

**REED COLLEGE  
COMMUNITY SAFETY  
DEPARTMENTAL DIRECTIVE**

**RULES OF ENGAGEMENT FOR CONTACTING INDIVIDUALS WITH  
ALCOHOL**

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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**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, the Assistant Director and the Director
- Alcohol: For purposes of this directive, alcohol refers to any beverage 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

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believed to be consuming alcohol at Reed are at least 21 years of age, or otherwise in violation of relevant policies and/or laws.

**General Guidelines**

- CSOs shall not question individuals randomly or indiscriminately about their age
- 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
- 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
- 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

**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
- 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

**Contacting Groups**

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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.

**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.

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 listed above.

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 on the Homeserver via Dispatch). 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.

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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.

*Use* 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.

**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

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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 disposed of immediately by a CSO by pouring the contents into a: sink, suitable area of landscaping, or trash receptacle (whenever possible, avoid filing 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.

**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**

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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 Homeserver folder, per normal report practices.