Bite Back Pest Service” John Hammond – (315)894)5244

- The Officer will not attempt to capture or touch the bat. The Officer’s duty is to attempt to contain the bat and to secure the area of all persons who may become exposed to the bat.
- In incidents where the bat is located in a Residence Hall, Director of Residential Life Travis Hill will both be contacted and advised.
- In incidents where the bat is located in any other type of building or outdoors, the Grounds Services Manager will be contacted.
- The Dispatcher will then contact the Oneida County Department of Health for instructions regarding the incident and whether the bat needs to be secured for testing.
- The Hamilton College Health Center will be notified during regular business hours or on the next day.
- The Officer will complete a report at the conclusion of the call to document the incident.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Intrusion Alarm Response</b>	Chapter  <b>4</b>
Rescinds:  None	Reference standard(s):	Article  <b>15</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures regarding the proper response to intrusion alarm incidents.

#### **Procedure**

- Upon receipt of an intrusion alarm via the Simplex alarm system the dispatcher will:
  - Notify officers of the alarm and location
- Officers, upon arrival at the scene, will:
  - Approach the area with caution.
  - Observe any signs of damage or evidence of possible burglary.
  - Be aware of any possible suspects in the area.
- If the scene indicates a possible intrusion, law enforcement should be notified immediately to insure the safety of officers and community members.
- If safe to do so, officers should check the affected area and insure site integrity.
- Alarm system reset shall occur only after the alarm has been proven false.
- A report will be filed for the alarm activation on an incident report form.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date:  03/04/15	Subject: Animal Complaints	Chapter  4
Rescinds:  01/01/10	Reference standard(s):	Article  16

#### **Policy**

It is the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper response to, and handling of, animal complaints received by the department.

#### **Procedure**

##### **Animal Complaints – General (Excluding Bats)**

In the event the department receives an animal complaint:

- Officer(s) will respond to the scene.
- Officer(s) will determine if the animal can be released from an area of entrapment safely.
- If the officer(s) determine that the animal cannot be safely controlled, the Oneida County 911 Center will be contacted to notify Animal Control.
- Animal Control will respond to deal with the animal.

##### **Animal Complaints – Possible Rabies Infection**

In the event of an animal complaint involving a possible rabies infection:

- Officer(s) will respond to the area with caution.
- Officer(s) will maintain visual observation of the animal and if rabies infection is suspected law enforcement will be notified to destroy the animal.
- Officer(s) will not attempt to approach or handle the animal.

##### **Animal Complaint – Bites**

In the event of an animal complaint involving a bite to a human:

- Officer(s) will respond to the scene.
- If an animal bite has occurred law enforcement will be notified immediately as well as HCEMS if they are not at the scene.
- Every effort to identify the animal should be made.
- If the bite is caused by a domestic animal the owner should be located and all proof of vaccinations and registration should be obtained to provide to law enforcement.

- If the animal is owned or housed by a student the Department of Residential Life should also be notified immediately.
- Law enforcement will notify animal control if necessary.

### **Animal Complaint – Wild Animal (Excluding Bats)**

In the event of an animal complaint involving a wild animal not falling under Animal Control jurisdiction (mice, chipmunks, squirrels, etc):

- Officer(s) will respond to the scene and determine if the animal can be released from its confinement safely.
- If the animal cannot be safely dealt with by officers Physical Plant will be notified to respond and deal with the animal.
- Physical Plant notification will consist of:
  - Grounds Services Manager (Don Croft) – Primary Contact
- If the Grounds Services Manager cannot be reached or is unavailable to respond, contact:
  - Manager of Building Structural Trades (Mark Kinne) – Emergency Contact

If the officer is unsure if the animal complaint fits the listed parameters or there is a question of proper notification a department supervisor should be contacted for guidance.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date: <b>01/01/10</b>	Subject: Use of Force	Chapter <b>4</b>
Rescinds: None	Reference standard(s):	Article <b>17</b>

**Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the use of force by department members and for reporting such use of force.

Officers will use only that level of physical force as necessary in the performance of their duties within the limits established by Article 35 of the New York State Penal Law. Officers will apply only that amount of force which is necessary to achieve their lawful objectives. It is the responsibility of each officer to be aware of the requirements of Article 35 and to guide their actions based upon the law. Officers will not unnecessarily or unreasonably endanger themselves or others in applying these guidelines to actual situations.

Only issued and approved equipment will be carried on duty and used when encountering resistance, except in emergency situations when an officer may use justifiable resources at his disposal.

Any use of force will be fully documented in an incident report.

**Definitions**

1. **Physical Force:** A degree of physical contact to include, but not limited to, striking, kicking, pushing, or disabling action, capable of causing discomfort or pain, when such contact is unlikely to result in serious physical injury or death.

**Procedure**

**Notification Required**

1. Officers involved in use of force incidents will immediately notify an Associate Director or, if an Associate Director is unavailable, the Director.
2. Associate Director will notify the Director of any use of force incident as soon as possible.

**Responsibilities**

1. Whenever physical force is used all **officers** will:

- Immediately evaluate the need for medical attention or treatment upon whom the force was used. The officer will determine if there is any injured person and arrange for medical treatment when appropriate. If needed, emergency medical services will be notified to respond. The persons acceptance or refusal of medical care will be documented in the incident report if EMS was notified.
  - Notify law enforcement to respond to the scene.
  - Attempt to locate any witnesses to the incident and document their information.
  - Notify a supervisor and ensure that photographs are taken. Note: a photograph showing an absence of injury is just as important as a photo showing an injury. Photographs must be taken regardless if there is visible injury or not.
2. It shall be the **supervisor's** responsibility to immediately respond to the incident scene to insure that:
- The officer involved receives necessary assistance including medical treatment if needed.
  - The person upon whom the force was used receives medical assistance if needed.
  - Injuries to the officer or person involved in the use of force incident are fully documented.
  - Color photographs are taken of any person upon whom force was used in order to document the presence of, or lack of, injuries resulting from the use of force.
  - All reports are prepared. If the officer involved is injured and these injuries prevent him/her from preparing the report the supervisor will prepare, or cause to prepare, these reports.
3. The **Director** will be notified in all incidents of use of force.

### **Evaluating the Use of Force**

1. The Director will be responsible for reviewing all use of force incidents involving an Associate Director or Campus Safety Officer.
2. The Director will determine if the use of force incident was:
  - Within departmental policy and applicable laws, or
  - Inconsistent with departmental policy and/or a violation of applicable laws.
3. At the conclusion of each use of force investigation the Director will make a determination of action to be taken, if applicable.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Crimes in Progress</b>	Chapter <b>4</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>18</b>

#### **Policy**

The purpose of this policy is to establish procedures for responding to crime in progress complaints. An immediate response to a crime in progress call is extremely important as the situation can quickly deteriorate and jeopardize the safety of community members.

#### **Procedure**

##### **Communications Responsibility**

1. Upon receipt of a crime in progress call the dispatcher will notify all patrols immediately. Communications personnel will keep the caller on the line in order to obtain as much information as possible, relative to the call, and update responding units.
2. Any call that involves an officer safety issue, such as a large fight, a weapon, or injury to a person, will result in immediate notification of law enforcement.
3. The first arriving officer will provide updates from the scene to reduce any risk to responding units and allow update to responding law enforcement.

##### **Responding Officers Responsibility**

1. Upon receipt of the crime in progress call the officers will respond to the scene as quickly and safely as possible.
2. Officers should approach the scene carefully using as much cover as possible and proceed in an alert and quiet manner. If a flashlight is necessary, officers should hold it away from the body to prevent targeting. Officers should avoid silhouetting each other as they approach. If no suspects are observed officers should proceed safely to the scene.



3. If a weapon is involved or the incident is potentially dangerous to the officers, those officers will stage away from the scene and attempt to observe the events. Upon arrival, law enforcement will be responsible for securing the scene and affecting any arrests.
4. If the incident is taking place inside a building and an observation point is not possible, the officers shall take observational positions at opposite corners of the building. This will allow officers to cover two sides of the structure and observe anyone leaving.
5. If the situation is deemed unsafe the officers should not approach the building. Observational positions should be sought a safe distance away behind a position of effective cover.
6. All observations will be relayed to law enforcement officers upon their arrival at the scene.
7. If the officers deem the situation to be safe, they may proceed to the scene and handle the incident.
8. No officer shall take any unnecessary risks when dealing with a crime in progress call.
9. The Director will be notified of the incident as soon as possible.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Bicycle Patrol</b>	Chapter <b>4</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>19</b>

#### **Policy**

It shall be the purpose of this policy to establish procedures for the Bicycle Patrol Unit for the Department of Campus Safety. This unit is a specialized division within the department and as such, requires unique training and supervision.

#### **Purpose**

The Bicycle Patrol Unit was created as a supplemental unit to augment existing patrol. The purpose of this unit is to:

- Provide a patrol presence in high pedestrian traffic areas generally inaccessible to vehicle patrol.
- Enhance the department's efforts for the purpose of preventing, detecting, and deterring prohibited or unlawful activity.
- To achieve personal contact with community members and to enhance community relations.

#### **Deployment**

The Bicycle Patrol Unit may be deployed as follows:

- As directed by the Director or Associate Director.
- As directed when the services of the Unit may be appropriate.

#### **Operations**

1. Only those officers officially assigned to the Bicycle Patrol Unit may patrol on the department's bicycle.
2. Officers assigned to the Unit are responsible for checking and maintaining their equipment.
3. Each member of the Unit will wear an approved helmet, glasses, gloves, authorized footwear, and authorized uniform.
4. When not in use, the bicycle will be secured to prevent theft.
5. The Unit will maintain a daily activity log while engaged in patrol.

6. Members of the Unit will adhere to the procedures set forth in the department Bicycle Patrol Unit Training Guide and Procedural Reference.

**Position Requirements**

1. Member must be in suitable physical condition to perform the duties of the position.
2. This position requires at least one year experience with the department.
3. The Associate Director or the Director may authorize a member to participate in the Unit.
4. Members of the Unit will not participate without completing the training course unique to this unit.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Motor Vehicle Accident Investigation</b>	Chapter  <b>4</b>
Rescinds:  None	Reference standard(s):	Article  <b>20</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the investigation and reporting of motor vehicle accidents occurring on college property.

It is the policy of the department to investigate motor vehicle accidents to determine whether first aid, vehicle removal, and traffic assistance are needed. Members of the department will make every effort to provide public safety, ensure efficient traffic flow, and request assistance from a law enforcement agency when required.

Members will complete an incident report for all motor vehicle accidents occurring on college property or for accidents involving college owned vehicles in which the accident did not occur on campus property.

#### **Procedure**

1. Officers will respond to the scene of a motor vehicle accident when the accident involves any of the following:

- Death or injury.
- Requested to respond by an operator of one of the vehicles involved.
- Hit and run.
- Operator impairment due to drugs or alcohol.
- Damage to public property or vehicles.
- Hazardous materials.
- A disturbance has occurred between individuals.
- The accident has disrupted the flow of vehicular or pedestrian traffic.
- Damage to vehicles to the extent a tow is required.
- Any hazard exists which requires an officers presence.

2. Unless directed by a supervisor, the initial responding officer shall be responsible for the investigation of the accident.

#### **Notifications**

1. The Director will be notified of all accidents which:

- Result in a fatality.
- Cause serious physical injury.
- Involve department vehicles.
- Result in injury to a department member.
- Result in injury to a community member.

## **Accident Reporting**

1. Upon arrival at the scene, officers will immediately notify a law enforcement agency/ fire/rescue if any of the following conditions exist:

- Property damage in excess of one thousand dollars (\$1,000.00).
- Accident occurs on a town road or public property.
- Damage to Hamilton College or any other public property.
- Physical injury or death.
- Fire.
- Fuel spill.
- Hit and run.
- Operator impairment due to alcohol or drugs.
- Hazardous materials.
- The accident involves unusual or extenuating circumstances.
- An involved operator requests law enforcement response.
- Directed to do so by a supervisor.

2. Officers will file an incident report form for the accident. Information shall include:

- Operator's names.
- Passenger's names and location inside the vehicle at the time of the accident.
- Vehicle make, model, year, color, and body type.
- Vehicle registration information (state of registry and plate number).
- Location of accident.
- Responding agencies.
- Type of injuries if applicable.
- Narrative of incident.
- Photographs taken if applicable.
- Measurements taken if applicable.

3. If a motor vehicle accident involves a department owned vehicle the operator will not file the report:

- A supervisor will be notified and respond to investigate the accident and file the report.

4. If a motor vehicle accident involves a college owned vehicle, except department vehicles, the officer may investigate the incident. The Director will be notified of the incident as soon as possible.

## **Accident Investigation Procedures**

### **In-House Investigation**

1. If law enforcement investigation of a motor vehicle accident is not needed and not requested by an involved operator the officer will accomplish the following:

- Insure hazards do not exist that may jeopardize the safety of responders or the public.
- Insure there are no injuries to any involved parties. If there is any doubt notify rescue and ambulance to respond for an evaluation. Protection of life is the primary concern upon arrival at the scene.

- Take all necessary steps to prevent other motorists from becoming involved in the accident.
- When an accident causes property damage the officer will have the vehicles moved to a safe location as soon as possible. Take photographs prior to moving the vehicles.
- Obtain all necessary information for the filing of an incident report.
- Attempt to locate witnesses and secure depositions from same.
- Make notifications as necessary.

### **Investigations Involving Outside Agencies**

1. Officers arriving at the motor vehicle accident scene prior to an outside agency arrival shall:
  - Insure hazards do not exist that may jeopardize the safety of responders (power lines, fuel spills).
  - Insure scene is safe for involved parties and prevent other motorists from becoming involved by:
    - Properly position vehicle and activate warning lights.
    - Use flares to assist with rerouting traffic if necessary.
  - Use flares to assist with rerouting traffic if necessary.
  - Assist injured parties with basic first aid until rescue/ambulance arrival.
  - Assist outside agencies as necessary upon arrival.
  - Secure information for incident report.
  - Make notifications as necessary.

### **Property of Accident Victims**

1. Officers shall make reasonable efforts to safeguard the property of persons involved in accidents. Officers will insure that all documents and vehicle parts are removed with the vehicle and not left scattered at the scene.
2. If it is necessary to release a victim's property to another agency, officers will properly receipt the transfer of property.

### **Motor Vehicle Accidents Involving Members**

1. Although it is understood that motor vehicle accidents will occur as a result of the number of miles each member drives in a year and at times under hazardous conditions, there is an expectation that the number of motor vehicles accidents experienced by a member will be reasonable.
2. Whenever the Director determines that a member has experienced an unreasonable number of motor vehicle accidents that are deemed preventable, said member will be subject to "positive discipline" as described in this agencies "Disciplinary System" policy.
3. If a member continues to be involved in preventable motor vehicle accidents, that member will be subject to "punitive discipline" as described in this agencies "Disciplinary System" policy.
4. Members will be responsible for reporting all damages to a department owned vehicle to a supervisor, no matter how minor the damage.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: HCEMS Medical Equipment	Chapter  <b>4</b>
Rescinds:  None	Reference standard(s):	Article  <b>21</b>

#### **Policy**

It is the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper handling of the emergency medical equipment transported by the department. This equipment is for the sole use of Hamilton College Emergency Medical Services (HCEMS) and should never be handled, used, or relocated without their knowledge and permission. The department provides first aid bags for use by department members in case of emergency and this equipment is exempt from the policies included in this section.

#### **Procedures**

##### **Daily Operations**

The department is responsible for insuring the safe arrival, at the scene of a medical emergency, of the emergency medical equipment belonging to HCEMS. This includes:

- Insuring the equipment is kept within the acceptable temperature limits dependent of the season.
- Remaining with the vehicle until HCEMS personnel have removed all needed equipment at the scene.
- Transporting the equipment to the Health Center for an equipment restock following a call for service.

##### **Vehicle Breakdown**

In the event the Campus Safety vehicle used for transport of the emergency equipment becomes disabled the following procedure will be used for transferring the emergency medical equipment.

- The officer will notify communications that the vehicle is disabled and that HCEMS will need to be notified for an equipment transfer.
- The dispatcher will notify HCEMS personnel of the situation and request they respond to the vehicle location to transfer their medical equipment.
- HCEMS personnel will accomplish the transfer of the emergency medical equipment.
- Officers will not transfer the medical equipment unless there are extenuating circumstances mandating the expedient transfer of equipment.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Root/Kirkland Glen Response Procedures</b>	Chapter  <b>4</b>
Rescinds:  None	Reference standard(s):	Article  <b>22</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper response to, and handling of, potential and actual emergency situations taking place in the Root or Kirkland Glens. These policies and procedures shall also apply to any other non-developed areas of the Hamilton campus. These areas may include, but are not limited to, Rogers Glen, Hamilton College reservoir, and adjacent wooded areas.

#### **Definitions**

- 1. Developed Area** – The grounds, buildings, athletic fields, and any areas normally used by community members in the routine course of their business or academics.
- 2. Non-Developed Areas** – Any area, exclusive of developed areas, that is not routinely used by persons on a daily basis in the performance of their duties or educational pursuits. Non-developed areas are not routinely patrolled by public safety and shall include the Root, Kirkland and Rogers Glens as well as the college reservoir and its adjacent wooded areas.

#### **Procedure**

When the department is notified of a potential, or actual, situation taking place in a non-developed area of the Hamilton campus, several factors will determine the appropriate response to the situation. These **mitigating factors** will include:

- **Time of day**- an incident occurring with limited daylight remaining will constitute a mitigating factor.
- **Possibility of medical distress** – a known medical emergency or a situation involving a high potential for injury will constitute a mitigating factor.
- **Possibility of criminal activity** – a known incident involving criminal activity or a high level of suspicion of criminal activity will constitute a mitigating factor.

#### **Non-Mitigating Factors Present**

Upon receipt of a report of a situation in a non-developed area of the campus and there are no mitigating factors present, the following guidelines will be adhered to:



- Notify the Director of Campus Safety.
- Notify the on-call Associate Director of Campus Safety (if not present).
- Notify the Director/Associate Director of Outdoor Leadership.

Responding officers will respond to the incident area, gather and relay all information to administration members upon their arrival at the scene.

The Director/Associate Director of Campus Safety will assume overall command of the incident.

The Director/Associate Director of Outdoor Leadership will coordinate the search effort. The Office of Outdoor Leadership will utilize student staff, at their discretion, to assist Campus Safety with the search effort.

The Director of Campus Safety may request and authorize additional department members to assist with the search effort as well as request the assistance of external resources, i.e. Law Enforcement, Fire Service personnel, at any time, until the conclusion of the incident.

### **Mitigating Factors Present**

When the department is notified of an incident occurring in any non-developed areas of campus, and there is at least one (1) mitigating factor present, the following guidelines will be adhered to:

- Law enforcement will be notified of the situation.
- Emergency medical services and or the Fire Service will be notified if a confirmed medical emergency, or a high probability of a medical emergency, is present.
- The Director of Campus Safety will be notified.
- The on-call Associate Director of Campus Safety will be notified (if not present).
- The Director/Associate Director of Outdoor Leadership will be notified.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Simplex Status Board</b>	Chapter <b>4</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>23</b>

#### Policy

It is the policy of the Hamilton College Department of Campus Safety to establish procedure for monitoring the status and condition of the Simplex alarm system during repair and servicing of the system. This alarm system is a critical component for monitoring life safety on campus and must be accurately accounted for when being serviced or is operating in a diminished capacity, for any reason.

#### Procedure

##### **Status Board**

The department will maintain a status board which will indicate the current status of the Simplex alarm system at all times. The board will be maintained by the dispatcher on duty and will be updated whenever a call is received pertaining to system repair, shutdown, or malfunction. The status board will contain the following information:

- **Caller information**- this will include the caller's name and cell phone number.
- **Date** – this will be the date the information is received by this office.
- **Building** – this will be the name of the building affected by the system repair, shutdown, or malfunction.
- **Problem** – this will be information pertaining to the reason for the repair, shutdown, or malfunction.
- **Level** – this will indicate the extent of the system shutdown and also dictate the appropriate response measures to any alarm received at the location. Levels are defined below.

##### **Levels**

The level of the system shutdown will be indicated on the status board. This determination will be made at the time of the call regarding the system shutdown. The Physical Plant member will advise the dispatcher of the extent of the shutdown and this will determine the level. The levels will be defined as follows:

- **Level 1** – this level will be indicated if the system is having minor repair or replacement work performed and the Simplex system is still online to detect fire conditions. An example of this would be one (1) or two (2) detectors bypassed for cleaning or replacement.
- **Level 2** – this level will be indicated if a larger part of the system is bypassed for repair or if there is a malfunction in part of the system. An example of this would be several rooms or an entire floor bypassed within the system but the pull stations are still active allowing the alarm to activate manually.

- **Level 3** - this level will be indicated by a total shutdown or malfunction of the building Simplex system. No automatic or manual alarm system is functioning inside the building. This level may also necessitate a fire watch condition.

## **Response and Notification**

**Level 1** – alarms received from an affected building do not require a response from Campus Safety nor is it required to notify Clinton Fire Department. The exception to this will be verbal notification of an actual fire condition present inside the building.

**Level 2** – alarms received from an affected building will require an internal response prior to notification of the fire department. Campus Safety Officers will be dispatched to the building to investigate the cause of the manual alarm activation. If there is an affirmative finding of a smoke or fire condition the Clinton Fire Department will be contacted immediately.

**Level 3** – verbal notification of a smoke or fire condition from a level 3 status building will result in immediate dispatch of Campus Safety Officers as well as immediate notification of the Clinton Fire Department.

## **Status Updates**

Dispatch personnel will be responsible for all condition and status updates on the board. If a building is reported as having its system restored the information will be removed from the status board. If the building system is partially repaired the board will indicate same along with the appropriate status level. Failure to accurately update the status board as information is received may result in disciplinary action up to and including termination from employment.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date:  12/01/12	Subject: College Owned Vehicle Issuance	Chapter  4
Rescinds:  01/01/10	Reference standard(s):	Article  24

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for issuing college owned vehicles to students, faculty, staff, and other members of the campus community. The purpose of this policy is to insure that only authorized members of the community obtain and operate any college owned vehicle.

#### **Procedure**

The Department of Campus Safety assumes responsibility for all after-hours issuance of all college owned vehicles to the appropriate community member. When a request for vehicle issuance is received by the department the following will be accomplished:

- A Campus Safety Officer will meet the vehicle requestor at Physical Plant.
- The officer will obtain photo identification of the person requesting a college owned vehicle.
- The officer will verify, through the vehicle issuance paperwork provided at Physical Plant, that the person requesting the vehicle has been authorized to acquire that vehicle.
- The officer will also verify the vehicle number to be issued. No vehicles will be substituted, in any instance, without Physical Plant authorization.

Once proper authorization has been verified the officer will provide the appropriate keys to the person requesting the vehicle. The officer will:

- Unlock the secured key box using key # LL394.
- Obtain the authorized key from the keybox.
- Verify the key box is locked upon key issuance.

If the appropriate key is not present inside the key box the officer will check the key return box near the entrance door.

If the authorized vehicle keys cannot be located a department member will contact Grounds Services Manager Don Croft for further guidance. If you are unable to reach the Grounds Services Manager, the on call mechanical should be contacted for assistance.

## **Prohibitions**

Officers will not release a vehicle to any member of the community unless they are authorized to obtain a college owned vehicle. This authorization will be obtained through the documentation provided at Physical Plant.

Officers will not provide an alternate vehicle to a person requesting keys under any circumstances unless specifically directed to do so by the Grounds Services Manager or a college mechanic.

