

**REED COLLEGE  
DEPARTMENT OF COMMUNITY SAFETY  
DEPARTMENTAL DIRECTIVE**

**GUIDELINES FOR ENGAGING INDIVIDUALS & GROUPS REGARDING TOBACCO VIOLATIONS**

Source: Guidebook to Reed Smoking, Guidebook to Reed the Honor Principle. Oregon Revised Statute 339.883, Departmental Directive issued by the Community Safety Director.

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**Policy**

Consistent with Reed College policy and guidelines, and applicable laws, 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 school policy, the law, is disruptive, hazardous, or is likely to create an unsafe or disruptive situation. Specifically, the Reed College Guidebook section on smoking states that “In its restrictions on smoking, this policy will in no way negate, any aspect of the relevant local, state or federal smoking laws.” Effective January 1, 2018, Oregon state law prohibits any person under the age of 21 years from being in possession of tobacco products or inhalant delivery systems on college property. CSOs shall engage any individual on campus when there is a reasonable belief that they are in violation of the legal age requirements of the law.

**General Guidelines**

- 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 tobacco 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 smoking or engaging in other behavior this not consistent with Reeds policy

**Engagement Rules**

CSOs shall contact individuals smoking tobacco or otherwise in possession of tobacco or inhalant delivery systems for the following reasons:

- The CSO has personal knowledge that an 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 and overt attempts to conceal a cigarette, tobacco, or tobacco deliver device, that would lead a reasonable officer to conclude that an individual is attempting to avoid an interaction with the CSO
- The CSO observes an individual otherwise violating the smoking policy in a way that is likely to cause others to be involuntarily exposed to second-hand smoke
- During the new student orientation period when the vast majority of students on campus are under the age of 21, engagement practices may be modified

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**CSO Engagement Guidelines**

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 tobacco.

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 smoking and recognize you as a first-year student, or I want to let you know that you are smoking in front of a doorway, etc.).
3. Attempt to confirm your observations verbally
4. If, upon contacting them, 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, they have violated the smoking policy, the CSO shall make reasonable attempts to identify them and to confiscate any illegally possessed tobacco products or inhalant delivery systems as appropriate.
6. Request Reed I.D. from each individual present and who is believed to have been in violation. Note that all Reed community members are required to provide Reed I.D. to a CSO upon request<sup>1</sup>.
  - 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 individuals<sup>2</sup>.
  - c. Individuals proximate to a violation of the smoking policy, but who are not believed to have been in violation, do not need to be identified.
7. Once I.D. has been obtained and the information recorded, explain that you are responsible for taking possession of tobacco products and inhalant delivery systems in the possession of anyone under the age of 21 years.
8. Whether addressing single individual or a group, *ask each individual present* whether or not they were in possession of tobacco products or inhalant delivery systems 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 individual has said (or refused to say), and what you will document in the incident report. If you believe that your observations

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<sup>1</sup> 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.

<sup>2</sup> See additional guidelines for alumni and conference attendees

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- do not match the individual's statements, state this matter-of-factly and offer them 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. If addressing a group and some individuals acknowledge having engaged in behavior that violates the smoking policy, while others say that they did not, confirm with those who did that this is correct. Explain to the group that you will document only the names of those who acknowledged having been in violation.
  10. If no one present acknowledges being responsible for the activity, explain to the group that, because you believe a violation has likely occurred, you will document the fact in your report. 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 the Reed College records may be used. The primary source of identification for students is the Reed I.D. card. Secondary identification can be made by use of another photo I.D. to confirm a student's name and then cross checking the name against Reed records.

Because students routinely use fake I.D. with altered birthdates and other incorrect information, no non-Reed information or I.D. will be considered verification of a student's identity or age.

**Refusal to surrender illegally possessed tobacco products or inhalant delivery systems**

**Background**

Individuals may refuse to surrender drugs or paraphernalia. In order to be prepared for this situation, please use the guidelines below.

**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 illegally possessed tobacco products or inhalant delivery systems
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 the Community Safety Manager on call immediately for instructions.
7. Contact the on-call CS Manager immediately for instructions (24/7).

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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.

**Non-Student Contacts**

Generally, unaffiliated persons found in violation of the college's smoking policy will be told that they are in violation and given an opportunity to comply. Any individual who refuses, after having been asked to comply with the College's policy, will typically be instructed to leave college property immediately and provisionally excluded pending any appropriate follow up. However, persons with some kind of official business with the college may be engaged differently depending on specific circumstances. The following information should be considered a general guideline and questions or unique circumstances should be referred to a CS Manager whenever possible.

**Alumni**

Alumni routinely access campus for alumni-specific events (i.e. Reunions), student or general campus events (e.g., 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 policies. Alumni who refuse to comply will not routinely be excluded from campus; the CS Manager on-call should be notified for instructions and the CS Director will follow up with the office of Alumni Relations.

**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 smoking policy, 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 . . ."
- Avoid using terms that emphasize official authority or power, such as, "I caught you . . .," "You've broken the law . . .," or "I'm enforcing . . ."
- Emphasize terms 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 Items and Materials**

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Tobacco, tobacco products, and inhalant delivery systems that are confiscated pursuant to a violation of the smoking 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 cigarettes, other tobacco products, and inhalant delivery systems by placing them into the locking trash bin (NOTE: this item needs to be procured). Disposal should always be witnessed by two CS staff members and documented in the ARMS report
4. Community Safety will request removal of the contents of the locking trash bin when necessary.