

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS
AUGUST 14, 2014**

TAB	DESCRIPTION	ACTION
1	IDAHO STATE UNIVERSITY - PROGRESS REPORT	Information Item
2	PRESIDENTS' COUNCIL REPORT	Information Item
3	DIVISION OF PROFESSIONAL-TECHNICAL EDUCATION - ANNUAL REPORT	Information Item
4	AMENDMENT TO BOARD POLICY – SECTION BYLAWS – SECOND READING	Motion to Approve
5	DATA MANAGEMENT COUNCIL – POLICIES AND PROCEDURES	Motion to Approve
6	SCHOOL DISTRICT DATA SECURITY POLICY	Motion to Approve
7	PENDING RULE – DOCKET 008-0501-1401 – SEED AND PLANT CERTIFICATION	Motion to Approve
8	PROPOSED RULE – DOCKET 08-0111-1401 – REGISTRATION OF POSTSECONDARY INSTITUTIONS AND PROPRIETARY SCHOOLS	Motion to Approve
9	PROPOSED RULE – DOCKET 08-0202-1401 – TEACHER CERTIFICATION	Motion to Approve
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AUGUST 14, 2014

SUBJECT

Idaho State University (ISU) Annual Progress Report

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section I.M.3.

BACKGROUND/DISCUSSION

This agenda item fulfills the Board's requirement for Idaho State University to provide a progress report on the institution's strategic plan, details of implementation, status of goals and objectives and information on other points of interest in accordance with a schedule and format established by the Board's Executive Director.

IMPACT

Idaho State University's strategic plan drives the College's integrated planning; programming, budgeting, and assessment cycle and is the basis for the institution's annual budget requests and performance measure reports to the State Board of Education, the Division of Financial Management and the Legislative Services Office.

ATTACHMENTS

Attachment 1 – Annual Progress Report

Page 2

BOARD ACTION

This item is for informational purposes only. Any action will be at the Board's discretion.

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Idaho State University (ISU) Annual Progress Report:

Theme: Investment in ISU System

- I. Introduction:
 - As the state's only Carnegie research university, Idaho State has educational centers across southeast Idaho, including Idaho Falls, Pocatello, Twin Falls and Meridian. Each of these centers foster excellence in teaching, research and service for the state.
 - Integrated support systems and processes: Financial aid, admissions, advancement, academic programs (cost effectiveness)
- II. Comprehensive University with a health care mission (Teaching)
 - ISU's academic offerings include more than 275 academic and certificate programs – more than any other institution in the state
 - Early College
 - College Prep
 - Bridge and START programs
 - Certificates & professional-technical education support SBOE's 60% completion goal and fulfilling industry demands
 - Undergraduate programs support varying backgrounds of students
 - Primarily Idaho students
 - Support Services (Benny's pantry, daycare, etc)
 - Retention data/graduation
 - Graduate programs in key areas such as health care, energy and education
 - Accreditation (only fully-accredited, University-affiliated residency program)
 - Education
- III. Research opportunities support economic development and learning (Research)
 - Research grants have direct impact on Idaho's economy
 - NSF grant = \$3.8M
 - NIH grant = \$1.8M
 - Naval Research grant = \$2.2M
 - Nuclear/energy
 - Biomedical/isotopes
 - Geosciences
 - Research licenses/patents
 - ISU's clinical research – leader in health care

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- IV. Changing lives in Idaho (Service)
 - ISU produces health professionals in 8 of top 11 most-needed areas
 - Number of patient visits in ISU clinics
 - Last year we offered more than 54,000 patient visits in our 12 health-teaching clinics
 - Leader in health care and patient advocacy
 - Forefront of health care in state:
 - A&P Lab in Meridian (public/private partnership)
 - Arco Telepharmacy
 - Video (2 minutes)
- V. Conclusion: Time to invest in Idaho (and ISU)

PRESIDENTS' COUNCIL

SUBJECT

Presidents' Council Report

BACKGROUND/DISCUSSION

President Joe Dunlap, North Idaho Community College President and current chair of the Presidents' Council, will give a report on the recent activities of the Presidents' Council and answer questions. The Presidents' Council last met on August 5th, 2014.

In addition to updating the Board on recent activities of the Council, the Presidents will update the Board on their campus security plans.

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BOARD ACTION

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NORTH IDAHO COLLEGE

In light of growing campus safety concerns, and recent legislation regarding the concealed carry of weapons on college campuses, North Idaho College has implemented the following initiatives:

- Contracting with Coeur d'Alene Police Department for a full time School Resource Officer
- Implementing new all-campus emergency alert software
- Outfitting current security force with ballistic vests

These are in addition to our existing "Campus Emergency Response and Crisis Protocols" which are updated annually and available upon request.

Policy

Policy # 7.04.01

Effective Date: 3/26/03

Revised: 7/1/14

<i>(Impact Area - Dept Name)</i> Students, Employees, Visitors	<i>(General Subject Area)</i> Weapons	<i>(Specific Subject Area)</i> Weapons on College Property
	Author: Office of Student Services	Supersedes Policy #
Relates to Procedure # 7.04.01 and 5.06	Impact: Students, Employees, Visitors	
Legal Citation (if any) United States Code Title 18, Section 921, 930 Idaho Code 18-3302		
<i>North Idaho College</i>		

Policy Narrative

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STATEMENT

In an effort to provide a safe and positive educational environment, North Idaho College prohibits the possession or use of weapons on College property or at College activities.

WEAPONS POLICY

Possession or use of weapons (as defined in the associated procedure), including firearms, while upon properties owned or controlled by the College or where College activities occur, is prohibited. Exceptions to this weapons policy exist where authorized by state law or where specifically authorized by North Idaho College. Violations of this policy may result in discipline, including, as applicable, student suspension or expulsion, termination of employment or exclusion from the College. Violators may also be subject to prosecution under applicable laws.

Procedure

Procedure # 7.04.01

Effective Date: 3/26/03

Revised: 7/1/14

<i>(Impact Area - Dept Name)</i> Students, Employees, Visitors	<i>(General Subject Area)</i> Weapons	<i>(Specific Subject Area)</i> Weapons on College Property
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Relates to Policy # 7.04.01	Impact: Students, Employees, Visitors	
Legal Citation (if any): United States Code Title 18, Section 921, 930 Idaho Code Title 18, Chapter 33		
<i>North Idaho College</i>		

Procedure Narrative

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INTENT

It is the intent of NIC's Weapons Policy to ensure a safe and positive educational environment at North Idaho College. The College prohibits the possession or use of weapons on College property or at College activities, subject to the limitations imposed by state and federal law and as expressly authorized by North Idaho College.

ENFORCEMENT

The Vice President for Student Services or his designee will enforce the Weapons Policy through the Office of Campus Security and/or other law enforcement personnel.

GENERAL PROHIBITION

The possession or use of weapons, including firearms, while upon properties owned or controlled by the College or where College activities occur, is prohibited.

Exceptions

The following situations are exceptions to the general prohibition of weapons at North Idaho College:

1. The lawful possession of weapons by law enforcement officers or officials.
2. Weapons in the possession of North Idaho College security officers while acting pursuant to the express written authority of the Vice President for Student Services or his designee.
3. Individuals required to possess weapons in order to Participate in programs sanctioned by the College.
4. The lawful possession, carrying, or transporting of firearms or Ammunition concealed on a person licensed under section 18-3302H or 18-3302K, Idaho Code, regarding enhanced concealed carry permit holders and qualified retired law enforcement officers.
 - A. Individuals authorized under Idaho Code 18-3302H or 18-3302K **are not** permitted to carry firearms in the North Idaho College Residence Hall, Boswell Hall, or Christianson Gymnasium. Entrances to these facilities will be clearly posted for the prohibition of firearms.
 - B. It is unlawful for a person to be under the influence of alcohol or drugs and carry a firearm in a concealed manner.

The Vice President for Student Services or his designee may grant further written exceptions.

PRIVATELY OWNED PROPERTY

Individuals must also comply with all posted signs and occupancy rules on private property being leased and used by NIC.

NIC DAYCARE

All individuals must comply with Idaho Department of Health and Welfare or other applicable authorities regarding the handling and storage of weapons.

EMPLOYMENT

Unless an employee is required by the Vice President for Student Services to carry a firearm as a part of that employee's job duties, any possession or use of a firearm is ***not within the course and scope of employment*** with the College.

VIOLATION

Any College employee, student or member of the public who has been found in violation of this policy may be subject to disciplinary action including, as applicable, student suspension or expulsion, termination of employment or exclusion from the

College. Violators may also be subject to prosecution under applicable laws.

DEFINITIONS

1. Weapon: means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, appears to be or is readily capable of causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 1/2 inches in length.
2. Firearm: as defined by Idaho Code section 18-3302H.
3. Ammunition: means ammunition or cartridge cases, primers, bullets, or propellant powder designed for use in any firearm.
4. Concealed: means that the firearm is located on an individual's body (or immediate extensions thereof such as a purse or backpack), is not readily ascertainable and is hidden from the ordinary sight of another person. A firearm is not concealed when it is viewable by another person, even if the revealing of the firearm is inadvertent and/or unintentional by the carrier.

FAQs for Enhanced Concealed Carry at North Idaho College

NIC leadership remains very committed to maintaining a safe work and learning environment. Threatening use or brandishing of concealed-carry weapons (or any other weapons) will not be tolerated. Please be aware that carrying a legal, concealed weapon is not, in and of itself, a disruptive or threatening act. While concealed-permit holders may have familiarity and be at ease carrying a loaded weapon, it's asked that they be aware that many people on our campus are not familiar with handguns and are uncomfortable in their presence.

Be advised that the campus is obliged to follow this law to the letter and is not at liberty to enact policies or provisions that violate it. Any changes to the law would have to come through the state legislative process.

This Question and Answer page has been prepared to provide clarification on how the law works on the campus.

Q | What concealed carry guidelines are permit holders required to follow in order to sufficiently conceal a weapon?

Only enhanced concealed-carry permit holders are allowed to carry a weapon on campus. An enhanced concealed-carry permit requires additional firearm training such as instruction on firearms law conducted by a law enforcement officer, instruction on self-defense principles, live-fire training that includes firing a minimum of 98 rounds, and basic concepts of safe/responsible use of handguns.

The law does not define what concealed means, but permit holders must ensure that the weapon is located on the individual's body (or their immediate belongings, such as a purse or backpack) and is not readily ascertainable. A firearm is not concealed when it is viewable by another person in ordinary observation.

Q | What weapons are covered under the concealed-carry permit?

Only firearms are covered by the statute. A firearm is a pistol, revolver, or other handgun the length of the barrel which, not including any revolving, detachable, or magazine breech, does not exceed 12 inches. All other weapons – rifles, semi-automatic weapons, knives and other edged weapons – are still not permitted on campus.

Q | Who has the authority to ask an employee or student who is carrying a concealed weapon if he or she has the appropriate permit?

Anyone is permitted to ask, but the individual asked is not required to reply unless asked by law enforcement.

Q | What does it mean to “brandish” a weapon? If someone is brandishing a weapon, what actions should be taken?

“Brandishing” is displaying a weapon in a threatening manner. If you see anyone brandishing a weapon, call the law enforcement at 911 immediately and take precautions to protect yourself (evacuate the area or retreat behind a locked door depending on the circumstances).

Q | What responsibility does an enhanced concealed-carry permit holder have to keep his or her weapon absolutely concealed? Are they violating the terms of their permit if someone gets a glimpse of their weapon?

A person with a concealed-carry permit must ensure that their weapon is concealed. If a firearm is partially viewable the authorities will be contacted and the person may be removed from campus. Any brandishing of a weapon is absolutely prohibited and will result in automatic removal from campus.

Q | Can a student who legally possesses a concealed handgun be excluded from the classroom on the grounds that the student’s presence and his or her concealed weapon constitutes a class disruption?

No. The mere act of concealing a handgun with the appropriate permit as authorized by law is not in and of itself a disruption of class activity. Enhanced concealed-carry permit holders should not be excluded from class under any supposition that their presence alone is a “disruption.” Another person’s adverse reaction to someone carrying a handgun in accordance with the concealed carry act is not grounds to eject the permit-holder from the classroom.

However, if the weapon is visible, the student may be removed from the campus/classroom until appropriate personnel have assessed the situation. Contact security with any questions.

Q | Can faculty ask a student who holds a concealed-carry permit to report that status to them?

While faculty can ask a student who has a concealed-carry permit to report that status to them, students are not required to provide this information to a faculty member. Any voluntary reporting of concealed-carry permit status by a student to a faculty member should be done privately. **Faculty should not, under any circumstances, coerce students into complying with their requests or pressure them to answer concealed carry queries.**

Q | Can staff or student employees bring a concealed weapon everywhere on campus?

No. Individuals are not permitted to carry firearms in the NIC Residence Hall, Boswell Hall, Christianson Gymnasium or Lakeside Center (NIC Children's Center). Entrances to these facilities will be clearly posted regarding the prohibition of firearms.

Q | Can a supervisor request a list of employees who have received a concealed-carry permit?

No. The name of individuals with concealed-carry permits is not a matter of public record.

Q | Are there certain areas of the campus where, due to the nature of the work and/or workspace, an employee or student would be prohibited from carrying a concealed weapon (e.g., labs, daycare centers, and off-campus facilities)?

General Campus:

The only places on NIC's main campus **where concealed firearms are not permitted are the NIC Residence Hall, Boswell Hall, Christianson Gymnasium and Lakeside Center (NIC Children's Center).** An individual that is properly permitted may carry a concealed firearm in labs and other classrooms on campus.

Lakeside Center (NIC Children's Center):

The Idaho Department of Health and Welfare separately regulates firearms in daycare facilities. An individual may carry a concealed firearm at NIC's Children's Center during drop-off or pick-up of a child. Aside from pick-up and drop-off, staff and parents are not permitted to carry concealed weapons and must keep their firearms in a locked container that is inaccessible to children. Ammunition must be kept in a separate locked container. These rules apply at all times when children are present.

Private Facilities Being Rented by NIC:

Not all locations being used by NIC are owned by the college. Private owners may prohibit the carrying of concealed weapons on their property. Students must first look to see if the building they are entering has signage prohibiting the concealed carry of weapons.

Q | Under what circumstances can a supervisor tell employees they cannot bring a concealed weapon into the office?

There are no circumstances in which issuing this kind of directive would be permitted. Appointing authorities and supervisors may ask all employees to voluntarily not bring legal concealed carry weapons into the workplace, but they cannot require it or otherwise coerce their employee(s) through the workplace relationship to comply with the request.

Unless expressly required to do so by the Vice President for Student Services, the carrying (and use) of concealed weapons by employees is not within the course and scope of employment at NIC.

Q | Can employees bring a concealed weapon to a meeting (e.g., staff meetings, disciplinary meetings, performance coaching/evaluation meetings, trainings, campus resource consultations, and interviews)?

Yes. If the employee has a valid, enhanced concealed-carry permit and the weapon is concealed in accordance with the law. For assistance in any situation of concern, such as a performance review, please contact the Office of Human Resources at Ext. 3304.

Q | If I see someone carrying a weapon on campus, should I call the police?