The key box will not be left unlocked for any reason.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Underage Impairment And Release Of: Non-Student</b>	Chapter  <b>4</b>
Rescinds:  None	Reference standard(s):	Article  <b>25</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper release, into parental or law enforcement custody, of non-student underage individuals that have consumed alcoholic beverages, or are impaired by any narcotic, on campus. The purpose of this policy is to insure the safety of the individual while he or she is in the care of, or on the premises of, Hamilton College and possibly under the influence of an alcoholic beverage or narcotic drug.

#### **Procedure**

When notified of a possible, or actual, underage non-student that is impaired the officer(s) will respond to the scene and determine the circumstances of the incident. If the individual requires, or may require, emergency medical care:

- HCEMS will be notified and dispatched to the scene.
- Clinton Fire Department will be notified if HCEMS is unavailable or the individual is in extreme distress prior to the arrival of HCEMS.

The officer(s) will attempt to determine the following information at the scene:

- Victim's name.
- Victim's age.
- Student/non-student status.
- Reason for impairment (alcoholic beverages/narcotic drugs).
- Victim's address and parental contact information.

In the event of an underage non-student that is impaired by either alcoholic beverages or narcotics the officers will advise all responding emergency medical personnel of same.

If the victim is going to be allowed to sign a release form for the responding emergency medical services:

- The officer will request a response from the Town of Kirkland Police Department.
- Responding law enforcement will be advised of the situation upon their arrival at the scene. Law enforcement will also be provided with all contact information regarding the victim's parents/legal guardian.
- An underage, impaired non-student will not be released to anyone other than a law enforcement official or a parent/guardian.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Observed Sexual Activity</b>	Chapter <b>4</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>26</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for dealing with observed sexual activity in public areas of the campus. Officers will remain diligent in attempting to prevent sexual assault or sexual abuse while engaged in their duties.

#### **Procedure**

Officers locating person(s) involved in sexual activity in a public space, to include all exterior areas of the campus, either through a received complaint or through routine patrol activities will accomplish the following:

- Officers will stop and identify all individuals involved in the activity.
- Assess the situation and ensure that all participants are engaging in the activity of their own free will.
- Advise the participants to cease the activity and move to an appropriate location.
- If officers suspect the activity may not be consensual further interviewing and investigation should be pursued at the time of the incident.

If any type of sexual assault is suspected the victim should be advised of their options:

- Report of incident to Campus Safety.
- Report of incident to law enforcement (only at victim's request).
- Victim may speak to a campus counselor.
- Victim may speak to a sexual abuse hotline.

In the event of consensual non-assault sexual activity, officers will file a report to include all participants contact information and a brief overview of the incident.

Hamilton College  
Department of Campus Safety  
General Order

Effective Date: <b>01/01/11</b>	Subject: <b>Officer in Charge of Social Event Compliance</b>	Chapter  <b>4</b>
Rescinds:  None	Reference standard(s):	Article  <b>27</b>

**Policy**

It is the policy of the Hamilton College Department of Campus Safety to establish procedures for the implementation of duties for the officer in charge of social event compliance. This officer will be responsible for insuring compliance with college rules, policies, procedures and all applicable New York State laws pertaining to on-campus social events.

**Definitions**

1. **Social Event** – Any on-campus event approved through the Office of Student Activities that is authorized to provide alcoholic beverages to attendees.
2. **Social Host** - All members of a group signing a social host contract and accepting responsibilities for hosting a social event.
3. **Event Staff** - Student security staff providing site security for a social event.

**Procedure**

The officer designated for this detail will accomplish the following:

- Report to the site of the social event for the purpose of authorizing the commencement of the event. Initial contact with the host(s) will consist of the following procedures:
  - Document the identification number(s) of the tags to be applied to the authorized number of kegs on the CACC sheets provided by the Associate Director.
  - Affix tags securely to the authorized number of kegs.
  - Insure the proper amount of Event Staff is in place at the event.
  - Review policy and procedure with both the Event Staff and Social Hosts.
- Once all social event sites are authorized to begin their function the officer will begin to randomly inspect the event sites.
- The officer will travel on foot between event locations. This will allow the officer to monitor the activity between venues and gauge behavior of students outside of the event locations.



- The officer will randomly but continually inspect the event locations to insure compliance while avoiding any type of pattern which would allow the participants to anticipate their arrival.
- At each event site the officer will accomplish the following:
  - Insure a system is in place to allow for the carding of everyone entering the event.
  - Insure that only those of legal drinking age are receiving bracelets allowing them to receive alcoholic beverages.
  - Randomly card ten to twelve students inside the venue to insure they are of legal drinking age.
  - Monitor the serving area to insure only those of legal drinking age who are not highly intoxicated receive one alcoholic beverage at a time.
  - Insure Event Staff is in place and actively monitoring the event.
  - The officer will also monitor the health and well-being of those in attendance and contact medical resources if necessary.
- If a student is found to be under 21 years of age and in possession of alcohol, or a bracelet, the student will be documented and removed from the event.
- If a majority of those checked are in violation the social hosts will be given one (1) opportunity to correct the issue. If, upon the officer's return, the violations have not been corrected the event will be shut down immediately.
- Social hosts in violation of any part of the social host agreement or Hamilton College policy will be documented.
- The officer will insure that all events are concluded at 2:00 a.m. and that the distribution of alcoholic beverages ceases at that time.
- The officer will file all relevant reports relating to social event violations prior to going out of service.

Hamilton College  
Department of Campus Safety  
General Order

Effective Date:  06/01/11	Subject: RV Continental Drifter Key Issuance / Usage	Chapter  4
Rescinds:  None	Reference standard(s):	Article  28

**Policy**

It is the policy of the Hamilton College Department of Campus Safety to establish procedures for the issuance of keys for the Research Vessel Continental Drifter as well as establish procedures for accountability of the vessel passengers. Procedures will also be established to insure timely notification and documentation in the event of an accident involving the vessel.

**Definitions**

**Operational Supervisor:** The Operational Supervisor (OS) is Eugene Domack. The OS will approve all float plans, and sign off on same, prior to keys being issued for the use of the RV Continental Drifter (RVCD). Contact:(315)

**Backup Operational Supervisor:** The Backup Operational Supervisor (BOS) is Bruce Wegter. The BOS performs all duties of the OS in the absence of the OS.  
Contact: (315)

**Float Plan:** The float plan is an outline of how the vessel is to be used during an outing. It provides the location of the RVCD, persons on board and time and dates of vessel operation.

**Designated Mooring Location:** The RVCD is moored at the Oneida Lake Marina, 3713 State Route 31 Canastota NY 13032. (315)697-4867

**Designated User:** The Designated User (DU) is a faculty member, colleague, staff or student authorized by the Operational Supervisor to file a float plan and sign out the keys for the RV Continental Drifter.

**Procedure**

**Vessel Key Issuance and Return**

1. Upon filing and receiving authorization for a float plan, the Designated User (DU) will report to the Campus Safety office and request the key(s) for the RV Continental Drifter (RVCD).

2. Upon receiving a request for release of RVCD keys, the communications officer will accomplish the following:
  - Verify that the float plan being presented is signed by the Operational Supervisor (OS) or the Backup Operational Supervisor (BOS).
  - Verify that the date on the float plan matches the date of requested use.
  - Retain possession of the presented float plan for reference while the key is signed out.
  - Obtain the name and cell phone number of the DU.
  - Issue RVCD key to DU upon verification of authorized float plan.
  - A log entry will be created in the dispatch log containing the following information:
    - Name of Designated User.
    - Contact number of Designated User.
    - Time float plan verified and key issued.
3. The Designated User will call Campus Safety when they are leaving the marina dock. This departure time will be entered into the dispatch log.
4. The Designated User will call Campus Safety when the vessel returns to the marina dock. This arrival time will be entered in to the dispatch log.
5. The Designated User will return the RVCD key(s) to the Campus Safety office upon his/her return to campus. The original float plan will be returned to the DU and a copy of the float plan will be retained and filed at Campus Safety.

### **Emergency Procedure**

1. In the event of an accident or emergency the Designated User will contact police and/or other emergency services.
2. The DU will notify Campus Safety, when able, and relay all pertinent information regarding the incident. The communications officer will insure that emergency responders have been notified of the incident prior to taking any further information.
3. Upon the DU returning to campus, he/she will report to Campus Safety and provide information in person regarding the incident. A department incident report will be generated for the incident.
4. The Operational Supervisor will be contacted by the communications officer to insure he is aware of the incident.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date: <b>01/01/12</b>	Subject: Weather Conditions Affecting Private Vehicles	Chapter  <b>4</b>
Rescinds:  None	Reference standard(s):	Article  <b>29</b>

**Policy**

The purpose of this policy is to establish procedures for the proper removal of personal vehicles affected by weather conditions occurring on the Hamilton College campus.

**Definitions**

Private Vehicle: Any motor vehicle not owned by Hamilton College.

**Procedure**

When a weather event causes conditions which lead to private vehicles becoming stuck or leaving the roadway the following procedure will be used to assist the owner/operator:

- Insure the occupants of the vehicle are safe and the vehicle is not in a hazardous location.
- If the operator has AAA (or alternate roadside assistance) service, advise them to contact same for assistance.
- If the operator does not have AAA (or alternate roadside assistance), provide the name and phone number of a local tow agency to assist.
- The vehicle owner/operator must contact the tow agency and request service.
- Inform the operator that they are solely responsible for all charges incurred for the service.

Prohibitions

Campus Safety personnel ***will not***:

- Push or pull any vehicle with a college owned vehicle.
- Push or pull any vehicle with their body
- Incur any charges for the removal of a private vehicle from any situation on campus.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date: <b>10/01/12</b>	Subject: <b>Wellin Museum Alarm Activation Procedures</b>	Chapter  <b>4</b>
Rescinds:  None	Reference standard(s):	Article  <b>30</b>

**Policy**

The purpose of this policy is to establish procedures for Campus Safety response to intrusion and fire alarm activations occurring at the Ruth and Elmer Wellin Museum of Art.

**Procedure**

**Intrusion Alarm Activation**

When notification of an intrusion alarm is received by the Department of Campus Safety for the Wellin Museum officers will:

- a.) Respond to the museum and perform an exterior check of the building to ascertain the likelihood of unauthorized entry having occurred.
- b.) Officers will conduct this search in a safe manner to mitigate the danger to themselves or others in the event of an unauthorized entry.

**No Unauthorized Entry:**

- a.) If no evidence of unauthorized entry is found, officers will remain at the exterior of the museum to await the arrival of a keyholder for an alarm reset.

**Possible/Known Unauthorized Entry:**

- a.) If evidence of an unauthorized entry is found, officer(s) will notify responding police and standby at the exterior of the building.
  - 1) Officers should observe the building to develop information for responding agencies.
- b.) If the keyholder arrives prior to police, the keyholder will be notified of the possible unauthorized entry and advised to remain outside the building until it has been cleared by police.

- c.) Campus Safety Officers will not enter and search the building prior to police arrival if an unauthorized entry is possible or has occurred.
- d.) Responding police agencies will notify Campus Safety when the building is safe for entry. Keyholder will be responsible for alarm system reset.

### **Fire Alarm Activation**

When the department is notified of a fire alarm activation at the Wellin Museum, Campus Safety Officers will:

- a.) Respond to the museum and enter the building to ascertain the cause of the alarm.
  - 1) When Officers enter the building they will activate the intrusion alarm system. A keyholder will respond to the museum and reset the intrusion alarm system.
- b.) When the cause of the alarm is determined the officer will notify Clinton Fire Department of the findings inside the building. CFD will advise if they are responding or standing down.
- c.) Campus Safety Officer will stand by at the museum and await the arrival of the keyholder for a reset of the intrusion alarm system.

### **Sprinkler Activation**

If sprinkler activation or a waterflow monitor alarm occurs Campus Safety Officers will respond to the museum, enter, and determine the cause of the alarm. In the event of a non-fire related water suppression activation (burst pipe, broken sprinkler head) the Officers will make every effort to shut down the water flow to minimize any damage to museum contents.

If the water flow occurred due to an actual fire the suppression system will be left on until the arrival of the fire department and authorization is given to turn off the sprinkler system. Waterflow will not be stopped until the fire department has given authorization to do so.

A keyholder will respond to the museum to reset the intrusion alarm system upon resolution of the original fire alarm.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date:  12/12/12	Subject: Wellin Museum - Weekend Procedures	Chapter  4
Rescinds:  11/01/12	Reference standard(s):	Article  31

#### **Policy**

The purpose of this policy is to establish procedures and define responsibilities for unlocking and securing the Wellin Museum of Art on Saturday and Sunday.

#### **Procedure**

##### **Museum Opening Procedures**

One Campus Safety Officer will meet the Morris Protective employee at the Campus Safety Office approximately 10 minutes prior to the museum opening for the day. This will be:

- Saturday at 10:50 AM
- Sunday at 11:50 AM

- 1) The CS Officer will unlock the front door of the museum using key WM1.
- 2) The Morris employee will enter the building and disarm the security system.
  - Officers should be aware that this will only disarm the alarm system for the public access areas of the museum. The alarm systems for the mechanical areas, roof and art storage areas will still be armed and active.
- 3) The CS Officer will then unlock the gallery doors once the alarm system is disarmed using key WM6.
- 4) The student workers will complete the unlock procedures and the CS Officer may clear.

##### **Museum Closing Procedures**

CS Officer should arrive at the museum by 4:55 PM on Saturday and Sunday to close the facility.

- 1) CS Officer will lock the gallery doors once the student workers have completed their duties.
- 2) CS Officer will insure that both front and rear entrance doors are secured.

3) Morris Protective employee will arm the security system.

4) CS Officer and Morris Protective employee will exit the building within 90 seconds to avoid activating the intrusion alarm system.



# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/13</b>	Subject: <b>Burke Library Closure</b>	Chapter <b>4</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>32</b>

#### **Policy**

The purpose of this policy is to establish procedures and define Campus Safety responsibilities for assisting student staff as well as clearing and securing Burke Library at the end of business hours.

#### **Procedure**

##### **Burke Library Staff**

Burke Library will be staffed by student staff members on a nightly basis. They will monitor the library from:

- 0000 to 0200 Sunday through Thursday
- 2200 to 0000 Friday and Saturday

The Circulation Desk staff will lower and secure the security gate to the All Night Reading Room before they leave for the night.

##### **Campus Safety**

The Campus Safety Officer with responsibility for the north campus will respond to Burke Library approximately 15 minutes prior to closing. The officer will:

- 1) Clear all four floors to insure all occupants have left the building.
- 2) Insure all exterior doors to the library are secure to prevent entry.
  - a) The exterior entrance door to the basement staff lounge should also be checked daily.
- 3) Insure the stove inside the basement staff lounge is turned off.
- 4) Insure the entrance door to the book bindery in the basement is secured.
- 5) Turn off all applicable interior lights using the control panel located behind the Circulation Desk.
- 6) Secure front entrance doors.

7) Insure access can be gained to the All Night Reading Room through the dedicated exterior door.

### **Response Delay**

In some instances, emergency situations or calls for service may prevent the officer from responding to the library at the appropriate time. If another officer can be dispatched to secure Burke Library same should be accomplished.

In the event personnel are delayed in responding, the communications officer shall contact Burke Library staff, explain the delay, and indicate that an officer will respond to clear and secure the building as soon as possible.

# Hamilton College

## Department of Campus Safety

### Enhanced Security Officer Program

#### General Order

Effective Date:  01/01/14	Subject:  Personal Restraints	Chapter  4
Rescinds:  None	Reference standard(s):	Article  33

#### Policy

It is the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper carrying and use of personal restraints. Members of the Department of Campus Safety who are New York State certified Campus Public Safety Officers (Enhanced Status) are authorized to carry and utilize personal restraints when the behavior and conduct of an individual necessitates restraint in order to prevent injury or other serious harm to the individual or other members of the Hamilton College community.

#### Definitions

- 1) **Personal Restraints** – handcuffs issued by the Department of Campus Safety.
- 2) **Restrain** – any restriction of the free movement of a third party, whether using physical force or personal restraints.
- 3) **Violent Crime** – a violent crime, for the purposes of this policy, will be murder, manslaughter, rape, kidnapping, assault, arson, or robbery as defined in the NYS Penal Law.

#### Procedures

Every member of the department authorized to carry and utilize personal restraints will accomplish the following:

- Complete an annual defensive tactics re-certification course conducted by the Department of Campus Safety
  - The defensive tactics course will include the proper use of personal restraints.

Personal restraints will be utilized:

- To prevent injury or serious harm to members of the Hamilton community
- To prevent injury or serious harm to members of the Department of Campus Safety

Personal restraints will never:

- Be used when viable, less invasive methods of restoring order are available
- Be used in any manner inconsistent with their design or intended purpose
- Be displayed in any manner unless they are to be immediately used to restrain an individual
- Be used to threaten an individual into compliance unless the officer intends to, and is justified in, using the personal restraints
- Be used to restrain an individual in any manner not consistent with training received
- Be used to “hogtie” or restrain an individual in any type of stress position

## **Use of Personal Restraints**

An officer detaining an individual or affecting an arrest of any individual will use only the amount of force necessary to restrain the individual. The officer will use personal restraints only when placing a subject under arrest or when detaining an individual whom he/she reasonably believes has or is about to engage in criminal activity or reasonably believes poses an immediate and credible safety risk to the officer or others in the community. If an individual is detained but not under arrest the time of detention must not be an unreasonable length of time.

When using personal restraints on an individual the officer will:

- Handcuff the individual with their hands behind their back. No individual will be restrained with their hands in front unless age, injury, deformity, or disability makes it necessary to do so.
- Insure the restraints are not too tight.
- Double lock the handcuffs.
- Restraints will remain on the individual only as long as necessary to control the subject or transfer them to law enforcement custody in the event of arrest.
- Individuals placed in restraints will never be placed in any stress position or restrained in a manner inconsistent with training.
- Officer(s) will radio dispatch and advise that they have an individual in custody and the reason for same.

## **Restrictions on the Use of Personal Restraints**

Individuals placed in restraints will not be:

- Handcuffed to any part of a vehicle
- Handcuffed to another officer or individual
- Pulled or led along by the restraints except as an authorized compliance technique

## **Additional Restrictions Based on Age, Illness, or Deformity**

Use of personal restraints is acceptable *except* under the following conditions:

- Any person who does not pose a serious threat to the officer(s) or the community will not be restrained. Examples may include:
  - Young juveniles
  - The elderly
  - Injured persons
  - Disabled individuals
- An individual suffering from an injury, disability or physical deformity that makes restraint impractical or impossible will not be handcuffed.

## **Release from Custody**

Upon determination that detention is no longer necessary the officer will:

- Release the individual from restraints without delay
- Explain to the individual why detention and restraint was necessary
- Advise dispatch that the individual is released from custody
- Contact a supervisor and explain the details of the action taken and reason for detention
- File an incident report, including all details involving the detention, any injury incurred by any party, medical attention offered/given, end result of the detention, and time of release

## **Determination of Need for Restraint**

Any individual, with the exception of those noted above, may be placed in restraints if the officer(s) *reasonably believe*:

- The individual is a threat to the community or the officer(s)
- The individual is a threat to him/herself
- The individual has or is about to commit a violent crime
- The individual is acting in a violent or combative manner
- The individual is not disabled (mentally or physically), injured in a manner that would be exacerbated by the use of restraints, or deformed
- Officers should remain vigilant for those with special needs. In some cases, an individual with special needs will become more aggressive and a situation can deteriorate rapidly if restraints are threatened or used

## **Articulation**

An officer placing any individual in restraints must be able to articulate his/her actions upon completion of the incident. All incidents of restraint use must be based on an officer *reasonably believing* that his/her actions are justified. Any misuse of restraints or failure to follow these procedures will result in disciplinary action up to, and including, termination of employment.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date:  <b>03/04/15</b>	Subject: Domestic Incident, Stalking, and  Dating Violence Incidents	Chapter  4
Rescinds:  None	Reference standard(s): NYS PL,CPL, FCA, US DOJ VAWA	Article  34

#### **Policy**

It is the policy of the Hamilton College Department of Campus Safety to establish procedures for responding to, managing, and insuring the proper resolution of complaints involving domestic incidents, reports of stalking, and incidents of dating violence.

#### **Definitions**

##### **Domestic Incident:**

Any dispute, act of violence, or report of an offense between individuals within a family or household. A domestic incident is not necessarily a violation of law.

##### **Members of the Same Family/Household:**

As defined by the Family Court Act and NYS Criminal Procedure Law, members of the same family/household are:

- Related by consanguinity (blood)
- Affinity – familial relation resulting from marriage
- Legally married to each other
- Were formerly married to one another (do not have to live in the same house)
- Have a child in common (regardless of marriage)
- Have been in an “intimate relationship” (regardless of living together)
- NYS CPL §530.11 (July 2008) states that teens, lesbian/gay/bisexual/transgender and elderly people in intimate relationships should be included in domestic incidents

##### **Family Offenses (defined by the Family Court Act §812(1) and CPL §530.11(1) :**

- Aggravated Harassment 2<sup>nd</sup> degree
- Assault 2<sup>nd</sup> and 3<sup>rd</sup> degree
- Attempted Assault – any degree
- Criminal Obstruction of Breathing or Blood Circulation
- Criminal Mischief – any degree
- Disorderly Conduct
- Forcible Touching
- Harassment 1<sup>st</sup> and 2<sup>nd</sup> degree
- Menacing 2<sup>nd</sup> and 3<sup>rd</sup> degree
- Reckless Endangerment – any degree

- Sexual Abuse
- Sexual Misconduct
- Stalking 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> degree
- Strangulation 1<sup>st</sup> and 2<sup>nd</sup> degree
- Violation of an Order of Protection (Court Issued)

### **Stalking:**

A person is considered a stalking victim if they have experienced at least one of these behaviors on at least two separate occasions. The individual must also have to have feared for their safety, or that of a family member, directly resulting from the behavior or conduct of another. They may also have experienced additional threatening behavior that would cause a reasonable person to feel fear.

Stalking behavior is measured as:

- A person making unwanted telephone calls
- Sending unwanted or unsolicited letters/emails/texts
- Following or spying on the activity of a victim
- Being present at a place without legitimate reason
- Waiting at locations for the victim
- Sending unwanted presents/gifts
- Spreading or posting information or rumors by any means

*(US Bureau of Justice Statistics)*

The Violence Against Women Act (VAWA) defines stalking as:

Stalking can be defined as a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that cause a reasonable person to feel fear.

*(US DOJ Office of Violence Against Women website)*

### **Dating Violence:**

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of the relationship
- The frequency of interaction between the persons involved in the relationship

*(US DOJ Office of Violence Against Women website)*

New York State does not make a separate legal provision for dating violence. DV is included in NYS under the ‘umbrella’ of domestic incidents. New York State does not have a legal statutory definition for domestic violence.

