

**REED COLLEGE
COMMUNITY SAFETY
DEPARTMENTAL DIRECTIVE**

ALCOHOL AND OTHER DRUG RULES OF ENGAGEMENT

ALCOHOL OR OTHER DRUGS

Source(s): Guidebook to Reed Alcohol and other drug (AOD) policy, Guidebook to Reed Implementation Plan. Departmental Directive issued by the Community Safety Director.

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PREAMBLES

PUBLIC HEALTH BEHAVIOR GUIDELINES FOR COVID-19

All Community Safety staff are required to follow the most current Reed College guidelines for public health behaviors at all times. Individual responsibilities for these behaviors are listed on the college's [COVID-19 Response Plan](#). Community Safety guidelines include, but are not necessarily limited to the following:

- 1) CS staff are required to use Personal Protective Equipment (PPE), such as face coverings or N95 respirators, gloves, eye guards, etc. as appropriate to the circumstances
- 2) CS staff are required to maintain an appropriate physical distance from others, except for exigent circumstances and with appropriate PPE
- 3) CS staff are expected to use accepted hygiene and sanitization procedures whenever indicated

The health and safety of CS staff and other persons is the overriding criterion for all CS activity. In the unlikely situation where practicing appropriate public health behaviors is in conflict with carrying out Community Safety duties and responsibilities, the health and safety of CS staff and other persons shall normally take precedence.

Community Safety staff are expected to be familiar with public health guidelines, plan ahead for handling service calls safely, and to make reasonable attempts to BOTH carry out their assigned duties AND adhere to the college's public health guidelines. Most potential health risks may be mitigated by the use of PPE and the use of appropriate safety practices, allowing CS staff to carry out their duties without undue risk. Any circumstance where public health guidelines conflict with the provision of CS services shall be immediately reported to the CS Manager On-call for evaluation and follow up.

No CS staff member is expected to knowingly place themselves or another person at increased risk of personal harm in order to carry out their duties.

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INTERCULTURAL ANTI-RACISM CONSIDERATIONS

All people are susceptible to unconscious bias influencing their perceptions and actions, a potential that is amplified for CS staff who are required to respond to calls for service or initiate contact with people based on reported or observed behavior. All CS staff are expected to be alert for this potential and to use objective information when deciding when and how to interact with people to the maximum extent possible.

All people have had past experiences with uniformed officers and “authority figures.” Regardless of a Community Safety Officer’s (CSO) approach and demeanor, a person’s past experiences may inform their perceptions of an encounter. In particular, a person’s race, national origin, ethnicity, disability, gender identification, etc. may influence that person’s perception of an encounter. CSOs are expected to be alert for the potential for their actions to be perceived differently from how they are intended.

Moreover, some identities/ethnicities/races are underrepresented among the Reed College community of students, staff, and faculty. This fact may lead underrepresented people to feel singled out, and it may leave CSOs susceptible to disproportionately identifying individuals from underrepresented groups for scrutiny. CSOs are expected to be alert for the possibility that they, or a reporting party, have identified an individual because of the individual’s perceived identity/ethnicity/race, and to take care to ensure that objective criteria are used to evaluate reports and observations.

Communication strategies

When CSOs initiate an engagement with people they are expected to be aware of these intercultural and anti-racism considerations. CSOs should always be alert to the possibility that an individual of any description may feel singled out by the contact, and CSOs should be thoughtful with their choice of words and mindful of the potential impact of the interaction. In many circumstances it may be appropriate to apologize for inconveniencing people and for initiating a potentially awkward interaction. This is not to say that CSOs need to be apologetic for doing their work, rather that they should acknowledge the potential for the impact of the interaction different from the intent.

Attempting to treat everyone the same will likely result in treating many or most people inappropriately. Since all individuals are unique and bring their own perspective to interacting with a CSO, the CSO should strive to evaluate each interaction individually and treat each situation and individual according to the circumstances.

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DIRECTIVE

PRINCIPLE

Community Safety Officers (CSOs) will assume that individuals with alcohol are acting according to the Honor Principle and complying with the AOD Policy, provided the CSO does not have a reasonable concern that the individuals are violating school policy, the law, or that alcohol use has created, or is likely to create, an unsafe or disruptive situation.