Yes. The safest course of action is to call the Coeur d'Alene Police by dialing "911," followed by calling NIC Security at 769-3310. They will respond and make contact with an individual to determine if that person has a concealed-carry permit and is carrying a weapon legally. All concealed-carry permit holders are required to carry their permits on their person if they are also carrying their weapon.

Q | Can concealed carry permit holders bring their gun to a concert, athletic event, or performance?

No. All weapons (included concealed firearms) are prohibited in Boswell Hall, and Christianson Gymnasium. All weapons are also prohibited in the NIC Residence Hall.

Links:

Kootenai County Sheriff's Q&A on Concealed Carry
<http://www.kcsheriff.com/concealedweaponspermits.html>

Idaho Attorney General Link FAQ on Concealed Carry
http://www.ag.idaho.gov/concealedWeapons/concealedWeapons_index.html

Enhanced License to Carry Statute
<http://legislature.idaho.gov/idstat/Title18/T18CH33SECT18-3302K.htm>

College of Southern Idaho

Major Emergency Guidelines For the Emergency Response Team

Revised October 2013



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College of Southern Idaho
Major Emergency Guidelines*
Emergency Response Team
Revised August 2013

The basic emergency procedures outlined in this guide are designed to minimize local effects of disaster or other emergency situations upon the college and community through appropriate deployment and use of available personnel, facilities, and equipment, and to enhance the protection of lives and property through effective use of CSI campus resources.

Whenever an emergency affecting the campus reaches proportions **THAT CANNOT BE HANDLED BY ROUTINE MEASURES**, the President, or a designee, may declare a state of emergency and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan: (1) large-scale disorder and (2) large-scale natural or man-made disasters. Since an emergency may be sudden and without warning, these procedures are designed to be flexible to accommodate contingencies of various types of magnitudes. These procedures apply to all personnel, buildings and grounds operated by the college, to include those outside the college campus. Table-topics and field exercises will be used for training. This plan will be examined annually.

The authority to declare a campus state of emergency rests with the College President or designee.

Under ideal conditions the implementation of this Emergency Response Plan will be in three (3) phases: Advance Warning, Emergency-in-Progress and Post-Emergency/ Recovery.

Advance Warning Phase:

- First Person on scene calls 911 or Security x6605.
- Security notifies President's office.
- He, or his designee, decides whether or not to enact emergency plan.
- If enacted, emergency response team is activated and control center established.
- Planning and communication decisions are made and implemented.
- Appropriate areas notified.
- Essential services personnel are called in or retained.
- Precautionary evacuations are performed.

Emergency-in-Progress Phase:

- Director of Physical Facilities, or designee, maintains communication with Emergency Response Committee and outside safety services.
- Emergency response team activated, if no advance-phase.
- Provide First Aid, as needed.
- Provide Fire suppression, as needed.
- Initiate Damage Control operations.
- Manage employee and student issues.
- Take law enforcement and crime prevention measures as necessary.

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- Provide continual feedback to control center.

Post Emergency/Recovery Phase:

- Continue first aid as needed.
- Restore damaged or lost utility services.
- Provide or manage emergency repair of structural damage.
- Remove fallen trees, debris from lines, roads, etc.
- Call back additional personnel.
- Deal with employee and student issues for continued operation of college.
- Provide debriefings for working teams and for employees.

CSI system telephones require power. Please see Page 17 for a list of phones that have direct outside connections. The outside phone lines would work if the power was on outside of CSI.

Types of emergencies covered by the emergency manual are:

- Fire or Explosion
- Reporting injuries and accidents
- Medical Emergencies
- Earthquake, flood, tornado, extreme weather
- Hazardous materials leaks/spills
- Bomb threat
- Crime in progress
- Power failure
- Disruptive persons/events
- Evacuation of persons with disabilities
- Exposure to blood or bodily fluids
- Mental Health Emergencies
- Active Shooter Situation
- Inclement Weather Closure

Details of above can be found at CSI Security web site: <http://www.csi.edu/security>

Major Emergency:

Any incident, potential or actual, which affects an entire building or buildings, and/or will interrupt or disrupt the overall operations of the College.

Outside emergency services will probably be required, as well as major response from campus support services, and major policy considerations and decisions will usually be required from Administration. Examples include power outage, fire, snow emergency, bomb threat, hazmat spill, and civil disruption.

Disaster:

Any event or occurrence that seriously impairs or halts the operation of the College.

In some cases mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus resources is required to manage the situation effectively. Examples include total campus blackout, nuclear disaster, and sustained, severe weather.

Citywide disaster center:

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The Gym has been designated by the Red Cross as a care center in the event of a large disaster, provided the gym is not critically needed by the college. **Do NOT use facilities as temporary morgues.**

**Parts of this plan were based on information from the web sites and printed materials of the Twin Falls School District, Idaho State University, Boise State University, Washington State University, and Bucknell University.*

The First 30 Minutes

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What is done in the first thirty minutes of an emergency is crucial in determining people's perception of the crisis and how it was handled.

- Have the appropriate person handle the situation. The President, or a designee, should take charge of the situation, implementing the emergency plan.
- The President, or a designee, will notify the emergency team.
- The Emergency Response team will meet in the President's board room or, in case of power failure, the Meyerhoeffer Building that has generator capability.
- Under the circumstances, define the problem.
- Consider the options; act decisively to ensure the health and safety of students and employees and the protection of property.
- Communicate with employees; keep the news media informed.
- Decide if employees stay on campus and/or students stay in classes.
- Periodically update the students in the classrooms. Avoid having large group meetings.
- The community will be interested. To allay fears and demonstrate competence in handling the situation, get accurate information out through the news media
- Implement an Emergency Assessment and Information Sheet.
- Review tasks and begin plan implementation.
- Coordinate as appropriate with County Local Emergency Planning Team. *To activate the LEPC, request them when calling 911.*
- Any incident that has a potential for adverse publicity concerning the college should be reported promptly to the President.
- The authority to declare a campus state of emergency rests with the President or his designee.

Emergency Assessment & Information Sheet

Brief description of emergency:

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Actions completed:

Who now knows about the emergency?

Assessment of damage or harm:

To people:

Number of people involved

How many accounted for

Injuries

Evacuation needed? ____ Yes ____ No

To buildings:

Briefly describe damage:

Further damage potential:

Other facilities at risk:

What do you project will happen in the next two hours?

News media:

Are media on site? ____ Yes ____ No

Who?

How many?

____ Insurance/claims (VP of Administration)

____ Legal (President)

____ Damage Assessment Team Long-Term Follow-up

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____ After-hours Phone Tree (CSI first on site)

____ Others

Your name:

Time:

Phone Number:

EMERGENCY RESPONSE TEAM

This is the core college-site team that will supervise all Emergency Response efforts. This team will also coordinate the work of sub-teams. The team should consist of, but not be limited to, the

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President of CSI, the Executive VP of Instruction, VP of Administration, VP of P&D, Dean of IT, Director of HR, Director of Physical Plant, Public Safety Director, PIO, Dean of Students, Director of Counseling, and Administrative Assistant to the President.

The order of command is: President and in his absence Executive VP, VP of Administration, or VP of P & D. An emergency command center will be established in the President's Board Room. In case of a power outage, the command center will be set up in the Meyerhoeffer building, which has generator backup.

Check the resources you need (each team member should have a backup designee noted on this list):

___Emergency Director (President of CSI; backup: Exec. VP)

- Declares and ends emergency;
- In charge of, and initiates, the Emergency Response Team;
- Processes all information, makes all final decisions and directs all media requests;
- Assigns appropriate responsibilities to Emergency Coordinator(s);
- Serves as liaison with, city officials and community agencies;
- Works with Director of Physical Plant and others in assessing emergency and preparing college's specific response; and
- Directs long-term follow-up as needed.

___Emergency Coordinator(s) (Exec VP of Instruction; Director of HR) One coordinator remains in Command Center at all times and is relieved by another coordinator.

- Responsible for overall coordination of all campus emergency teams as directed by the President;
- Notifies members of the team, advising them of the nature of the emergency;
- Collects information from these teams for the President (who is doing what, how to contact them and the latest status);
- Sees that all collected information is written for ease in transition from one coordinator to another;
- Coordinates food service as necessary;
- Coordinates procurement of emergency supplies and materials;
- Coordinates employee volunteers as appropriate;
- Exec. VP manages instructional related issues.

___Facility Emergency Coordinator (Director of Physical Plant; Asst. Dir.)

- Notifies President of emergency;
- Coordinates campus emergency response and resource teams for facilities;
- Takes immediate and appropriate action to safeguard records as necessary;

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-
- If phones are down, establishes, with IT, emergency communication network using hand-held radios or cell phones;
- Notifies and communicates with emergency agencies as needed, for CSI emergencies and for community-wide emergencies;
-
- Assists in use of emergency equipment, handles supplies and manages safe use of available utilities;
- Surveys critical areas and secures, or cleans up, area as needed;
- Identifies and seals off contaminated areas
- Reports chemical spills and/or releases to appropriate regulatory agency as required
- Controls main shut-off valves for gas, water, electricity, etc;
- Takes preventative measures to minimize hazards that may result from broken or downed lines;
- Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repair and equipment protection;
- Surveys campus facilities for structural damage pursuant to allowing reoccupation
- Assists with claims, record keeping and disbursement as necessary;
- Provides vehicles for movement of personnel and supplies;
- Plans a warning system to be used during a power failure
- Keeps command center apprised of situation.
-

____ CSI Incident Commander (Public Safety Director; Security Supervisor)

- Serves as liaison with public safety officials and maintains communication with them
- Takes immediate and appropriate action to protect life and property
- * Provides physical security and access control for campus buildings and grounds
- * Directs the actions of security teams
- * May serve as the CSI representative at the public agency command post as part of the Incident Command System (ICS)
- * Arranges and coordinates required public safety services
- * May act either in the field leading CSI's emergency response efforts, maintaining liaison at the public agency incident command post or operating out of the CSI Command Center
- * Ensures the initiation of the various emergency mass notification systems (siren, group phone intercom, phone/runner tree and RAVE)
- * Coordinates with members of the CSI Safety Committee as necessary
- * Keeps the CSI Command Center apprised of the situation
- * Serves as the CSI representative to the Twin Falls County Local Emergency Planning Committee
- * Accomplishes an annual review of this plan and communicates updates to team members

____ Internal telecommunications Communications (VP of Administration; Dean of IT)

- Provides for dissemination of information within college through IT, phone trees, runners, etc. (including the use of Building Safety Coordinators);
- Manages damage control to internal IT systems;
- Directs telephone inquiries to PIO, HR or Student Activities as appropriate;

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- Works with facility coordinator to establish emergency communication network;
- Keeps command center apprised of situation.

____ Human Resources (Director of HR; HR Department)

- Provides for the emotional and psychological well-being of employees, both during and after an emergency;
- Coordinates critical stress debriefing opportunities for employees and teams;
- Monitors their reactions to the emergency and coordinates for employees, with VP of Administration, up-to-date information regarding the emergency;

- Teams with VP of P & D, Advising, CND and EAP (MVRMC Health OCC) to assess and form action plan to assist employees in other areas of need, including on-campus care;
- Coordinates medical assistance for injured employees through Select Health;
- Coordinates next-of-kin notifications if required;
- Provides guidelines for next-of-kin notifications;
- Provides to team an accurate accounting of total number of persons injured, type of injuries sustained, current disposition of the injured, current status of family notifications;
- Assigns an HR staff member to assist dependents of injured employees, such as with insurance, EAP and workers compensation phone numbers;
- Assists with personal identification;
- Provides advice on uses of college human resources or human resource regulations;
- Keeps command center apprised of situation;

____ Student Services (Dean of Students & Director of Advising)

- Provides for the emotional and psychological well-being of the students, both during and after emergency;
- Coordinates critical stress debriefing opportunities for students;
- Coordinates, with VP of P & D , availability of available shelter operations;
- Assists in the safety needs of the students;
- Arranges move of dorm residents to other areas, if necessary;
- Keeps command center apprised of situation.

____ Medical/Student Health (Dean of Students; Director HSHS)

- May include setting up temporary First Aid Station;
- Coordinates campus emergency medical resources with local operations;
- Maintains liaison with Red Cross medical response personnel, as appropriate; (IRC requires a nurse on site – if they provide medical services);
- Keeps command center apprised of situation.

____ Media relations (PIOs)

- Receives and coordinates all media requests;
- Provides for dissemination of information outside the school, under the direction of the President, and issues press releases;
- Designates a central location for meeting of media personnel with college representatives;
- Prepares formal announcements for entire college;
- Keeps command center apprised of situation.

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- Assists Public Safety Director in initiating emergency mass notifications

___Transportation Coordination (Director of Physical Plant and VP of Administration)

- May include transportation of employees and students to safe areas;
- May include transportation of emergency team members to and from homes;
- May include use of Trans IV;
- Keeps command center apprised of situation.

___College Conversion to Public Shelter (VP of P & D and Director of HR)

- During major city wide or area emergencies, the President will determine if possible or feasible to have the college available as a mass care center;
- Emergency facility use will not commence until the primary responsibilities of student welfare and safety have been resolved;
- If the college is needed during school hours, dismiss all classes and release students, unless the emergency does not allow such action;
- Some employees may be asked to stay on-site and help prepare the school to serve as a first-aid station or care center;
- If the school is needed after school hours, the President will be notified at home;
- The President, or a designee should alert needed employees, using the phone tree;
- The President and PIO will provide information to the news media indicating the affected on-campus buildings;
- Coordinates with Red Cross and other supporting agencies, including LEPC;
- Coordinates with HR and Dean of Students, the care of employees and students who may be stranded, or staying, on campus;
- Keeps command center apprised of situation.

___Food & Housing service (VP of P & D)

- May include mass care;
- May include employees and students on campus;
- May include emergency teams;
- Keeps command center apprised of situation.

___Dorms (Dean of Students and VP of P & D)

- Coordinates use of dorms for student care, or as appropriate, other mass care;
- Keeps command center apprised of situation.

___Recorder (Administrative Asst to President; Administrative Assistant, HR)

- Stays with the President and keeps notes as to what transpires throughout the day;
- Acts as a reminder to the President and creates documentation for reference and later review of team process.

___Safety Committee Members

- Assists in safety training in buildings prior to emergencies;
- Serves as telephone tree, or runners, during work hours.

___Damage Assessment Team (Director of Physical Plant)

- Assesses damage to college facilities;

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- Keeps command center apprised of situation.

___ Risk Management (VP of Administration)

- Notify insurance underwriters and appropriate state offices of disaster;
- Identifies property damage and assigns values.