### **Procedure**

#### **Response – Domestic Incident or Dating Violence**

- 1) An officer receiving a complaint for a domestic incident or dating violence will respond promptly and safely to the scene.
- 2) Once on the scene, the officer(s) will separate the involved parties and interview them separately. It is preferable to interview both parties out of hearing distance of the other to prevent “cross contamination” of the facts as well as to prevent one party from inciting and exciting the other. This also helps eliminate one party attempting to intimidate another.
- 3) While interviewing the involved parties, be observant for signs of a struggle or violence. These may include but are not limited to:
  - Physical injury

- Cuts, scratches and/or blood present
  - Redness around the throat, wrists, upper arms or any exposed part of the body
  - Be observant for someone holding or favoring a part of their body
  - Repeated rubbing of a part of the body that may have been struck
  - Injury Present
    - If serious injury contact EMS immediately
    - If injury is not serious ask the victim if they would like medical treatment
  - Damage/Disarray
    - Broken or tipped over furniture
    - Broken glass
    - Items that appear to have been thrown or appear misplaced
  - Complainant/Witness Statements
    - Interview the complainant or other witnesses to validate or refute the statements being given by the victim and alleged
      - In domestic incidents neither party may be truthful for fear of consequences for their partner
- 4) If the parties involved in the incident you are investigating meet the definition of “Members of the Same Family/Household” and you have any evidence of a domestic incident:
- Keep involved parties separated and calm
  - Notify law enforcement of a domestic incident on campus and request a response
  - If you can safely do so, have one officer meet responding law enforcement and bring them to the location
  - At least one officer should stand by with the involved parties to insure they remain apart
  - Give all incident/victim/alleged/witness/complainant information to law enforcement upon their arrival
  - Stand by to assist if needed
  - Notify Director of incident and police response
  - File an incident report
    - The incident report should include:
      - All details of the incident including the facts/evidence that led to law enforcement notification
      - Photographs of any injuries to either party
      - Photographs of damage to property (personal or college owned)
      - Result of incident (charges filed/arrest vs. DIR only)

## **Verbal Domestic Incident**

- 1) In some case, parties meeting the criteria for having a domestic relationship will be involved in a “verbal domestic” incident.
- 2) In these incidents there are no acts of violence committed but the parties were involved in a verbal argument that may, or may not, involve threats of violence.
- 3) If you respond to an incident that meets the criteria for a verbal domestic the following will be accomplished:
  - Law enforcement will be notified of the situation and a response requested
  - Officers will facilitate their arrival to the scene if it can be safely accomplished
  - The Director will be notified of the incident and police response
  - An incident report will be filed
  - Clearly articulate all information obtained during the incident investigation



## **Stalking**

- 1) Any incident that reveals behavior that meets the definition of stalking will either be investigated concurrently or separately if the initial incident does not require further action
- 2) Stalking behavior can indicate more serious incidents/crimes are imminent and officers will make every attempt to eliminate that behavior as soon as possible
- 3) When investigating a stalking incident the officer will advise the complainant of the serious nature of that behavior and request a response from law enforcement to file a complaint
- 4) The Director will be notified of the situation
- 5) Copies of all documents that support the charge of stalking will be collected and attached to the incident report. Any other evidence will be photographed for attachment

As with any incident or situation, if you are unsure if an incident meets the criteria for domestic incident/dating violence or stalking you should contact a supervisor for guidance on how to proceed. These are serious incidents that must be handled properly and lawfully.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date: <b>09/01/15</b>	Subject: <b>Panic Alarm Response</b>	Chapter <b>4</b>
Rescinds:  None	Reference standard(s):	Article <b>35</b>

**Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper response to, and management of, activations of panic alarms by members of the campus community.

**Definitions**

**Panic Alarm:** A distress call received from a community member through the Simplex alarm system indicating an immediate emergency or threat to that member or their department. The nature of that emergency or threat may not be immediately known or easily obtained. Each panic alarm activation will be treated as a legitimate and immediate emergency and response to that alarm will be conducted accordingly.

**Procedure**

Panic alarm activation switches have been installed in various locations on campus to allow the rapid transmittal of an emergency situation, through the existing Simplex alarm system, when a community member cannot safely use a telephone to request assistance. The location of these panic alarms will not be publicized in order to maintain the security and integrity of the system.

**Response – Communications Officer**

Upon receipt of a panic alarm activation the Communications Officer will:

- Immediately notify Patrol Officers of the activation and location
- Immediately contact 911 and request law enforcement response to the location of the alarm
- Provide 911 with any information available at the time of the call. Little or no information may be available
- Attempt to contact the office where the panic alarm is originating. This call should be made from the switchboard phone or a cell phone so caller ID does not show an incoming call from ‘Campus Safety’
- If the line is opened in any way attempt to listen to background noise in order to develop information
- Relay this information to responding officers/911
- If the phone is not answered attempt to contact another office/department inside the building to develop information
- Ask the answering party if they hear:

- Yelling/shouting
- Threats
- Gunfire or threats of weapons use
- Any information that may assist responding officers (suspect description)
- Advise the caller to either shelter in place or evacuate the building based on circumstances. Also advise them to notify others in the building of this information (run, hide, fight)
- Relay this information to responding officers/911
- Notify a supervisor if not present

## Response – Patrol Officers

Upon notification of an activated panic alarm, patrol officers will:

- Respond tactically to the general location of the alarm with the following in mind:
  - Suspect ability to observe response through windows/doors
  - Remain cognizant of the possibility of inciting the suspect when observing Campus Safety response
  - Lack of offensive capability of responding CS officers
  - Need for intelligence development by CS officers
- Assist with any individuals evacuating the building and attempt to prevent entry to the building by any individuals
- Attempt to gain a position of cover in order to develop intelligence on the situation while avoiding observation by the suspect
- One officer should maintain a position away from the incident in order to guide responding law enforcement officers to the scene
  - This officer should also choose a location away from sight lines of the affected building in order to prevent the suspect from observing these actions
- Campus Safety Officers ***will not*** enter the affected building under any circumstances unless:
  - Contact is made with the **originator** of the alarm and the following has occurred:
    - The alarm has been confirmed as an accidental activation
    - The suspect is agitated but there are no weapons present or threatened
    - The CS officers feel the situation has not escalated to the point where deadly physical force is present or threatened
    - Remain aware of the possibility that anyone speaking on the phone may be under duress and may not be accurately identifying the situation as it is occurring. If any doubt, remain outside the building and continue to observe.

If, at any point, the CS officer on scene feels their presence will escalate a situation or the circumstances present a threat of serious physical injury or death the officer will remain outside the building and await law enforcement arrival. Campus Safety officers will not place themselves in a potentially violent or deadly situation at any time nor will they enter a situation and increase the likelihood of violence or injury to a third party because of their presence.

Upon arrival of law enforcement, CS officers will relay all available information and assist in any manner required. CS officers should remain in a position of cover and continue to observe in order to:

- Develop any intelligence that may assist law enforcement
- Observe exit points to insure the suspect(s) are not able to flee
- Remain concealed to avoid inciting the suspect(s) and disrupting law enforcement response
- Mitigate danger to themselves by not revealing their presence

Once on-scene, law enforcement will assume command of the situation and Campus Safety officers will assist with any and all requests through the conclusion of the incident.

The Director of Campus Safety will also be notified, if not present, to coordinate department response as well as make notification to the Hamilton Emergency Response Team members if the situation warrants their mobilization.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date:  <b>01/01/10</b>	Subject:  <b>Investigations</b>	Chapter  <b>5</b>
Rescinds:  None	Reference standard(s):	Article  <b>1</b>

**Policy**

It is the policy of the Hamilton College Department of Campus Safety to establish procedures pertaining to all investigations conducted by the department. These investigations may be related to policy violations, criminal cases not currently under investigation by a law enforcement agency, lost or found property, missing persons, or any situation, complaint, or incident requiring the development of additional information.

When a member of this department conducts an investigation, and said investigation requires the interview of a witness, suspect, or any individual connected with the incident, all constitutional and statutory rights granted under the law will be granted to the individual(s).

All reports will be reviewed to ascertain the need for follow-up investigation. Any incidents requiring follow-up will be investigated in a timely manner to insure proper disposition.

The Associate Director In Charge (ADC) of investigations will coordinate with the Director throughout the investigatory process and will liaise with same regarding case dispositions.

**Procedures**

**Preliminary Investigations**

In most instances preliminary investigations will be handled by patrol officers as the first responders to incidents. This enables the officers to begin the investigation without delay. The initial investigation should continue until such time as it seems unlikely that further information will be immediately developed or produce additional benefits.

In certain incidents, when the nature and/or severity of the incident dictates, the Associate Director in Charge (ADC) of investigations will be contacted to respond to the scene to assume command of the investigation immediately. These incidents shall include, but not necessarily be limited to:

- Any violent felony or felony incident (this will allow the ADC to work with responding law enforcement agencies at the scene). The Director will also be notified immediately. Violent felonies are:

- A. Murder/manslaughter
- B. Rape
- C. Any forcible sex offenses
- D. Non-violent sex offenses
- E. Robbery
- F. Aggravated assault
- G. Burglary (exceptions will be noted below)
- H. Motor vehicle theft
- I. Arson
- J. All hate crimes

- Not all burglaries will necessitate the ADC being notified to respond to the scene. In some instances an incident is defined as a burglary but follow-up investigations can be conducted at a later time and scene integrity is not a necessity to conduct the investigation. Exceptions to this, and requiring immediate notification of the ADC will be:

A. A burglary involving another felony, crime, or serious offense and resulting in a law enforcement response to campus.

B. Any burglary involving forced entry.

C. Any burglary where a suspect can be readily identified and immediate interviews of the suspect can be conducted.

D. Any burglary that has occurred and indecision over contacting the ADC is present.

- In any missing persons(student and non-student) investigation the ADC as well as the Director and the Associate Director on Call will be notified immediately.
- Any drug offenses involving quantities that would classify as a misdemeanor, or higher, crime.
- Any assault involving physical injury or serious physical injury to any involved parties.
- Any incident involving hazing in-progress that would necessitate immediate interview of suspects or witnesses.
- Any sudden death, suicide, or homicide will require the Director and the ADC be notified immediately.

## **Conducting Preliminary Investigations**

### **A. Preliminary Investigation Guidelines**

Any officer conducting a preliminary investigation will make every effort to obtain all possible information regarding the complaint or incident at this stage of the investigation. Many investigations can be brought to a satisfactory conclusion at this stage and will never progress to the follow-up stage. If a disposition can be successfully achieved at this time, it should be pursued and accomplished.

The first officer at the scene, and as such is designated the preliminary investigator, shall:

- Determine if the suspect(s) is still in the area and, if so, is the suspect a threat to the community.
- Proceed to the scene promptly and safely.
- Render aid to any injured parties at the scene.
- Contact law enforcement to affect an arrest if the suspect is present or criminal investigation is needed. Contact ADC and/or Director if applicable.
- Locate and identify witnesses.
- Interview the complainant and witnesses.
- Maintain the incident scene and protect the evidence.
- Attempt to identify the suspect.
- Note all conditions, events, and remarks.
- Arrange for the proper collection of evidence.
- Report the incident completely and accurately.
- Turn over all case information to the ADC for follow-up investigation.

## **B. Investigation Procedures**

Whenever practicable members will follow the procedures listed below when investigating any incidents or complaints that have occurred on the Hamilton College campus.

1. **Development of Information:** Information can be obtained from physical evidence as well as from people and testimonial evidence. Both sources of information can and should be used.

Investigating officer shall maintain a notebook and take the following minimum information:

- Time of case assignment and arrival at scene
- Weather conditions if applicable to the incident/case
- Approximate time of incident occurrence and complainant information
- Identity of other officers/officials present
- Name, address, and phone numbers of victims and witnesses
- Time, date, and location of the interview
- Description of the suspect(s), especially unusual characteristics
- Brief description of what the witnesses saw and heard
- Important measurements and a scene sketch when applicable
- List of property or valuables taken or destroyed
- Any other useful information the investigating officer deems appropriate

2. **Rape and Sex Related Crimes:** The dispatcher or first responding officer will offer rape or sexual assault counseling to the victim upon arrival. Law enforcement will not be contacted unless the victim requests their response.

## **C. Case Management**

### **Case Assignment**

1. The Associate Director in Charge of investigations shall assign investigative tasks to patrol division officers as deemed necessary. Those officers will report to the ADC prior to the end of their shift and transfer all information obtained in the investigation to the ADC. The ADC will provide periodic case updates to the Director .

## **Case Status**

1. The ADC will supervise any delegated investigative tasks and case assignments. The following designations will be used to designate current case status:
  - Open: Shall indicate that a case is being investigated and efforts are active to dispose of the incident.
  - Suspended: Shall indicate that all available leads have been pursued to exhaustion but the case has not been brought to a satisfactory conclusion. Investigative efforts may be begin again with the development of new information.
  - Closed: Shall indicate that the case has been brought to a satisfactory conclusion.

## **Criteria For Suspending Active Investigations**

1. The ADC will make an evaluation of each open case and determine if the case may be suspended. A suspension of the case may be warranted if the following criteria apply:
  - Absence of further information or factors leading toward a resolution.
  - Lack of investigative resources.
  - Negative interviews with victims and/or witnesses.
  - Inconclusive or lack of physical evidence in the case.
  - The exhaustion of all information sources.
  - The degree of seriousness of the offense or incident.

## **Victim / Complainant Notification of Status Change**

1. The ADC will notify the victim/complainant of the change in status of a case when applicable. This notice may be made in person, by telephone, or in writing but should include the reason(s) for the change in status. This notification will also be noted in the report.

## **Case File Maintenance**

1. Any file removed from the case file drawer shall be noted inside the drawer. A manila insert shall be placed inside the drawer where the case file belongs with the member removing the case file signing same out.
2. The case file should contain original copies of incident reports, photographs, statements, and all other notes and information gathered in the investigation of the incident. This information should not be made public.
3. When closed or suspended cases are complete they should be returned to the central case file drawer.



## **D. Follow-Up Investigations**

The criteria used to determine the feasibility of a follow-up investigation include, but are not limited to, the nature and seriousness of the incident, solvability factors, and the availability of department resources.

### **Follow-Up Investigation Guidelines**

1. The following steps should be used to guide the investigation. Not all steps will be used in every investigation.
  - Review and analyze all written reports regarding the incident.
  - Conduct additional interviews with the victim(s), witness(es), complainant(s), or any other department members associated with the case.
  - Conduct suspect interviews.
  - Review departmental records for similar incidents to help determine and develop any patterns or suspects.
  - Review physical evidence from the incident.
  - Seek additional information from outside agencies.
  - Plan and conduct additional searches of the incident scene in an attempt to locate additional physical evidence.
  - Check records of potential suspects.
  - Identify suspects.
  - Interview those suspects to determine involvement.
  - Arrange for transfer of information to other involved agencies.
  - Assist campus administrators in preparing case for judicial board/administrative review.

### **Second Contact Interviews**

1. Second contact, or follow-up interviews, should be made in every reasonable circumstance. Victims, witnesses, and complainants should be re-interviewed in a timely manner not only in an attempt to develop further information but to reinforce the genuine concern of the department.

## **E. Interviews and Interrogations**

### **Interrogations**

1. No coercions, threats, or promises will be made to any suspect during an interrogation to secure a confession, admission, or statement.
2. Voluntary statements may be taken by a member and suspects do not need to be prevented from continuing to speak. Voluntary statements are:
  - Statements not made in regards to questioning by a member.
  - Are statements made by a suspect of his/her own free will.

### **Interviews**

1. The investigating member shall remember that a witness' demeanor at the time of the interview may influence that persons statements or observations.
2. The interviewing member's own disposition and attitude can greatly affect the quality of the interview and the information obtained from same.
3. Interviews should always be conducted in an area free from distraction.
4. Apply the following minimum standards when interviewing:
  - Use simple questions in plain language.
  - Ask only one question at a time.
  - Avoid questions that imply an answer.
  - Avoid being sarcastic, rude, or antagonistic toward the witness.
  - Avoid interruptions in the interview.

## **F. Witness Interviews**

1. It is important for witnesses to be interviewed as soon as possible after the incident occurrence.
2. Members should instruct witnesses to remain at the scene until they can be interviewed or, at a minimum, obtain their contact information for follow-up.
3. Witnesses should be separated as soon as possible to prevent cross-contamination of witness information and insure independent statements.
4. Calm emotional or excited witnesses prior to interviewing them. Postpone the interview if necessary.

5. Conduct the interview in a quiet area if possible and attempt to maintain the privacy of the witness.
6. Do not interrupt or distract the witness unless it is necessary.
7. Only one member should conduct an interview.
8. Written statements will not be obtained from intoxicated witnesses.
9. The member shall attempt to create a positive relationship with the witness. The member shall:
  - Display a sincere interest in the witness' statements.
  - Be tactful in questioning and exercise patience.
  - Be respectful of the witness.
  - Control personal feelings.
  - Provide reassurance and encouragement to reluctant witnesses.
10. Witnesses should be encouraged to provide all relevant details with minimal interruptions.
  - It may be necessary to ask a brief question to keep the witness talking or within the parameters of the questioning.
  - If the interview halts or lags, be patient, allow the witness to volunteer information.
  - Do not jump to conclusions or take anything for granted.
  - Listen for obvious omissions or gaps and for conflicting and/or inconsistent statements.
  - Make note of extreme nervousness or unusual behavior or for unguarded or spontaneous statements from the witness.
  - Do not display surprise or shock at anything said by a witness.
11. Direct questioning of the witness will be withheld until the witness has given a full account of the event or incident. Specific questions should be asked to clarify details of the account or to fill in information.
  - Questions should be clear, concise, and in plain language.
  - Ask one question at a time and wait for a complete reply.
  - Avoid asking leading questions that suggest a certain answer.
  - Do not ask rapid fire questions.

- Avoid “yes” or “no” answer questions.
  - Do not phrase questions in a critical or derisive manner which could deter cooperation.
  - Do not correct language or grammar of a witness.
  - Do not allow your personal feelings, opinions, or emotions to interfere with the questioning or with the witness.
12. Attention should be paid to a witness’ emotions and body language. Neurolinguistics can indicate when a witness may be withholding information or lying. The interviewer should look for:
- Nervous bodily reactions or facial expressions.
  - Sudden silence.
  - Uncertainty.
  - Confusion.
  - Shifting conversation away from certain topics.
13. Interviews should be ended in a courteous manner. The interviewing member shall do the following:
- Provide a summary to the witness and ask if there is anything the witness wishes to add to the statement.
  - Thank the witness for their cooperation.
  - Emphasize the value of the witness’ cooperation.
  - Advise the witness it is very important for him/her to re-contact the office if the witness develops or remembers any further information.
  - Inform the victim of any assistance programs available.

## **G. Report Writing**

1. Brief notes should be taken during the interview. If required, a written statement should be secured from the witness. Witness should sign this statement.
2. All witness information should be passed on to the follow-up investigator.
3. All relevant and pertinent information will be included in the initial incident report and submitted promptly.

#### 4. Case files will include:

- Incident report and supplemental report(s)
- Victim/witness statements (written)
- Photographs
- Evidence tags
- Investigators notes
- Chain of custody information if applicable

#### **H. Evidence Release – Chain of Custody**

1. If evidence is secured and processed by this department and the evidence is later turned over to another agency for testing the following procedure must be adhered to:
  - A chain of custody form must be completed by the releasing member and signed by the accepting member of the outside agency.
  - Written notice must be made of the evidence transfer, from the releasing member to the custodian of evidence along with the chain of custody form (original).
  - A copy of the signed chain of custody form will be placed inside the case file.
  - This form will be updated upon the return of the evidence to the evidence custodian.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>09/21/17</b>	Subject: Evidence Collection and Processing	Chapter  <b>5</b>
Rescinds:  01/01/10	Reference standard(s):	Article  <b>2</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish evidence collection and processing procedures. These procedures will never be subordinate with the lawful collection of evidence by a law enforcement agency when an investigation is ongoing.

#### **Procedure**

##### **Evidence – Definition**

- Evidence is any material, item, or object known, or believe to be involved in, proving that an offense or crime has occurred or may occur.

##### **Evidence – Collection**

- Evidence collection starts with recognizing what is, or may potentially be, items of an evidentiary nature. Contamination of evidence can happen quickly and can render an object useless if it is not handled properly.
- In the event of a criminal case that will involve law enforcement the best course of action is to leave any potential evidence undisturbed and in its original location. This will prevent contamination and allow investigators to see the item in its original state.
- If potential evidence in a criminal case is about to be contaminated or destroyed due to events outside of the officers control, and the officer can safely do so, the item should be secured. The original location of the item should be noted so investigating officers are aware of that location.
- Photographs will always be taken prior to moving a piece of evidence.
- When securing items as evidence certain precautions should always be taken.

- Latex gloves should always be worn when handling any evidentiary items.
- This also prevents any possible toxic substances from being transferred to the officer or being absorbed through his or her skin.
- The items should always be placed into an appropriate container that will properly seal the item and preserve any trace evidence while at the same time not accelerating the degradation process.
  - Clothing believed to contain DNA samples (blood, saliva, semen, etc.) should be placed inside a paper bag - never plastic.
  - Items containing possible evidence that is subject to evaporation (gasoline, Coleman fuel) should be sealed inside a metal can.
  - Items believed to contain suspect fingerprints should never be handled by anyone with bare hands. Gloves should always be used and contact kept to a minimum to avoid smearing latent prints.
- Walking through the area should be kept to an absolute minimum and only when necessary for reasons of personal safety. This will help prevent contamination of the overall scene.
- When dealing with a crime scene, if possible, the best course of action is to seal the area and allow no admittance until law enforcement arrives.
- When collecting evidence for an offense or violation of college policy care should still be taken when handling an evidentiary object. Drug or narcotic residue may be present on the item that can be absorbed through the skin.
- The items shall be placed into a completed evidence bag and logged into evidence following proper procedure. Do not place hot items into plastic evidence bags.
  - If an item is too large to place into an evidence bag the item can be tagged with all relevant information (as is on the evidence bag) and placed into evidence.

## **Evidence – Processing**

- An incident report will be generated for the case.
- Two (2) copies of the evidence log sheet will be completed for the evidence being logged.
  - One (1) copy of the evidence log sheet will be filed with the case file.
  - One (1) copy of the evidence log sheet will be placed inside the evidence cage binder.
- Photographs will be secured of the evidence, prior to securing, to include with the case file.
- The evidence will be placed on the proper shelf inside the evidence cage and the shelf number will be noted on the incident report.
- Only one case number will occupy one shelf space inside the evidence cage.

## **Evidence – Processing – Exemption**

- Seized alcoholic beverages will be photographed, the quantity noted in the incident report, and the contents destroyed. Seized alcoholic beverages and hard liquor will not be taken off campus by members or distributed to anyone at anytime. After photographs are secured the contents will be destroyed.



# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Digital Camera</b>	Chapter <b>5</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>3</b>

#### **Policy**

It is the policy of the Hamilton College Department of Campus Safety to establish procedures for the use of the Canon PowerShot digital camera.

#### **Procedure**

1. The department digital camera is provided for use by department members for photographic documentation of incident scenes. Some examples include, but are not limited to, the following:
  - Criminal mischief incidents.
  - Burglary incidents (forced entry).
  - Motor vehicle accidents.
  - Injuries related to use of force incidents.
  - Crime scene documentation.
  - Any incident a photographic record may be needed.
2. Photographs will be printed and included in the case file with the incident report and all other relevant documentation.
3. Photographs will be labeled individually with relevant information specific to the case and the photograph.

#### **Incident Classification**

1. Incidents will be classified into two (2) categories for photographic purposes. These classifications will be:
  - Incident scene photographs
  - Collision scene photographs
2. Incident scene photographs will describe photographs taken of any incident scene exclusive of motor vehicle accidents.
3. Collision scene photographs will describe photographs taken of motor vehicle accident scenes.

## **Incident Scene Photographs**

1. Incident scene photographs will include both overall photographs of the scene as well as close up views of specific damage or objects of interest.
2. These photographs will include items that will be processed as evidence, photographed in their original state, prior to removal.
3. Once all photographs are secured processing of the incident scene may begin.
4. Upon printing of the photographs each individual photo will be labeled with specific information. This will consist of the following:
  - Photograph number, listed in chronological order the photos were taken.
  - Incident report number.
  - Date the photo was taken.
  - Time the photo was taken.
  - Brief description of image depicted in the photograph.