Intent

This directive is intended to accomplish the following:

- Protect the safety and security of individual members of the community
- Protect the college community from injury or disruption
- Protect the standing of the college in the larger community
- Ensure that underage drinking, and other concerns relating to the use of alcohol are addressed consistently, reasonably, and honorably
- Preserve respectful and open relationships between CSOs, students, other members of the Reed community, and visitors
- Prevent disruption of campus activities and events
- Provide clear and objective standards for when CSOs may take reasonable steps to monitor the consumption of alcohol at Reed, including monitoring for underage drinking, and the distribution of alcohol at Reed

Definitions

- Community Safety Officer (CSO): All Community Safety (CS) field staff, including officers, managers, and the Director
- Alcohol: For purposes of this directive, alcohol refers to any beverage or consumable containing alcohol

Departmental Policy

In order to implement Reed College's policy regarding the possession and consumption of alcohol, CSOs shall take reasonable steps to monitor the use of alcohol on Reed property, and to determine whether or not individuals observed, reported, or reasonably believed to be consuming alcohol at Reed are at least 21 years of age, or otherwise in violation of relevant policies and/or laws.

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General Guidelines

1. CSOs shall not question individuals randomly or indiscriminately about their age
2. CSOs shall not target individuals for age checks because of a group affiliation, residential situation, gender, race, national origin, perceived gender identification, or any other characteristics not directly linked to the individual's reported or observable behavior.
3. CSOs shall abide by the Honor Principle in all contacts with individuals related to alcohol by striving to be respectful and to minimize potential embarrassment and inconvenience to an individual being contacted.
4. CSOs will generally limit contact to individuals observed or reported to have a container with a beverage containing alcohol or acting in a disruptive manner because of apparent consumption of alcohol.
5. Do not attempt to physically take any alcohol from the possession of an individual against their will or engage in any physical confrontation.
 - a. If you have immediate access to a camera, photograph the alcohol, and the individual(s), if possible.
 - b. Inform the individual that the college's policy and your directives require you to confiscate alcohol not in the possession of someone legally allowed to have it.
 - c. Inform the individual that their declining to give you the alcohol is actively preventing you from doing your job and is not consistent with the college's policy.
 - d. Politely ask the individual to allow you to do your job and surrender the alcohol.
 - e. If the individual still refuses to surrender the alcohol, tell them that you are required to call a Community Safety Manager immediately for instructions.
 - f. Contact the CS Manager on duty or the On-call CS Manager immediately for instructions (24/7).
 - g. If the individual begins to leave the area, if they have been identified, allow them to leave. If the individual has not been identified and you do not know if the person is a Reed community member, you may issue a verbal exclusion and ensure that they leave campus.

Engagement Rules

CSOs shall contact individuals with alcohol and verify whether or not the individual is at least 21 years of age for one or more of the following reasons:

- Reported or observed disruptive behavior
- Reported or observed intoxication

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- ❑ Observed and overt attempts to conceal alcohol that would lead a reasonable officer to conclude that the individual is attempting to avoid an interaction with the CSO
- ❑ The CSO has personal knowledge that the individual is under 21
- ❑ The CSO receives a first-hand report from a named member of the Reed community that a named individual is under 21
- ❑ Observed distribution/sharing of alcohol from a container that a reasonable officer would conclude contains more alcohol than an individual could safely consume in a single sitting
- ❑ The individual is in possession of a quantity of alcohol that a reasonable officer would conclude is more than an individual could safely consume in a single sitting
- ❑ Other than as listed above, anytime the CSO establishes a reasonable concern that an individual's behavior involving alcohol presents a safety risk or is disruptive

Engagement Best Practices

In order to preserve the best possible relationships between CSOs and students, while actively monitoring for AOD-related activity, CSOs should consider the following in all interactions:

- ❑ Avoid characterizing an individual's behavior as “dishonorable” or “dishonest.”
- ❑ Avoid any judgment-based comments, such as, “I’m disappointed . . .,” “You should consider . . .,” or “What you did was wrong . . .”
- ❑ Avoid using phrases that emphasize official authority or power, such as, “I caught you . . .,” “You’ve broken the law . . .,” or “I’m enforcing . . .”
- ❑ Emphasize terms/phrases such as “engagement,” “inconsistent with policy,” and “conversation.”
- ❑ Tell students and others specifically why they are being engaged by describing what was observed and/or reported.
- ❑ If the statements made by someone do not match observations, re-state what was observed and point out—without judgment—that what has been observed does not match what is being reported.
- ❑ Tell individuals that your report will state what was observed, what was said, and any other relevant objective information, and that it will be up to the CS Director and Dean to determine the appropriate follow up.