Protocol for Security Responses to the Dorm (Eagle Hall)

There are several reasons why a security response would be required to the Dorms: the normal walkthroughs, a medical call, request for assistance from a law enforcement agency, a reported drug or liquor violation, a reported mental health emergency, a fire/trouble alarm, a request to admit a resident to his/her room, or other reported criminal/disciplinary issues. Each of these issues requires an appropriate response and adequate documentation from CSI Security as follows:

1. Fire Alarm

- a. Respond as in any other building – ensure that occupants have evacuated
- b. Go to the main fire panel and ascertain the source of the alarm. The fire annunciation panel adjacent to the front doors should be checked first for the location of the alarm in the building.
- c. Determine if there is fire or smoke or other indication of what created alarm
- d. If no fire/smoke/odor, call alarm company or Fire Dispatch to cancel fire department response – silence audible alarm
- e. Determine which smoke detector was activated – blow out (air can is in the office) or replace unit as necessary
- f. If Fire Department arrives allow them to reset the fire panel – Security will reset only if Fire Department does not respond and it is assured that there is no evidence of fire or smoke.
- g. Allow occupants back into the facility
- h. Document alarm and its disposition on the fire alarm clipboard, a blotter entry and if there was actually a fire - in the Crime/Fire Log and an entry in the Judicial Action system

2. Medical Call

- a. Ascertain medical status of victim – provide first aid as required

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- b. Request EMS response if indicated by victim's condition (determine whether a call to 911 has already been made)
 - c. Assist EMS personnel as needed
 - d. Provide transportation to Physician's Immediate Care or to St. Luke's only for minor medical issues. Do not transport for any potential life threatening issue
 - e. Document the incident on a formal Incident Report and enter it into the Judicial Action System by the end of your shift
3. Request by Law Enforcement for Assistance
- a. Provide requested assistance if possible
 - b. Notify Dorm Resident Manager (RM) and/or Resident Assistants (RA) if available. If they are not available contact the Security Supervisor or Director of Public Safety for specific guidance.
 - c. Ascertain all pertinent information as to the purpose of the request, the subject of the request, the officers' identity and a case number if available.
 - d. Prepare at a minimum a blotter entry and more likely a formal Incident Report depending on the type of issue involved.
4. Reported Drug Violation
- a. Interview the reporting party – try to determine the probable cause for believing that a drug related violation has occurred
 - b. Advise RM and/or RAs as appropriate. Enter a resident's room only with the RM or RA unless an emergency situation exists
 - c. If drugs are present or there is a reasonable belief that they are or have been present, immediately contact TFPD for assistance
 - d. Obtain names of all parties involved
 - e. Attempt to isolate the incident and request that all parties remain until the PD arrives. Have them remain outside of their room if at all possible in order to preserve any evidence
 - f. Do not utilize physical force to detain parties
 - g. Try to retain a chain of custody for any illegal substances found and release to law enforcement

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- h. A search of a resident's room should only be conducted with the RM or RA present and then based upon probable cause that an illegal activity is ongoing in the room. If time permits contact the Security Supervisor or Public Safety Director for guidance.
 - i. Document this action completely in a formal Incident Report and enter it into the Judicial Action System
- 5. Reported Liquor (Disciplinary or Law) Violation – Not all alcohol disciplinary violations will involve Security. Security should always be notified, however, in the case of illegal activity e.g. underage drinking. In either case a Judicial Action report must be prepared either by the Dorm Director or Security.
 - a. Interview reporting party and any other individuals with information on the issue.
 - b. Minors under the age of 21 possessing, drinking or being under the influence of alcohol is a crime – call for TFPD assistance immediately
 - c. Confiscate any alcoholic beverage obtained and release it to the PD as evidence.
 - d. Search a resident's room only in the presence of the RM or RA (except in emergency circumstances) and on sufficient probable cause.
 - e. If the individual(s) possessing the alcohol are 21 (obtain identification from all subjects) or older they need to be told that alcoholic beverages are not allowed on the CSI campus, the alcohol is to be poured out or removed from the campus by the individual(s). Ensure that sufficient information is obtained for a subsequent report
 - f. If the individual(s) attempt to leave the campus by car the license plate information and a description of the car needs to be furnished to TFPD Dispatch for their follow-up action.
 - g. In any case if the individuals are not cooperative or exhibit signs of public intoxication the PD should be immediately called for assistance.
 - h. Prepare a formal Incident Report and enter into the Judicial Action System
- 6. Mental Health Emergency

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- a. Interview the reporting party, victim and other individuals having information on the issue. Always try to work with the RM or an available RA.
 - b. Contact TFPD or Emergency Medical Services for assistance as needed
 - c. Transport the victim to a medical facility only in extreme cases where no other means of transportation are available. Consult with Security Supervision should this occur.
7. Request for Resident to be Let Into Room
 - a. The preference is for the RM or RA to perform this function if available. If no Dorm staff is available to perform this function Security may open the door for the resident if they can produce some evidence as to ownership of the room (Driver's License, Student ID, something with their name on it inside the room, etc. If the occupant requesting entry cannot produce any form of identification to verify that they live in that room Student Activities can be contacted for assistance in verifying the individual.
 - b. This activity should be documented via a blotter entry
8. Any report of a missing student living in the Dorm should be brought to the attention of the Security Supervisor and the Public Safety Director immediately. There are specific actions that must be initiated in such cases.
9. All incidents at the Dorm must be thoroughly documented in most cases by a formal Incident Report and then entered into the Judicial Action System. The Security Supervisor or in her absence the Public Safety Director should be immediately apprised of any significant incident involving the Dorm or its residents.
10. The decision to trespass a student from the dorm should be made by either the Dorm Director or the Dean of Students. Decisions regarding non-students will be handled by Security. If the decision is made to trespass an individual from the Dorm ensure that an official Trespass Notice is issued and determine whether the trespass should cover only the Dorm or the entire CSI campus. Guidance for this action should always be obtained

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from the Security Supervisor or the Public Safety Director (especially in the case of a student being evicted from the Dorm).

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BOMB THREAT MANAGEMENT PLAN

A. Receipt of Threat

- a. Bomb threats may be received in various ways, although the majority are received by telephone. It is very important to compile as much information as possible from the caller.
- b. The questions contained in the CSI Emergency Procedures Manual Bomb Threat section shall be utilized to gather and record critical information from a telephoned threat.
- c. There are two primary reasons why a bomb threat is made:
 - i. The caller has knowledge or believes that a bomb has been or will be placed and wants to minimize injury and property damage.
 - ii. The caller wants to create anxiety and panic that will disrupt normal activities. The vast majority of calls are of this type and are false but no bomb threat can be discredited without an adequate investigation.
- d. The person receiving the call should not discuss it in their work area. They should immediately notify CSI Security at X6605. CSI Security will then notify local law enforcement and appropriate CSI officials who are members of the Emergency Response Team.

B. Command Center

- a. Upon receipt of a bomb threat, CSI Security shall notify the members of the Emergency Response Team to assemble in an appropriate location outside of the emergency impact area to initiate the implementation of the protocol contained in the Major Emergency Guidelines (Revised October 2023) document. This location would be the President's Board Room unless the emergency impact area includes this building.

C. Threat Assessment

- a. In determining the optimal course of action, all of the information concerning the threat must be considered. The U.S. Department of Homeland Security categorizes threats as Low-Risk, Medium-Risk and High-Risk. All bomb threats must be taken seriously and carefully analyzed.
 - i. Low-Risk: This type of threat lacks realism. The probable motive is to cause disruption. The threat is vague and nonspecific. The information contained within the threat is inconsistent, implausible, or lacks detail. The caller might be known and/or has made previous threatening calls. The threat was discovered rather than delivered (e.g. a threat written on a wall).

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- ii. Medium-Risk: There is an increased level of realism and/or specificity. This is the type of threat that could be carried out, although it may not appear to be entirely realistic. The threat is more direct and feasible. Wording in the threat suggests that the perpetrator has given some thought as to how the act will be carried out. The threat may include indications of a possible place and time. There may be some indirect reference indicating that the perpetrator has taken some preparatory actions. There may be some indication that the perpetrator has details regarding the availability of components needed to make a bomb.
- iii. High-Risk: This threat is very specific and realistic. The threat poses an immediate and serious danger. The threat is direct, specific and realistic. The threat language may contain names of victims, a specific time for detonation and/or a location of the device. The perpetrator may provide his/her identity or group affiliation. The threat suggests that concrete steps have been taken toward carrying out the threat. The perpetrator may make statements indicating that they have practiced with explosives/weapons or have had an intended victim(s) under surveillance. The perpetrator may display significant knowledge of the campus and its facilities. This level of threat would include those where there is a very short time frame given until stated detonation.
- b. Other questions should be asked/answered when conducting a threat assessment:
 - i. Have there been any national or local bomb incidents or threats in the recent past?
 - ii. Has a hostile student, staff or faculty member been disciplined, suspended or terminated recently?
 - iii. Have any rumors been circulating concerning any individual connected to the campus threatening to harm others?
 - iv. Has the campus received any recent correspondence from an individual who has complained or was angry about any campus issue?

D. Decision Making

- a. Based upon an analysis of all available information as described above, administration officials have five possible alternatives
 - i. Conduct a low profile (covert) search of the exterior grounds and general building areas with security and other designated personnel.
 - ii. Conduct a more comprehensive (overt) search having all staff/faculty members search their work areas in addition to the search of the public areas and grounds.

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- iii. Search with a partial evacuation of only the alleged impacted area.
 - iv. Evacuate after the search is complete.
 - v. Evacuate immediately
 - b. The actions taken as described above should be taken in number order based upon the results of the threat assessment; e.g. D(a)(i) should be considered for Low-Risk threats and then D(a)ii through v for threats ranging from Medium to High.
- E. Searches
- a. The decision to search and the scope of the search should be determined upon the level of risk (Low, Medium or High) and the amount of time given by the caller for the bomb to detonate.
 - b. If the threat is High on the risk scale and only a short time given until the alleged detonation, it is advisable to get everyone out of a targeted building/area with only the exit routes being searched by security personnel.
 - c. If the threat is of a lower risk and sufficient time is given either a covert search of the targeted premises should be conducted by CSI staff (Security Maintenance and Building administrative staff) or an overt search by faculty/staff in their respective work areas.
 - d. In conducting a search (or when staff/faculty are scanning their work areas) they should be looking for anything that is suspicious (doesn't belong in the room/area, wasn't there earlier in the day, looks out of place to be in that area/room, etc.)
 - e. An area being searched should be divided into three levels of examination to ensure a complete sweep; from floor to waist level, waist to chin height and then chin height to the ceiling.
 - f. If a suspicious object is identified during a search, it must not be touched, tampered with or moved. CSI Security or law enforcement on scene should be notified immediately with the object's location and a description. Cell phone and two-way radios should not be utilized in the immediate vicinity of a suspicious object. A search should continue even if one suspicious object is identified as it may not be the only device planted in the area.
 - g. Searchers should not change the environment in the area/room being searched. Do not turn off or on water, gas or anything utilizing electricity.
- F. Evacuation
- a. The decision to evacuate will be the responsibility of CSI administration. Law enforcement will, however, make recommendations as to the timing and scope of an evacuation.

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- b. The decision to evacuate is based upon many of the same factors that are discussed above under the topic of Searches: the threat assessment, time availability and scope of the threat (one building or the entire campus).
- c. If a full or partial evacuation is ordered Security will search evacuation routes to determine their safety prior to any evacuation.
- d. The decision as to evacuation will be transmitted to the affected campus population via the RAVE Emergency Communication System, the CSI Campus Alert Group Phone System and/or the Emergency Situation Phone/Runner Tree.
- e. The order to evacuate shall include the instruction that all evacuees shall remove all personal items , e.g. purses, backpacks, bags, etc.)
- f. The incident will be declared over only after a threat assessment is complete and analyzed, a search has been conducted with negative results, an evacuation (if ordered) has been accomplished, a sufficient timeframe has elapsed since the stated time for the item to detonate and any law enforcement investigation has been concluded. CSI administration will again make this decision with law enforcement input/guidance.

COLLEGE OF WESTERN IDAHO

Board Policy 4340 Safety

Adoption History: 2/21/12; revised 10/16/12; revised 2/4/13; revised 7/15/14

Implementation: **AP4341 Campus Disruptions and Violence; AP4342 Firearms and Weapons; AP4343 Incendiary Devices, Explosives and Fireworks; AP4344 Identifying Workplace Hazards; AP4345 Correction of Workplace Hazards; AP4346 Hazardous Materials Communication; AP4347 Injury and Illness Prevention; AP4348 Injuries and Illness Reporting**

The President shall establish administrative procedures to ensure the well-being of students, employees and the public as well as proper stewardship of college assets. These procedures shall prohibit the possession or use of weapons on the College of Western Idaho (CWI) property or at CWI activities by students, faculty, staff or visitors except for authorized law enforcement officers, authorized campus security officers, and persons exempt under Idaho State law. "Persons exempt under Idaho State law" means any person licensed to carry a concealed weapon under Idaho Code Sections 18-3302H or 18-3302K.

Administrative Procedure 4342 Firearms and Weapons

Board Policy 4340 Safety

Adoption History: 7/15/14

References: Idaho Code Title 18, Chapter 33; Title 18 U.S. Code, Sections 921, 926 and 930; Idaho State Board of Education Policy (Section I, Subsection R - Campus Safety)

Definitions:

- Weapons: These include firearms, knives, explosives, or other items which are capable of inflicting serious injury.
- Properties owned or controlled by the College: These include all College owned or leased buildings and surrounding areas such as sidewalks, driveways and parking lots. This policy applies to those operating College vehicles, regardless of whether they are on College property at the time.

Procedure: The possession, wearing, carrying, transporting, or use of weapons, including firearms, while upon properties owned or controlled by the College of Western Idaho (CWI) or where CWI activities occur, is prohibited, except for authorized law enforcement officers, authorized campus security officers, and persons exempt under Idaho State law. "Persons exempt under Idaho State law" means any person licensed to carry a concealed weapon under Idaho Code Sections 18-3302H or 18-3301K. Because weapons are capable of inflicting serious injury and pose a clear risk to persons and property, violations of this policy may result in suspension or termination from CWI and prosecution under appropriate laws.

Violations: Possession or use of any unauthorized weapon on College property or during College activities is a violation of this policy. Such violation may result in disciplinary action up

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to and including suspension or termination from CWI and prosecution under appropriate city, state, or federal laws.

Individual Exceptions: Prior specific written permission from the Director, Facilities Management to bring any weapon on campus may be obtained for certain activities or legitimate purposes, i.e., class projects or demonstrations, or displays of antique firearms or art objects.

Program Exceptions: Some students or instructors regularly use tools which fall under the definition of weapons. Such tools, when applied directly to a legitimate use in College programs, are exempt from this policy. Questions are to be directed to the Director, Facilities Management.