## **Collision Scene Photographs**

1. Collision scene photographs will include overall photos of the accident scene as well as close up views of damage to vehicles and property, and any relevant items such as skid marks or missing traffic control devices that may have had causation in the accident.
2. These photographs will include items to be secured as evidence, photographed in their original state, prior to removal.
3. Securing photographs will generally occur after all injured parties have been moved off site in the case of personal injury motor vehicle accidents and after law enforcement agencies have concluded their initial investigation.
4. Upon printing of the photographs each individual photo will be labeled with specific information. This will consist of the following:
  - Photograph number, listed in chronological order the photo was taken.
  - Incident report number.
  - Date the photo was taken.
  - Time the photo was taken.
  - License plate of the vehicle depicted in the photo.
  - Brief description of image depicted in the photograph.

## **Memory Card**

1. The digital camera memory card will be downloaded by a supervisor when the card is full.
2. Members will not, under any circumstances, delete any photographs from the memory card at any time.
3. If the memory card is nearing capacity members will advise a supervisor so the card can be downloaded and the photographs saved prior to deletion.

## **Photo Log**

1. A photo log is a written record of photographs taken, that pertain to a specific incident report. This log allows photographs to be matched to corresponding reports at a later date. The photo log will be completed anytime photographs are taken for evidentiary purposes. Log entries will consist of:

- Date.
- Time.
- Quantity of photos taken.
- Sequential number of each photo.
- Corresponding case number.

2. A copy of the photo log will be placed in the case file for future reference.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>09/20/11</b>	Subject: <b>Marijuana and Narcotics Evidence Disposition</b>	Chapter <b>5</b>
Rescinds: <b>09/01/11</b>	Reference standard(s):	Article <b>4</b>

#### **Policy**

It shall be the policy of the Department of Campus Safety to establish procedures for the proper disposition of marijuana, narcotic drugs, and paraphernalia to a law enforcement agency.

#### **Definitions**

**Department:** Shall mean the Hamilton College Department of Campus Safety.

**Marijuana:** Shall mean marijuana or concentrated cannabis in any form.

**Paraphernalia:** Shall mean any device used to inhale, ingest, or consume marijuana or any narcotic drug.

**Narcotic:** Any controlled substance (i.e.; cocaine, heroin, methadone, etc.) or any abused prescription medication by the owner or a third party.

#### **Precautions:**

Latex gloves will be used at all times when handling any suspected paraphernalia or narcotic drugs. Some narcotic drugs can be absorbed through unprotected skin resulting in a potential health hazard to the department member.

#### **Procedure**

1. Confiscation of marijuana and or paraphernalia involving less than 25 grams of marijuana:

-Marijuana and/or paraphernalia will be processed into evidence following standard operating procedure.

-A photograph of the marijuana and any related paraphernalia will be taken prior to the evidence being placed inside an evidence bag. This photo will be placed inside the case

file along with one copy of the evidence log sheet.

-The marijuana evidence will be locked inside the evidence cage along with a copy of the evidence log sheet.

-In the absence of an on-duty supervisor the officer will contact the on-call supervisor and notify same of the marijuana confiscation. The supervisor will immediately notify the director of the marijuana secured in evidence.

-The director will insure the marijuana evidence is destroyed as soon as possible.

-The evidence log sheet will be completed to reflect the disposition of the evidence.

## 2. Paraphernalia exemptions:

-Any pipe or smoking apparatus used for smoking legal tobacco or used for religious purposes shall not be considered paraphernalia. Unless the pipe or apparatus can be confirmed as having marijuana, a narcotic drug, or residue of same present it shall not be considered paraphernalia.

## 3. Confiscation of marijuana and/or paraphernalia involving more than 25 grams:

-Any department member confiscating marijuana and/or paraphernalia involving more than 25 grams of marijuana will immediately advise the on-duty supervisor of the incident.

-The on-duty supervisor, upon verification of the quantity of marijuana, will immediately request a response to the scene by law enforcement.

-Department personnel will obtain all suspect information and insure that any suspects remain at the scene until the arrival of law enforcement.

-Upon the arrival of law enforcement all relevant information will be provided to that agency regarding the facts of the incident as well as suspect information. All evidence pertaining to the case will be turned over to the responding agency to maintain chain of custody.

-A photograph of all evidentiary items will be secured to accompany the departmental incident report.

-If a departmental supervisor is not on duty the department member will notify the on-call supervisor of the incident as soon as possible. If time allows a supervisor should be notified prior to contacting law enforcement to verify that law enforcement is needed in the incident.

-The department incident report will contain a description of all evidentiary items turned over to the responding law enforcement agency as well as the name of the officer and the agency that took custody of the evidence.

## 4. Confiscation of any narcotic drug and/or paraphernalia:

-Any department member confiscating any narcotic drug will immediately notify the on-duty supervisor of the incident.

- The on-duty supervisor, upon verification of the presence of any narcotic drug, will immediately request a response to the scene by law enforcement.
- Department personnel will obtain all suspect information and insure that any suspects remain at the scene until the arrival of law enforcement.
- Department personnel will not handle any suspected narcotic drug or paraphernalia without the use of latex gloves.
- Upon the arrival of law enforcement all relevant information will be provided to that agency regarding the facts of the incident as well as all suspect information available. All evidence pertaining to the case will be turned over to the responding agency to maintain chain of custody.
- A photograph of all evidentiary items will be secured to accompany the departmental incident report.
- If a departmental supervisor is not on duty at the time of the incident the department member will notify the on-call supervisor of the incident as soon as possible. If time allows a supervisor should be notified prior to contacting law enforcement to verify that law enforcement is needed in the incident.
- The departmental incident report will contain a detailed description of all evidentiary items turned over to the responding law enforcement agency as well as the name of the officer and the agency that took custody of the evidence.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date:  09/01/13	Subject: <b>Sexual Assault Response</b>	Chapter  5
Rescinds:  None	Reference standard(s):	Article  6

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper response, management, and documentation of reported sexual assaults on campus. These incidents must be managed professionally and with sensitivity due to the nature of the complaint.

#### **Procedure**

Upon receipt of a report of a sexual assault, the officer will immediately respond to the complainant/victim location and verify that the area is safe. If the complainant/victim is not located in a secure area they will be removed for their protection. Every attempt will be made to secure the incident scene to preserve any items of an evidentiary nature. Evidence preservation and scene security policies and procedures are located in Chapter 5 Article 2 of this manual.

Once the complainant/victim is deemed to be in a safe location, the officer should conduct the interview using the Campus Safety Rape/Sexual Assault Intake Form. This form will allow the officer to gather all pertinent information from the complainant/victim while insuring all applicable services are being offered in return.

#### **Suspect Information**

The interviewing officer should obtain, as soon as possible, information about the suspect(s). This will include:

- Does the complainant/victim know the suspect?
- Can the suspect be identified?
- Can the suspect be secured on campus?
- Does the suspect pose a threat to the community?
- Did the suspect possess/threaten a weapon?
- What statements did the suspect make to the complainant/victim?

If there is any cause to believe that the suspect may pose a threat to the campus community, law enforcement will be notified immediately to respond to campus. The Director will also be notified immediately so that a warning can be issued to the campus.

#### **Medical Response**

The officer will offer emergency medical response to the complainant/victim. The complainant/victim should be strongly encouraged to accept medical assistance for any injuries sustained during the incident.

- The complainant/victim will be advised not to shower or bathe to preserve evidence.
- Any clothing the complainant/victim was wearing at the time of the incident will also be preserved as evidence for transfer to law enforcement.

### **Law Enforcement Response**

The officer will offer to contact law enforcement for the complainant/victim. If law enforcement response is declined, advise the complainant/victim that they may still file a police report after the initial complaint has concluded.

If a law enforcement agency is responding to campus, Campus Safety officers will accomplish the following:

- Secure the scene of the incident without altering any evidence or contents of the area.
- Campus Safety will prevent access to the area as well as prevent the removal of any items.
- Relay all information obtained to law enforcement upon their arrival.
- Campus Safety officers will not collect or process any evidence.

### **Hospital Transport**

The complainant/victim may request, and be allowed to, either be transported or respond to a local hospital for treatment.

### **Counseling Services**

Complainant/victims will be offered free counseling services from either or both of the following sources:

- Sexual Violence Hotline of Oneida County – (315)797-7740 or extension 5000 from a campus landline
- Hamilton College counselor

### **Hamilton College Resources**

The complainant/victim may also be offered the opportunity to speak to the following campus resources:

- Womyn's Center
- Title IX Coordinator
- Deans of Students Office
- Any other as requested

### **Witness Information**

Officers will obtain witness identification information and conduct witness interviews as applicable. Witnesses should be advised to expect a request for a follow up interview at a later date while the incident is being investigated.

Campus Safety Officers responding to a report of a rape/sexual assault should remember to remain professional and use care and sensitivity when interviewing victims. Services should be offered to victims without the victim feeling they are being forced upon them. Always proceed with the wishes of the victim in mind and keep them apprised of what you are doing and why you are doing it.



Ask the victim if they are more comfortable speaking with a male or female officer and proceed accordingly with the interview. If a specific gender officer is not available attempt to arrange for a friend or requested person to be present for the interview.

If a suspect exists that could in anyway pose a threat to the Hamilton community, law enforcement will immediately be notified to respond to campus to assist with the investigation and search.

The Director of Campus Safety will also be notified immediately in order to facilitate mandatory campus notification of a potential violent suspect on campus.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date:  01/01/10	Subject: Disaster Response	Chapter  6
Rescinds:  None	Reference standard(s):	Article  1

#### **Policy**

The purpose of this policy is to provide members with a guide for responding to and coordinating response with outside agencies in the event of a disaster occurring on campus. It is the policy of the department to provide effective response to disasters and coordinate and cooperate with all responding police, fire, and rescue agencies in the event of such disaster.

#### **Definitions**

1. **Disaster:** shall mean an event that results in extensive destruction or multiple casualties that cannot be controlled through ordinary deployment of department personnel (eg.; large fire, explosion, structural collapse, etc.).
2. **Disaster Plan:** shall mean the Hamilton College Emergency Response Plan.

#### **Procedures**

1. The successful resolution of a disaster demands extensive cooperation between all involved agencies. The goals of disaster control operations are:
  - Protection of life and property.
  - Rescue injured and trapped persons.
  - Prevent further injury and property damage.
  - Evacuate unsafe areas.
  - Promptly notify other agencies.
  - Cooperate with all involved agencies.
  - Prepare proper records.
2. The specific responsibilities of members at a disaster scene include, but are not limited to:
  - Prevent entry into the affected area by uninvolved persons.
  - Attempt to safely evacuate injured persons from area.

- Make appropriate notifications to:
  - Emergency medical services
  - Law enforcement
  - Fire/Rescue
  - Command Staff
- Control traffic around affected area to insure access by emergency responders.
- Assist emergency responders to scene.
- Assist all responding agencies upon their arrival at the scene.

3. Scene (traffic) control by first responders shall consist of:

- Establishing an inner and outer perimeter as soon as possible.
- Remove all unauthorized personnel from within the perimeter.
- Allow only authorized personnel to enter the area.
- Direct responding units to the staging area.
- Maintain access and egress routes to the disaster area.
- Advise the command post of available routes for responding equipment.

4. In the absence of the Director or an Associate Director the senior officer will be responsible for implementing and coordinating the initial response to any disaster occurring on campus.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date: <b>01/01/10</b>	Subject: <b>Emergency Mobilization</b>	Chapter <b>6</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>2</b>

**Policy**

The purpose of this policy is to establish procedures for an organized emergency mobilization of personnel in the event of a major incident on campus or in the surrounding area. Emergency mobilization of the department will be ordered by the Director in response to any life threatening circumstances. It is the policy of the Department of Campus Safety to utilize all available personnel and department resources to respond to any critical incident occurring on campus or within the surrounding area if that incident poses a threat to the campus community.

**Procedure**

**General Provisions**

1. All members will know their responsibilities as described in this policy.
2. All members will insure that their current address and all phone numbers are up-to date, accurate, and on file with the department.

**Initial Notifications and Responsibilities**

1. Upon the occurrence of a critical incident where it appears that additional personnel may be needed, the Director will be notified immediately.
2. The decision to notify additional personnel will be made by the Director, or in his absence, the on-duty or on-call Associate Director. Upon authorization of the emergency mobilization plan the Director or Associate Director will authorize a member to implement member notification.

**Emergency Mobilization Activation**

1. The **Associate Director** shall:
  - Respond to the scene immediately to assess the situation.
  - Make appropriate notifications regarding the need to implement the emergency mobilization.

- Establish an Operations Center.
- Authorize a member to contact all off-duty members needed to respond to the mobilization.
- All authorized absences from duty, except medical leave and suspensions, will be immediately cancelled and all members are obligated to respond to duty when directed to do so.
- In the event an Associate Director is not on-duty, the senior patrol officer will assume this role.

2. **Communications Personnel** will:

- Contact appropriate number of personnel as directed by command staff.
- Maintain a call log for all personnel regardless of contact success. Log shall include:
  - Name of member contacted
  - Date and time call made.
  - Result of call.
  - Be retained until requested by Incident Commander.
  - Maintain a triage for calls for service
    - Calls for service needing priority attention will be dispatched immediately.
    - Low priority calls will be held until the incident has ended.

3. **On-Duty Personnel** will:

- Remain at assigned posts unless otherwise directed.
- Initial response posts will be assigned by the on-duty Associate Director or the senior officer in the absence of an Associate Director.

4. **Off-Duty Personnel** will:

- Report for duty in full uniform along with all assigned equipment unless otherwise directed.
- Report to the staging area upon arrival
- Members on approved leave will be contacted last but may still be required to report.

5. Upon **reporting for duty** at the staging area all members will:

- Immediately report to the commanding officer upon arrival at a designated duty area.
- Date and time will be recorded on an incident log.
- Upon being relieved from duty the member will report to the staging area for demobilization or reassignment.

6. **De-mobilization** will include:

- Authorization to demobilize from the Director or Incident Commander.
- Possible reassignment of personnel to include:
  - Traffic assistance.
  - Report writing.
  - Equipment maintenance.
  - Return to normal operations.

Hamilton College  
Department of Campus Safety  
General Order

Effective Date: <b>01/01/10</b>	Subject: Active Shooter Response	Chapter <b>6</b>
Rescinds: None	Reference standard(s): Omitted	Article <b>3</b>

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date: <b>01/01/10</b>	Subject: <b>Bomb Threat</b>	Chapter <b>6</b>
Rescinds: <b>None</b>	Reference standard(s): <b>Omitted</b>	Article <b>4</b>

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: Explosion on Campus	Chapter <b>6</b>
Rescinds: None	Reference standard(s):	Article <b>5</b>

#### **Policy**

It is the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper response to, and handling of, an explosion occurring on campus.

#### **Procedure**

##### **Communications Responsibilities**

In the event of the report of an explosion occurring on the campus Dispatchers will attempt to obtain the following information:

- Callers name, callback phone number, and location.
- Location of the explosion.
- Cause of the explosion if known.
- Possible casualties and nature of injuries.
- Any other hazards such as down live power lines, fires, etc.
- Attempt to keep the caller on the line to obtain as much information as possible.
- Notify fire, rescue, and law enforcement agencies.
- Contact the Director and Associate Director.

##### **Patrol Procedure**

In the event of an explosion on campus Safety Officers will exercise extreme caution in their response to the scene. The following procedures will be followed upon receipt of a report of an explosion:

- If the explosion involves possible chemical or radiological contamination do not approach the scene from downwind.
- If the scene contains a large or unknown amount of live power lines do not approach the scene.
- If the scene can be safely accessed, attempt to assist any injured persons away from immediate danger.
- Be aware of any potential gas leaks in the area.
- Be aware of the potential for secondary devices or explosions.
- Attempt to locate any witnesses.
- Assist responding emergency agencies with scene access.



- If the explosion has caused an emergency situation on campus make appropriate notifications to activate the campus emergency warning system.
- Assist as needed.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Biological Agent Threat</b>	Chapter <b>6</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>6</b>

#### **Policy**

It is the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper response to, and handling of, biological agent threats. Extreme caution will be exercised by officers responding to reports of biological agent threats on campus.

#### **Procedure**

##### **Communications Responsibility**

If a report of a possible biological agent threat is received attempt to learn the following from the caller:

- Name and callback phone number.
- Location of the suspected biological agent threat.
- Is the biological agent still contained or is it exposed to surrounding area.
- Is there human exposure.
- Description of possible biological agent.
- Contact appropriate emergency services.
- Contact Director and Associate Director.

##### **Officer Responsibility**

Upon receiving a report of a possible biological agent threat officers will respond to the scene in an attempt to isolate and contain the threat. The following procedures will be followed:

- Contact the Director of the Office of Environmental Protection, Safety, and Sustainability to respond to the scene.
- Officers will not enter an area where the suspected agent may be airborne.
- Officers will secure a perimeter and not allow unauthorized persons to enter.
- Any persons suspected of exposure to the agent will be quarantined to await medical care.
- Fire/rescue personnel will be notified to treat the exposed and assist with containment.
- Law enforcement will be contacted to begin a criminal investigation.
- Officers will not touch or disturb any item containing a potential biological agent that has been opened or may cause exposure.

## **Suspected Biological Agent – Contained**

In the event an envelope or package is suspected of containing a biological agent but the package or container is intact:

- Latex gloves will be worn while handling any suspicious package.
- Do not shake the package or open to expose the contents.
- Place in a secondary container.
- Secure the area and leave the package in place. Do not transport.
- Contact the Director of Environmental Protection, Safety, and Sustainability to respond to secure the package.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Chemical Spills</b>	Chapter <b>6</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>7</b>

#### **Policy**

It is the policy of the Department of Campus Safety to establish procedures for the proper response to, and handling of, chemical spills occurring on campus. This policy is developed in conjunction with the Hamilton College Department of Environmental Protection, Safety, and Sustainability policy and procedure.

#### **Procedure**

Commonly, spills of a volume less than one (1) liter will be handled by the personnel trained to handle the chemical that has spilled. Any chemical spill of a volume greater than trained personnel can handle is classified as an emergency spill.

1. Any notification of a chemical spill reported to this office shall be responded to immediately. Upon notification of a chemical spill the officer(s) will:

- Notify the Director of the Office of Environmental Protection, Safety, and Sustainability.
- Contact Fire Department or lab supervisor as necessary.
  - Radiation Safety Officer will be contacted for spills involving radio-isotopes.
- If possible, evacuate and isolate the area until specialized authorities arrive.
- Isolate any contaminated persons to prevent further contamination to the community.
- Evacuate the building if the spill threatens any other areas.
- Assist responding agencies with locating the scene.
- Do not enter any area that may cause injury or death to responding members.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Petroleum Spills</b>	Chapter <b>6</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>8</b>

#### **Policy**

It is the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper response to, and handling of, petroleum spills occurring on campus. This policy is developed in conjunction with the Hamilton College Department of Environmental Protection, Safety, and Sustainability.

#### **Procedure**

##### **Non-Emergency Spills**

1. Small oil drips or leaks into secondary containments vessels are not considered immediate emergencies and can be handled internally. In the event of a non-emergency spill contact:

- The Director of EPS&S or,
- The Senior Associate Director of Physical Plant.

##### **Emergency Spills**

1. Emergency spills consist of petroleum leaks or spills that pose:

- An immediate threat of fire or explosion, or;
- An uncontrolled release of petroleum product to the environment (ie.; a stormwater drain)

2. Upon notification of a petroleum spill the officer will respond, to the scene, with a containment kit and assess the threat level of the spill. If the spill occurs during business hours the officer will notify Physical Plant for containment and cleanup.

3. If the petroleum spill constitutes an emergency the above directors will be notified immediately. The Director of Campus Safety will also be notified.

4. The officer will attempt to contain the spill, especially if the spill is contaminating, or threatening to contaminate, a water source.

5. Physical Plant personnel will be contacted to respond to assist with containment and handle clean-up of the spill.
6. If the spill occurs inside or near a building causing a risk of fire or explosion, the building will be evacuated and the fire department notified to respond immediately.
7. Provide for any emergency medical treatment as needed.
8. Assist any responding agencies with locating the scene and assist as necessary.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: Environmental Releases	Chapter <b>6</b>
Rescinds: None	Reference standard(s):	Article <b>9</b>

#### **Policy**

It is the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper response to, and handling of, environmental releases occurring on campus. This policy was developed in conjunction with the Hamilton College Department of Environmental Protection, Safety, and Sustainability policy and procedure.

#### **Procedures**

There are many different types of releases which could cause physical or chemical harm to individuals or the environment. Some common examples include:

- Activation of equipment specific fire suppression systems that use inert gas to extinguish fire by displacing oxygen inside an enclosed space. This would include the systems in the computer rooms at C.A. Johnson, Burke Library, and McEwen Hall.
- Large amounts of refrigeration gas as is contained inside the Sage Rink mechanical room.
- A small amount of compressed gas such as a compressed gas cylinder inside the Science Center.
- The release of flammable propane gas such as from a small grill-style propane tank or larger heating system tanks.

1. The level and type of threat is dependent on the chemical, location, and other equipment specific criteria. These will determine the appropriate response and mitigation procedures to follow. Use the following general rules to determine response:

- Have a general awareness of the systems, their location, and type of equipment with the potential for an environmental release.
- Many of these areas have signage advising of the danger contained and audio/visual warnings to avoid enclosed spaces upon release or activation.

2. In areas not having alarm systems the following observational techniques should be used to observe potential indicators of a leak:

- **Smell** – strange odors that range from sweet/fuel-like to sharp/acrid. Also realize that some gas leaks *have no odor* and may cause asphyxiation by displacing oxygen in the area.
- **Sound** – slow and/or continuous hissing sounds arising from cylinders or tank locations.
- **Visual** – the accumulation of ice around cylinder or tank valves.

3. If the release has not activated the building alarm system the building should be evacuated by manually activating the Simplex system.

- Direct all persons that are evacuating away from the area of release.
- Do not enter enclosed spaces during a release.
- Contact Fire/Rescue for investigation and medical treatment purposes.
- Isolate the area and do not allow any entry until responding agencies authorize an alarm reset.

4. Assist responding agencies to the release location.

5. Contact Director of Campus Safety and Director of EPS&S as soon as possible.



# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Hazardous Weather Condition</b>	Chapter  <b>6</b>
Rescinds:  None	Reference standard(s):	Article  <b>10</b>

#### **Policy**

It is the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper handling of hazardous weather emergencies. Hazardous weather falls under three (3) levels or categories and these levels determine the nature, severity, and response level needed for each.

#### **Hazardous Weather Levels**

**Level 1** - those that impact transportation across campus (along roads for personnel coming to or leaving campus by car, or along pathways for personnel walking to their class/working location). Incident types in this category include moderate snowfall or light freezing rain, and typical emergency actions may include activation of the Physical Plant emergency snow removal plan, as well as communication by Human Resources as to the hazardous conditions.

**Level 2**—those that involve significant impacts to vehicular/foot transportation, or conditions that threaten building safety. Incident types in this category include heavy snow, accumulations of freezing rain, electrical storms, heavy wind, and tornado watches (indications of favorable weather conditions that could produce a tornado), and typical emergency actions may include college closure and event cancellation (in addition to the other Level 1 actions).

**Level 3**—those that involve imminently threatening impacts to transportation and building safety. Incident types in this category include tornado warnings (indications that a tornado has been seen or picked up by radar) and sustained ice storms with related power outages. Typical emergency actions include orders to shelter in place using the outdoor warning sirens and reverse 911 system (in addition to the other Level 1/2 actions).

#### **Procedure**

Level one and two hazardous weather will not generally require a change in the response procedures utilized by the department. Common sense behavior will mitigate any serious danger to the community and will not require special actions by department members.

Level three hazardous weather can require immediate decisive action to prevent risk to life and property. In the event of an imminent level three hazardous weather event the officer will:

- Make notification to seek authorization for the activation of the campus emergency warning system.

