

**REED COLLEGE
COMMUNITY SAFETY
DEPARTMENTAL DIRECTIVE**

AOD ENGAGEMENT GROUPS

Source: Guidebook to Reed Alcohol and other Drug Policy, Guidebook to Reed Implementation Plan, Guidebook to Reed the Honor Principle. Departmental Directive issued by the Community Safety Director.

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Policy

Consistent with Reed College policy and guidelines, applicable laws, and the Partnership Agreement between Reed and the Portland Police Bureau (PPB), Community Safety Officers (CSOs) are expected to engage individuals and groups on campus where there is a reasonable concern that someone is engaged in any activity that violates the College's policy, the law, is disruptive, hazardous, or is likely to create an unsafe or disruptive situation. Specifically, CSOs shall engage individuals and groups on campus any time there is a reasonable concern that the behavior of any person constitutes an actual or likely violation of the Alcohol and Other Drug (AOD) policy.

Background

Historically, the vast majority of engagements between CSOs and individuals or groups regarding AOD violations have been cordial, with students and others typically cooperating fully with CSOs. However, there have been instances of individuals and some or all members of groups declining to cooperate by failing to acknowledge obvious violations, declining to answer questions, asserting a "right to remain silent," and giving false information. Students have also, occasionally, attempted to engage CSOs in debates about the validity of certain laws, policies, and practices. Students have also expressed displeasure when CSOs attempt to invoke the Honor Principle, or assert that a student is being dishonest. See the Engagement Best Practices at the end of this directive for more information.

CSO Engagement Guidelines

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, Alcohol, and Tobacco rules of engagement directives.

1. Greet the individual or group and introduce yourself by name.

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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 about his/her observations, 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.
 - 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 drugs. 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.

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- 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.

Identification and Age Checks

For purposes of identifying students, and checking the age of students, ONLY Reed College records may be used**. Students may be identified using their Reed I.D. card, or—lacking that—a different form of photo identification can be cross-checked with Reed records to verify identity.

**Because students routinely use fake I.D. with altered birthdates and other incorrect information, non-Reed information and non-Reed issued I.D.s will not be considered verification of identity or age.

REFUSAL TO SURRENDER ILLEGAL DRUGS, OR ALCOHOL

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Background

People have, on occasion, refused to surrender drugs or alcohol. In order to be prepared for this situation, please utilize the following guidelines.

CSO Guidelines

1. Do not attempt to physically take any items from the possession of an individual against their will or engage in any physical confrontation.
2. If you have immediate access to a camera, photograph the item(s), and the individual(s), if possible.
3. Inform the individual that the college's policy and your directives require you to confiscate illegal drugs, and alcohol not in the possession of someone legally allowed to have it.
4. Inform the individual that their declining to give you the item(s) is actively preventing you from doing your job and is not consistent with the college's policy.
5. Politely ask the individual to allow you to do your job and surrender the item(s).
6. If the individual still refuses to surrender the item(s), tell them that you are required to call a Community Safety Manager immediately for instructions.
7. Contact the On-call CS Manager immediately for instructions (24/7).
8. 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.

Special Note on Cannabis

Effective July 1, 2015, the recreational use of cannabis became legal in Oregon under certain circumstances. However, state law prohibits the use of cannabis in public places, which includes all "schools." Moreover, federal law still prohibits the possession, distribution, manufacture, or use of cannabis at all Institutions of Higher Education (IHEs). Students who assert that they are not required to surrender cannabis found on Reed property or at a Reed event should be reminded that college policy prohibits cannabis at Reed and requires CSOs to seize it when found. Finally, recreational use of cannabis is not allowed for any person under the age of 21. See Cannabis: Rules of Engagement

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

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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.

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

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the Director of Alumni Engagement, 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.

Documentation

Engagement of groups regarding AOD violations should be documented per standard practices. Specifically, the report should include the names of all individuals present in the immediate area who could reasonably have been involved in the activity.

Documentation should include the specific answers—with quotes where possible—provided by each individual, and photos when appropriate and practical.

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 a 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 . . ."

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- ❑ 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.

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.

¹Reed 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.”

²See additional guidelines for alumni and conference attendees.