Frequently Asked Questions (FAQ's):

- **What type of permit does someone need to hold in order to carry a weapon legally on campus?**
 - On March, 2014, The State of Idaho passed SB 1254 into law. This law permits individuals who are qualified retired law enforcement officers under Idaho Statute 18-3302H, or who hold an “enhanced” concealed carry license under Idaho Statute 18-3302K, to legally carry concealed weapons on campus.
- **What is considered “concealed” in terms of weapons?**
 - A “concealed weapon” means a weapon which is carried upon one’s person and is not in plain view or discernable by ordinary observation.
- **Where does a weapon need to be in order to be legally considered “concealed”? Can a weapon be in a backpack or purse, or does it need to be directly on a person’s body or within reaching distance of the person?**
 - The law does not expressly state where a weapon needs to be in order to be considered “concealed.” As noted above, the weapon cannot be in plain view or discernable by ordinary observation. Further, the weapon must be on the license holder’s person or in close proximity as to be readily accessible for immediate use. It is CWI’s position that this means that the weapon must be on the license holder’s person or within reaching distance such as in his or her purse, backpack, book bag, or jacket or other clothing.
- **What constitutes an unconcealed firearm?**
 - If any part of a concealed weapon is in plain view or discernable by another person by ordinary observation, the weapon is not considered concealed. This may be a violation of the law and is a violation of CWI policy. Campus security should be notified when a person has failed to conceal his/her weapon.
- **What should be done if it is *suspected* someone is carrying a concealed weapon?**
 - If you suspect someone is carrying a weapon, but there is not a perceived threat and the weapon is not visible, then there is no need to take any actions.
- **What should be done if someone feels intimidated by any person they believe is carrying a weapon?**
 - If there is not an immediate threat, we would ask you to contact campus security; if there is an immediate threat, then you should contact 911.
- **Will CWI have armed security officers?**
 - No—CWI will not have armed security guards. Your safety is of the utmost importance. If you feel you are in imminent danger, please call 911. Please report other concerns to campus security, who will call the police if necessary.
- **Is there going to be a storage location for weapons?**
 - No—CWI will not have a storage facility on any of the campus locations. Individuals choosing to concealed carry will be responsible for weapons and their concealment at all times.
- **What is campus security’s role?**
 - Campus security will work with police to determine if a student, staff member, faculty or visitor on campus is lawfully carrying a weapon. They will also escort individuals off campus and work with local law enforcement officials, as needed.
- **When should someone call the police and who should call the police?**
 - If someone suspects a violation, they should alert Campus Security, who will contact local police. In an emergency, you should always contact 911.

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- **If I live in the Aspen Creek apartments can I possess a firearm, if authorized to do so under state law?**
 - The Aspen Creek Apartments are not affiliated with CWI. Anyone wishing to possess a firearm at this location will need to be authorized under state law and will also have to follow their tenant agreement for such.
- **Can I carry my concealed weapon on the premise of any buildings leased to CWI (this includes space at the Boise State University Campus, the Aspen Creek Business Park and the Black Eagle Business Park)?**
 - Currently these locations do not have language in their lease agreements with CWI that prohibits the legal carrying of a weapon on their premises. CWI allows licensed persons to carry a concealed weapon on property leased by CWI.

Enhanced Carrier Specific Questions:

- **Can a weapon be stored in a vehicle? If so, how?**
 - If you are authorized to carry a concealed weapon under Idaho state law and CWI's weapons policy, you may transport a firearm in your personal vehicle if the firearm is on your person and is concealed. If you store your weapon in your vehicle, it must be concealed and either disassembled or unloaded. Open carrying, even in a vehicle, is not permitted.
- **Does a student, instructor or staff member have to inform College administration when they are carrying a concealed weapon?**
 - No – Under the law, carrying a concealed weapon does not need to be reported to CWI personnel. However, a carrier must present appropriate credentials when requested to do so by law enforcement personnel or campus security.
- **As a student, instructor or staff member who is authorized to carry a concealed weapon on campus, am I allowed to carry my concealed weapon during my practicum or clinical hours at any offsite clinic?**
 - Any separate business entity has likely established a policy regarding the use or carrying of weapons at their location. The policies of that organization or business entity apply as to whether concealed firearms are, or are not, permitted to be carried on their premises.
- **If I am able, under the law, to carry on campus, can I keep my firearm in my office desk?**
 - No – This would not meet the legal requirement of the firearm being “readily accessible for immediate use.”

***Notes:**

- Concealed carry and enhanced carry licenses are different. An individual must be a qualified retired law enforcement officer under Idaho Statute 18-3302H, or have an “enhanced” concealed carry license under Idaho Statute 18-3302K, in order to legally carry a concealed weapon on campus.
- Federal and state laws differ on weapons laws and can be prosecuted separately as such. It is up to a licensed permit carrier to know their responsibilities and rights under state and federal law.
- FAQ's will be updated as needed to reflect questions directed to CWI Administration.

BOISE STATE UNIVERSITY

Security Operations Plan

The mission of the Boise State University Campus Security Department is to serve the campus community with professionalism, integrity and respect. We are committed to provide a safe and secure environment for students, staff, faculty and visitors.

The Campus Security and Police Services Department intent is to transition from an unarmed security department to a public safety department with armed security officers due to recently passed legislation allowing guns on campus. Currently the department is made up of an Executive Director, Security Analysis and Threat Assessment Manager, Security Analyst, Emergency Manager, Security Operations Manager, Senior Security Officer Supervisor and seven full-time Senior Security Officers. The transition will be implemented in three phases and is estimated to be complete by Fiscal Year 2018.

The first phase will focus on leadership, policy and infrastructure development. The second and third phases will incrementally develop the program through increased security officer staffing, training and logistical assets. Once the transition is successfully completed the security department will have the necessary resources to provide a safe and secure campus in an ever-changing environment.

PHASE I - BUILD THE PROGRAM – Leadership and Structure

Fiscal Year 2015 (July 2014 – June 2015)

The first year of transition will focus on building the leadership, policy and structure of the department. At this phase, the security officers will not be armed. Management will write policies and procedures which will guide the department toward its future goals. Professional staff will continue to build emergency management and campus security programs to form a comprehensive public safety operation. That operation will initiate a controlled transition into an armed security capability. During the early stages of this period, the major areas of development will focus on building campus security, event security and emergency management programs. This transition will require extensive research, development and approvals of policies, procedures, manuals and training programs for building a unit within an existing unarmed security operation that will have authority and training to carry firearms. The security department will also research and begin procurement of equipment and supplies required to train, equip and arm security officers.

The changes included in Phase I will provide the leadership and assets necessary to begin the transition to an armed security force.

PHASE II – TRANSITION THE PROGRAM

Fiscal Year 2016 (July 2015 – June 2016)

The second phase of transition will continue to build the department through additional staff hiring. The security department will initiate a process to train and certify qualified candidates to carry firearms while on duty. Completed and approved policies and procedures will support the initiation of this

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training phase. During this period, procurement of approved firearms, ammunition and tactical equipment will be required.

The department will focus on adding positions needed in emergency management and security. These include a Security Compliance Specialist, Senior Security Officer Supervisor and six additional Senior Security Officers. These positions will complete the transition in staffing growth for the department. The additional capacity is required to provide the University with appropriate response to security threats, preventative safety measures and emergency preparedness.

Additionally, the department will need to procure equipment and training to provide adequate resources to respond to weapons on campus. Additional equipment that will be needed include ballistic vests, firearms and accessories, 700 MHz radios and a new security vehicle. All armed security officers will be required to successfully complete weapons carry certification.

PHASE III – COMPLETE PROGRAM TRANSITION

Fiscal Year 2017 (July 2016 – June 2017)

The third phase will see the implementation of the steps prepared for in the previous stages, and allow for assessment and revisions to the program as needed. The new security program will staff at least one armed and one unarmed officer 24-hours a day, seven days a week, with increased staffing during peak times. Boise Police Department will continue to provide law enforcement response as well as a dispatch and investigations service. The end result of this complex transition from a security department to an armed public safety department will be to provide the best security and safety operation. This transition will produce a more comprehensive and robust coverage of our campus and events on campus for our students, faculty, staff and visitors.

AUGUST 14, 2014



Office of General Counsel

921 South 8th Avenue, Stop 8410 • Pocatello, Idaho 83209-8410

MEMORANDUM

TO: Idaho State Board of Education
FROM: David Alexander, General Counsel
DATE: August 5, 2014
SUBJECT: ISU Campus Security Plan

PRIVILEGED AND CONFIDENTIAL

The Board has requested a discussion of campus security plans during the August board meetings. Please accept the following memorandum and the attached documents as ISU's submission.

To comply with the SBOE policy on campus security plans, ISU has created a series of documents that collectively provided the guidance essential to ensuring the security of campus and our constituents. These documents include ISU's Policies and Procedures, ISU Public Safety Operations Manual, and ISU Clery Report. Our security plans have been recently reviewed and certified by the Idaho Chiefs of Police Association (ICOPA).

The Operations Manual was thoroughly revised in recent months to prepare for the audit by ICOPA, a professional organization representing Idaho's law enforcement agencies. ISU's Public Safety Office, although it is not a law enforcement agency, requested the ICOPA audit of its operations, policies, and procedures. It is principally by means of such audits that ICOPA certifies that a law enforcement agency operates according to the highest standards.

Attached as Exhibit 1 is the letter received July 7, 2014, recognizing Idaho State University Public Safety as an ICOPA Accredited Agency. ISU is believed to be the only entity not a law enforcement agency to be granted this distinction.

Also attached are a draft of Idaho State's Annual Security and Fire Safety Report (the Clery Report), and a copy of the Operations Manual, which together constitute a more accurate statement of existing security arrangements than would a formal security plan.

The Clery Report, attached as Exhibit 2, covers the following areas of interest to campus security planning:

- Department Of Public Safety Description And Mission Statement
- Campus Policing, Security Policies And Interagency Cooperation

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- Reporting Crime And Other Emergencies
- Missing Persons Policies and Procedures
- Monitoring And Recording Criminal Activity At Off-Campus Locations
- Access To Campus Facilities
- Security Considerations In The Maintenance Of Campus Facilities
- Timely Warnings of Emergencies
- Emergency Response And Evacuation Plan
- Crime Prevention And Safety Awareness
- Substance Abuse Policy
- Sexual Assault And Violent Crimes, Prevention And Response
- Workplace (Campus) Violence Prevention
- Campus Fire Safety
- Housing Fire Systems
- Fire Systems for All Other ISU Buildings
- Fire Safety Policies
- Fire Safety Equipment And Smoke Detectors
- Fire Evacuation Procedures And Drills
- Fire Safety Training And Education
- Reporting A Fire
- Plans For Future Improvements In Fire Safety

The Public Safety Operations Manual, attached as Exhibit 3, includes detailed information for the use of ISU's Department of Public Safety, including :

- General Orders (Chapter I) including employee responsibility and job descriptions, relationships with local police departments, and organizational structure; safety escorts and transportation of civilians; detailed procedures for responding to specific security issues, such as mission persons, bomb threats, fire alarms, hazardous materials, service of warrants and civil process; and searches and seizures;
- Administration of the Public Safety Office (Chapter II), including disposition of cases submitted to local jurisdictions for prosecution, and policies for issuance of citations;
- Operations (Chapter III), including use of force, use of firearms, arrests, citations, and diversion; patrol procedures; nuclear reactor security; animal control; alcohol and illegal drug policies and procedures; emergency vehicle operations, including policies for pursuits, traffic stops, DUIS, vehicle inspections, and handling of stolen vehicles; handling of prisoners; accident investigations; criminal investigations; evidence processing; handling of informants; hostage situations; and protection of visiting dignitaries;
- Training (Chapter IV);
- Communications (Chapter V), including dispatching of calls (ISU's Public Safety dispatchers are integrated with the Bannock County dispatch system); communication security; the emergency messaging system; notification of public utilities, fire departments, and highway department when required;

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- Special Programs (Chapter VI), including citizen ride-alongs, community service officers, community policing and crime prevention; victim and witness assistance; coordination with social service agencies; and special events; and
- Equipment (Chapter VII).

ISU's Policies and Procedures for Public Safety, which are currently undergoing a complete review and rewrite, include the following:

- emergency response and recovery plan
- hazardous waste policies
- plans for dealing with pandemic influenza
- parking; emergency evacuations
- locking and unlocking procedures for campus buildings
- bomb threats
- Bengal Card access control
- harassing phone calls
- animals on campus.

ISU recently updated its firearms policy to comport with the Board policy adopted following passage of Idaho Code Section 18-3309. ISU's policy ensures compliance with the often-conflicting requirements of the new law and other federal and state laws and regulations. A copy of the ISU firearms policy is attached as Exhibit 4.

The ISU Public Safety Office is currently preparing for a national Emergency Management accreditation audit scheduled for February 2015.

Additional information relating to crime prevention, personal safety, and incident reporting can be found on the Public Safety website, <http://www.isu.edu/pubsafe>.

Please advise whether you require additional information.

Idaho State UNIVERSITY Public Safety

OPERATIONS MANUAL



This Operations Manual is prepared to inform employees of Idaho State University Department of Public Safety of the operating rules, policies and procedures of the Department. While it is intended to be as complete as possible, it is not inclusive and properly adopted and approved rules, policies and/or procedures may be omitted but still be operational as if they were included. Any rule, policy and/or procedure, including rights, obligations and benefits arising here from or pertaining hereto, may be altered, amended and/or deleted from time to time at the discretion of the Director.

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Idaho State University
Department of Public Safety

**OPERATION
PROCEDURE
MANUAL**

TITLE: GENERAL ORDERS Mission	CHAPTER: I SECTION: 1.1
APPROVAL:	REVISION NO.: 02
REVIEW DATE: February 12, 2013	ISSUE DATE: 07/96

PURPOSE AND SCOPE

The purpose of this document is to establish the responsibilities and authorities of the ISU Department of Public Safety. This procedure is applicable to all employees of the ISU Department of Public Safety. The Mission Statement, Code of Ethics and Oath of Office are posted in the squad room entrance. Copies of the signed forms will be filed in the employee's personnel file.

MISSION OF THE IDAHO STATE UNIVERSITY PUBLIC SAFETY DEPARTMENT

The philosophy of Idaho State University is that the requirements of security on campus can best be met through the public safety concept. This concept establishes the responsibility of the Department of Public Safety as ensuring the campus is a safe place for all its personnel. The Department of Public Safety takes advantage of new technology in fulfilling security, fire protection, and industrial safety requirements.

The ISU Department of Public Safety is charged with campus security and public safety in its broadest sense. The Director of Public Safety is charged with developing the policies and procedures for carrying out the University Public Safety Program. (The Director will report directly to the Vice President of the Facilities Services.) A Safety Committee is established to assist in the development of policy. The Committee will be advisory to the Director of Public Safety, the Administration, and the Academic Community in matters concerning public safety.

The mission of the Department of Public Safety is (1) to provide a peaceful and secure environment from the threat of physical harm, property loss, and disruptive activity; and (2) to promote mutual cooperation and conflict resolution in establishing a positive social atmosphere in which effective learning can take place.

The ISU Department of Public Safety will maintain a close liaison with appropriate off-campus agencies and organizations to assure a close working relationship for response to crises in any form. It is charged with the development and maintenance of a communication system which shall be readily available at all times to all segments of the college community in time of emergency. Further, this communication

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system should facilitate rapid response on the part of the ISU Public Safety officers as well as provide an efficient mechanism in calling for assistance from allied agencies.

The ISU Department of Public Safety will maintain, as a high priority, a program of continued advancement in security training for all members of its Department and will require a high level of training in all elements of public safety for its officers.

The ISU Department of Public Safety is not a law enforcement agency. It will rely on the Pocatello Police Department to provide law enforcement authority to enforce the laws of the State of Idaho and City Ordinances on University property within the city limits of Pocatello. Agreements between the Pocatello Police Department and the ISU Department of Public Safety will establish response and jurisdictions of specific incidents.

WE VALUE PEOPLE

We believe that we are primarily responsible for our future and the future of Idaho State University. The University is people—not computers, programs, or machinery. What we as people do, how well we do it, and our motivation to do it is all Public Safety and the University has to offer our customers. Mutual trust in our judgment and ability as members of this University—making each other successful is what it's all about.