- Attempt to advise all persons in exposed areas to seek shelter immediately.
- Officers will seek shelter prior to the occurrence of the event.
- Immediately after the event officers will provide for the contact of emergency response agencies.
- Officers will assist as needed following the event.
- All notifications will be made to college officials to begin assistance and recovery operations.

## **Safety Precautions**

Officers should exercise extreme caution during and after a level three hazardous weather event. Officers should also advise any persons they contact of the same precautions. These precautions will include, but are not limited to:

- Beware of downed power lines and damaged utility poles.
- Beware of natural gas or propane gas leaks.
- Avoid windows, shelving, and other heavy furniture or equipment in high wind conditions.
- Use caution on icy road or walkway surfaces.
- Be aware of frigid temperatures and exposure.
- Be aware of damaged trees and limbs that can give way without warning.
- Assist disabled persons with seeking shelter and medical accommodations.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>09/01/11</b>	Subject: <b>Outdoor Warning System Activation</b>	Chapter <b>6</b>
Rescinds:  None	Reference standard(s):	Article <b>11</b>

#### **Policy**

The purpose of this policy is to establish procedures for the timely activation of the Hamilton College outdoor warning system (OWS). This system is in place to provide advance warning to the community of an impending threat from naturally occurring or man-made occurrences. This system may also be used to alert the community of an in-progress emergency.

#### **Definitions**

**Emergency Alert System:** Alert system consisting of four (4) sirens placed at various locations on the Hamilton College campus and two (2) control boards for the system. One controller is hardwired into the Campus Safety dispatch terminal and the second is contained in a portable Pelican case.

**Imminent Threat:** Conditions exist that may cause immediate death or serious physical injury to persons on or near the Hamilton campus.

**Weather Warning:** Weather conditions *do exist* that may cause imminent death or serious physical injury to persons and significant damage to property.

#### **Procedure**

The need to activate the outdoor warning system may arise at any time day or night. Therefore, all department personnel shall be trained and fully competent in the use of the OWS. Officers should use the following guidelines and procedures if a weather event or other emergency necessitates and activation:

#### **I) Weather Emergency**

The National Weather Service (NWS) issues scaled alerts for weather related problems in our area. Alerts are based on current weather conditions and the likelihood of storms developing. They are as follows:

- Advisory -- conditions are developing that may lead to hazardous or severe weather developing.
- Watch -- conditions exist that may/will result in severe weather.
- Warning -- severe weather is confirmed and observed. Conditions do exist that pose an immediate threat to lives and property.

When a weather advisory or watch for severe weather is issued by the NWS personnel should remain vigilant and observe changing weather conditions. In most instances OWS activation will not be necessary for a weather advisory or watch. Officers will monitor NOAA broadcasts via radio or television to maintain an awareness of changing weather conditions and the possibility of severe weather developing rapidly.

If a storm watch is issued for the campus area, and it appears the college will be affected by severe weather, the campus community will be warned by an all-campus Email. If a storm develops that could result in immediate death or serious physical injury to persons, the OWS will be activated to warn the community of approaching severe weather. Examples may include but are not limited to:

- Tornado
- Severe lightning
- Large hail
- Heavy rain with flash flooding
- Heavy icing occurring rapidly

The OWS also allows for immediate warning of an unplanned situation or emergency for which the community has little to no advance warning.

If time and conditions allow, personnel should contact a department administrator to verify the need to activate the OWS. If a severe threat is imminent, personnel are authorized to activate the OWS when it is necessary to preserve life and property.

### **OWS Activation – Weather Related**

Personnel will activate the OWS at the Whelen control panel located at the dispatch area of the Campus Safety Office. To activate the OWS system:

- Press the “CALL KEY CANCEL” button on the top left corner of the control panel.
- Press the “WTHR” (#2) button on the keypad at the left side of the control panel.
- Press the “SEND” button on the top right corner of the control panel.

A pre-programmed message will be broadcast after the siren is activated advising the community of an impending weather related threat. Communications personnel should be prepared to receive a higher volume of phone calls after the activation of the OWS. Callers should be advised to seek immediate shelter and monitor news broadcasts or weather service alerts until the situation clears.

When the OWS is activated without administrative knowledge, personnel will notify the Director as soon as it is safe to do so and provide all relevant information regarding the reason for activation.

### **II) Imminent Threat (non-weather related)**

Any incident deemed potentially life-threatening may result in the activation of the OWS. Examples of these situations may include:

- An active shooter on or near the campus.

- A bomb threat.
- An explosion on campus.
- A biological / chemical threat.
- An environmental release.

In the absence of department administration, officers may make the decision to activate the OWS to preserve life and property and to give the most advance warning possible to the campus community.

### **OWS Activation – General Emergency**

Personnel will activate the OWS at the Whelen control panel located at the dispatch area of the Campus Safety Office. To activate the OWS system:

- Press the “CALL KEY CANCEL” button on the top left corner of the control panel.
- Press the “GEN-EGY” (#3) button on the keypad at the left side of the control panel.
- Press the “SEND” button on the top right corner of the control panel.

A pre-programmed message will be broadcast following the activation of the warning sirens advising the community of an emergency. Once the OWS is activated, personnel will notify the Director of the emergency situation and steps being taken to contain the emergency. The Director will then notify HERT members to insure appropriate action and communication with the community.

### **Communication – General Emergency**

Communications personnel should expect a heavy volume of incoming phone calls upon activation of the OWS. Accurate information should be obtained from officers at the scene in order to provide callers with the most up-to-date instructions as possible. Callers should also be advised to monitor email, text and phone information which will be issued as updates become available. Depending on the nature of the emergency and what information is able to be obtained, general instructions may be provided as follows:

- Shelter in place if they can safely do so at that time.
- Secure all doors.
- Stay away from windows.
- Avoid drawing attention to their location.
- Monitor electronic communications from the college for information on how to proceed.
- Remain in place until advised by college staff or emergency responders to leave.
- Do not take independent action or attempt to become involved in the situation.

### **III) OWS Activation Criteria**

Department personnel may be responsible for determining the need for an immediate OWS activation.

**Common sense, good judgment and sound reasoning should be used when making the decision to activate the OWS.** All factors of the situation must be considered quickly and a rapid decision made. If a situation appears to be dangerous or life threatening, personnel should activate the OWS in order to give the community as much warning as possible.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>02/01/13</b>	Subject: <b>Violent Felony Offense and Missing Student</b>	Chapter <b>6</b>
Rescinds: <b>None</b>	Reference standard(s): Laws of New York State Chapter 22 (1999)	Article <b>12</b>

#### **Policy**

The purpose of this policy is to establish procedures and define responsibilities for department personnel responding to observed or reported violent felony offense incidents. The Laws of New York State, Chapter 22 (1999) require the college to implement plans for the investigation of all reports and allegations of violent felony offenses and missing persons occurring on college owned, leased, or controlled property.

#### **Definitions**

**NYS Law Chapter 22 (1999)** – “The Board of Trustees shall adopt rules requiring that each institution adopt and implement a plan providing for the investigation of any violent felony offense occurring at or on the grounds of each such institution, and providing for the investigation of a report of any missing student. Such plan shall provide for the coordination of the investigation of such crimes and reports with law enforcement. Such plans shall include written agreements with law enforcement agencies providing for the prompt investigation of such crimes and reports.”

**Memorandum of Understanding (MOU)** – a written agreement between Hamilton College and law enforcement providing for the prompt investigation of all reports of violent felony offenses and missing persons occurring on property owned, leased, or under the control of the college.

**Violent Felony Offense** – means a violent felony offense as defined in subdivision 1 of Section 70.02 of the Penal Law of the State of New York.

**Missing Student** – is defined as any student of the College subject to the provisions of subdivision 6 of Section 6450 of the Education Law of the State of New York who resides in a facility owned or operated by the College and who is reported to the College as missing from his or her residence.

#### **Procedure**

##### **Violent Felony Offense**

1. Upon receipt of a report, or observation of, a violent felony offense, the Campus Safety Officer will respond to the location of the incident to begin a preliminary investigation.
2. If the preliminary investigation substantiates the occurrence of a violent felony offense, the Department of Campus Safety will immediately notify the law enforcement agency designated in the Memorandum of Understanding of said violent felony offense.
3. The responding law enforcement agency will, upon arrival, assume primary jurisdiction of the incident as well as conduct a full and dedicated investigation into the violent felony offense.
4. The Hamilton College Department of Campus Safety will assist the law enforcement agency with the investigation of the violent felony offense as well as facilitate the exchange of any information relevant to the investigation.
5. Upon receipt of a report or observation of a violent felony offense, Campus Safety officers will exercise care and caution if the incident is in progress, recently occurred, or if a suspect is currently at-large in the area.
6. Campus Safety officers will not enter a situation that exceeds their mandate or their ability to safely and effectively control a violent felony offense situation that may lead to injury to themselves or a third party.
7. If a violent felony offense occurs on campus, the Campus Safety Officer, in the absence of a supervisor, will notify the Director of the Department of Campus Safety of the incident. If a Campus Safety Supervisor is on campus at the time of the incident the supervisor will make notification of the incident to the Director.
8. The Director will make the appropriate notifications to members of the Senior Staff and determine if a campus wide alert and notification is required. This determination will be made based on the facts of the violent felony offense.
9. The law enforcement agency will coordinate with the Department of Campus Safety to insure a complete and dedicated investigation is conducted in a timely manner.

### **Missing Student**

1. Upon receipt of a report of a missing student, the Campus Safety officer will respond and conduct a preliminary investigation to verify the report. The officer will also determine if any unusual circumstances exist in relation to the report of the missing student.
2. Upon verification of a missing student, the Director will be notified of the incident. Notification of the Director will be accomplished by a supervisor or by a Campus Safety officer in the absence of a supervisor.
3. If the possibility exists that a missing person is in any danger, the designated law enforcement agency as stated in the Memorandum of Understanding will be notified immediately to respond to campus and begin an investigation.
4. Specific missing person policy and procedures are contained in Chapter 4 Article 12 of this manual and should be referenced when investigating a missing persons report.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Professional Standards of Conduct</b>	Chapter  <b>7</b>
Rescinds:  None	Reference standard(s):	Article  <b>1</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures regarding the professional conduct of members. The department operates in public on a constant basis and it is imperative that members understand and remember that their conduct, activities, and the impression they leave on the community affects all members of the department.

#### **Procedure**

#### **Professional Conduct**

##### **Duty**

- All members of the department will strive to accomplish the following:
  - Protect life and property
  - Preserve the peace
  - Deter, detect, and prevent crime
  - Report all safety and fire hazards
  - Provide courteous and professional service at all times

##### **Loyalty**

- Each member will insure that they refrain from speaking negatively about the department to other departments, agencies, community members, or in public. Members shall avoid negative comments toward or directed at other department members. If a situation exists between members that cannot be resolved the situation will be reported to the member's immediate supervisor and handled within the chain of command. Negative comments broadcast outside the office may result in disciplinary action.



## **Cooperation**

-Members will strive to establish a positive working relationship with other department members as well as all departments and personnel on the campus. In addition, a good working relationship with outside agencies is also desired and each member will strive to enforce those positive relationships.

## **Assistance**

-Each member will provide assistance to another department or community member when that request for assistance falls within the guidelines and policies of Hamilton College and the Department of Campus Safety.

## **Insubordination**

-Failure to obey or a deliberate refusal to obey a lawful order issued by an administrator or supervisor shall be deemed insubordination. Failure to obey or willfully disregarding the policy and procedures of the department will also be considered insubordination. An insubordinate member may face disciplinary action

## **Public Conduct**

-Members will conduct themselves in a professional, courteous, and respectful manner when dealing with the public in any aspect. Also, respect will be shown to other members of the department when in public. Officers will be referred to by that title followed by their last name. Dispatcher, Lieutenant, and Director will also be used regardless of the nature of the members interpersonal relationships in private.

## **Media Statements and Contact**

-No member of the department will speak to any media outlet regarding department matters or investigations unless specifically directed to do so by the director. No exceptions.

## **Adherence To Laws, Ordinances, Regulations, And Policy And Procedure**

-All members are expected to have a working knowledge of all applicable federal, state, and local laws as well as any ordinances, college regulations, and rules that apply to the campus. This will include the policies and procedures set forth in this manual. Any member signing for and receiving a copy of this manual will be presumed to have a working knowledge of the department policy and procedures it contains. A member claiming ignorance of a policy or procedure after obtaining this manual will not have a positive defense.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>08/01/16</b>	Subject: <b>General Conduct</b>	Chapter <b>7</b>
Rescinds: <b>09/11/13</b>	Reference standard(s):	Article <b>2</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the general conduct of all members while on duty. Member conduct and its perception by the community can have a positive, or negative, effect on the department as a whole and it is crucial that all members perform at a consistently professional level.

#### **Procedure**

##### **General Conduct – On Duty**

##### **Reporting For Duty**

-Members should be fully dressed, equipped and prepared for duty at the beginning of their shift. Failure to report for duty on time will result in disciplinary action. If a member is not going to arrive on time the member must notify a supervisor by phone to explain the delay.

##### **Reporting In Service**

-At the start of the shift the member will notify communications via radio that the member is in service. The transmission will include the officer's identification number, zone of responsibility, and the statement that the officer is in service. This will also serve as a radio equipment check to verify proper radio operation.

##### **Daily Activity Record**

- Each officer will maintain a daily activity record during his/her shift. This log will record:
  - Name, date, i.d. number, shift, zone, vehicle, and vehicle mileage information.
  - An accurate record of all activities, complaints, and calls for service during that shift
  - An accurate time record for all the above
  - An accurate total of all activities compiled at the end of the shift
  - This document should be filled out as accurately as possible as the document is court admissible

## **Report Filing**

-The officer is responsible for filing all reports associated with any incidents occurring during their shift. All alarms received through the Simplex alarm system require a report on file. Most incidents occurring on campus also require an incident report. If a member is unsure if an incident should be documented they will consult a supervisor. If a supervisor is unavailable a report will be filed.

## **Incident Response**

-All calls for service, incidents, complaints, and emergencies will be responded to in a timely manner. Emergency calls of any nature will be responded to immediately regardless of the nature of the officer's current activity. The exception would be if an officer is already handling an emergency situation.

## **Found Property**

-Any item being characterized as found property will result in an incident report being generated. The officer will follow established procedure in this manual for tagging and filing the property as well as making every effort to locate the owner of the property. Found property will never be placed or stored in an officer's locker or personal areas.

## **Evidence**

-The officer, when securing property of an evidentiary nature, will follow established policy found in this manual on evidence collection, handling, and logging. Evidence will never be placed inside an officer's locker or personal areas. Evidence will never be left unattended.

## **Shift Information**

-Each member is responsible for reviewing daily information regarding any events or special details required for the shift. The member is responsible for carrying out any special details required.

## **Parking Enforcement**

-All officers will actively and fairly enforce parking on campus property. When issuing a parking citation the appropriate violation will be used. Each summons will contain one (1) violation of the campus parking regulations. An exception would be adding a tow charge in addition to another violation. All parking will be enforced uniformly, fairly, and without prejudice.

## **Bristol Dispatch Information**

-Any time that communications is being handled from Bristol Campus Center an officer will ensure that the employee sign-in book and any relevant paperwork is transferred as soon as possible to that location. Ideally this transfer is accomplished at the beginning of the shift. If circumstances prevent this the transfer should be accomplished as soon as the officer is clear.

## **Mail Center Unlock**

-Monday through Friday the officer working the south campus zone will disarm the alarm system

and unlock the outer doors to the campus mail center. Exceptions are holidays and scheduled closures. The interior doors to the center will not be unlocked except under certain conditions. See Mail Center Policy and Procedure for these exceptions.

## **Meals**

-Members may take a meal break not to exceed thirty (30) minutes. A member is expected to respond to all emergency calls that occur during this meal break as a member is never out of service during their shift. A member may request another member handle service calls during this break with the understanding that the same courtesy will be provided for all members.

## **Training**

-Members will wear department uniform to all departmental trainings unless otherwise directed by the Director.

## **Absence From Duty – Sick Leave**

-Any member not reporting for their shift due to illness must notify the on-duty or on-call supervisor a minimum of three (3) hours prior to the start of their shift. When notifying of the absence the member will provide the nature of the absence and the expected duration of absence. If the absence results in missing more than three (3) shifts a certification from a physician documenting the illness is required before the member will be allowed to return to duty. Work is prohibited while a member is on sick leave. A member may not work or conduct business while on approved sick leave. Improper use or abuse of sick leave will result in disciplinary action.

## **Absence From Duty – Vacation or Personal Time**

-For approved vacation or personal time of eight (8) hours or less a minimum notice of seven (7) days is required.

-For approved vacation or personal time of more than eight (8) hours a minimum notice of two (2) weeks is required. Extenuating circumstances will be evaluated on a case by case basis.

-All requests for approved time off will be made in writing with the proper advance notice to the scheduling supervisor. No time off request shall be considered approved without written approval from that supervisor.

At no time will more than one(1) officer or dispatcher be released from a single shift on a given day. Time off requests will be granted on a first come-first serve basis. If an officer or dispatcher has already submitted a time off request no other staff member will be eligible to have that shift off.

## **Time Sheets**

-All members are responsible for properly and accurately filing their time sheet prior to the end of the pay period. Failure to do so may result in not receiving a paycheck. Intentionally falsifying time sheets will result in disciplinary action and/or termination.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Prohibited Conduct</b>	Chapter <b>7</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>3</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the prevention of members engaging in prohibited conduct.

#### **Procedure**

##### **Prohibited Conduct**

###### **Tobacco Use**

-No member shall use any tobacco products in any areas prohibited by New York State Law or Hamilton College policy. This includes inside college owned buildings and college owned vehicles. No member shall use tobacco products in view of the public at any time while in uniform or while representing the department.

###### **Alcoholic Beverages**

- No member shall report for duty having a blood alcohol content greater than .000 percent.
- No member will consume alcoholic beverages while on duty or while in a department issue uniform.
- No member will consume alcoholic beverages inside the Safety Office regardless of their duty status.
- No member will enter an alcoholic beverage establishment for any purpose other than a duty assignment while in the performance of their duties.
- Arrest for an alcoholic beverage driving offense (DWI, DWAI) will result in member suspension pending an internal investigation of the incident.

###### **Marijuana / Narcotics Use**

-Member use of marijuana or any non-prescription narcotic is strictly prohibited. A positive finding of use will result in immediate termination of the member.

###### **Fraternization**

-All members of the department are prohibited from engaging in romantic, sexual, or exploitative relationships with members of the student body. All members will avoid any relationship, platonic or other, that could compromise the impartiality, integrity, or diminish the authority of the member with the student body. The Director and the Dean of Students will investigate any allegation of inappropriate relationships between a member of the department and a member of the student body and a course of discipline, up to and including termination, will be made at the conclusion of the investigation.

### **Release Of Information**

-All business conducted by the department is considered confidential and therefore should remain "in house". No member shall record, remove, copy, or replace any information regarding departmental business without the express permission of an administrator. All departmental information will be kept in the strictest confidence.

-No member will speak to any media outlet, to include campus or student run media, at any time, or for any reason, unless specifically instructed to do so by the Director. Any member releasing information without specific direction from the Director will face strict disciplinary action.

### **Sleeping On Duty**

-Sleeping while on duty is prohibited. Members must also ensure that their actions do not lead to the appearance of sleeping while on duty. If a member is having difficulty remaining awake while on-duty the member must immediately notify a supervisor and alternate arrangements will be made. Failure to remain awake while on-duty will result in disciplinary action.

### **Leaving Campus**

-Unless in the performance of the members duties, leaving campus while on-duty is prohibited. If a member is required to leave campus property for the performance of duties a supervisor will authorize the action. If a supervisor is not on duty the member will notify the on call supervisor and obtain permission. If the action requires immediate response (e.g.; assist KPD at their request) the officer will have communications notify the on-call supervisor of the reason for leaving and the expected duration of the members absence from the campus.

### **Gratuities**

-No member will accept gratuities, gifts, or favors for performing their duties. Accepting gratuities can be inferred as payment for special or preferential treatment and will not be allowed. Giving or accepting gifts or favors is prohibited.

### **Abuse of Position**

-Members will never use their position or ability to access college facilities for personal gain regardless of their duty status. Attempting to obtain personal gain through college or department association will result in disciplinary action.

## **Public Criticism**

-No member will engage in public criticism of Hamilton College, its faculty, staff, administration, or the Department of Campus Safety in any way at any time. Any and all grievances will be handled internally within the department.

## **Property**

-No member will remove, secure, or possess, outside of official duties, any property or evidence belonging to any other person. This includes found property or unsecure property located anywhere on the campus.

## **Athletic Fields**

-No member will be on any athletic field at any time unless in the performance of their duties. This includes the golf course. No property will be removed from these fields unless same is being secured inside a college owned facility.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>06/10/17</b>	Subject: <b>Uniform Standards</b>	Chapter <b>7</b>
Rescinds: <b>02/20/17</b>	Reference standard(s):	Article <b>4</b>

#### **Policy**

The purpose of this policy is to establish dress standards for members of the department. It shall be the policy of the Hamilton College Department of Campus Safety to require all members of the department to present a neat, clean, well-groomed, and professional appearance at all times.

#### **Procedure**

##### **Uniforms**

The departmental uniform is issued to all full time members and consists of the following:

- Short sleeve uniform shirt w/ department patches
- Long sleeve uniform shirt w/ department patches
- Uniform pants
- Duty boots
- Duty jacket(s) w/ department patches
- Duty hat
- Tie
- Tie bar
- Raincoat
- Shirt badge
- Hat badge
- Name plate
- Flag pin
- HCCS collar brass
- Special issue clothing (e.g.; bike patrol uniform and equipment)
- ANSI compliant reflective vest.

- Only department issue uniform items will be permitted to be worn at anytime while a member is on duty. No other items will be acceptable for use while a member is engaged in his/her duties.



- All department insignia will be properly worn on the uniform shirt at all times. If a member is missing an item of insignia that member will immediately notify his/her supervisor in writing so the deficiency can be rectified.
- Uniforms will be kept clean, neat, and pressed at all times. Boots will be kept polished and free of mud and debris. Daily maintenance of the uniform and footwear are the responsibility of the member.
- Departmental uniforms will not be worn by members off duty. If a member is wearing the uniform to work, or home from same, the uniform will be covered or removed prior to entering any other establishment. A member will not remain off-campus in public with the uniform displayed in any way. Lockers are provided for officers to store uniform items negating the need to wear the uniform items off campus.
- Any damage to departmental issued uniforms or insignia must be reported, in writing, to the shift supervisor immediately. If the damage was found to be a result of member abuse, carelessness, or neglect the member may be financially responsible for replacement of the damaged item.

### **Seasonal Uniforms**

- Short sleeve uniform shirts will be worn at all times by all department members from May 01 through September 30. Exceptions may occur due to events occurring during this time. If a uniform standard exception is to be made the director will notify personnel of the exception.
- At no time will a jacket be worn with the short sleeve uniform shirt. A raincoat may be worn in inclement weather with the short sleeve uniform shirt.
- Long sleeve uniform shirts will be worn at all times by all members October 01 through April 30. Members will wear a department issue tie and tie bar with the long sleeve uniform shirt. Department issue duty jackets may be used with the long sleeve uniform shirt.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: Eye Protection Policy	Chapter <b>7</b>
Rescinds: None	Reference standard(s):	Article <b>5</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper use of department issued eye protection.