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Contacting Groups

Groups where alcohol is present may be contacted under the same rules of engagement listed for individuals. If a group is contacted under one or more of the criteria above, all individuals immediately associated with the group and in the immediate proximity to the alcohol shall have their age verified.

CSOs should exercise caution and apply officer safety strategies when approaching any individual or group, particularly where one or more of the individuals appear to be intoxicated and/or are unknown to the CSO. While maintaining a good rapport and low-key approach is important, CSOs should not place themselves at unnecessary risk. See also: Cannabis and Tobacco rules of engagement directives.

1. Greet the individual or group and introduce yourself by name.
2. State your reason for addressing the individual or group, including any specific observation(s) that led to the engagement (e.g., 'I noticed that you have several bottles of wine,' or 'I can smell cannabis smoke,' or 'I saw you smoking from a pipe,' etc.).
3. Attempt to confirm your observations verbally with one or more individuals present.
4. If, upon contacting the individual or group, it becomes evident that there has been no violation, or there is not sufficient information to confirm a violation, the CSO should use discretion in either pursuing a conversation or ending the engagement.
5. If, upon contacting an individual or group, the CSO concludes that, more likely than not, there has been a violation of the AOD policy by one or more individuals, the CSO shall make reasonable attempts to identify all individuals present, including both those who were and were not involved in the specific AOD violation. Identify any and all illegal or illegally possessed drugs (minors possessing alcohol, prescription drugs not in the possession of the person to whom they were prescribed, etc.), and confiscate drugs, as appropriate.
6. Request Reed I.D. from each individual present. Note that all Reed community members are required to provide Reed I.D. upon request¹.
 - a. Individuals claiming to be Reed students who do not have I.D. should be asked for their name and be verified through Dispatch.
 - b. Individuals who are not Reed community members should be asked to produce valid, government issued, photo I.D. Refusal to provide I.D. and/or to fully cooperate will normally be grounds for an immediate exclusion from campus for non-Reed individuals².

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- c. Individuals proximate to AOD-related violations who refuse to be identified, including individuals who claim to be students, will normally be immediately excluded from campus.
7. Once I.D. has been obtained and information recorded, explain that you are responsible for taking possession of alcohol (if used, distributed to, or in the possession of anyone under 21), and illicit substances. Also explain that you are responsible for determining who precisely was using and/or in possession of the alcohol or other drugs in question if there is a group.
8. Whether addressing a single individual or a group, *ask each individual present* whether or not they were using or in possession of the substance(s) in question and note each individual's answer. Return the individual's I.D. once you have recorded the information and answers.
 - a. If an individual does not answer a direct question, remind the individual that it is your responsibility to ask and that their refusal to answer denies you the ability to do your job. Do NOT label the behavior as "dishonorable," "uncooperative," or "dishonest": simply state what you observed, what the student or individual has said (or refused to say), and what you will document in the incident report. If you believe that your observations do not match the student's statements, state this matter-of-factly and offer the student an opportunity to clarify.
 - b. If an individual continues not to answer, let them know that you will note in your report that they declined to answer your questions after having been specifically asked to cooperate, and then return their I.D.
9. Ask each individual present whether or not they have, or are aware of the location of, any alcohol or other drugs in the immediate area, and note their answer. Apply the same process from #8 if individuals decline to answer.
10. If addressing a group and some students acknowledge having engaged in AOD-related activity, while others say that they did not, confirm with those who did that this is correct. Explain to the group that you will document the names of everyone present, and that you will indicate which students acknowledged the activity, and which did not.
11. If no one present acknowledges being responsible for the activity and/or substance(s), explain to the group that you will document in your report that you believe a violation has likely occurred. Advise the group that the CS Director will review the report and determine whether or not to forward it to the Dean of Students as a presumptive violation by everyone in the room or area.

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NON-STUDENT CONTACTS

Generally, unaffiliated persons found in violation of the college's AOD policy will be required to immediately leave campus and will be provisionally excluded pending appropriate follow up. However, persons with some kind of official business with the college may be engaged differently depending on specific circumstances. Take the following circumstances into account and follow these general guidelines when applicable. When informing a CS Manager of a situation, mention all relevant information.

Alumni

Alumni routinely access campus for alumni-specific events (Reunions, etc.), student or general campus events (Convocation, Renn Fayre, Commencement, etc.), to volunteer for the college, to access the Sports & Fitness Center, etc. Historically, it is not uncommon for alumni to engage in behavior that may not be consistent with Reed's current AOD policies. The following guidelines apply specifically to engagements with alumni.