Our collective strengths can profoundly influence our success as an organization. These strengths include assertiveness, creative positive thinking, conscientiousness, initiative, persistence, and an overriding concern for the safety and wellbeing of our fellow employees, students, and the public. To help ensure the success of Public Safety and the University, each of us at every level must continually strive to make ISU the best it can be by our individual efforts and by helping our fellow employees do likewise.

To test if we are helping our fellow employees and ourselves reach our full potential, there are three simple questions each of us should continually ask:

- * **Am I doing everything possible to support my fellow employee** (i.e., by providing recognition, praise, constructive criticism, communication, job satisfaction)?
- * **Am I doing everything within my position to help provide employees with a supportive work environment and equitable material incentives** (i.e., training, compensation)?
- * **Am I doing everything possible to maximize my own potential** (i.e., by doing more than required, seeking more responsibility, pursuing training and educational opportunities, being innovative)?

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WE VALUE INTEGRITY AND ETHICS

We believe that integrity and ethics are the cornerstones of everything we do. We demonstrate and reinforce our belief in these qualities by conducting business honorably and honestly, promoting trust and respect for each other, encouraging open, honest, and frank communication, working from a fundamental and shared sense of rightness and by reinforcing these values in others. The practice of integrity also requires that we **keep our promises, meet our commitments, and ensure safety** in our actions and decisions (i.e., quality, cost, schedule, responsiveness, safety).

Although this imperative may sound high-minded, there are three questions about any action or decision we should continually ask ourselves to give us guidance and direction:

- * **Is the action or decision legal?** Will I be violating civil law, criminal law, or University policy?
- * **Is the action or decision balanced?** Is every effort made to consider the effects of this action or decision on all concerned?
- * **How will it make me feel about myself?** Will it make me proud? Would I feel good if my decision was published in the newspaper? Would I feel good if my family knew it?

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Idaho State University
Department of Public Safety

**OPERATION
PROCEDURE
MANUAL**

TITLE: GENERAL ORDERS Authority and Responsibility	CHAPTER: I SECTION: 1.2
APPROVAL:	REVISION NO.: 05
REVIEW DATE: March 13, 2014	ISSUE DATE: 07/96

Authority and Responsibility

1.2.1 Authority

Idaho State University is a "body politic and corporate" of the State of Idaho whose government and control are vested in the State Board of Education, which by statute (Section 33-3003 Idaho Code), acts as its Board of Trustees (Board). The Board has several enumerated powers found in Section 33-3006, Idaho Code, which include the authority to adopt rules and regulations for its own government and for that of Idaho State University; employ a president and with his advice appoint such assistants, deans, instructors, specialists, and other employees as required; to prescribe the courses of programs and study and requirements for admission, and to have at all times general supervision and control of all property belonging to the University.

A. The State Board of Education - Powers and Duties:

1. Perform all duties prescribed for it by the school laws of the state;
2. Acquire, hold and dispose of title, right and interests in real and personal property;
3. Have general supervision, through its executive departments and offices, of all entities of public education supported in whole or in part by state funds;
4. Delegate to its executive secretary, to its executive officer, or to other administrators as the Board may appoint, such powers as said officers require to carry out the policies, orders and directives of the Board;
5. The state board shall, through its executive departments and officers, enforce the school laws of the state;
6. Study the educational conditions and needs of the state and recommend to the legislature needed changes in existing laws or additional legislation.

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- B. The President: The President is the chief administrative officer of the University and is delegated authority by the Board:
1. To supervise the administration of all operations of the University;
 2. To be the executive head of the instructional force in all its departments;
 3. To give general direction to the instruction and research programs of the various schools and colleges;
 4. To serve as professional advisor to the Board;
 5. To determine with the advice of the faculty and approval of the Board, the internal and functional organization of the University;
 6. To be responsible for the functioning of all committees, councils, and boards; and
 7. Serve as ex-officio member of all such groups, to refer to the Board for consideration, recommendations of the University faculty or faculty of the Applied Technology School, which has received a two-thirds favorable vote in a referendum by the appropriate faculty and to perform such other duties as, may, from time to time, be designated by the Board.
- C. The Director of Public Safety is the executive authority and administrative head of ISU's Department of Public Safety, and is responsible for planning, organization, direction and external relations. These responsibilities embrace prevention of criminality, repression of crime, apprehension of offenders, recovery of property, and regulation of non-criminal conduct. The final responsibility for determining departmental policies rests with the Director of Public Safety. The Director of Public Safety is also fully responsible for the complete discharge of all duties imposed on the Director by law and ordinance of the ISU President, Idaho State Board of Education or the Governor of Idaho.

If a situation warrants the need for legal counsel the Director of Public Safety, the Associate Vice President of Facilities Services or the Vice President of Finance and Administration will be contacted prior to contacting ISU's General Counsel Department. After hours contact information for General Counsel will be maintained on the Dispatch call out list and the emergency response notification list.

1.2.2 Reporting

Beginning with the Director each officially recognized supervisory position has reporting to it an identified number of employees, usually of varying job descriptions which are shown on the Departmental organizational chart.

1.2.3 Supervisor Responsibility

Each of the supervisory personnel are fully accountable for the performance of the employees under their immediate control and shall fulfill the responsibilities of a supervisor in accordance with the rules, regulations, policies, and directives of the Department, the ISU Policies and Procedures, and all applicable University code of conduct procedures. Each supervisory member shall attempt to make themselves aware of the special talents or outstanding conduct of any subordinates and give such behavior appropriate recognition.

1.2.4 Commensurate Authority

Each employee within the Department has been given a specific job responsibility and task established by the Department.

Officers are given specific legal responsibilities and authority and they are accountable for their individual actions.

Employees with supervisory assignments have the responsibility to make the necessary decisions affecting subordinates. This responsibility is in accordance with actual or delegated authority to handle disciplinary matters up to the recommendation of suspension, demotion, or termination. Only the Director can demote, suspend without pay, or terminate any employee.

1.2.5 Supervision of Employees

All employees will be assigned to a division. Employees are responsible for reporting to a specified supervisor. Employees will be responsible to only one supervisor at a given time.

1.2.6 Span of Control

Each employee of the Department shall be assigned to an immediate supervisor. To establish numbers per supervisor is difficult. However, no supervisor will have more than 12 employees reporting directly to him or her except for a special detail. Personnel are assigned in accordance with job functions.

1.2.7 Discretion

Officers are sworn to uphold and enforce laws and regulations impartially, without hesitation or reservation. Such activity consists of good judgment, effective use of common sense, and a working knowledge of the law.

Each officer must make a determination as to the practicality and appropriateness of his/her actions and must judge their discretion in matter of arrests, warnings, referring, or diverting offenders. The officer's discretion is based on practicality and appropriateness, taking into account the offense(s), facts and circumstances of each incident individually.

1.2.8 Employee Responsibilities

Every employee will adhere to, uphold, and be held accountable for their individual actions as well as all rules, codes of conduct, and ethics adopted by the University and the Department while on and off-duty.

If an employee has been assigned a computer login and password, that password is not to be given to anyone except those who have been authorized by the Director. This also includes combinations to the doors.

Each employee is delegated certain authority and is responsible for that actual or delegated authority. The following are descriptions of job positions and responsibilities.

A. Director of Public Safety

Class Purpose

This position is responsible for directing and coordinating the overall operation of Idaho State University's Public Safety Department which is responsible for protecting the students, faculty, staff, visitors and property of the University, and provides a safe learning environment. The position works effectively with University executives, faculty and staff at all levels, students and external constituencies, and is flexible and experienced in managing departmental activities and staff.

Principal Accountabilities

1. Maintains overall responsibility for the development and implementation of approved security, safety and parking procedures and policies for the safety and security of students, University employees, University property and others.
2. Acts as liaison between Public Safety, the University and, **local, state, federal** law enforcement agencies and **fire** departments in Pocatello, Idaho Falls and Boise, as well as outreach sites throughout the state.
3. Provides leadership to address the safety needs of a diverse campus environment.
4. Educates the campus community concerning criminal activity through comprehensive campus safety/crime prevention and public relations programs.
5. Analyzes statistical data pertaining to criminal activity and implement programs and procedures to resolve the problem.
6. Ensures compliance with federal and state crime reporting requirements, such as Clery.
7. Oversees the Security, Safety, Parking and Bengal Card units of the Department.

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8. Plans and develops parking space, taking into account user needs, municipal laws and the University's Master Plan; to improve customer service, assesses the need for repairs and design changes, and ensures that the work required is carried out .
9. Establishes university parking and traffic enforcement policies and rules, and oversees the implementation of parking permits.
10. Directs investigations of all incidents and recommends corrective action to resolve and prevent recurrence.
11. Plans and manages an operating budget through which various sectors of the department can run efficiently.
12. Oversees the selection, training, supervision and evaluation of all Public Safety employees.
13. Conducts reviews of operations, technical equipment and personnel skills.
14. Establishes fire safety policies and procedures.
15. Oversees the coordination and maintenance of the campus **fire** alarm system (in conjunction with the campus Safety Officer), **intrusion** alarm system and **cctv** systems.
16. Manages the University's emergency response plan, and serves as the primary Incident Commander for all emergency response functions for the campus.
17. Conducts tests of ISU's Emergency Response Plan with campus departments and local first responders.

General Information

This position requires a mature individual who possesses the ability to think independently, use sound reasoning and judgment, and function in an autonomous capacity.

It will require the ability to communicate effectively both orally and in writing; ability to organize work effectively; initiative, and the ability to react to emerging security problems.

The Director must demonstrate sensitivity toward the broad and fluctuating base of institutional concerns which directly relate to his/her duties.

Minimum Qualifications

- Bachelor's Degree in a related field.
- Experience in a supervisory management position in a security or law enforcement department.

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- Graduate of a POST Academy Program is a plus.
- Professional development and training certifications in emergency management from FEMA, NEMA or related agencies is a plus.
- Must pass a rigorous background investigation.
- Must possess a current valid driver's license.

B. Public Safety Captain Full-Time

Class Purpose

To be accountable for coordinating and supervising the campus security force in all its tasks.

Principal Accountabilities

1. Ensure each shift has sufficient manpower by assigning and maintaining the on-duty watch.
2. Responsible for the smooth operation of the security department by counseling assigned officers.
3. Provide a positive public image of the security department by promptly and courteously responding to citizen's complaints/questions.
4. Responsible for the proficient performance of officers through on the job training/instruction.
5. Ensure an adequate supply of equipment by regular inspections of vehicles and related security items. This includes budgeting for new equipment.
6. Ensures the effective utilization of assigned investigative personnel through case assignments, reviewing significant policies and issues with subordinate officers, and with counseling and constructive performance evaluations.
7. Contributes to the resolution of unsolved crimes within the campus and protection of the public from repeat incidents by directing and evaluating timely and thorough investigations of pending cases and appropriate arrest or other disposition of suspects and cases.
8. Contributes to the speedy and effective resolution of pending investigations by assigning specific offenses to investigative personnel most qualified to effectively process those offenses.
9. Contributes to the professional growth and performance of subordinates through periodic performance evaluations, counseling and training, and advice concerning improved investigative

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and law enforcement and security techniques, and the changing laws and policies impacting law enforcement and security.

10. Ensures appropriate and effective security response to difficult, complex, or sensitive investigations by personally directing and monitoring initial follow-up investigative actions in cooperation with other University departments and law enforcement officials.
11. Ensures that assigned personnel effectively assist in appropriate disposition of all cases and that all case documentation is accurate and complete, through continuous review of all case reports, discussion with officers, University officials, and prosecutorial authorities, and training and advice in effective court testimony.
12. Ensures effective follow-up of citizen complaints regarding actions of subordinates by directing and reviewing investigations of questioned incidents and directing appropriate corrective actions.
13. Ensures that evidence gathered for trial or hearing is secure and meets chain of custody requirements for court or hearing admissibility through procedures to safeguard, identify, and access all relevant evidence.
14. Ensures compliance with Department rules, regulations, and procedures, prepares shift schedules, and directs staff training.
15. Ensures adequate coverage for staff special events to include, but not limited to, athletic events, dances, parades, block parties, outdoor activities and other events/activities.
16. Oversees the Field Training Officers and directs the Training Officers activities.
17. Monitors and coordinates Crime Prevention programs.
18. Acts for the Public Safety Director in his/her absence.

General Information

1. This position reports to the Director of Public Safety.
2. Lieutenants, Sergeants, and Public Safety Officers report to this position.
3. This position was established to provide leadership and counseling to officers in patrol and parking.
4. Some typical challenges include, but are not limited to: (1) plan, organize, direct, and control the division; (2) interpret Departmental policies and rules; (3) advise subordinates on current problems, instructions, outlines of policy and other matters of importance affecting the day-to-

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day operation; (4) inspect programs within the division to appraise their effectiveness and assess general conformance to orders, rules and regulations; (5) develop solutions and meet changing needs within the campus and the Department; and (6) coordinate activities with the other divisions within the Department. This position may assume the duties of the Director of Public Safety in his absence.

5. This position functions mainly within an office environment; however, may be called upon to perform duties as a street officer. These instances would subject this position to all the hazards involved in security work.
6. This position uses all the equipment for the suppression of crime, in addition to standard security equipment.
7. This position receives direction from the Director of Public Safety; however, there is latitude to plan daily functions within established guidelines. This position has the authority to administer suspensions and oral and written disciplinary action.
8. Internal contacts include Director of Public Safety, Departmental personnel, and other departments on campus. External contacts include the general public, other law enforcement agencies, and state and county officials.
9. Responds to such emergencies as fires, nuclear reactor accidents, and hazardous material spills, operates and maintains vehicles, enforces regulations and laws, makes arrests, conducts investigations, testifies.
10. This position must be a classified employee, have 24 months in rank, maintain a performance standard of at least "meets performance standards", and satisfy all current prescribed criteria (i.e., promotional exams) prior to advancement to the next higher rank.

Minimum Qualifications

1. Must possess at least five years (60 months) experience in police &/or security work.
2. Must possess two years of college education or its equivalent.
3. Must have completed or be currently enrolled in the ISU Law Enforcement Program and pass the Idaho POST tests for police certification or equivalent.
4. Must have completed or be currently enrolled in a POST Academy Applied Technology law enforcement Reserve officer training, EVITS Security, or another department recognized law enforcement or security training program.

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5. Good knowledge of University policies, rules and regulations, Department objectives, policies and procedures, first aid, fire and safety hazards, crime prevention and safety awareness programs and techniques.
6. Considerable knowledge of supervising through subordinate supervisors and evaluating their performance, directing and coordinating enforcement actions with various agencies, developing and monitoring a department budget and recommending policy and procedure changes.
7. Must possess a valid driver's license.
8. Pass an oral interview.
9. Final approval by the Director of Public Safety.

C. **Public Safety Lieutenant Full-Time**

Class Purpose

To be accountable for the protection of life and property within the boundaries of the ISU campus by directing the effective and fair enforcement of applicable criminal and traffic laws and regulations, and the timely detection and response to threats to public safety for assigned shifts. Acts for the Public Safety supervisor in his/her absence, assist in the oversight and coordination of the crime prevention programs, and oversees the field officer training program and directs the training Sergeant's activities.