#### **Definitions:**

**Department:** Shall mean the Hamilton College Department of Campus Safety

**OSHA:** Shall refer to the Occupational Safety and Health Administration

**ANSI:** Shall refer to the American National Standards Institute

**Protective eyewear:** Shall refer to departmental issue eye glasses meeting a minimum requirement of ANSI Z87.1-2003 for impact protection as defined in OSHA 1910.133(b)(1)

#### **Procedure**

##### **Eye Protection Policy**

1) Precautions: The use of eye protection is intended as an added layer of protection for Campus Safety Officers while they are engaged in the performance of their duties. As with any safety device, common sense should be used at all times and the eye protection should be used only in the manner in which it was intended.

2) Daily Use

- The department issue eye protection may be worn at anytime of the day or night during a patrol shift. Appropriate lenses should be selected according to light conditions.
- Eye protection should be used when the officer is/may be exposed to any eye hazard, such as flying debris or airborne particles, during the performance of their duties. Examples may include, but are not limited to, entering a construction area, entering building mechanical spaces, entering Physical Plant work areas while work is in progress, or operating a mountain bike while engaged in patrol duties.

### 3) Interchangeable Lenses:

- Smoke Lens
  - Used in day/sun conditions and protects eyes against ultraviolet A/B rays
- Amber Lens
  - Used in overcast/low light conditions. Amber lenses may provide some additional light amplification .
- Clear Lens
  - Provides an unobstructed and non-diffused view in all light conditions.

### 4) Restrictions:

- Smoke lenses will not be worn by officers operating a department owned vehicle between the hours of dusk and dawn. The tinted lenses make the environment darker to the operator and therefore constitutes a safety hazard. The tinted lenses may be used in an eye protection capacity as long as a vehicle is not being operated. Amber and clear lenses may be used at any hour of the day or night.

### 5) Responsibilities:

- It is the responsibility of the individual officer to maintain the department issued eye protection in proper working order. It is also the responsibility of the individual officer to ensure that the department issued eye protection is available for individual use at all times.
- If a pair of department issue eye protection is damaged or destroyed in the course of performing a departmental duty it is the responsibility of the individual officer to report this defect or damage to a department administrator immediately.
- It is the responsibility of the individual officer to reimburse the department if the issued eye protection is lost, stolen, damaged, or destroyed through abuse, neglect, or carelessness.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date: <b>09/01/17</b>	Subject: <b>Personal Appearance and Hygiene</b>	Chapter  <b>7</b>
Rescinds:  01/01/10	Reference standard(s):	Article  <b>6</b>

**Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedure for the proper personal appearance and hygiene for members of the department.

**Procedure**

**Personal Appearance and Hygiene**

All members of the department are representatives of both Hamilton College and the Department of Campus Safety. As such, it is the responsibility of each individual member to insure that they are clean, neat, and well groomed at all times to promote a professional and competent image to the public.

The following have been established to ensure every member conforms to the standards of the department:

**Hair:**

Males-Hair will be clean, neatly trimmed, and styled. Hair will be cut so as not to touch the shirt collar at the middle of the back of the head. No extreme haircuts, such as a “Mohawk”, will be allowed nor will extreme hair colors be acceptable. Hair should never present an unkempt or unprofessional appearance at any time.

Females-Hair should be clean, neat, and styled. If the use of a uniform hat is required hair should be kept up in a manner to look neat under the hat. Blue or black hair clips or bands are acceptable for pinning hair as well as the use of hair pins. If hair is longer than collar, hair should be in a ponytail or similar style when a uniform hat is not required. A single braid is also acceptable. “Pigtails” will not be permitted.

**Moustaches/Beard:**

A moustache and beard is permitted providing it is trimmed neatly and well groomed. The moustache will not extend past the corners of the mouth

**Sideburns:**

Sideburns will stop at the top of the ear adjacent to the helix terminus of the pinna (where the ear meets the side of the head). Sideburns will be neatly trimmed to match the hair style of the member.

**Facial Hair:**

Facial hair and beards must be neat and maintained.

**Odor:**

All members will clean their clothing items and body to insure that they are free of any offensive odors prior to reporting for duty. Avoid the use of strong aftershave, perfume, or cologne as this can interfere with your ability to detect subtle odors in the course of your duties. Strong fragrance may also offend other members of the department and community.

**Fingernails:**

Fingernails will be kept trimmed no longer than one-half inch from fingertip. Fingernail polish will be subdued in color and in good taste.

**Piercings:**

Female officers will be permitted to wear one (1) stud or post earring not to exceed 5mm in width. For safety reasons hoop earrings are prohibited while on duty. Male officers may not display any piercings. Visible piercings on any other part of the body are prohibited on any member while on duty. Non-visible piercings are permitted but should be carefully considered as the nature of the job could lead to the piercing being forcibly removed during the course of duty.

**Tattoos:**

No member shall have visible tattoos while in the performance of their duties. Tattoos on the head, neck, or face are strictly forbidden.

**Jewelry:**

- No visible necklace shall be worn by a department member for safety reasons.
- No bracelets shall be worn, with the exception of a medical information bracelet, for safety reasons.
- One (1) wristwatch may be worn by the member.
- Two (2) rings may be worn by the member.
- Any item of jewelry has the potential to pose a safety hazard. A jewelry item can become caught on an object, become caught in machinery, or be used to control an officer in a physical confrontation. Jewelry is also inconsistent with the uniform standard.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date:  <b>09/01/15</b>	Subject: <b>Work Absence Restrictions</b>	Chapter  <b>7</b>
Rescinds:  None	Reference standard(s):	Article  <b>7</b>

**Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to designate limited occasions during the year when it is necessary to restrict approved absences from duty.

**Definitions**

**Approved Absence:** means any non-sick leave consisting of vacation, personal, or free days resulting from holiday closure of the college.

**Procedure**

Certain events and activities that occur on campus on an annual basis necessitate all department members to be available for service. The department will not approve leave time for any member on the calendar dates the following events occur each year and any request for approved leave on these dates will be denied:

- Freshman class arrival on campus
- Sacerdote Great Names Series events
- Fallcoming Weekend
- Family Weekend
- “Class and Charter Day” (Friday when concert is held, not actual calendar date)
- Commencement Weekend (Friday through Sunday)
- Reunions Weekend

Exceptions may be made for emergency or extenuating circumstances. These will be evaluated on an individual basis.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>General Purposes</b>	Chapter <b>8</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>1</b>

#### **Policy**

The primary goal of the Hamilton College Department of Campus Safety is to provide the best service possible to the campus community to which it is in service. The duties and responsibilities of the department are varied and wide ranging, matching the composition of the people that we serve. Due to the complexities of these duties it is necessary to establish a manual of policy and procedure, to aid the members of the department in carrying out their assigned tasks. This manual of written directives will serve as a guide to the members of the department as they work to achieve the goals and directives of the Department of Campus Safety.

It is the policy of the Department of Campus Safety that every member will be issued a Policy and Procedure Manual. The manual will remain in each member's possession until the completion of the member's service with the department. Each member will be responsible for being knowledgeable regarding the contents of this manual as well as adhering to the policies and procedures contained herein. Members will be responsible for updating their manual with revisions as they are published and issued by the Director.

#### **Procedure**

##### **A. Policies and Procedures Defined**

Policies and procedures are specifically stated orders governing the conduct of the department members. They are orders issued by the Director of the department and have only the stated exceptions. Only the Director has the authority to issue policy and procedures and deviation from any policy or procedure may result in disciplinary action.

##### **B. Knowledge and Conformity**

All Department members will maintain a working knowledge of all policies and procedures contained herein. All department members are expected to abide by all said policies and procedures. A lack of knowledge of any policy or procedure will not constitute a defense in any disciplinary action or proceeding.

##### **C. Violation of Policy and Procedure**

Failure to adhere to, abide by, or follow any policy or procedure contained in this manual may result in disciplinary action being brought against the offending member.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date: <b>01/01/10</b>	Subject: <b>Policy Manual Integration</b>	Chapter  <b>8</b>
Rescinds:  None	Reference standard(s):	Article  <b>2</b>

**Policy**

It will be the policy of the Hamilton College Department of Campus Safety to establish procedures for the integration of the Hamilton College Department of Campus Safety Communications Policy and Procedures Manual.

**Procedures**

The Hamilton College Department of Campus Safety Communications Policy and Procedures Manual will be considered an extension of the department Policy and Procedures Manual. The Communication Policy and Procedure Manual contains policy and procedures pertaining to the communications division of the department and the proper response and actions to be performed by communications personnel. The Communications Policy and Procedure Manual does not supersede the department Policy and Procedure Manual, it is to be used in conjunction with same.



# Hamilton College

## Department of Campus Safety

### General Order

Effective Date:  01/01/10	Subject: Dispatch Log	Chapter  9
Rescinds:  None	Reference standard(s):	Article  1

#### **Policy**

It will be the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper format and completion of the computerized dispatch log maintained by the department's communication staff. This dispatch log is a court admissible document and shall be completely and accurately compiled by each member responsible for the task.

#### **Procedure**

The computerized dispatch log is an important and integral part of the communication system for the department. As such, each member of the communications staff will follow the accompanying procedure when entering information into the dispatch log.

#### **Required Entries**

A dispatch log entry will be required for any of the following:

- Emergency situations
- Calls for service
- Complaints
- Information relayed to the department by other departments or outside agencies
- Information provided to the department by students, faculty, staff, or administration
- Non-routine activities occurring or performed by department members
- Routine activities performed by the department members
- Any special or extenuating circumstances
- Members starting or ending their tour of duty
- Any situation that may require the retrieval of information at a later date

#### **Standard Information**

The dispatch log will have the following information completed for *every* entry:

- **Date** – This information will automatically fill in when the entry is opened. The date should be verified for accuracy when the information is entered.
- **Dispatched Time** – This will be the time that the communications member initiated the event requiring the log entry.
- **Cleared Time** – This will be the time that the last officer left the scene or when the incident or event ended.
- **Dispatcher** – This is the member initiating the log entry. This space will auto-fill with the name of the member last filing an entry. This information should be verified for accuracy.
- **Call Back Number** – This is the phone number of the person initiating the complaint or event. A call back number should always be verified with the caller or complainant for accuracy. A call back number will be obtained for *every* entry. If a call back number cannot be obtained a reason will be stated in the narrative section of the entry.
- **Summary** – This information will be obtained from the pull down menu and will indicate what type of event or incident the log entry describes.
- **Units** – Will be the identification number(s) of the member(s) handling the event or incident.
- **Narrative** – This will be a written summary of the event or incident and will include all relevant information pertaining to same.

## Narrative

The narrative portion of the dispatch log entry will follow a standardized format and will be all-inclusive of the information pertinent to the event or incident. The log entry will contain the following information in the order that it is presented below. All communication staff will provide the narrative in the following order:

- Location of the incident to include building and floor/room of occurrence.
- Nature of the incident.
- Complainant's name.
- Any descriptive information/names of suspects if known or applicable.

The narrative will also include the arrival times of all responders on scene. This will include all outside agencies that have been contacted to respond to the scene. Also included will be:

- Departure and clear times of all units from scene.
- Destination of victims transported from campus.
- Additional information pertaining to the incident.
- Notifications made regarding the incident (ie; Dean on Call, Associate Director, Director, etc).

Dispatch log entries will be written in clear and complete sentences and will not contain symbols, graphics, or unnecessary abbreviations. The exception will be abbreviations to allow for information to fit in the space provided.

Any extenuating circumstances pertaining to inability to obtain information will also be noted in the narrative. These circumstances may include a caller hanging up on the dispatcher during the call, refusal to provide information such as a name or phone number, or loss of signal. All missing information will be accounted for in the narrative.

## Individual Log Entries

Each event, incident, or call for service will be given an individual entry into the dispatch log. Events or incidents will not be grouped into a single log entry. An example of this would be an escort that includes a student lockout. The escort would receive a log entry and the student lockout would be placed into a second entry. An event or incident that requires a Physical Plant call-in requires a separate log entry containing the results of the call-in attempt.

## **Physical Plant Call-In Entry**

When an event or incident requires notification of Physical Plant call-in personnel, a separate log entry will be made noting the results of those attempts. The log entry will contain the following information:

- Name of each Physical Plant member called
- Time call was made.
- Result of that call (answering machine-message left, refusal to respond, no answer, etc).
- Name of member responding.
- Arrival time on campus.
- Clear time from campus.
- Result of call-in (repair made, system shut down, etc).
- Special instructions issued if Physical Plant supervisor was notified.

## **Student Lockout Entries**

When a student requests lockout service the dispatcher will include the following information in the log entry:

- Full first name (nicknames and abbreviations will not be used).
- Middle initial.
- Full last name.
- A start and end time for the lockout.
- Building and room number of the lockout.
- Student names will be entered accurately and verified for proper spelling.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Information Acquisition</b>	Chapter <b>9</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>2</b>

#### **Policy**

It will be the policy of the Hamilton College Department of Campus Safety to establish procedures for the acquisition of information by communication staff. In all situations, the more information available to department members, the greater the chance for a positive and successful outcome to any event, incident, or situation that the department is assigned. It is critical that the communication staff, as the most likely point of contact for most persons seeking service, obtain all relevant and important information regarding any situation on campus.

#### **Procedure**

Communication staff will obtain information to assist members in performing their duties. Basic information gathering consists not only of listening to information being provided, but professionally and pointedly asking questions to obtain needed information. Basic informational requirements must be satisfied and they consist of:

- **Who ?**– Who is involved, injured, in need of assistance, etc.
- **What?** – What happened, is occurring, needs to be done, etc.
- **Where?**- Where is the suspect, victim, incident, vehicle, etc.
- **When?** – When did this occur, did you find it, etc.
- **Why?** – Why is this occurring, are you calling, etc.
- **How?** – How did this happen, did you find it, etc.

#### **Initial Information**

At the beginning of every contact the dispatcher should always obtain the same basic information from the person they are speaking to regarding a situation. This information will include:

- Complainant's name.
- Complainant's phone number (verified by complainant)
- Location of the incident (as specific as possible).
- Nature of the incident.

- Time of initial complaint received.
- Victim/involved person's name and/or physical description.

### **Secondary information**

Officers and/or HCEMS should be dispatched as soon as possible to incidents in progress and any medical emergencies. If possible, keep the complainant available to obtain further information that may assist responding units. This information can be relayed to responding units as they proceed to a scene. Secondary information may include, but is not limited to:

- Changing nature of the incident.
- Possible weapon involvement.
- Suspect names or descriptions.
- Direction of travel of persons or vehicles leaving the scene.
- Need for outside agency response.

Any information that can be obtained can not only assist responding members with proceeding safely into a scene, but also assist with the locating and questioning of involved persons and the successful conclusion of incidents.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Radio Procedures</b>	Chapter <b>9</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>3</b>

#### **Policy**

It will be the policy of the Hamilton College Department of Campus Safety to establish procedures specific to the communications staff. These policies are to be considered an extension of the policies and procedures contained in the department Policy and Procedures Manual.

#### **Definitions**

1. **Emergency Traffic** – shall mean no radio communications will be transmitted unless the transmission is of an emergency nature and of an immediate need to be communicated.
2. **Covered Message** – shall mean more than one radio message, transmitted simultaneously, that makes the incoming messages unreadable.

#### **Procedure**

Members of the communication staff act as the central point for all radio, phone, and walk-in communications for the department. It is imperative that members remain calm, speak clearly and concisely, and control the information being received and transmitted on campus. Communications staff perform a critical function within the department and it is essential that members follow established procedure to insure critical information is relayed properly.

#### **Basic Communication**

While dispatching, officers will always begin radio transmissions with the term ‘base’ to identify themselves as the sending unit. Patrol Officers will be identified by their unit numbers only, never by name. Once the officer acknowledges the transmission the information will be relayed in a clear and even tone of voice. The officer will acknowledge receipt of transmission. A sample transmission consists of:

- “Base to 103”
- “103”

- “You have an escort at...”

When the dispatcher receives a transmission, receipt of information will be acknowledged by transmitting the current time in military format. An example of this is:

- “103 to base”
- “Base”
- “Escort to Dunham complete”
- “Received, 2135”

Both dispatcher and officer will pause after the initial transmission to allow the other party to prepare to copy information. Full information transmissions will be avoided to prevent repeat transmissions.

### **Covered Transmissions**

At times, the dispatcher may receive more than one incoming transmission simultaneously. The dispatcher will advise all officers that they covered each other then single out an officer to transmit. Upon completion the other unit will be advised to transmit their message.

### **Standby**

When messages are transmitted by an officer and the dispatcher is unable to receive a message due to other tasks (phone call, walk-in, another situation, etc.), the dispatcher will transmit a ‘stand by’ message to the transmitting officer. This allows the officer to know the message was received but that the dispatcher is engaged in another task. Once the dispatcher is clear the officer will be advised to transmit their message in its entirety.

### **HCEMS Test Page**

At 1800 (6:00 pm) every evening, the dispatcher will perform a page test of the HCEMS radios. The paging procedures listed in chapter 3 article 1 of this manual will be followed to activate the paging system. The message “Campus Safety to HCEMS, this is your six o’clock test page” will be transmitted to signify the non-emergency test of the system. This procedure will only be done when HCEMS is in service.

### **Emergency Traffic**

Dispatchers will institute emergency traffic when one or more officers are in a dangerous or potentially life threatening situation. Dispatchers will transmit the message “base to all units, emergency traffic” to keep the channel clear for emergency messages. Upon the completion of the emergency situation the dispatcher will radio the message “base to all units, resume normal radio traffic”.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date:  01/01/10	Subject: Supervisor Notification	Chapter  9
Rescinds:  None	Reference standard(s):	Article  4

#### **Policy**

It is the policy of the Hamilton College Department of Campus Safety to establish procedures for supervisor notification. In the event of a major incident an Associate Director and/or the Director will be contacted and notified of the situation in order to evaluate the severity of the incident and determine the proper course of action.

#### **Supervisor On-Duty**

Members should contact the on-duty supervisor anytime there is a question on how to proceed with any daily duty or incident. If a member is unsure how to proceed in any circumstance the supervisor should be appraised of the situation. A member should never make a decision they are hesitant about when a supervisor can be consulted.

Examples may include:

- A maintenance issue possibly requiring Physical Plant response
- An incident possibly requiring a response from a police agency
- A student possibly needing a medical agency response
- A building found unlocked that is normally secure (non-criminal situation)
- Clarification of any issue
- An individual that is not responding to a members directives or instructions

A complete and all-encompassing list is impossible to assemble but if a supervisor can be utilized they should be every time.

#### **Supervisor On-Call**

#### **Law Enforcement Response**

There are occasions when a supervisor is not on duty and a member may need advice or be



required to notify an administrator. A calendar providing the supervisor on call has been provided to facilitate the contact of an administrator when and if needed.

**ANYTIME A POLICE AGENCY IS CALLED TO CAMPUS BY THIS DEPARTMENT THE SUPERVISOR ON CALL WILL BE NOTIFIED AS SOON AS POSSIBLE.**

If the police agency response results in the arrest of a student, staff, faculty, or administration member the Director and on-call supervisor will be notified immediately.

If the police agency response is for a misdemeanor or felony the Director and on-call supervisor will be notified immediately.

If the police agency response is for a violent felony the Director and the on-call supervisor will both be notified immediately.

If a police agency responds to campus through the course of their duties and the result matches the above criteria notifications will follow the same procedure.

**Fire Department Response**

**ANYTIME A FIRE DEPARTMENT IS CALLED TO CAMPUS BY THIS DEPARTMENT, AND THE RESULT IS NOT A FALSE ALARM, THE ON-CALL SUPERVISOR WILL BE NOTIFIED IMMEDIATELY.**

If the fire department responds to a report of fire and the fire is confirmed, the on-call supervisor and the Director will be notified immediately.

If the fire department responds to a medical emergency and the patient is transported to a hospital the on-call supervisor will be notified immediately.

If the fire department requests to speak to a supervisor, the on-call supervisor will be contacted immediately.

**Ambulance Response**

**IF ANY STUDENT IS TRANSPORTED TO THE HOSPITAL VIA AMBULANCE THE DEAN ON CALL WILL BE NOTIFIED FOLLOWED IMMEDIATELY BY THE SUPERVISOR ON CALL.**

**Death On Campus**

**-IF THERE IS A DEATH ON CAMPUS THE DIRECTOR WILL BE NOTIFIED IMMEDIATELY FOLLOWED BY THE SUPERVISOR ON CALL.**

**Notification Protocol for Contacting Supervisor on Call**

- *Attempt to call cell phone first*
- Leave a voicemail message
- Attempt to call home phone next

- Leave a message
- If someone other than the supervisor answers the home phone explain who you are, that you are calling from Campus Safety, and the reason you are calling.
- Ask if there is another number the supervisor can be reached at, especially if the situation is urgent. Convey that the situation is work related and urgent.
- Allow an appropriate amount of time, based on the circumstances, for the supervisor to call back.
- If contact with the supervisor on call cannot be made attempt to call the other supervisors using the same protocol.
- If unable to contact a supervisor, contact the Director using the same protocol.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date:  <b>01/01/10</b>	Subject: <b>Release of Information</b>	Chapter  <b>9</b>
Rescinds:  None	Reference standard(s):	Article  <b>5</b>

**Policy**

The purpose of this policy is to establish guidelines for the Department of Campus Safety when dealing with the media and for the release of information to the public.

**Definitions**

A. **Media:** Shall mean any individual, agency, office, or outlet whose purpose is to obtain and disseminate information to the public without control of the receivership.

B. **Public:** For the purposes of this section, the public shall include anyone not directly associated or employed by the Hamilton College Department of Campus Safety.

**Procedure**

**Media Requests for Information**

No member of this department shall release any information to the media under any circumstances unless specifically directed to do so by the Director.

For media requests involving general information regarding the operation of the college the media requestor will be directed to:

- The Office of the Executive Director of Communications at the Anderson-Connell Alumni Center.

For media requests involving Campus Safety-specific information the media requestor will be directed to:

- The Director of the Department of Campus Safety during normal business hours.

## **Public Information Requests**

With one exception, all requests for information from the public must be directed to the office of the Director. All information contained in, and obtained by, the Department of Campus Safety should be considered confidential and not available for public dissemination.

- Under the Jeanne Clery Act, the public has the right to review the daily incident log maintained by the department for such reason. This information is available in a binder located in the communications area of the Campus Safety Office. This record may be reviewed during normal business hours. This is the exception to the policy and does not require prior approval by the Director for public review.
- All department forms, reports, computer programs, logs, and documents will only be released to the public with the explicit permission, and under the direction of, the Director.

## **Campus Issues / Non-Departmental**

When a call is received regarding an issue or complaint not handled by the Department of Campus Safety the following procedure will be followed:

- If the caller is requesting a specific department the caller will be transferred to that department.
- If the call occurs during non-business hours the caller will be advised campus offices are closed but the caller can be transferred to voice-mail.
- If the caller wants to speak to a college official, the following procedure will be followed:
  - The caller's name, phone number, and call information will be obtained by the dispatcher.
  - The Dean on Call will be notified by the dispatcher and provided with the caller's information.
  - The Dean will contact the caller directly.
  - At no time will the Dean's phone number be given out, nor will the call be forwarded to the Dean. The exception to this will be if the Dean previously authorized this action.

## **Release of Phone Numbers**

Phone numbers belonging to students or employees will not be released to anyone at anytime. Calls may be transferred to extensions but the numbers will not be released to third parties. Administrative members may be given this information to facilitate contact during the course of campus business but this is the only exception.

## **Personal Information**

Personal information of both students and employees will be kept in the strictest confidence at all times and will not be released to anyone without the explicit permission of the Director, the Dean of Students, or their designee.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Change of Shift Information</b>	Chapter  <b>9</b>
Rescinds:  None	Reference standard(s):	Article  <b>6</b>

#### **Policy**

It will be the policy of the Hamilton College Department of Campus Safety to establish procedures for the effective exchange of information between dispatchers at change of shift. The accurate exchange of information is critical to the efficient operation of the department and its members.