Rights vs. Privileges

Current students have certain *rights* based on their enrollment status, whether or not they reside in a college residence hall, and other factors. Alumni, however, do not have "rights" in the way that students do. Alumni have certain *privileges* that allow them access to the college's resources in ways not available to the general public. Because of this distinction, engagements with alumni related to potential violations of the AOD policy may be different than interactions with students or others for the same circumstances.

Minor AOD Violations

Alumni involved in minor AOD violations (cannabis violations, possession of personal use quantities of drugs not defined as "hard" in the AOD policy, intoxication, etc.) may be allowed to remain on campus provided they are fully cooperative when engaged by CSOs, including providing accurate identification information and surrendering any contraband.

Exclusion of Alumni

Alumni may be excluded provisionally, with the involvement of a CSO Manager, for AOD violations that are not "minor" and for any other behavior that would normally result in exclusion of a person. However, exclusion of alumni should be considered a last resort.

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Exclusion of alumni requires notification of the CS Manager On-call. Unless exclusion is required immediately, this notification should be made before exclusion. Exclusion of alumni also requires notification of the CS Director and the Director of Alumni Programs, either in advance, or as soon as possible after the fact.

Conference Attendees

Conference attendees may be excluded provisionally for any violation of Reed College policy, including minor AOD violations, as well as for any other behavior that would normally result in exclusion of a person.

Exclusion of conference attendees requires notification of the CS Manager On-call. Unless exclusion is required immediately, this notification should be made before the exclusion. Exclusion of conference attendees also requires notification of the CS Director and the Director of Conference and Events Planning (CEP) as soon as possible after the fact.

Unaffiliated Persons

Persons not affiliated with the college, or with officially sanctioned business with the college, may be excluded for any violation of Reed College policy or any other behavior that would normally result in exclusion.

Any person who is unidentified and refuses or is unable to provide proof that they are affiliated with the college will be engaged as if they are unaffiliated. For example, a person found involved in a minor AOD violation who claims to be an alumna, but who is unable to provide identification to substantiate the claim, will normally be excluded.

Community Member Status Checks

CSOs may contact any individual at Reed if a CSO has a reasonable concern that the individual presents a risk to the safety of the Reed community, a risk of disruption to the educational mission of the college, or the individual may be engaged in an activity that is in violation of the law, Reed policy, or the Honor Principle.

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If an individual is not recognizable as a Reed community member, and is in possession of alcohol, CSOs may contact the individual in order to determine whether or not the individual is a Reed community member or invited guest. While such contacts should not be used as a pretext for conducting age checks, if the CSO learns during the course of the contact that the individual is underage, the CSO will take appropriate actions. If an individual is contacted solely for the purpose of determining whether or not they are, in fact, permitted on campus, the CSO may verify the individual's age according to the Engagement Rules.

Individuals with alcohol on campus who are not Reed community members or invited guests (including approved event attendees) may be required to leave campus.

Age Verification

When verifying the age of a student, CSOs shall use the student's Reed identification and verify the student's age or over/under 21 status by querying the electronic student records (available via Dispatch).¹ CSOs shall NOT use other forms of identification to verify a student's age, such as: state I.D. cards, driver's licenses, passports, etc. Students are often in possession of identification credentials that do not accurately reflect their age. Because of this, CSOs are required to verify students' age via internal Reed records. All other individuals who are asked to verify their age must be able to immediately produce valid, government issued, photo identification that shows that they are at least 21 years of age.

Inaccurate Identification Credentials

If a CSO encounters a student with an identification credential that inaccurately represents the student's age (aka: fake I.D.) or is otherwise likely forged or altered, the CSO may point out to the student that use of the I.D. may constitute a crime. Simple *possession* of a "fake" I.D. is not illegal, nor does it violate Reed policy and CSOs are not allowed to confiscate these credentials unless the student voluntarily surrenders the credential. *Usage* of a "fake" I.D. to misrepresent a person's age and/or identity is in violation of Oregon state law, and CSOs should confiscate any "fake" I.D. that a student attempts to use in this way. Confiscated I.D. should be photographed and placed into evidence. The local office of the Oregon Liquor Control Commission (OLCC) should be contacted and, if the OLCC elects to take possession of the I.D., it may be surrendered to an OLCC official. If the OLCC does not want to take possession of the I.D., it should be destroyed when evidence is processed by a CS Manager.

