

**REED COLLEGE
COMMUNITY SAFETY
DEPARTMENTAL DIRECTIVE
Revised August 2021**

**CSO GUIDELINES FOR ENGAGING INDIVIDUALS & GROUPS REGARDING COVID
19 REQUIRED PUBLIC HEALTH BEHAVIORS**

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Latest review & revision: August 2021

INTERIM DIRECTIVE

The following directive became effective beginning August 3, 2020, and was revised August 20, 2021. This directive will remain in effect in response to the continuing public health threats posed by the COVID-19 pandemic until specifically rescinded or until further revision.

General Guidelines

- CSOs will ***limit outdoor engagement*** with Reed community members to situations where observed or reported non-compliant behaviors are ***egregious***. Examples include gatherings that have not been approved by the college and are of a size or nature that clearly violate college and governmental public health guidelines.
- CSOs will continue indoor engagement anytime non-compliance with published public health behavior guidelines is reported or observed
- Generally, and per instruction above, CSOs will engage with community members when they observe non-compliant public health behaviors including but not limited to:
 - Failure to wear a facial covering as required by Reed College guidelines.
 - Failure to adhere to group gathering size limitations
- CSOs shall not target individuals 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
- CSOs shall abide by the Honor Principle in all contacts with individuals related to public health behaviors by striving to be respectful and to minimize potential embarrassment and inconvenience to an individual being contacted
- CSOs will generally limit contact to individuals observed or reported to be in non-compliance with Reed's articulated public health behaviors necessitated by the COVID 19 pandemic.

Engagement Rules

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CSOs shall contact individuals regarding public health behaviors for the following reasons:

- Large groups congregating without college approval or otherwise not complying with published requirements and limitations
- Any individual not wearing a mask inside a campus building (other than in a private room or office)
- The CSO observes someone otherwise violating Public Health Behaviors in a way that is likely to cause others to be involuntarily exposed to their respiratory expressions (e.g. shouting)

CSOs should both exercise caution and apply officer safety strategies when approaching any individual or group, and make reasonable attempts to use non-confrontational methods when engaging individuals and groups on campus related to public health behaviors.

1. Greet the individual(s) and introduce yourself by name.
2. State your reason for addressing them, including any specific observation(s) that led to the engagement (e.g., “I see that you are not wearing a mask,” or “I believe the number of people in this space is more than allowed”)
 - a. If, upon contacting them, the people immediately comply by pulling up a face covering, modifying how a space is used, etc., the CSO may end the engagement at that time, thanking the people for their help in keeping campus safe for everyone.
3. If the person/people does/do NOT immediately respond or correct their behavior, CSO’s are encouraged to use patience and wait a moment, and to restate their observations.
 - a. If a CSO recognizes that they have had multiple encounters with a single person or if a group is actively resisting calm and measured interactions from a CSO, it may be necessary to identify the people observed to be non-compliant with Reed Public Health Behavior expectations. *Note that all Reed community members are required to provide Reed I.D. to a CSO upon request
 - i. People claiming to be Reed students, staff, or faculty who do not have I.D. should be asked for their name and be verified through Dispatch

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- ii. People who are not Reed community members should be asked to identify themselves and may be asked to leave campus if they do not cooperate with requests to follow campus guidelines
 - iii. People proximate to a public health violation, but who are not believed to have been in violation, do not need to be identified.
- b. Advise the people that a report of the CSO's observations will be made and forwarded to the appropriate college official for follow up. For students this will be the Dean of Students, for Staff the Vice President for their division, and for Faculty the Dean of Faculty.

Reporting

Brief engagements where people involved correct any observed violations of required public health behaviors shall be documented with a CAD entry using the "HLTHB" code. The Dispatcher should make a brief entry in the Public Information field. If names are not collected from any people involved, none need to be entered.

In any engagement where a CSO believes it is necessary to identify a person, the person's name, if determined, shall be included in the CAD entry and the Master Name database.

An ARMS Incident Report shall be completed under the following circumstances:

- 1) An outright refusal by any person to comply with public health behavior guidelines after the person was made aware of the situation and asked to follow guidelines
- 2) An egregious failure to follow public health behavior guidelines. Examples may include the following:
 - a) A social gathering in a confined indoor space with a group larger than current guidelines and/or where most or all participants are failing to follow other public health guidelines.
 - b) An activity that a reasonable person would expect to be unsafe, such as contact sports.
 - c) Any activity that places people who are not direct participants at increased risk, including such behaviors as failing to wear a face covering inside a college building where the covering is required.
- 3) A person the CSO knows to have been previously contacted about a failure to follow public health guidelines is observed behaving similarly.

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ARMS reports will be coded with the “HLTHB” designation, include the name(s) of anyone observed not following the public health guidelines, and all relevant information per normal reporting requirement for campus incidents.

All incident reports related to public health guidelines shall have the narrative pasted into an email to the CS On-call Manager group (cs-ocmgr@reed.edu) immediately upon completion.

Engagement Best Practices

In order to preserve the best possible relationships between CSOs and members of the community, while consistently engaging observed or reported violations of the college’s health behavior guidelines, CSOs should consider the following in all interactions:

- Avoid characterizing a person’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 terms that emphasize official authority or power, such as, “I caught you...”, or “I’m enforcing...”
- Emphasize terms such as “engagement,” “inconsistent with guidelines,” 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 people 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