

# University of Chicago Police Department

## GENERAL ORDER

		<b><i>Effective Date</i></b> March 21, 2018	<b><i>Number</i></b> <b>GO 712</b>
<b><i>Subject:</i></b> <b>Campus Law Enforcement</b>			
<b><i>References:</i></b> CALEA Standards: 91.1.1, 91.1.4, 91.1.6, 91.1.7, 91.1.8, 91.3.1, 91.4.1			
<b><i>Reevaluation Date</i></b> Annually			<b><i>No. Pages</i></b> 5
<b><i>Amends</i></b> 09 JAN 2017 version      03 OCT 2013 Version (O.D.P.)		<b><i>Rescinds:</i></b>	
<b><i>Approved By:</i></b> Kenton W. Rainey, Chief of Police		Signature: Original signed document of file in Accreditation Office	

### 712.1 PURPOSE

The purpose of this order is to address campus law enforcement functions.

### 712.2 RISK ASSESSMENT AND ANALYSIS

The University of Chicago Police Department (UCPD) will conduct a documented risk assessment and analysis every four years that encompasses areas where the UCPD may have responsibility. The Department may adjust the focus of this assessment to meet potential threats and the needs of the University. The assessment and analysis will include the following:

- A. The areas to be reviewed have been identified as traffic collisions and the following sectors of campus or daily operations that represent potential terror targets: Electronic or Intellectual; Laboratories; Classrooms and Residence Halls; Hospitals, Sporting and Arts Venues; and Dignitary Events.
- B. The records and reports to be used may include but are not limited to incident reports, crash reports, Federal Bureau of Investigation (FBI) reports, Department of Homeland Security (DHS) reports, State Terrorism Information Center (STIC) reports, other Department of Justice (DOJ) reports, and published news articles.
- C. The risks to the campus community from criminal activity.
- D. The risks to the campus community from accidents.
- E. The risk of property loss to the institution and individuals.
- F. Liability issues.

- G. The analysis conclusions and recommendations will be disseminated to appropriate officials outside of UCPD only on a “need-to-know” and “right-to-know” basis as determined by the Chief of Police or their designee.

### **712.3 CAMPUS SECURITY ESCORT SERVICE**

- A. A campus security escort service is available to students, faculty, staff, and visitors on campus. Escorts are conducted by members of Allied Universal contract security service.
- B. Notification of the service to the campus community may include posting on the Department webpage, publication in University brochures, through on-campus presentations and directly from Allied Universal security officers.
- C. The Allied Universal Account Security Director, and/or the Assistant Account Manager, will serve as the supervisor of Allied Universal security officers, who perform campus escorts.
- D. Any Allied Universal security officer can serve as an escort. The selection process for Allied Universal security officers includes:
  - 1. Oral Interview;
  - 2. Background Check, including Reference Check;
  - 3. Criminal History/Fingerprint Check;
  - 4. Drug Screen;
  - 5. Credit History Check;
  - 6. Receipt of a Permanent Employee Registration Card, issued by the State of Illinois, requiring completion of criminal background check and security clearance.
- E. Each Allied Universal trainee receives training covering customer service, diversity and uniform and conduct standards. Further site-specific on-the-job training is done orienting the trainees to the campus and the specific requirements of the University of Chicago. Online training must be completed including requirements of the Clery Act. Additional semi-annual refresher training and testing is conducted for all security officers.
- F. The following rules must be followed when conducting an escort.
  - 1. No escort will be conducted outside of the University campus.

2. Allied Universal security officers must notify the Emergency Communications Center (ECC) of each escort. The following will be recorded in a CAD call for service or event entry:
  - a. Beginning and ending location
  - b. Beginning and ending time
3. Security Officers document all escorts on their Daily Shift Report.

#### **712.4 EMERGENCY ONLY PHONES**

The University of Chicago has approximately 320 fixed location emergency telephones that provide direct contact with UCPD ECC. The Emergency Phones are placed at strategic locations and most are equipped with a blue light for easy identification.

- A. The Chief of Police, or their designee, in conjunction with relevant University departments will determine the location(s) of any emergency phones that are to be installed or relocated due to construction. Factors considered include, but are not limited to, current emergency phone locations, life safety issues, and proximity of pedestrian crossings/thoroughfares. Some Emergency Phones are located off of University property near the campus. These phones are installed and maintained at the expense of the private property owner.
- B. Maintenance and testing will follow Emergency Communication Center Directive 011-021.
- C. Procedures for responding to calls from emergency phones will follow UCPD Dispatch Directive 01-0006.
- D. Information detailing the use and locations of the emergency phones is provided to the campus community via the University website, brochures and publications, and campus maps.
- E. The Chief of Police or their designee will conduct a needs review based on a documented security survey conducted once every four years.

#### **712.5 UNIVERSITY BEHAVIORAL INTERVENTION TEAM INVOLVEMENT**

The Department plays a significant role in the University of Chicago Behavioral Intervention Team (BIT).

- A. A command level member of the Department is a member of the Behavioral Intervention Team.
- B. The Department brings information to the BIT on individuals who may be planning or is at risk of engaging in violence, who has planned a violent act, or who may be the

intended victim of a violent act.

- C. The Department is integrally involved in threat assessment conducted by the BIT.
- D. The Department facilitates any response of the Behavioral Intervention Team which requires a law enforcement component.

## **712.6 RESPONSE TO RESEARCH INTENSIVE FACILITIES**

### **REDACTED**

## **712.7 CLERY ACT**

The Associate Vice President for Safety and Security will be responsible for compliance with the Clery Act.

- A. The “University of Chicago Annual Security & Fire Safety Report” will serve as the University’s annual reporting which provides disclosure of campus crime information to students, staff, visitors and prospective students and staff.
- B. Timely warnings to the campus community about crimes that are a threat to students and employees will be sent in compliance with University of Chicago Guidelines for Immediate Security Alerts (<http://safety-security.uchicago.edu/alerts/>). A variety of methods may be utilized for dissemination, including email, the Emergency Notification System (cAlert), internal and external public address systems, and UCPD staff.
- C. A daily summary of incidents reported to UCPD shall be available through the University website. A complete daily crime log is available to the public upon request and can be viewed at UCPD Headquarters during normal business hours (8:30am-5:00pm Monday-Friday, excluding University holidays).
- D. Data of all Clery Act reportable offenses, hate crimes, and other reporting requirements will be submitted electronically by the Crime Analyst, to the United States Department of Education.
- E. The rights of victims of sexual assaults are described in Illinois Compiled Statutes 725 ILCS 120/1, Rights of Crime Victims and Witnesses Act.

Additional rights of victims of sexual assaults who are students, faculty or staff are found in the University Sexual Assault Policy ([http://studentmanual.uchicago.edu/sex\\_assault](http://studentmanual.uchicago.edu/sex_assault)).

- F. The University and UCPD shall meet other operational and reporting requirements as stipulated by the United States Department of Education.