#### **Procedure**

Upon arrival for their designated shift, the dispatcher will either, in-person or via telephone, make contact with the dispatcher already on-duty. Information will be exchanged at this time, prior to the on-duty dispatcher going out of service. This information will include, but may not be limited to, the following:

- HCEMS members currently on duty.
- Any ongoing Simplex alarm issues.
- Work orders filed.
- Physical Plant responses and personnel called in.
- Any ongoing issues carrying over into the next shift.
- Staffing (members going on-duty).

All relevant information should be relayed to incoming personnel. If there is doubt as to whether information should be exchanged, always err on the side of caution. and relay the information.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Work Order Processing</b>	Chapter  <b>9</b>
Rescinds:  None	Reference standard(s):	Article  <b>7</b>

#### **Policy**

It will be the policy of the Hamilton College Department of Campus Safety to establish procedures for the filing of Physical Plant work order requests.

#### **Procedure**

When filing a work order request it is imperative that the correct information be placed into the computerized work order request program. Accurate information facilitates the timely correction of existing problems and prevents wasted time and effort.

#### **Access to Work Order Request**

The process for accessing the work order request form is as follows:

- Access the Hamilton College home page.
- Click on “Offices and Services”.
- Click on “Physical Plant Work Request” on the left side of the screen.

#### **Filing a Work Order**

When the “iService” screen appears, follow the procedures below to submit a work request:

- Click on “Submit A Request” from the left side of the screen.
- At “Select Facility” click on:
  - “Hamilton College” from the drop menu.
- At “Select Building”:
  - Click on the applicable building or area from the drop menu.
- At the work order screen, fill in the spaces as follows:
  - **Name** – The name of the member requesting the work order will be used.
  - **Phone Number** – The Campus Safety phone number (859-4141) will always be used.
  - **E-Mail** – The department e-mail will always be used ([safety@hamilton.edu](mailto:safety@hamilton.edu)).
  - **Repair Center** – Will always be “Physical Plant”.

- **Area** – This is the area in need of service. If the exact area is not listed in the drop menu use the next closest area listed on the menu.
- **Request** – This is a narrative of the work being requested. Be as specific as possible about the work being requested.
- Click “send” to file the work order with Physical Plant.

### **Confirmation Screen**

Once the work order has been sent, a confirmation screen will appear. At the confirmation screen perform the following:

- Print a copy of the work order.
- Place the copy of the work order in the binder located at the dispatch console.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Key and Access Card Release</b>	Chapter <b>9</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>8</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper release of keys and access cards from the department. This policy pertains to keys and access cards permanently housed at the department but does not include keys and access cards classified as lost property items.

#### **Procedure**

A variety of building keys, vehicle keys, and access cards are housed at the department and can be released to proper community members and vendors. A strict accounting of the keys and cards must be maintained at all times.

#### **Building Keys**

When releasing building access keys to employees or vendors, the following information will be obtained and placed in the "key sign-out" binder:

- Date the key(s) signed out.
- Name of the person accepting the keys.
- Cell phone number of person accepting keys/card
- Key number and building name.
- Time the key(s) signed out.
- Time the keys(s) returned.

This procedure applies regardless of the person signing out the key or how many times the key is needed to be released.

#### **Building Access Cards**



When releasing a building access card, or “swipe card”, the appropriate card will be released to the requestor. Access cards are available under the following categories:

- **Vendor** – for outside company representatives to access certain areas. Examples are vending machine maintenance, laundry service, etc.
- **Temporary Student** – these allow temporary access for students, into their own residence hall, in the event they have lost their identification card.
- **Contractor** – allow contractor access to certain areas if needed.

All access cards will be signed for under the appropriate heading and contain all necessary information.

### **Shine/HAVOC Vehicle Keys**

Community members requesting vehicle keys will sign out the keys in the log provided in the Shine van / HAVOC binder. Members will provide the following:

- Requestor’s name.
- Date keys signed out.
- Time key signed out.
- Time key returned
- Key number.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date:  <b>01/01/10</b>	Subject: <b>Simplex Status Board</b>	Chapter  <b>9</b>
Rescinds:  None	Reference standard(s):	Article  <b>9</b>

#### Policy

It is the policy of the Hamilton College Department of Campus Safety to establish procedure for monitoring the status and condition of the Simplex alarm system during repair and servicing of the system. This alarm system is a critical component for monitoring life safety on campus and must be accurately accounted for when being serviced or is operating in a diminished capacity, for any reason.

#### Procedure

##### **Status Board**

The department will maintain a status board which will indicate the current status of the Simplex alarm system at all times. The board will be maintained by the dispatcher on duty and will be updated whenever a call is received pertaining to system repair, shutdown, or malfunction. The status board will contain the following information:

- **Caller information**- this will include the caller's name and cell phone number.
- **Date** – this will be the date the information is received by this office.
- **Building** – this will be the name of the building affected by the system repair, shutdown, or malfunction.
- **Problem** – this will be information pertaining to the reason for the repair, shutdown, or malfunction.
- **Level** – this will indicate the extent of the system shutdown and also dictate the appropriate response measures to any alarm received at the location. Levels are defined below.

##### **Levels**

The level of the system shutdown will be indicated on the status board. This determination will be made at the time of the call regarding the system shutdown. The Physical Plant member will advise the dispatcher of the extent of the shutdown and this will determine the level. The levels will be defined as follows:

- **Level 1** – this level will be indicated if the system is having minor repair or replacement work performed and the Simplex system is still online to detect fire conditions. An example of this would be one (1) or two (2) detectors bypassed for cleaning or replacement.
- **Level 2** – this level will be indicated if a larger part of the system is bypassed for repair or if there is a malfunction in part of the system. An example of this would be several rooms or an entire floor bypassed within the system but the pull stations are still active allowing the alarm to active manually.

- **Level 3** - this level will be indicated by a total shutdown or malfunction of the building Simplex system. No automatic or manual alarm system is functioning inside the building. This level may also necessitate a fire watch condition.

## **Response and Notification**

**Level 1** – alarms received from an affected building do not require a response from Campus Safety nor is it required to notify Clinton Fire Department. The exception to this will be verbal notification of an actual fire condition present inside the building.

**Level 2** – alarms received from an affected building will require an internal response prior to notification of the fire department. Campus Safety Officers will be dispatched to the building to investigate the cause of the manual alarm activation. If there is an affirmative finding of a smoke or fire condition the Clinton Fire Department will be contacted immediately.

**Level 3** – verbal notification of a smoke or fire condition from a level 3 status building will result in immediate dispatch of Campus Safety Officers as well as immediate notification of the Clinton Fire Department.

## **Status Updates**

Dispatch personnel will be responsible for all condition and status updates on the board. If a building is reported as having its system restored the information will be removed from the status board. If the building system is partially repaired the board will indicate same along with the appropriate status level. Failure to accurately update the status board as information is received may result in disciplinary action up to and including termination from employment.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: Video Surveillance	Chapter <b>9</b>
Rescinds: None	Reference standard(s):	Article <b>10</b>

#### Policy

It will be the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper use and monitoring of Hamilton College property.

#### Procedure

The Hamilton College Department of Campus Safety monitors video surveillance cameras in numerous locations on the campus. The purpose of these cameras is to assist with the monitoring of various locations across campus in order to provide the best possible security for the Hamilton community. These cameras are in place for the sole purpose of increasing the ability of the Hamilton College Department of Campus Safety to provide security and protection to the members of the campus. These policies and procedures should be followed whenever an officer or dispatcher is using the video surveillance system as an employee of the Department of Campus Safety.

#### **Video Camera Use**

- 1) The camera system shall be activated by the on-duty dispatcher at the start of their shift. The system should be turned off and the dispatcher logged off at the end of their shift.
- 2) The camera system should be actively monitored by the dispatcher throughout their shift. This will also allow the dispatcher to detect changes in activity in the monitored areas.
- 3) Active monitoring will include periodically moving the cameras throughout their range of coverage. This will ensure that no activity will go unnoticed.
- 4) Active monitoring of the system will assist the dispatcher in better recognizing activity that is normal and activity that can be deemed suspicious and requiring attention.
- 5) At **ALL** times the cameras will be used only for the sole purpose of ensuring the safety and security of the Hamilton College community. They will **NEVER** be used to invade the privacy of any member of the Hamilton College community. This includes members of the Department

of Campus Safety when they are in monitored areas but not out of service on a confirmed incident.

- 6) When a Campus Safety Officer calls out of service with any activity in an area that is monitored by a camera, the dispatcher will adjust the camera to monitor that officer and his surroundings. This will create a video record of the incident and help ensure the officer's safety while he/she is engaged in the incident.
- 7) If the dispatcher observes activity at the officer's location and determines that there may be safety concerns (ie: several individuals, an individual(s) acting erratic or combative, anything that appears detrimental to the officer's safety, etc.), the dispatcher will immediately send additional patrol units to that location. The on-scene officer does not need to request help before it is sent to assist.
- 8) If a member of the Hamilton community contacts the dispatcher for a safety escort from an area monitored by the surveillance system the dispatcher will monitor that individual with the closest camera. This will help ensure the safety of that individual in a remote location until they are retrieved by an officer.

### **Suspicious Activity Observation**

Determine if the activity you are observing is suspicious. Any activity (vehicular or pedestrian) that does not fit the normal pattern of activity of the area based on time of day, time of year, etc. should be deemed suspicious. This can include, but should not be limited, to:

- A motor vehicle pulling into a lot or surrounding area and the occupant(s) remain in the vehicle for a longer than normal amount of time.
- Visible activity in a vehicle that does not appear normal (ie: numerous cigarette lighter flashes).
- A vehicle pulling into the rear unlit portion of a lot and no visible pedestrian exit from the vehicle.
- Pedestrians loitering in the lot.
- Pedestrians attempting to look into or gain access to cars parked in the lots or surrounding areas.
- Pedestrians walking into wooded areas surrounding the lots. This includes Root Glen after the onset of darkness.
- This is by no means a complete list, as it would be impossible to cover every conceivable scenario. The discretion of the dispatcher must be used when determining the suspicion of activity being monitored on the camera system.

### **Response to Suspicious Activity**

If it is determined that the activity that is being viewed is suspicious, or if it is even suspected to be suspicious, an officer should be dispatched to investigate the situation. If the dispatcher is uncertain as to whether the activity is suspicious an officer should be detailed. Always err on the side of caution and detail an officer to verify the circumstances. If an officer is sent to an area monitored by a video camera the dispatcher will accomplish the following:

- The dispatcher will keep the camera(s) on the suspicious

activity. Notify the officer via radio of any change in the conditions or circumstances as they are in route. If the dispatcher feels there is a safety issue additional units should be dispatched to the scene immediately. Continue to update responding patrols to the current situation as seen on the monitor.

- Keep the camera(s) trained on the suspicious activity/officers throughout the incident. This will keep a video record of the incident and allow the dispatcher to observe the scene for deteriorating conditions. If a police or rescue response is needed the dispatcher can provide real time updates to responding agencies via the monitor feed. When the last officer clears from the scene the camera can be returned to normal use.
- If a supervisor is not present on campus at the time of the incident one should be notified as soon as possible. A copy of the incident footage will need to be made to preserve the incident for later retrieval in the event of a complaint or legal action.
- During college breaks most of the monitored parking areas are empty or not often in use . Any vehicle or pedestrian entering or remaining in the area should be checked by patrols. If the dispatcher is uncertain, a patrol should be dispatched and can verify the circumstances.

The video surveillance system installed at Hamilton College is expressly for maintaining the safety and security of the community. Failure to follow the policy and procedure set forth, using or allowing the camera system to be used for any other purpose than monitoring safety and security concerns, or using or allowing the use of the camera system for invading the privacy of anyone, will result in serious disciplinary action, to include the possibility of the termination of employment, of all employees concerned.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date: <b>01/01/10</b>	Subject: <b>Telephone Use</b>	Chapter <b>9</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>11</b>

**Policy**

The purpose of this policy is to establish a clearly defined guideline for the use of department telephones as well as wireless communication devices.

**Definitions**

- A. **Department Telephones:** shall mean any landline phone owned by the Department.
- B. **Cell phone:** shall mean any wireless telephone device personally owned by a member.

**Procedures**

**Department Telephones**

- A. All Department telephones are provided for the exclusive and official use of the Department of Campus Safety. No department telephone, or attached recording device, will be unplugged or disabled for any purpose at any time without explicit permission from the Director.
- B. Department telephones will not be used to conduct personal business or any business not specific to the Department of Campus Safety. Emergency telephone lines will always be kept clear to allow for emergency communication.
- C. Department telephones will never be disconnected to allow connection of any personal device.

**Cell Phones**

- A. Members are allowed to possess and carry personal cell phones while engaged in their duties.
- B. These phones will not distract or deter any member from the performance of their duties.
- C. Cell phone ringers will be turned off while members are inside the Department offices. Vibrate mode is acceptable.

D. Cell phone ringers will not be of an offensive nature and will be kept at a respectable volume while the member is in public and engaged in the course of their duties.

### **Emergency Phone**

The emergency phone line (859-4000) is to remain clear at all times unless the dispatcher is taking an emergency call. This line is expressly for reporting emergency situations occurring on campus or the limited vicinity and will only be used for this purpose. Upon receiving a call on this line the dispatcher will follow the accompanying procedure:

- Answer the emergency line without delay.
- If on another call or engaged in another duty, advise any other party to hold or stand-by and answer the emergency line.
- If a call is received on the emergency line and the call is not an emergency, advise the caller that they are on an emergency telephone line and advise them to call back on another phone line.



# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: Computer Use	Chapter <b>9</b>
Rescinds: None	Reference standard(s):	Article <b>12</b>

#### **Policy**

It is the policy of the Hamilton College Department of Campus Safety to establish procedures for computer use. These policies are in addition to the computer use policies already in place through the Hamilton College Office of Information Technology Services (ITS). The ITS policies may be found online at [https://my.hamilton.edu/college/its/policies\\_standards\\_plans/sec\\_8\\_comp\\_facilities.html](https://my.hamilton.edu/college/its/policies_standards_plans/sec_8_comp_facilities.html).

The computer use policies of the department do not supersede the ITS policies, they should be considered an extension of same.

#### **Definitions**

- A. **Office:** Shall include any office under the jurisdiction of, or area provided for the use of, the Department of Campus Safety.
- B. **Computer Game:** Any activity or game that is included on the computer or must be downloaded or played online.
- C. **Prohibited Activity:** Shall include any activity on the computer that is not directly related to official business of the department.

#### **Procedures**

- A. All computers under the jurisdiction of the department are provided for the sole purpose of engaging in, facilitating, and expediting the business of the department.
- B. All computers under the jurisdiction of the department will be used in a manner consistent with the existing policies of Hamilton College at all times. Failure to abide by these policies may result in disciplinary action against the offending member.
- C. Department computers will be used for Department of Campus Safety business only.

- D. Any information written or typed on a department report or log entry is the property of the Department of Campus Safety. Such information will not be altered, deleted, printed, or disseminated except by authorized personnel in the course of their official duties.
- E. Unauthorized loading of any software without the express permission of the Director is prohibited.
- F. User will keep secure their individual password information and will not release it or cause it to be carelessly discovered by another.
- G. Users will not remain logged into the computer network while not in use.
- H. User's will not use another member's password or user name.
- I. User's will access only the files or programs for which they are authorized. No user will attempt to, or gain access to, any file or program for which they are not authorized to access.
- J. Only the system administrator has the authority to change settings within the system.
- K. Stored data will only be altered or changed by personnel authorized to do so.

### **Maintenance**

- A. Any hardware or software problems should be reported to a supervisor immediately upon discovery.
  - Anyone witnessing unapproved or unauthorized behavior regarding use of department computers shall report this violation to a supervisor immediately.

### **Alterations**

- A. Adding or removing computer hardware or peripherals is strictly prohibited other than by authorized personnel.
- B. Any damage to hardware or peripherals must be reported to a supervisor immediately.
- C. No hardware or peripherals not belonging to the department will be used to gain access to the department information systems without consent from the Director.
- D. No personal hardware or peripherals will be connected to the department computers at any time.

### **Internet**

- A. Internet access is provided solely for the purpose of enhancing the capabilities of the department.
- B. Only authorized members will use the department's internet access and only for authorized department business.

- Internet browsing or downloading for pleasure or entertainment purposes is strictly prohibited. This includes, but is not limited to, pornographic, social networking, and game sites. The exception to this rule is access due to the performance of job duties.
- Use of another member's Internet access is strictly prohibited.

C. All Internet traffic, e-mail, and intra-department correspondence can be monitored.

- E-mail should be professional, courteous, and absent of profanity and vulgarity.
- There should be no expectation of privacy in e-mail correspondence.
- E-mail is not confidential and can be read by authorized personnel at any given time.

### **Downloading**

A. There will be no downloading of files, programs, utilities, or games of any kind onto department computers from the Internet. Public domain websites are to be avoided completely.

B. Unauthorized persons will not send information via the department computer network.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date: <b>01/01/10</b>	Subject: <b>Battery Booster Pack Release</b>	Chapter  <b>9</b>
Rescinds:  None	Reference standard(s):	Article  <b>13</b>

**Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the release of the battery booster pack for use by members of the campus community.

**Procedure**

The department owned battery booster pack may be released for use by members of the campus community when requested. The booster pack must be used on campus property and returned as soon as possible by the community member.

Dispatchers will secure a photo identification, either a Hamilton student identification card or a state issued driver license, prior to release of the booster pack.

The dispatcher will retain the identification while the booster pack is in the possession of the community member.

Upon return of the booster pack, the dispatcher will return the identification card to the borrowing member and insure that the pack is placed in the storage area.

The dispatcher will recharge the pack upon return.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>09/01/21</b>	Subject: <b>Transportation Requests</b>	Chapter <b>9</b>
Rescinds: <b>01/01/10</b>	Reference standard(s):	Article <b>14</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for notification of transportation, when applicable, for services.

#### **Procedure**

#### **Notification of Uber - After hours (Transportation Dept. handles Uber requests during normal business hours)**

In instances where a student needs transportation to Urgent Care for medical care, or to return to campus after receiving medical treatment, an Uber will be notified. The Uber transportation is covered by the college and is provided at no cost to the student. The dispatcher will set up an Uber at the request of the student.

If a student requests a cab for a non-medical reason and the dispatcher is not sure if it is covered by the voucher system, the dispatcher will contact, for approval:

- Supervisor on duty
- Supervisor on-call
- Patrol Supervisor
- Assoc. Director
- Director

If an administrative member of the college requests an Uber for a student, for any reason, the ride will be requested. Such request, along with the name of the authorizing member, will be noted in the dispatch log.

#### **Uber Exceptions –**

If a student calls dispatch and requests an Uber to the EMERGENCY ROOM (not Urgent Care) the student HAS to be evaluated by HCEMS prior to the ride being set up. If HCEMS agrees that the student is in good enough health to take an Uber to the hospital, then one will be requested. Other wise an ambulance will be notified through HCEMS or a sign off will be completed. An Uber will never be requested for the **emergency room** unless already evaluated by HCEMS.

If HCEMS is not in service with Campus Safety being the only responding party and the student is requesting an Uber to the hospital, the officer will use their discretion. If the officer is unsure, call the on-call supervisor.

If you are ever unsure if a student can get transported by Uber for medical care, call the on-call supervisor.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date: <b>01/01/10</b>	Subject: <b>Blackboard Door Monitoring System</b>	Chapter <b>9</b>
Rescinds:  None	Reference standard(s):	Article <b>15</b>

**Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for monitoring the Blackboard door alarm system. Procedures for dispatching members to alarm activations are also included in this policy.

**Procedure**

**Tamper Alarm**

It will be the responsibility of the on-duty dispatcher to monitor the Blackboard system to insure that all entrances monitored by the system are kept secure. An alarm condition caused by a “tamper” alarm will necessitate an officer response to investigate the reason for the alarm condition. If a “tamper” alarm activates, and does not clear after one (1) minute, an officer will be dispatched to investigate the cause of the alarm. If the door or monitoring system is damaged, Physical Plant personnel will be notified to repair the damage.

**Audible Alarms**

Any report received of an audible alarm will result in an officer being dispatched to investigate the alarm activation. The results of the investigation will be logged.

**Alarm Acknowledgement**

When an alarm shows on the monitor screen, the dispatcher will acknowledge the alarm. If the alarm remains active and still appears on the screen it should be investigated for cause by an officer.

**System Malfunction or Damage**

In the event of a malfunction or damage to the Blackboard system, the dispatcher will contact:

- Roger LaLiberte, Physical Plant Master Maintenance Mechanic Foreman. Roger will be able to repair the problem or suggest other contacts to assist with a malfunction of the system.
- If the malfunction or damage is limited to one (1) or two (2) entrances the repair can wait until normal business hours providing there are alternate access points to the building.



# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>05/01/11</b>	Subject: <b>Parental Contact and Notification</b>	Chapter  <b>9</b>
Rescinds:  None	Reference standard(s):	Article  <b>16</b>

#### **Policy**

It is the policy of the Hamilton College Department of Campus Safety to establish procedures for parental contact and notification by members of the department.

#### **Procedure**

Department members will not contact the home or make notification to the parent of a student without explicit permission from the Director or an Associate Director of the Department of Campus Safety. Any member that needs to contact a home phone number or parental phone number of a student will:

- Notify the Director or Associate Director either in person or via telephone before proceeding with any call to a student's parent or residence.
- Explain in detail to the Director or Associate Director the need for parental/residential contact.
- Obtain permission from the Director/Associate Director before placing a call to the parent/residence.
- Log all information into the communications log including:
  - The reason for the notification.
  - The name of the supervisor notified.
- Any call placed to a parent or student residence without prior permission from the Director or Associate Director will subject the member to disciplinary action.

In certain cases requests may be made of a member that will nullify this policy. Only the circumstances listed below will absolve a department member from obtaining prior permission from a department administrator prior to contacting a student's parent or residence.

A member may avoid obtaining prior permission from a department administrator and directly contact or notify a parent or student residence if instructed or requested to do so by:

- A member of the college senior staff.
- The Dean of Students.
- The Assistant Dean of Students.
- A member of HERT during an emergency situation.

If this occurs, notification must be made to the Director or an Associate Director and details of the parental notification provided to same.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>09/11/13</b>	Subject: <b>Medical Emergencies</b>	Chapter <b>10</b>
Rescinds: <b>01/01/10</b>	Reference standard(s):	Article <b>1</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the dispatching of both Campus Safety and HCEMS members in the event of a medical emergency.

#### **Procedures**

In the event of a medical emergency, the dispatcher is usually the point of contact for the complainant. The dispatcher will attempt to acquire all relevant information from the complainant to facilitate the response of emergency providers to the scene.

#### **Initial Complaint**

Upon receipt of a report of a medical emergency, the dispatcher will obtain the following information from the complainant:

- Name and phone number of the complainant.
- Location of the medical emergency.
- Nature of the medical emergency.
- Victim's name.
- Advise the complainant to remain with the victim until the arrival of emergency responders.

#### **Dispatch HCEMS / Campus Safety**

The dispatcher will be responsible for alerting both HCEMS and Campus Safety Officers to the medical emergency as follows:

- On the "dispatch" radio channel dispatchers will advise Campus Safety Officers to switch to "HCEMS" frequency for a pending medical emergency.
- Dispatchers will page HCEMS members using the base radio system using the following procedures:
  - Switch dispatch radio to HCEMS channel
  - Enter "12" on the keypad and press page
  - Dispatch EMS information to HCEMS after tones end

## **Monitor Radio Traffic**

Dispatchers will monitor all radio communications and log arrival and departure times for all responding units and departments to include:

- Campus Safety.
- HCEMS.
- Clinton Fire/Rescue.
- Ambulance Service (COCVAC, Edward's, etc).
- Law enforcement agencies.