Principal Accountabilities

1. Contribute to the safety and security of persons and property within the boundaries of the campus through the efficient deployment of personnel and by directing patrol of assigned areas and the provision of appropriate response to conditions or persons needing assistance, attention, or correction.
2. Contribute to the professional growth and performance of subordinates through periodic performance evaluations, counseling, training and advice concerning improved security techniques, and the changing laws and policies impacting security.
3. Ensure appropriate and effective security response to difficult, complex, or sensitive incidents by personally directing and monitoring initial security response and the follow-up investigative actions in cooperation with other agencies where appropriate.
4. Ensure that assigned personnel effectively assist in appropriate judicial disposition of campus incidents through the campus judicial system.

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5. Ensure effective follow-up of citizen complaints regarding actions of subordinates by directing and reviewing investigations of questioned incidents and directing appropriate corrective action.
6. Enhance the Department's ability to serve and educate the public and deter criminal activities through positive personal community and public relationships, rendering personal assistance and counsel to citizens where advisable, and by fostering such actions among subordinates.
7. Maintain and improve personal and subordinates knowledge of new and improved security techniques and the changing laws and regulations impacting security work by participating and directing on the job training sessions and completing self-study courses.
8. Ensure that equipment down time for assigned shifts is minimized by directing safety and maintenance checks and requesting appropriate repair and maintenance of vehicles and security equipment.
9. Interprets civil and criminal laws; reviews staff reports and activity logs to insure standards are met; develops and oversees safety training; updates manuals and procedures; participates in planning for staff, equipment, and material needs; collects and analyzes data on traffic accidents, enforcement activities, and related matters; surveys existing enforcement activities and projects future needs; coordinates enforcement activities with other law enforcement agencies; directs patrols based on prevention and accident reports and may direct special patrols.
10. Supervises security staff; assigns work, sets priorities, and evaluates performance; insures compliance with Department rules, regulations, procedures, and standards; conducts inspections to ensure operational readiness, coordinates training schedules, and conducts training in the class and in the field.
11. Responds to such emergencies as fires, nuclear reactor accidents, and hazardous material spills; operates and maintains vehicles; enforces regulations and laws, makes arrests, conducts investigations; testifies.
12. Speaks to University groups, maintains liaison between other law enforcement agencies, public officials, and media; participates in civil defense planning.
13. Contributes to the resolution of unsolved crimes within the campus and protection of the public from repeat incidents by directing and performing timely and thorough investigations of pending cases and appropriate arrest or other disposition of suspects.
14. Acts for the Public Safety supervisor in his/her absence.

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General Information

1. This position reports to the patrol Captain. The primary function of this position is the directing of all personnel on an assigned shift. This position acts as the shift commander for these personnel.
2. Incumbents in this position spend a portion of their work time in an office environment. However, incumbents must also spend a considerable amount of time in the field. In that environment, incumbents are exposed to all types of weather, the occasional need for physical exertion, occasional exposure to hostile, dangerous, or diseased persons with the intermittent need to utilize force to resist threats of bodily harm. Sometimes are required to drive in undesirable driving conditions.
3. Incumbents in this position work pursuant to general Departmental policies and guidelines. Deployment of subordinate personnel and review of their work is done within those basic guidelines. Within general guidelines, incumbents have the authority to design single-use plans and to implement appropriate disciplinary action when necessary, but hiring and firing decisions are referred to superior officers. Major and sensitive issues and incidents are also referred to superior officers.
4. Incumbents will concentrate efforts in a broad range of investigations and will work on a variety of cases involving many different investigative activities.
5. This position must be a classified employee, have 24 months in rank, maintain a performance standard of at least “meets performance standards”, and satisfy all current prescribed criteria (i.e., promotional exams) prior to advancement to the next higher rank.

Minimum Qualifications

1. Experience: must have background knowledge in supervising, scheduling, evaluating the performance of personnel, understand investigating techniques, and be proficient in report writing.
2. Good knowledge of University policies, rules, and regulations, Department objectives, policies, and procedures, first aid, fire and safety hazards, crime prevention and safety awareness programs and techniques.
3. Considerable knowledge of investigative techniques and procedures, laws of arrest and seizure, rules of evidence and court procedures, enforcement of University civil and criminal codes and the legal rights of citizens, and security and law enforcement training.
4. Must possess a valid driver’s license.
5. Must possess an Associate’s Degree or two years (48 credit hours) of college.

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6. Minimum five years (60 months) experience in police/security or administrative experience.
7. Complete a paragraph detailing what plans and goals one has if one is promoted.
8. Pass a review of work history including any positive and negative contacts.
9. Must have completed or be currently enrolled in the ISU Law Enforcement Program and passed the Idaho POST tests for Police certification or equivalent.
10. Must have completed or be currently enrolled in a POST Academy Applied Technology law enforcement Reserve officer training, EVITS Security, or another department recognized law enforcement or security training program.
11. Pass an oral interview.
12. Final approval by the Director of Public Safety.

D. Public Safety Sergeant Full-Time

Class Purpose

To be accountable for the protection of life and property within the boundaries of the ISU campus through effective and fair enforcement of applicable criminal and traffic laws and ordinances, University regulations, and the timely detection and response to threats to public safety. This position will be responsible for maintaining officer training programs and officer certification requirements.

Principal Accountabilities

1. Contributes to the safety and security of persons and property within the campus boundaries by supervising and participating in the patrol of assigned areas, and providing appropriate response to conditions or persons needing assistance, attention, or correction.
2. Ensure the effective deployment of personnel on assigned shifts and case assignments by reviewing significant policies and issues with subordinates, and through counsel and constructive performance evaluations.
3. Assists in the appropriate judicial disposition of suspected felons, misdemeanants, and violators of University regulations by reviewing officers' reports and preparing reports concerning own activities to ensure accurate and complete documentation of criminal cases, violations of University regulations, and by directing and providing effective court or hearing testimony as required.

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4. Enhance the Department of Public Safety's ability to serve and educate the public and deter criminal activity through positive personal, community, and public relationships, by rendering personal assistance and counsel to citizens where advisable, and by fostering such conduct by subordinates.
5. Maintain and improve personal knowledge, and that of the subordinates, concerning new and improved security techniques and the changing laws and regulations affecting security work and law enforcement by participating in on-the-job training sessions, completing self-study courses, providing effective training to subordinates, and coordinating training schedules.
6. Ensure that down time for assigned security and vehicle equipment is minimized by supervising safety and maintenance checks and requesting appropriate repair and maintenance of that equipment.
7. Reviews ongoing programs and makes recommendations to improve them; maintains and ensures availability of equipment and supplies; coordinates activities with other law enforcement agencies; prepares and makes presentations to the campus community; may act in the absence of the Lieutenant or Captain.
8. Supervises public safety staff; reviews reports, assigns tasks, sets priorities and evaluates performance; ensures compliance with Department rules, regulations, procedures, and standards.
9. Responds to emergencies such as hazardous material spills, bomb threats, fires, nuclear reactor alarms, enforces laws and regulations, conducts investigations, and assists in crime prevention and safety awareness programs. Coordinates response to emergencies between local response teams and the University.
10. Speaks to University groups, maintains liaison between other law enforcement agencies, public officials, and the media.
11. Contributes to the resolution of unsolved crimes within the boundaries of the campus, and protection of the public from repeat incidents by directing and performing timely and thorough investigations of pending cases and appropriate arrest or other disposition of suspects.
12. Organizes and maintains officer training records, ensures that officer's certification and training requirements are met and that an ongoing training program meets the training requirements and the needs of the Department and any state or federal laws.
13. Coordinates with the field training officer to ensure that new employees are properly trained.

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General Information

1. This position reports to the Public Safety Lieutenant. Reporting to this position are the Public Safety officers and student officers. This position may act as a shift commander.
2. Incumbents in this position utilize all security equipment including: motor vehicles, 2-way radios and other communication equipment. Additionally, incumbents in this position utilize computer terminals.
3. Incumbents in this position spend some time in an office environment. However, they must also spend a considerable amount of time in the field. In that environment incumbents are exposed to all types of weather, the occasional need for physical exertion, occasional exposure to hostile, dangerous or diseased persons with the intermittent need to utilize force to resist threats of bodily harm. Sometimes are required to drive in undesirable driving conditions.
4. Incumbents in this position work pursuant to general Department policies and guidelines. Deployment of subordinate personnel and review of their work is done within those basic guidelines.
5. Incumbents will conduct a broad range of investigations and will work on a variety of cases involving many different investigative activities.
6. Incumbents will maintain training records and ensure that the training needs and requirements of the Department are met.
7. This position must be a classified employee, have 24 months in rank, maintain a performance standard of at least “meets performance standards”, and satisfy all current prescribed criteria (i.e., promotional exams) prior to advancement to the next higher rank.

Minimum Qualifications

1. Possess a valid Idaho driver’s license.
2. Must possess an Associate’s Degree or two years (48 credit hours) of college.
3. Minimum five years (60 months) police/security or administrative experience. Two years (48 credit hours) of college education may be substituted for one year of experience.
4. Good knowledge of fire hazards, safety hazards, first aid procedures, and security procedures such as key and crowd control, investigating techniques, crime prevention and training practices, and needs of the Department of Public Safety as well as training requirements.

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5. Considerable knowledge of investigative techniques and procedure; laws of arrest, search and seizure, rules of evidence and court procedures; enforcement of University civil and criminal codes and the legal rights of citizens.
6. Pass a review of work history including any positive and negative contacts.
7. Complete a paragraph detailing what plans and goals one has if promoted.
8. Must have completed or be currently enrolled in the ISU Law Enforcement Program and passed the Idaho POST tests for Police certification or equivalent.
9. Must have completed or be currently enrolled in a POST Academy Applied Technology law enforcement reserve officer training, EVITS Security, or another department recognized law enforcement or security training program.
10. Pass an oral interview.
11. Final approval by the Director of Public Safety.

E. Public Safety Officer (Corporal) Full-Time

Class Purpose

To be accountable for the protection of life and property within the boundaries of the ISU campus through effective and fair enforcement of applicable criminal and traffic laws and ordinances, University regulations, and the timely detection and response to threats to public safety.

Principal Accountabilities

1. Contributes to the safety and security of persons and property within the campus boundaries by patrolling assigned areas and providing appropriate third class officer response to conditions or persons needing assistance, attention, or correction.
2. Contributes to the protection of persons and property from criminal activity through timely and prompt response to felonies and misdemeanors, violations of University regulations and arrest, or other appropriate disposition of criminal suspects in accordance with all applicable criminal and civil procedural laws, rules and regulations of the University.
3. Assist in the appropriate judicial disposition of suspected felons and misdemeanants through accurate and complete documentation of criminal cases or violations and effective court or hearing testimony as required.

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4. Enhance the Department of Public Safety's ability to serve and educate the public and deter criminal activity through positive personal, community and public relationships and by rendering personal assistance and counsel where advisable.
5. Maintain and improve personal knowledge of advanced police and security techniques and the changing laws and regulations affecting police or security work by participating in on-the-job training sessions and completing self-study courses.
6. Ensure that vehicles remain in good working order through regular maintenance checks and requesting necessary services and repairs.

General Information

1. This position reports to the shift commander.
2. This position must be a classified employee, maintain a performance standard of at least "meets performance standards", have 24 months in present rank, and satisfy all current prescribed criteria (i.e., promotional exams) prior to advancement to the next higher rank.
3. The primary function of this position is to protect the public, enforce parking regulations and criminal laws and ordinances, and effectively deter criminal activities within the campus boundaries. This position may provide general guidance to less experienced second and third class Public Safety officers.
4. Incumbents in this position utilize a variety of security equipment. That equipment includes motor vehicles, vehicle unlocking tools, jumper cables, equipment utilized to subdue and detain suspects, communication equipment, and investigative tools.
5. Typical challenges encountered by this position include subduing and arresting (where necessary) dangerous or hostile individuals, utilizing only necessary force; assisting in difficult or complicated investigations of crimes; maintaining personal knowledge and awareness of the changing criminal laws and regulations applicable to security work; and helping to establish and maintain a positive public relations atmosphere enabling the Department to better serve the public.
6. The conditions under which this position performs its basic functions include: all types of weather; frequent exposure to hostile, dangerous, or diseased persons; occasional physical exertion to apprehend subjects or physical threats; sometimes have to drive in undesirable conditions.
7. This position functions in accordance with a myriad of laws and ordinances affecting police and security work at the federal, state, and local levels. Departmental policies and procedures exist to cover most recurring situations; however, the need occasionally arises for incumbents to react to new situations not covered by those policies and procedures. Incumbents refer most

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situations not covered to a ranking officer for resolution. Patrol areas and cases are assigned by superiors. Reports of cases processed are reviewed by superiors.

Minimum Qualifications

1. The following knowledge and abilities, however acquired:
 - a. Minimum 2½ years (30 months) police/security or administrative experience. Two years (48 credit hours) may be substituted for one year of experience.
 - b. Good knowledge of fire hazards, safety hazards, first aid procedures, and security procedures such as key and crowd control, traffic control, and patrol procedures.
 - c. Has demonstrated the ability to handle cases and citations, be dependable, solve problems, understand and use crime prevention techniques, follow oral and written instructions, understand policies and procedures, write legible narrative reports, interact effectively with the public in stressful situations, and maintain constant awareness for hazardous conditions.
 - d. Physical ability to visually observe activities in an assigned area both day and night, patrol an assigned area on foot, subdue and restrain a resisting adult, and carry an incapacitated adult down stairs and out of a building.
2. Must have completed or be currently enrolled in the ISU Law Enforcement Program and passed the Idaho POST tests for Police certification or equivalent.
3. Must have completed or be currently enrolled in a POST Academy Applied Technology law enforcement reserve officer training, EVITS Security, or another department recognized law enforcement or security training program.
4. Possess a valid Idaho driver's license.
5. Pass a review of work history including any positive and negative contacts.
6. Pass an oral interview.
7. Final approval by the Director of Public Safety.

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F. Public Safety Officer Full-Time

Class Purpose

To be accountable for the protection of life and property within the boundaries of the ISU campus through effective and fair enforcement of applicable criminal laws, traffic laws, University regulations, and the timely detection and response to threats to public safety.

Principal Accountabilities

1. Contributes to the safety and security of persons and property within the campus boundaries by patrolling assigned areas and providing appropriate Public Safety officer response to conditions or persons needing assistance, attention, or correction.
2. Contributes to the protection of persons and property from criminal activity through timely and prompt response to felonies and misdemeanors, violations of University regulations and arrest, or other appropriate disposition of criminal suspects in accordance with all applicable criminal and civil procedural laws, rules and regulations of the University.
3. Assist peers or supervisors in the appropriate judicial disposition of suspected felons and misdemeanants through accurate and complete documentation of criminal cases and violators of University regulations by providing effective court or hearing testimony as required.
4. Enhance the Department of Public Safety's ability to serve and educate the public and deter criminal activity through positive personal, community and public relationships, by assisting senior officers, and rendering personal assistance and counsel to citizens where advisable.
5. Maintain and improve personal knowledge of basic police and security techniques and the changing laws and regulations affecting police and security work by participating in on-the-job training sessions and completing self-study courses.
6. Ensure that vehicles remain in good running order through regular maintenance checks and requesting necessary services and repairs.

