



GENERAL ORDER



	SERIES	NUMBER	EFFECTIVE DATE
SUBJECT Responding to Campus Incidents	804	1	December 1, 1971
	DISTRIBUTION A		
ORIGINATING UNIT PDD			

The purpose of this order is to establish the policy and procedures for responding to campus incidents. This order consists of the following parts:

- PART I Responsibilities and Procedures for members of the Department
- PART II Responsibilities and Procedures for Supervisory and Command Personnel

PART I

A. Definition.

For the purposes of this order, a campus is defined as a relatively self-contained area of university or college buildings and residences and the grounds and public thoroughfares within such area. Those public thoroughfares heavily traveled by students and faculty and seldom used by the general public except in visiting the campus are considered part of a campus area. A single, isolated university or college building or residence and its immediate grounds and adjacent thoroughfares are also considered a campus area.

B. Campus Officials.

1. Normally, members of the force should respond to a campus incident only at the invitation of a campus official, but this is not a hard-and-fast rule. It shall obviously not apply in emergency situations. A response to a serious campus demonstration that has gotten out-of-hand cannot wait for an invitation, nor can crimes in progress (the holdup of a bank on campus, for example). Other exceptions to the rule would be incidents involving immediate threats to life and property, fire and burglar alarms, and "fresh pursuits" of misdemeanor and felony violators.

2. A campus area shall not be patrolled unless such patrolling is requested by campus officials. However, public thoroughfares in a campus area or its immediate vicinity serving as main traffic arteries shall be patrolled as other city streets are patrolled.

3. Campus officials shall be informed of all responses to campus incidents to enable them to avoid or cope with any potential embarrassment or adverse publicity.

C. Campus Incidents.

1. In either emergency or routine situations, a Communications Division official shall inform the campus security office whenever units are dispatched to a campus. In turn, units should inform the Communications Division that they are responding to a campus emergency situation and whether they have the assistance of campus security officials. Units should also report the kind of incident they are responding to and its location.

2. Members of the force policing a student demonstration or disturbance shall refrain from any unprofessional response. Besides being unprofessional, such conduct could play into the hands of persons who wish to turn a peaceful demonstration into a disorderly one or to aggravate an already disorderly demonstration.

3. When members of the force are responding to a nonemergency campus incident, they shall first go to the campus security office and ask that a campus security official accompany them to the scene of the incident. This shall also be done when serving a summons or executing a search or arrest warrant, unless for some reason, quick action is necessary.

4. When members of the force are responding to an emergency situation and have no time to go to the campus security officer first, they shall brief campus security officials on the outcome of the incident afterwards. This can be done either by a visit to the security office or by a telephone call after the responding officers or officials have returned to their organizational element. Care should be taken to be reasonably prompt in making any follow-up reports to campus officials. Reports can be oral, unless campus officials request otherwise.

5. When a campus security official is present at the scene of a campus incident, no briefing shall be necessary. However, follow-up reports should be made on any ongoing case. Members of the force shall include in their PD Forms 251 and 253 reports the names of campus security officers present at the scene of a campus incident.

6. All members of the force directed to respond to a campus incident shall report to the field commander at the scene.

PART II

A. Officials on the Scene of Campus Demonstrations.

1. The senior ranking district official at the scene of a campus demonstration or disturbance shall take charge as initial field commander. He shall perform that function until relieved by higher authority. All members of the force arriving at the scene shall report to the field commander.

2. After consulting with campus officials and the field commander and making an on-the-scene evaluation, the ranking district official on duty shall dispatch whatever additional manpower is needed to cope with any demonstration or disturbance.

3. If a field commander finds that the district does not have enough manpower to cope with the demonstration or disturbance, he shall ask the official in charge of the Communications Division to request help from the Special Operation Division's Civil Disturbance Unit. The official in charge of the Communications Division shall then pass on the request to the available senior official in the department with the rank of inspector or higher and to the available senior ranking official in the Special Operations Division.

4. Sometimes demonstrators will have to be dispersed. If there is time, every alternative to force should be tried. Ordinarily, the police official in charge should inform the demonstrators at least twice that they are violating the law and the consequences of continued violation. After the demonstrators have been warned, they shall be allowed sufficient time to disperse.

B. Communications Division Official.

A Communications Division official shall inform the campus security office whenever units are dispatched to a campus.

C. District Commanders.

1. District commanders shall maintain close working relations with campus officials in their districts. They should work out detailed plans for cooperation with campus officials on any campus situation that could come up. Such plans shall be coordinated with Special Operations Division.

2. Working through their community relations lieutenants, district commanders shall also strive to foster community ties between police and campus.

3. District commanders shall make a list of the names and both home and office telephone numbers and addresses of campus officials in their districts who are authorized to request police assistance. The list should also include the home and office telephone numbers and addresses of campus security officials and the address of campus security offices and main administration buildings. District commanders shall update and forward such lists to the following divisions: Communications, Criminal Investigations, Intelligence, Morals, Special Operations, and Patrol.

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