¹ Reed I.D. cards have the following printed on the reverse side: "The cardholder must present Reed ID upon request from any member of the Reed community."

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Guidelines for the Confiscation of Alcohol

CSOs shall confiscate alcohol that is illegally possessed, possessed in violation of Reed policy, including confiscating alcohol in the possession of individuals who are of legal drinking age, but otherwise in violation of the law or policy, and alcohol that has been left unattended in a way that would allow access to the alcohol by anyone under the age of 21 years.

All alcohol present within a group or gathering shall be confiscated if anyone in the group or part of the gathering is found to be underage and in possession of alcohol or determined to be under the influence of alcohol and it is likely that the alcohol was acquired at the gathering or event.

Example: If a CSO visits a residence hall common room, finds several students drinking alcohol from bottles of hard liquor as well as a case of beer, and determines that one of the students present is underage and in possession of alcohol, all alcohol present in the common room shall be confiscated, regardless of whether or not others present are of legal drinking age.

Distributable quantities of alcohol shall be confiscated if it is likely that it is intended to be, or has been, distributed to minors.

Example: A CSO patrolling the Physics building encounters several students in a thesis office with a beer keg and discovers that, although the senior student assigned the office is of legal drinking age, one or more of the students consuming beer are underage, the keg and any other alcohol shall be confiscated. Unattended alcohol found in any common use area or otherwise not under the immediate control of someone of legal drinking age shall be confiscated.

Example: A CSO, upon entering the common room of a residence hall, sees a bottle of hard liquor and several unopened cans of beer in a kitchen area. Unless there is a person immediately present who is monitoring access to the alcohol, it will be confiscated.

Disposition of Confiscated Alcohol

Open single-serving containers of alcohol, and open bottles of wine, should be

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disposed of immediately by a CSO by pouring the contents into a sink, suitable area of landscaping, or trash receptacle (whenever possible, avoid filling trash bags with liquids). Alcohol should not be poured directly into storm drains as many flow directly to the Reed lake. Unopened cans of beer, multi-serving containers of liquor (e.g., whisky, vodka, etc.), bottles/boxes of wine, kegs or similar dispensing devices, and all other unopened multi-serving containers of alcohol shall be transported to 28 West for disposal. The CSO disposing of the alcohol shall have the disposal witnessed by another CSO or a Dispatcher, disposing the alcohol by pouring it into a nearby sink, or a sink at 28 West.

Special Circumstances

In situations where a CSO has confiscated a significant quantity of alcohol, or a quantity or type that represents significant monetary value, the CSO may log the alcohol into the Found Property log in ARMS, (placing it into the lost & found system). This option is intended to account for occasional instances of alcohol being mistakenly confiscated as unattended, or other unusual circumstances where a student or other person of legal drinking age disputes the confiscation and wishes to appeal the action. CSOs in the field are not permitted to make exceptions to AOD directives, but may delay disposal at the request of a student or if the circumstances warrant. Any such alcohol must be clearly labeled and documented in a detailed CAD entry or ARMS incident report.

DISPOSITION OF CONFISCATED CANNABIS PRODUCTS

Cannabis products that are confiscated pursuant to a violation of the AOD policy shall be destroyed and discarded according to the following guidelines:

1. Document all confiscated items and materials in the ARMS report by describing them in the report narrative. It is not necessary to weigh confiscated materials.
2. Whenever practical, photograph all confiscated items and materials and include the photograph(s) with the ARMS report and place the electronic photo into the *Report Photos* folder on the Homeserver.
3. Dispose of cannabis products by placing them into plastic bags (separated by type, and putting the bags in the locking drop bin. Make note of this in the ARMS report.
4. Community Safety will request removal of the contents of the locking drop bin when necessary. Disposal should always be witnessed by two CS staff members.

Non-cannabis products and paraphernalia that are confiscated pursuant to a violation of the AOD policy shall be handled according to the crime scene and evidence processing directive.

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Documentation

If a violation of the AOD policy is identified, the CSO shall complete an incident report, and the reason(s) for initiating the contact shall be documented in the report narrative. The report shall contain information about the confiscation and disposal of alcohol.

Photographs

Containers of alcohol returned to 28 West for disposal should be photographed before disposal and the photographs should be attached to the ARMS report and stored in the appropriate Fileshare folder, per normal report practices.