General Information

1. This position reports to the shift commander.
2. This position must be a classified employee and maintain a performance standard of at least "meets performance standards" prior to the advancement to the next higher rank.
3. The primary functions of this position are to protect the public, enforce parking regulations and criminal laws and ordinances, and effectively deter criminal activities within the campus boundaries.

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4. Incumbents in this position utilize a variety of security equipment. That equipment includes motor vehicles, vehicle unlocking tools, jumper cables, equipment utilized to subdue and detain suspects, communication equipment, and investigation tools.
5. Typical challenges encountered by this position include subduing and arresting dangerous or hostile individuals, utilizing only necessary force; assisting in difficult or complicated investigations of crimes; maintaining personal knowledge and awareness of the changing criminal laws applicable to security work; and helping to establish and maintain a positive public relations atmosphere enabling the Department to better serve the public. In critical or more complex situations, this position may be subordinate to first or second class officers or other ranking Public Safety personnel.
6. The conditions under which this position performs its basic functions include: all types of weather; frequent exposure to hostile, dangerous, or diseased persons; occasional physical exertion to apprehend subjects or respond to physical threats; sometimes have to drive in undesirable conditions.
7. This position functions in accordance with a myriad of laws and ordinances affecting security work at the federal, state, and local levels. Departmental policies and procedures exist to cover most recurring situations; however, the need occasionally arises for incumbents to react to new situations not covered by these policies and procedures. Patrol areas and cases are assigned by superiors. Incumbents refer most situations not covered by procedures or standing work orders to a ranking officer for resolution. Reports of cases processed are reviewed by superiors.

Minimum Qualifications

1. The following knowledge and abilities, however acquired:
 - a. Good knowledge of fire hazards.
 - b. Some knowledge of basic first aid procedures, safety hazards, and security procedures such as key and crowd control, traffic control, and patrol procedures.
 - c. Demonstrated ability to follow oral and written instructions, policies, and procedures, write legible narrative reports, interact effectively with the public in stressful situations, and maintain constant awareness for hazardous conditions.
 - d. Physical ability to visually observe activities in an assigned area both day and night, patrol an assigned area on foot, subdue and restrain a resisting adult, and carry an incapacitated adult down stairs and out of a building.
2. Must have completed or be currently enrolled in the ISU Law Enforcement Program and passed the Idaho POST tests for Police certification or equivalent.

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3. Must have completed or be currently enrolled in a POST Academy Applied Technology law enforcement reserve officer training, EVITS Security, or another department recognized law enforcement or security training program.
4. Possess a valid Idaho driver's license.
5. Pass an oral interview.
6. Final approval by the Public Safety Director.

G. Public Safety Officer 2nd Class

Class Purpose

To be accountable for the protection of life and property within the boundaries of the ISU campus through effective and fair enforcement of applicable criminal and traffic laws and ordinances, University regulations, and the timely detection and response to threats to public safety.

Principal Accountabilities

1. Contribute to the safety and security of persons and property within the campus by patrolling assigned areas and providing appropriate Public Safety officer response to conditions or persons needing assistance, attention, or correction.
2. Contributes to the protection of persons and property from criminal activity through timely and prompt response to felonies and misdemeanors, violations of University regulations and arrest, or other appropriate disposition of criminal suspects in accordance with all applicable criminal and civil procedural laws, rules and regulations of the University.
3. Assist peers or supervisors in the appropriate judicial disposition of suspected felons, misdemeanants, and violators through accurate and complete documentation of criminal cases or violations and effective court or hearing testimony as required.
4. Enhance the Department of Public Safety's ability to serve and educate the public and deter criminal activity through positive personal, community and public relationships and by assisting superiors and/or rendering personal assistance and counsel to citizens where advisable.
5. Maintain and improve personal knowledge of fundamental security and police techniques and the changing laws and regulations affecting security and police work by participating in on-the-job training sessions and completing self-study courses.

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6. Ensure that vehicles remain in good running order through regular maintenance checks and requesting necessary services and repairs.

General Information

1. This position reports to the shift commander.
2. This position must be a classified employee, have 12 months in present rank, and maintain a performance standard of at least “meets performance standards” to advancement to the next higher rank.
3. The primary functions of this position are to protect the public, enforce parking regulations and criminal laws and ordinances, and effectively deter criminal activities within the campus boundaries.
4. Incumbents in this position utilize a variety of security equipment. That equipment includes motor vehicles, vehicle unlocking tools, jumper cables, equipment utilized to subdue and detain suspects, communication equipment, and investigative tools.
5. Typical challenges encountered by this position include subduing and arresting (where necessary) dangerous or hostile individuals, utilizing only necessary force; assisting in difficult or complicated investigations of crimes; maintaining personal knowledge and awareness of the changing criminal laws and regulations applicable to security and police work; and helping to establish and maintain a positive public relations atmosphere enabling the Department to better serve the public.
6. In critical or more complex situations this position may be subordinate to first class officers or other ranking Public Safety personnel.
7. The conditions under which this position performs its basic functions include: all types of weather; frequent exposure to hostile, dangerous, or diseased persons; occasional physical exertion to apprehend subjects or respond to physical threats; sometimes have to drive in undesirable conditions.
8. This position functions in accordance with a myriad of laws, ordinances and regulations affecting police and security work at the federal, state, and local levels. Departmental policies procedures exist to cover most recurring situations; however, the need occasionally arises for incumbents to react to new situations not covered by those policies and procedures. Patrol areas and cases are assigned by superiors. Incumbents refer most situations not covered by procedures or standing work orders to a ranking officer for resolution. Reports of cases processed are reviewed by superiors.

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Minimum Qualifications

1. The following knowledge and abilities, however acquired:
 - a. Good knowledge of fire hazards, safety hazards, first aid procedures, and security procedures such as key and crowd control, traffic control, and patrol procedures.
 - b. Has demonstrated the ability to follow oral and written instructions, policies, and procedures, write legible narrative reports, interact effectively with the public in stressful situations, and maintain constant awareness for hazardous conditions.
 - c. Physical ability to visually observe activities in an assigned area both day and night, patrol an assigned area on foot, subdue and restrain a resisting adult, and carry an incapacitated adult down stairs and out of a building.
2. Must have completed or be currently enrolled in the ISU Law Enforcement Program and passed the Idaho POST tests for Police certification or equivalent.
3. Must have completed or be currently enrolled in a POST Academy Applied Technology law enforcement reserve officer training, EVITS Security, or another department recognized law enforcement or security training program.
4. Possess a valid Idaho driver's license.
5. Pass an oral interview.
6. Final approval by the Public Safety Director.

H. **Student Public Safety Officer–Lieutenant**

Class Purpose

To be accountable for the protection of life and property within the boundaries of the ISU campus through effective and fair enforcement of applicable criminal laws, traffic laws and University regulations and the timely detection and response to threats to public safety.

Principal Accountabilities

1. Contributes to the safety and security of persons and property within the campus boundaries by patrolling assigned areas and providing appropriate Public Safety officer response to conditions or persons needing assistance, attention, or correction.

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2. Enhance the Department of Public Safety's ability to serve and educate the public and deter criminal activity through positive personal, community and public relationships and by assisting senior officers and/or rendering personal assistance and counsel to citizens where advisable.
3. Maintain and improve personal knowledge of basic police and security techniques and the changing laws and regulations affecting police and security work by participating in on-the-job training sessions and completing self-study courses.

General Information

1. This position reports to the shift commander.
2. The primary functions of this position are to protect the public, enforce parking regulations and criminal laws and ordinances, and effectively deter criminal activities within the campus boundaries.
3. Incumbents in this position utilize a variety of security equipment. That equipment includes motor vehicles, vehicle unlocking tools, jumper cables, equipment utilized to subdue and detain suspects, and communication equipment.
4. This position must maintain a performance standard of at least "meets performance standards", have 24 months in present rank, and satisfy all current prescribed criteria (i.e., promotional exams) prior to advancement to the next higher rank.

Minimum Qualifications

1. Minimum five years (60 months) experience in police &/or security.
2. Must be currently enrolled in or have completed the ISU Law Enforcement Program.
3. Pass a work history review including any positive or negative contacts.
4. Possess a valid driver's license.
5. Considerable knowledge in enforcement of University regulations, crime prevention, campus parking, and legal rights of citizens.
6. Pass an oral interview.
7. Final approval by the Director of Public Safety.

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I. Student Public Safety Officer–Sergeant

Class Purpose

To be accountable for the protection of life and property within the boundaries of the ISU campus through effective and fair enforcement of applicable criminal laws, traffic laws, and University regulations and the timely detection and response to threats to public safety.

Principal Accountabilities

1. Contributes to the safety and security of persons and property within the campus boundaries by patrolling assigned areas and providing appropriate Public Safety officer response to conditions or persons needing assistance, attention, or correction.
2. Enhance the Department of Public Safety's ability to serve and educate the public and deter criminal activity through positive personal, community and public relationships, by assisting senior officers, and rendering personal assistance and counsel to citizens where advisable.
3. Maintain and improve personal knowledge of basic police and security techniques and the changing laws and regulations affecting police and security work by participating in on-the-job training sessions and completing self-study courses.

General Information

1. This position reports to the shift commander.
2. The primary functions of this position are to protect the public, enforce parking regulations and criminal laws and ordinances, and effectively deter criminal activities within the campus boundaries.
3. Incumbents in this position utilize a variety of security equipment. That equipment includes motor vehicles, vehicle unlocking tools, jumper cables, equipment utilized to subdue and detain suspects, and communication equipment.
4. This position must maintain a performance standard of at least “meets performance standards”, have 24 months in present rank, and satisfy all current prescribed criteria (i.e., promotional exams) prior to advancement to the next higher rank.

Minimum Qualifications

1. Must have been advanced to Corporal for at least one semester. Police or other security experience may be substituted.
2. Pass a work history review including any positive or negative contacts.

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3. Must be currently enrolled in or have completed the ISU Law Enforcement Program.
4. Possess a valid driver's license.
5. Pass an oral interview.
6. Final approval by the Director of Public Safety.

J. Student Public Safety Officer–Corporal

Class Purpose

To be accountable for the protection of life and property within the boundaries of the ISU campus through effective and fair enforcement of applicable criminal laws, traffic laws, and University regulations and the timely detection and response to threats to public safety.

Principal Accountabilities

1. Contributes to the safety and security of persons and property within the campus boundaries by patrolling assigned areas and providing appropriate Public Safety officer response to conditions or persons needing assistance, attention, or correction.
2. Enhance the Department of Public Safety's ability to serve and educate the public and deter criminal activity through positive personal, community and public relationships, by assisting senior officers, and rendering personal assistance and counsel to citizens where advisable.
3. Maintain and improve personal knowledge of basic police and security techniques and the changing laws and regulations affecting police and security work by participating in on-the-job training sessions and completing self-study courses.

General Information

1. This position reports to the shift commander.
2. The primary functions of this position are to protect the public, enforce parking regulations and criminal laws and ordinances, and effectively deter criminal activities within the campus boundaries.
3. Incumbents in this position utilize a variety of security equipment. That equipment includes motor vehicles, vehicle unlocking tools, jumper cables, equipment utilized to subdue and detain suspects, and communication equipment.

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4. This position must maintain a performance standard of at least “meets performance standards”, have 24 months in present rank, and satisfy all current prescribed criteria (i.e., promotional exams) prior to advancement to the next higher rank.

Minimum Qualifications

1. Minimum one year (12 months) experience in police/security.
2. Pass a work history review including any positive or negative contacts.
3. Must be currently enrolled in or have completed the ISU Law Enforcement program.
5. Possess a valid driver's license.
6. Pass an oral interview.
5. Final approval by the Director of Public Safety.

K. Student Public Safety Officer

Class Purpose

To be accountable for the protection of life and property within the boundaries of the ISU campus through effective and fair enforcement of applicable criminal laws, traffic laws, and University regulations and the timely detection and response to threats to public safety.

Principal Accountabilities

1. Contributes to the safety and security of persons and property within the campus boundaries by patrolling assigned areas and providing appropriate Public Safety officer response to conditions or persons needing assistance, attention, or correction.
2. Enhance the Department of Public Safety's ability to serve and educate the public and deter criminal activity through positive personal, community and public relationships, by assisting senior officers, and rendering personal assistance and counsel to citizens where advisable.
3. Maintain and improve personal knowledge of basic police and security techniques and the changing laws and regulations affecting police and security work by participating in on-the-job training sessions and completing self-study courses.

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General Information

1. This position reports to the shift commander.
2. The primary functions of this position are to protect the public, enforce parking regulations and criminal laws and ordinances, and effectively deter criminal activities within the campus boundaries.
3. Incumbents utilize a variety of security equipment. That equipment includes motor vehicles, vehicle unlocking tools, jumper cables, equipment utilized to subdue and detain suspects, and communication equipment.
4. This position must maintain a performance standard of at least “meets performance standards”, have 24 months in present rank, and satisfy all current prescribed criteria (i.e., promotional exams) prior to advancement to the next higher rank.

Minimum Qualifications

1. The following knowledge and abilities, however acquired:
 - a. Good knowledge of fire hazards.
 - b. Some knowledge of basic first aid, safety hazards, and security procedures such as key and crowd control, traffic control, and patrol procedures.
 - c. Physical ability to visually observe activities in an assigned area both day and night and patrol an assigned area on foot.
2. Must be currently enrolled in or have completed the ISU Law Enforcement Program.
3. Possess a valid driver's license.
4. Pass an oral interview.
5. Final approval by the Director of Public Safety.

1.2.9 Employee Job Descriptions

Written job descriptions exist for full-time Public Safety employee positions and can be accessed on the Idaho Division of Human Resources website:

<http://dhr.idaho.gov/dhrapp/stateJobs/JobDescriptions.aspx>

Job Descriptions for student employees can be accessed on the ISU Human Resources web Page at www.isu.edu/humanr/employment.shtml. All personnel are encouraged to periodically review their job descriptions and to make suggestions to their supervisor or commander concerning any changes they believe should be made in the description.

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Idaho State University
Department of Public Safety

**OPERATION
PROCEDURE
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TITLE: GENERAL ORDERS Department Goals	CHAPTER: I SECTION: 1.3
APPROVAL:	REVISION NO.: 03
REVIEW DATE: March 21, 2013	ISSUE DATE: 07/96

Department Goals

1.3.1 Goals

- A. To insure the continued operation of the University in reaching its teaching, learning, and research responsibilities.
- B. To build and maintain a high level of cooperation between the University community and the Department, to identify problems that impact the quality of life, to devise strategies to address those problems, and to work together to solve them.
- C. To maintain a high level of cooperation between the Department and other law enforcement and external governmental agencies.
- D. To insure that the Department's authority is used in an ethical, legal, constitutional, and humanistic manner.
- E. To provide regulatory parking and traffic operations.
- F. To provide a crime prevention and safety program that identifies problems unique to the University setting and promotes their solutions.
- G. To review and implement all new legislation and court decisions pertinent to the Department.
- H. To provide advice and counsel to all parts of the University community concerning parking, protection, safety, or security.
- I. To investigate all offenses and potentially disruptive situations.
- J. To provide adequate security for all University facilities, events, or equipment.