## **Required Notifications**

The dispatcher will be required to notify the dean on call if a student is transported to the hospital by ambulance. The department Associate Director on call will also be notified if one is not on campus and in-service at the time of the transport.

Prior to notification of the dean on call, the dispatcher will verify the following:

- Victim's name.
- Nature of injury or reason for hospital transport.
- Hospital student is being transported to by ambulance.
- Any special circumstances involved in the incident. (MHL, restraints used, student under 18 y.o.a., etc).

Once the dean on call has been notified, the dispatcher will notify the on-call Associate Director of the incident.

## **Mental Health Law Transport**

If a student is transported to the hospital under the New York State Mental Health Law section 9.41, the counselor on call will also be notified of the transport as well as any information regarding the incident.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Fire Alarms</b>	Chapter <b>10</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>2</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper dispatch of department personnel to reported fire alarms occurring on campus.

#### **Procedure**

Automatic fire alarms, received through the Simplex system, or verbal reports of fire will be dispatched in the same manner following the procedures below:

- Notify all on-duty officers of the fire alarm or report of fire. Include in the transmission:
  - Building name.
  - Location inside building.
  - Special details if applicable (multiple detectors activated, verbal report of smoke, etc).
- Notify Clinton Fire Department via 911
  - To contact 911, use the pre-programmed 911 (red) button on the switchboard phone console. This is the only way to establish an outside line to contact the 911 center.
  - Advise the 911 dispatcher of the location and circumstances of the fire alarm.
- Monitor all radio transmission, both from the scene as well as Clinton Fire Department frequencies.
- If requested, radio Clinton Fire Department with pertinent information regarding the fire alarm. Officers can communicate with CFD via their radios so dispatch contact may not be needed.
- Log all agency arrival and clear times as well as the result of the alarm.

#### **Notifications**

If a department supervisor is not on duty *and the alarm is due to an actual fire in or on campus property*, the dispatcher will notify the appropriate supervisor. The order of notification for an actual fire situation is as follows:

- Director.
- Associate Director on call.

Secondary notifications may include, at the direction of the Director:

- Dean on call.
- Director of Residential Life (if the fire is in a residential hall).
- Dean of Students.
- President.
- Associate Vice President of Physical Plant.

Hamilton College  
Department of Campus Safety  
General Order

Effective Date:  01/01/10	Subject: Sage Rink Auto-Dialer Alarm	Chapter  10
Rescinds:  None	Reference standard(s):	Article  3

**Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper dispatch of personnel to an alarm received via the Sage Rink auto-dialer alarm system. This alarm system monitors the ice making equipment for Sage Rink and must be investigated immediately in the event of an alarm activation. This alarm system is a separate system from the building Simplex alarm system.

**Procedure**

Sage Rink auto-dialer alarms are received via telephone and classified into four (4) different alarm codes. These codes are as follows:

- **Channel 1 Alarm – System Failure.** This alarm indicates that the ice making system has failed and an officer should check the situation. If the system is disabled, Physical Plant personnel should be contacted for repair.
- **Channel 2 Alarm – Power Failure.** This alarm indicates a power supply loss to the ice making equipment. An officer should be detailed to verify the problem and Physical Plant contacted to repair.
- **Channel 3 Alarm – Freon Alarm.** This alarm indicates a potentially dangerous situation. A Freon alarm may be indicative of a Freon gas leak in the enclosed mechanical space. Officers responding will exercise extreme caution before entering the space and one officer will remain a safe distance away to monitor. Dispatchers will conduct radio checks on the officers to insure their safety.
- **Channel 4 Alarm – High Slab Temp.** This alarm indicates that the slab beneath the ice is warming. An officer should verify the alarm and Physical Plant should be contacted for repair.

**Alarm Acknowledge**

Dispatcher will acknowledge the Sage Rink auto-dialer alarm, to do so dial in \*8.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date: <b>01/01/10</b>	Subject: <b>64K Volt Electrical Substation Alarm</b>	Chapter <b>10</b>
Rescinds:  None	Reference standard(s):	Article <b>4</b>

**Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish a policy for the proper response to a fire alarm at the 64k electrical substation located on Campus Road.

**Procedure**

**Fire Alarm at 64K Electrical Substation**

- Campus Safety does not have key access to the substation entrance gates.
- Clinton Fire Department should be dispatched using the standard fire alarm protocol.
- National Grid shall be notified of the situation and requested to respond to the scene to assist. The emergency number for National Grid is 1-800-436-7655 (Regional Control).
- Physical Plant supervisors Steve Bellona and Ed Neidhart should be notified of the alarm and any resultant findings.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: Dean/Counselor On Call Notification	Chapter  <b>10</b>
Rescinds:  None	Reference standard(s):	Article  <b>5</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the notification of the Dean on call as well as the Counselor on call. Certain circumstances arising on campus mandate these notifications.

#### **Procedure**

##### **Dean on Call (DOC)**

The DOC is an administrative level member of the campus that serves as the on-call point of contact with issues outside the purview of this department. The DOC can be reached at any time at:

- (315)527-1946
- If the DOC does not answer this cell phone number, any personal phone numbers on file may be used.

It is mandatory to notify the DOC anytime a student is transported to an area hospital by ambulance

##### **Counselor on Call (COC)**

The counselor on call is a member of the Counseling Center, on call to provide services for the community during non-business hours. If a member of the community contacts the department and requests to speak to the COC the dispatcher will adhere to the following:

- Obtain the caller's phone number.
- Obtain the caller's name if they wish to provide it. It is not mandatory and should not be forced if the caller does not wish to disclose their name.
- Contact the COC and provide the caller's information.
- The COC will contact the requestor directly.
- The COC cell phone number is (315)335-1294
- If the COC does not answer the cell phone number above, any personal phone number listing on file for that counselor may be used.

In the case of a student being transported to an area hospital under New York State Mental Health Law section 9.41, the COC must be notified immediately after the DOC and advised of the situation in full.



# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Room Lockout</b>	Chapter <b>10</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>6</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for processing lockout requests. It is imperative that community members are given access to areas in which they are permitted, but restrained from accessing areas in which they are prohibited. Proper information verification will insure this at all times.

#### **Procedure**

##### **Student Lockouts**

Upon receipt of a student lockout request, the dispatcher will obtain the student's information to include:

- Full first and last name.
- Residence hall room number to be unlocked.
- Dispatcher will advise the caller to remain outside their door until the officer arrives.

The dispatcher will verify the student name as well as the residence hall room assigned to that student to insure the student is accessing their assigned room. Verification can be obtained through the student listing.

The dispatcher, upon verification, will dispatch an officer to the room and provide the officer with the following information:

- Student's first and last name.
- Room number.

If the student name and assigned room number do not match, the dispatcher will advise the officer of this information when dispatched. The officer will attempt to verify the information upon arrival. If confirmation of a room change cannot be confirmed, the lockout will not be performed. Verification of an authorized room change must be obtained prior to the unlock (DOC, Residential Life AD, etc).

Students will not be allowed into a residence hall room that is not issued to them. The Office of Residential Life may approve students to enter another's room. The Campus Safety Department cannot authorize a student to enter another student's room without permission.

Students will never be allowed access to academic or administrative offices without prior written permission given by the person to whom the office belongs.

### **Student Access- Non-Residence Hall Rooms**

On occasion, students may receive prior permission to access academic areas after the building is closed for the day. This permission will be given, in writing, by the college official responsible for that area. This is especially critical for controlled areas, such as the Science Center, to prevent unauthorized access. These permission lists will be maintained by the dispatch staff as the permission lists are forwarded to them. The Communications Officer at the Campus Safety Office will be responsible for forwarding copies of these lists to the Bristol Campus Center dispatch staff.

### **Lockout Recording**

Student lockouts will be recorded in the dispatch log for billing purposes. The information will be recorded accurately to insure precise student billing.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Identification Verification</b>	Chapter <b>10</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>7</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper verification of the identification of persons contacting this department. Identification verification is vitally important to insure that information, property, building access, and authorization is given only to the proper individual.

#### **Procedure**

Whenever possible, a Hamilton student identification card should be obtained to verify the identification of a student. In circumstances where visual identification is not possible (no i.d. available, subject is on the phone, etc.), the dispatcher should use information available on the student listing to verify the identity of a person. Always attempt to use obscure information from the listing to verify a person's identity. This will increase the likelihood that the person is genuine.

Information that can be accessed from the student listing, for identification verification purposes, includes:

- Parent's name(s).
- Student's/parent's home phone number.
- Student's Hamilton identification number.
- Student's date of birth.

Asking a student to provide any of this information should establish the identity of the individual you are dealing with at the time. Using the student's date of birth for verification purposes should be a last resort option. This is information that others may already know or have ready access to, allowing them to pass as another individual.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: Escorts/Medical Escorts	Chapter <b>10</b>
Rescinds: None	Reference standard(s):	Article <b>8</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures when handling requests for escorts and medical escorts on the campus. This policy and procedure will be used by dispatch staff when receiving requests for escorts by members of the campus community.

#### **Procedure**

##### **Escort Request**

When receiving a request for an escort, the dispatcher will obtain the following information from the requestor:

- Name.
- Number of students for the escort (no more than two per request).
- Location of student(s) for pick-up.
- Call back phone number for the requestor.

The dispatcher will advise the requestor to be at a specified location for pick-up by an officer. Failure to be visible to the officer upon their arrival may cancel the escort.

##### **Escort Dispatch**

The dispatcher will contact an officer and advise him/her of the pending escort. Information provided to the officer will consist of:

- Name of requestor.
- Number of students being escorted.
- Location of student to be picked up. Use closest entrance for reference.

##### **Medical Escort**

Students placed on the medical escort list are approved, by the Health Center, to receive medical escorts provided by the department. A list is maintained of all students currently eligible for medical escorts. Any

student requesting a medical escort, and who is approved through the Health Center, will be provided with an escort. The student may be allowed to have another person accompany them to their destination.

### **Escorts – General**

Whenever a request for an escort is received, the dispatcher will keep in mind the following:

- Escorts are limited to two (2) people. Larger groups may be offered a walking escort.
- Escorts are provided for safety reasons, they are not be used as a ‘taxi service’ in inclement weather.
- When an escort is delayed due to ongoing incidents or circumstances the requestor will be advised of the delay in response to the escort, the dispatcher will obtain a phone number, then call the requestor when the officer is available to respond for the escort.
- The requestor will be advised to wait in a specific area for pick up by an officer. If the requestor is not present the escort may be cancelled by the officer.
- Escorts will not be conducted for persons leaving the campus, or for persons already off campus requesting to return. If an off-campus escort is necessary it will be authorized by the Director or an Associate Director.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Bristol Center Procedures</b>	Chapter  <b>10</b>
Rescinds:  None	Reference standard(s):	Article  <b>9</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for officers assigned to the Bristol Center communications station. This policy and procedure will cover both the responsibilities of operating and securing the area as well as Bristol Center guest assistance.

#### **Procedure**

##### **Guest Assistance**

The officer working at Bristol will, from time to time, be required to assist guests either checking in or checking out of their rooms. The officer will be responsible for:

- Acquiring the guest's signature on the guest room reservation form. This form is retained by the dispatcher after the guest has signed. The form remains at the Bristol desk.
- Issue the guest the appropriate keys for their room and explain how the keys/locks work.

The officer will not:

- Accept reservations over the phone for Bristol guest rooms.
- Accept money or payment for any services at Bristol Center.

If a substantial problem involving a guest of the Bristol Center arises that requires the assistance of a department member, the dispatcher shall contact :

- Lisa Magnarelli, Assistant Dean of Students for Campus Life/Director of Student Activities.

##### **Dispatch – On Duty**

An officer entering the Bristol dispatch area to begin a shift will need set up certain equipment prior to taking over communications from the Campus Safety Office. The following will need to be accomplished:

- Turn on power to the Motorola base radio.
- Turn on power to the old dispatch base radio.
- Unlock the filing cabinet and remove:
  - Dispatch information binder.
  - Switchboard phone handset.

- Install the handset into the switchboard phone.

## **Dispatch – Off Duty**

At the end of each shift the officer will need to re-secure the dispatch area prior to exiting the building. The dispatcher will accomplish the following:

- Remove the switchboard phone handset and place inside filing cabinet.
- Place the dispatch binder inside the cabinet.
- Secure the filing cabinet.
- Turn off all base radios.
- Log off all dispatch computers.
- Place any student party authorization (pink) forms inside the “Department Sign-In” book and return the book to the Safety Office with an officer.

It is crucial that all items are removed to the filing cabinet and that the cabinet is locked. This filing cabinet contains confidential information and must not be left unlocked allowing access, by the public, at anytime the dispatch area is unmanned.

Computers shall be logged off to prevent unauthorized access to both personal information as well as departmental information.

Radios will be powered down to prevent unauthorized usage as well as to prevent persons from overhearing radio transmissions.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date: <b>01/01/10</b>	Subject: <b>Jitney Procedures</b>	Chapter <b>10</b>
Rescinds: <b>None</b>	Reference standard(s):	Article <b>10</b>

**Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for issuing keys for the operators of the Jitney service.

**Procedure**

When requested by the Jitney operator, a Campus Safety Officer will respond to Physical Plant (after business hours) to assist the operator with obtaining Jitney van keys.

Officers will verify the appropriate paperwork and only issue authorized vehicles.

If the Jitney keys are not available the dispatcher will contact the Automotive Mechanic on call to either advise of their preferred procedure, or to respond to issue the Jitney keys.

The Jitney service is a student-run organization and is not affiliated with the Department of Campus Safety. Any complaints regarding non-hazardous situations should be directed to the Jitney website for disposition. Complainants should be directed to this website for schedule times and availability of the Jitney service.



# Hamilton College

## Department of Campus Safety

### General Order

Effective Date:  12/01/12	Subject: Security Alarms	Chapter  10
Rescinds:  01/01/10	Reference standard(s):	Article  11

#### Policy

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper recognition, and response to, security alarms received by the department through the Simplex alarm system.

#### Procedure

There are two (2) areas on campus protected by security, or intrusion, alarms on campus. These areas are:

- **Wellin Museum of Art** – Museum response procedures are covered in chapter 4 article 31 and those policies should be strictly adhered to for that building. Museum intrusion alarms will be received through a private security company, not through the Simplex panel.
- **Bienecke Mail Center** – The interior of the mail center is protected by a motion sensitive intrusion alarm system.

Upon activation of an intrusion alarm, the Simplex panel will register the activation as a ‘supervisory’ trouble alarm.

A supervisory alarm does not require notification of an outside agency unless the alarm is found to be a true intrusion and the on-scene officer requests such response.

#### **Dispatching Intrusion Alarms**

- The dispatcher will advise the on-duty officers of the receipt of an intrusion alarm and the location of the alarm.
- The officers will respond and investigate the alarm activation.
- Dispatchers will contact any outside agency as requested by the on-scene officers.

**Hamilton College**  
**Department of Campus Safety**  
**General Order**

Effective Date: <b>09/11/13</b>	Subject: <b>Physical Plant / ITS Call-In</b>	Chapter <b>10</b>
Rescinds:  12/01/12	Reference standard(s):	Article  <b>12</b>

**Policy**

It shall be the policy of the Hamilton College Department of Campus Safety, and Physical Plant, to establish procedures for the calling-in of Physical Plant personnel during non-business hours. This policy has been established by Physical Plant administration and will be adhered to at all times.

**Procedure**

**Plumbers/Electricians (PE Shop)**

A sign-up sheet is provided each week for members of the P/E Shop. This list will have initials placed next to the member that has signed up for call-in. Each week the first person to be called will be noted. This person's response or declination will be noted on the sheet along with the date called and a description of the problem necessitating a member to respond.

The next person to be called will be the name following the person that previously responded to the campus. The list will continue in this manner until all members, signed up for response, have been contacted. If none of the signed members are able to respond, the dispatcher will notify Ed Neidhart, Manager of Technical Trades and advise him of the situation.

The dispatcher will log all persons called, the time they were called, and their response to the call-in in the department dispatch log. This is the department's permanent record of the results of a Physical Plant call-in attempt.

**Custodial Department**

The Custodial Department provides a call-in list of personnel for after-hours service. The on-call custodian should be contacted via pager first (#162). If the person has not called back within a reasonable amount of time, attempt to call their home phone then their cell phone.

If the on-call custodian cannot be reached the dispatcher will attempt to call the next person on the list. If a custodian cannot be reached the dispatcher will contact a Custodial supervisor. They will advise on how to proceed with the call-in process.

If the on-call custodian contacts the department and cannot respond, contact the next person on the list and attempt to obtain a response to campus. If no custodian is available contact a Custodial supervisor and they will advise how to proceed with the call-in process.

### **Automotive Mechanic**

The Automotive Mechanics provide an on-call list. Contact the on-call member at the phone number provided by them. These mechanics should be called in for automotive emergencies or when vehicle keys have not been issued and are needed.

### **Carpenters**

A call-in list has been provided for the carpenter on call and is listed by week. This member should be called first, at the number provided, for all emergencies requiring a response to campus. If this on-call member cannot be reached the dispatcher shall contact a Carpenter supervisor.

### **Buildings and Grounds**

If a member or members of the Buildings and Grounds department are needed to respond to campus after hours for any reason (flooding, snow removal, etc.), Grounds Services Manager Don Croft should be contacted by phone. He will advise on how to proceed. From December 01 through March 31 two Physical Plant members are on campus Sunday through Thursday night from 2200 until 0700 for snow removal. If they are on campus they will handle all additional notifications for extra personnel. If no Grounds members are on campus a Campus Safety officer will need to make the decision to call in Grounds personnel. A basic guideline of two (2) inches of snow on the ground or icing causing hazardous conditions will be used to contact the Grounds department for a response. Common sense should also dictate when a request for service is made to Buildings and Grounds.

### **ITS Call In**

The ITS department provides a call-in list of their employees available to respond after-hours when needed. Contact the appropriate individual using the number provided.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>01/01/10</b>	Subject: <b>Sexual Assault/Mental Health Complaints</b>	Chapter  <b>10</b>
Rescinds:  None	Reference standard(s):	Article  <b>13</b>

#### **Policy**

It shall be the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper handling of reports of sexual assault or abuse. These reports must be handled properly and with sensitivity, due to the nature of the incident.

#### **Procedure**

Upon receipt of a report of a sexual assault or sexual abuse, the dispatcher will utilize the following procedures:

- Ask the complainant if they would like medical (HCEMS) response.
- Ask the complainant if they would like Campus Safety response.
- Ask the complainant if they would like to go to the hospital to be evaluated.
- Ask the complainant if they would like law enforcement response.
- Ask the complainant if they would like to speak to the Sexual Violence Hotline of Oneida County.
  - (315)797-7740 or
  - X – 5000 from a campus landline phone.
- Ask the complainant if they would like to speak to a campus counselor.
- It is important to remember that the complainant is a potential victim with control over the options of the response to their complaint.
- Services should never be forced on a potential victim, especially one involving sexual assault or abuse.
- Dispatch the requested services, or connect the complainant to the requested service.

#### **Dispatch of Services**

When dispatching a reported sexual assault to either Campus Safety Officers or members of HCEMS, the dispatcher will substitute the phrase “**code blue**” in lieu of the term sexual assault or rape. This will prevent non-service persons from knowing the nature of the call and help protect the victim’s privacy.

#### **Mental Health Complaints**

When a report is received regarding a possible mental health issue, the dispatcher will attempt to obtain any possible information regarding the subject’s actions, to include:

- Any possible threats made against the community or to themselves.
- Any possible overdose of drugs or prescription/non-prescription medication.

- Any possible weapons involved, threatened, or readily available.
- If the subject is mobile request the caller stay on the line from a safe location and provide updates of the subjects movements until the officer(s) arrive.

When dispatching Campus Safety Officers or HCEMS, the dispatcher will substitute the phrase “**code red**” in lieu of mental health complaint or suicidal student. This will protect the privacy of the individual in need of assistance.

If a community member requests to speak to the counselor on call the dispatcher should obtain the person’s phone number and advise the requestor that the counselor will call them back shortly. The counselor on call’s phone number will never be provided to anyone in the community.

# Hamilton College

## Department of Campus Safety

### General Order

Effective Date: <b>03/01/12</b>	Subject: Disaster/Major Incident Communications	Chapter  <b>11</b>
Rescinds:  01/01/10	Reference standard(s):	Article  <b>1</b>

#### Policy

It will be the policy of the Hamilton College Department of Campus Safety to establish procedures for the proper dispatch of officers and outside agencies in the event of a disaster occurring on campus. Each situation is different and it is impossible to develop an all-encompassing format for every potential situation. In every disaster event, it is important to realize that the dispatcher is often the lifeline between officers at the scene and outside agencies needed to assist. Staying calm, remaining focused, and carrying of the required duties in a professional manner will increase the chances for a successful outcome to any disaster or major incident.

#### Procedure

In any disaster or major incident, accurately obtaining and disseminating information is critical to victims, potential victims, first responders, and incident managers. Dispatchers will find themselves at the center of the information flow and it is imperative that the information be relayed to those that need it. Dispatchers will need to provide accurate information to numerous people and agencies, especially during the incident's critical first stage, this may include:

- **Campus Safety Officers** – Generally CSO's are the first responders to any disaster or major incident on campus. Officer's will be provided with the most accurate and up-to-date information while responding and after their arrival at the scene.
- **Police/Fire/EMS** – Critical agencies in disaster or major incident response.
- **Director**- The Director will be the first notification in any disaster or major incident. The Director will also provide information regarding the proper notifications to be made.
- **College Administration** – Depending on the scope and nature of the incident, many administrative members may need to respond to begin assistance planning and recovery efforts.
- **HERT Team** – The Hamilton College Emergency Response Team. Incident managers from several college departments and offices.

## **Information**

When notified of a disaster or major incident, every attempt should be made to obtain as much information as possible from a caller. This will include:

- Nature of the incident.
- Location of incident.
- Number of injuries.
- Type of injuries.
- Fire.
- Gas leak.
- Possible toxic fumes.
- Weapons involvement in certain incidents.
- Number of suspects/shooters.
- Location of suspects / shooters.
- Any information that may aid first responders.

The nature and type of incident will dictate the type of questions being asked and the type of information to obtain that will aid responders, especially in the first few minutes of an incident.

Insure that all critical information is relayed to responding units as soon as possible, and in a clear and concise manner. The dispatcher will advise all responding units that emergency radio traffic only is in effect and only relevant emergency radio traffic will be transmitted.

## **Telephones**

In the event of a disaster or major incident on campus, the switchboard, Campus Safety line, and the emergency line will quickly become flooded with calls. The dispatcher will need to prioritize in these incidents to insure they do not get distracted by unnecessary tasks. Priorities will be:

- Transmitting and receiving information from responding officers.
- Contacting outside emergency agencies for response.
- Coordinating via radio, outside agency response to assist on-scene units.
- Contacting the Director.
- Contacting any college officials needed to respond.

In the event the telephone lines normally used by this department are flooded and outside calls cannot be made:

- At the Campus Safety building, a separate landline phone is available to make outside phone calls. This phone should be utilized to insure reaching contacts off-campus.
- At the Bristol Center dispatch station it is possible to utilize phones belonging to the Office of Student Activities. In an emergency these phones should be used to contact off-campus officials.

## **Cell Phones**

It may be possible in an emergency to utilize cell phones for contacting off-campus officials. If the emergency is caused by a major incident or disaster the cell phone system may be overloaded, or the network damaged, making cell phones impractical or unusable.

## **HERT Team**

The Hamilton Emergency Response Team has been put in place to respond to disasters or major incidents occurring on or near campus. This team will assume command of the incident on their arrival and notification will be made at the direction of the Director