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- K. To keep the University President informed.
- L. To insure records and statistics are accurate and maintained.

1.3.2 Programs That Implement Department Goals

Campus Patrol - Prevent crime, disruptions, and provide immediate response to calls for assistance.

Crime Prevention and Safety-Identify problems and educate the University community in self-protection and industrial safety programs and measures.

Investigations - Identify and report the facts on all calls for service.

Traffic and Parking - Register, monitor, and regulate parking and traffic on University property.

Security - Provide protection for University facilities, events, and equipment.

Enforcement - to enforce all University regulations and policies and to enforce the laws of the State of Idaho as required.

Recruitment and Training - to select, train, and update Departmental personnel in all aspects of their jobs.

Records - to collect, maintain, and evaluate all registration, service, and investigative records.

Industrial Safety - to investigate industrial accidents, identify industrial safety concerns, recommend corrective action, maintain safety records, and evaluate safety programs,

The Department is committed to establishing goals and objectives for the Department. To facilitate the annual evaluation of the goals and objectives, it is necessary to solicit input from all members of the agency to successfully accomplish this task.

1.3.3 Departmental Input

Each unit supervisor is requested to solicit constant input from employees throughout the year. By December 1 of each year, the unit supervisors, via the chain of command, shall submit to the Director suggestions for the Department's next year's goals and objectives.

The director will review the recommendations and by January 1 will establish the goals and objectives for the Department for the next calendar year.

The established goals and objectives shall be distributed to all Departmental employees in the form of a Special Directive from the Director.

Goals and objectives for the Department shall be published in the annual report.

1.3.4 Unit Goals and Objectives

Each unit within the Department may be required to submit individual goals and objectives. These goals and objectives will be developed at the discretion of each supervisor and will follow the mission and goals of the Department.

1.3.5 Evaluation of Goals and Objectives

The Director shall periodically throughout the year meet with each unit supervisor to review accomplishments toward achieving the goals and objectives of the Department.

Each division supervisor is required to submit an annual written analysis to the Director concerning the progress made to meet the established Departmental goals and objectives within each division. The report will include successes and difficulties in meeting the established goals.

Budgets, strategic planning, business plans and daily operations of the department will be prepared in consideration of the mission and goal statement of the department, and will be reviewed annually by the Captain or his designee.

The report will include documentation and analysis of staffing levels to determine if changes are needed to meet the organizational goals and objectives and University needs.

These reports will be presented to the Director by the end of January of each year.

The analysis and recommendations need to be completed before March first of each year to comply with the budget submission timelines.

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Idaho State University
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TITLE: GENERAL ORDERS Oath of Office/Code of Ethics	CHAPTER: I SECTION: 1.4
APPROVAL:	REVISION NO.: 03
REVIEW DATE: February 12, 2013	ISSUE DATE: 07/96

Oath of Office/Code of Ethics

1.4.1 Policy

All officers are required to read and adhere to the Oath of Office in order to serve as an officer. All employees of the Department are responsible for upholding the principles as described in the Law Enforcement Code of Ethics. (See Chapter I Section 1.4.3). The Mission Statement, Code of Ethics and Oath of Office are posted in the squad room entrance. Copies of the signed forms will be filed in the employee's personnel file.

1.4.2 Oath of Office

All officers shall swear or affirm to adhere to the principles of the Oath of Office as a condition of employment. This oath will become a part of each officer's regular training file as well as the officer's permanent personnel file.

The Department Captain is responsible for ensuring all new officers hired by the Department read the Oath of Office and sign an Operations Manual Receipt as they complete their initial pre-employment paperwork.

1.4.3 Code of Ethics

The Department is committed to the principles of the Law Enforcement Code of Ethics as established by the International Association of Chiefs of Police (IACP).

NOTE: ISU Department of Public Safety is not an agency of sworn police officers. Idaho state law prohibits loyalty oaths of Public Safety officers in that they are not sworn officers. The Department of Public Safety, however, requires the Public Safety officer to sign and adhere to all rules, regulations, principles and practices as outlined in the Operations Manual, which contains a copy of an oath of office.

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Law Enforcement Code of Ethics

As an employee of the Department of Public Safety, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities, or friendships to influence my decision. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and accept it as a public trust to be held so long as I am true to the ethics of the Department. I will never engage in acts of corruption or bribery, nor will I condone such acts by other officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice. I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession, law enforcement.

Violations of the Code of Ethics by any member of the Department may result in disciplinary action(s).

1.4.4 Operations Manual Receipt on Code of Ethics

OATH OF OFFICE

I, _____ do solemnly swear that I will support the Constitution of the United States of America, and the Constitution and Laws of the state of Idaho, and the laws, ordinances, and policies of Idaho State University, and the Rules and Regulations of Idaho State University Department of Public Safety and I will well and faithfully discharge the duties of the office of security officer, Idaho State University Department of Public Safety, to which I have been appointed according to law and to the best of my ability.

Notice: By offering this oath of office and requiring a signature, no written or implied contract for employment or continued employment is being offered. For any reason that I am found to be incapable, unqualified or unfit for employment or continued employment, or my best efforts to comply with the required obligations, responsibilities, duties, and task performances associated with this oath are unsatisfactory, I am subject to removal.

Signature _____

Date _____

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1.4.5 Mission Acceptance Form

Our Mission

To affirmatively promote, preserve and deliver a feeling of security, safety and quality services to members of our community as set forth in our Mission Statement

This mission is a commitment to quality performance from all members. It is critical that all members understand, accept and be aligned with the responsibilities established by this mission. It provides the foundation upon which all operational decisions and organizational directives will be based. Directives include rules, regulations, operating policies, procedures and practices.

This mission represents the commitment of this administration to the concepts of quality performance management. In other words, members are expected to work consistently in a quality manner in the daily performance of those duties, job responsibilities and work tasks associated with this mission. Quality manner means that performance outcomes comply with the performance standards established for this agency and for each member associated with this agency. Examples of performance standards include the oath of office, code of ethics, agency rules, policies, procedures, directives, general and supervisory orders, work productivity and performance behavior.

Each member is required to accept the responsibility for the achievement of this mission and publicly register his or her commitment to it and to the concepts of quality service.

Registered Acceptance by _____

Date _____

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Idaho State University
Department of Public Safety

**OPERATION
PROCEDURE
MANUAL**

TITLE: GENERAL ORDERS CCTV & Memorandum of Understanding	CHAPTER: I SECTION: 1.5
APPROVAL:	REVISION NO.: 04
REVIEW DATE: December 12, 2013	ISSUE DATE: 07/96

Closed Circuit Television Monitoring and Recording

1.5.1 Purpose

The purpose of this directive is to establish guidelines for the Idaho State University Public Safety Department (ISUPS) relative to the use of closed circuit television (CCTV) cameras.

1.5.2 Policy

It shall be the policy of ISUPS to utilize CCTV cameras to monitor and record public areas to ensure the safety and security of the University community. Further, ISUPS shall abide by the **Idaho State University Policy for Closed Circuit Television Monitoring and Recording of Public Areas for Safety and Security Purposes."**

1.5.3 Scope

This directive shall affect all sworn and non-sworn employees who use, or supervise the use of the ISUPS CCTV system.

1.5.4 Use of CCTV Equipment

- A. The use of CCTV equipment shall be limited to legitimate safety and security purposes, including but not limited to:
 - 1. Property and Building Protection: building perimeter, entrances and exits, lobbies and corridors, receiving docks, special storage areas, laboratories, cashier locations, ATM/CVC machines, emergency telephones.

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2. Alarm Verification: Intrusion alarms, exit door controls, hold-up alarms.
 3. Video Patrol of Public Areas: Transit stops, parking lots, public street and intersections, shopping areas.
 4. Criminal Investigation: Crimes against persons and property.
 5. Monitoring of Access Control Systems: Monitor and record restricted access transactions at entrances to buildings and other areas.
 6. Monitoring of Pedestrian and Vehicle Traffic Activity
- B. The use of CCTV **SHALL NOT** be utilized for:
1. Profiling: The practice of targeting individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability or other classifications.
 2. Targeting of Individuals.
 3. Peering into Buildings.

1.5.5 Public Safety Responsibilities

- A. All Public Safety employees shall be guided by the Public Safety Standard operating Procedures relative to the operation of CCTV equipment.
- B. The Public Safety Supervisor shall be notified **immediately** whenever any suspicious, criminal or life-threatening activity is observed, and appropriate police personnel shall be dispatched. In the absence of a Public Safety Supervisor, a patrol supervisor shall be notified by police radio.
- C. All observations, notifications, and actions taken shall be documented, in detail, in the Computer Aided Dispatch (CAD) system.
- D. Public Safety is the department authorized to oversee and coordinate the use of CCTV monitoring for safety and security purposes at the University. All University areas using CCTV monitoring are responsible for implementing this policy in their respective operations. Public Safety has primary responsibility for disseminating the policy and assisting other units in implementing the policy and procedures.
- E. The Director of Public Safety has the responsibility to authorize all CCTV monitoring for safety and security purposes at the University. All new installations will follow Public Safety operating principles. All existing CCTV monitoring systems will be evaluated for compliance with this policy.
- F. Public Safety will monitor new developments in the relevant law and in security industry practices to ensure that CCTV monitoring at the University is consistent with the highest standards and protections.

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- G. A CCTV monitoring committee, known as the ISU Safety Committee, will be responsible to assure that Public Safety adheres to established policy and procedure in the use of CCTV.
- H. The CCTV monitoring committee members will serve as established by the rules of the Safety Committee. An individual may appeal an adverse decision by the CCTV monitoring committee through existing University appeal mechanisms.
- I. The CCTV monitoring committee will review camera locations to insure the perimeter of view of fixed location cameras conforms to this policy. The proposed location of permanent CCTV cameras will be provided to the CCTV monitoring committee for review and published in the EXTRA before installation. A list of all University owned or controlled camera locations will be published semiannually in the EXTRA and made available by Public Safety to anyone requesting the list.

The location of temporary cameras to be used for special events will be reviewed by the CCTV monitoring committee for approval and published in the EXTRA before the event if possible.

(Note: “temporary cameras” does not include mobile video equipment or hidden surveillance cameras used for criminal investigations.)

Included with the list of CCTV camera locations will be a general description of the technology employed and the capabilities of the cameras.

Students and staff entering certain sensitive locations on campus may have an increased concern for privacy and confidentiality. In order to prevent a possible chilling effect on the use of service at these locations, concerned persons may petition the CCTV monitoring committee to forgo the installation of a proposed camera or for the removal of an existing camera. The CCTV monitoring committee will determine the appropriateness of an installation weighing the concerns of the person(s) making the requests and the safety and security for the entire community.

In recognizing students may also have an enhanced expectation of privacy in the hallways and lounges of residence facilities, CCTV monitoring for safety and security purposes will not be used in residential hallways and lounges unless the Director of Public Safety determines the specific safety/security risk exists.

The CCTV monitoring committee will review complaints regarding camera locations and determine whether the CCTV monitoring policy is being followed. The committee should weigh whether the potential increment in community security outweighs any likely infringement of individual privacy.

- J. The CCTV monitoring committee, with the Director of Public Safety, will review all requests received by the Public Safety Department to release recordings obtained through CCTV monitoring. No releases of CCTV recordings will occur without authorization by the Director of

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Public Safety and the CCTV monitoring committee. Excluded from reviews by the CCTV monitoring committee are releases of recordings directly related to a criminal investigation, arrest or subpoena. The CCTV monitoring committee may also approve release of CCTV Recordings only for legitimate purposes, such as to protect the University and its members from lawsuits or harm. A unanimous vote of the committee is necessary to approve the release of Recordings. Any release of Recordings will be recorded on a written log.

- K. Any member of the CCTV monitoring committee may audit Public Safety's CCTV monitoring operations, including video recording storage, at any time without prior notice.
- L. The Chair of the Safety Committee will report to the Safety Committee at least four (4) times per year describing all requests for camera locations and release of Recordings and disposition of those requests.
- M. The CCTV monitoring committee will review this policy annually and recommend revisions if needed.

1.5.6 Recording Management Policy and Procedures

A. Recording Security

- 1. Access to videos and video recording equipment is limited to:
 - a. The University Senior Staff
 - b. University CCTV Safety Committee Members
 - 1) A list of current committee members will be posted in the Public Safety Operations Center and will be updated annually.
 - 2) Panel members will be given full cooperation and access to all CCTV monitoring areas and recording storage areas.
 - 3) ISUPS command personnel will be notified immediately whenever a committee member requests to inspect a CCTV monitoring or recording storage area.
 - 4) All committee inspection will be noted on the dispatch radio log.
 - 5) Anyone requesting to view video recordings shall be instructed to contact the ISU Public Safety Director between 9:00 am and 5:00 pm, Monday through Friday.

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- c. Under no circumstances will alarm monitoring operators or supervisors be permitted access to video recordings or video recording equipment, without the Director's approval.
- d. A Video Recording Control Log shall be maintained by the Public Safety Department and shall be reviewed daily by the Security System Administrator. The Video Recording Control Log will be kept in the Security System Administrator's office and will not be removed for any reason.
- e. Recording Audits and Inventory shall be performed by the Director of Public Safety. Random audits shall be conducted by the CCTV monitoring committee.

B. Image Storage

- 1. Each recording will be labeled and identified prior to arrival at Public Safety. Public Safety personnel will not alter these recordings.
- 2. Recordings will remain in the video recording system and only be removed by the Director of Public Safety.
- 3. Video clips will not be archived unless approved by the Director of Public Safety.

C. Changing, Erasing, and Reusing of Recordings

- 1. Only authorized Public Safety managers may change stored recordings or operate video recording equipment.
- 2. An entry will be made on the ISUPS Sending and Receiving Sheet reflecting that the appropriate recording(s) were changed, that all recordings have been accounted for, and that the recording storage area is secure.
- 3. **This task shall NOT be delegated**

D. Review and Dissemination of Information

- 1. All personnel will adhere to the Idaho State University Policy for Closed Circuit Television Monitoring and Recording of Public Areas for Safety and Security Purposes.
- 2. Only authorized management, police and detective personnel are permitted to review or remove recordings.
- 3. Authorized personnel wishing to view or remove a video recording for any reason must enter all required information in the Video Recording Control Log. All entries must be complete and legible.

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4. Video recordings must be returned to storage and secured by the end of each business day, unless they have been subpoenaed or permission is obtained from the Director of Public Safety.
5. Duplication of recordings or printing of images from video recordings is prohibited unless approved by the Director of Public Safety.
6. Conversion of recordingd images from digital to analog formats is prohibited unless approved by the Director of Public Safety.

E. Performance Evaluation

1. Public Safety dispatch supervisory personnel will periodically and without prior notice have CCTV operators demonstrate their knowledge and understanding of relevant policies, procedures, and technical skills.
2. The Public Safety Department shall be notified of any performance or operational issues or deficiencies.
3. The Public Safety Department shall have primary responsibilities for initiating remedial action.

F. Impairment

1. Under no circumstances shall anyone, except professional factory trained service technicians attempt to service, repair, or tamper with any of the CCTV or video recording equipment.
2. The Public Safety Department shall have primary responsibilities for initiating remedial action.

G. System/ Equipment Failure

1. Upon the failure of a CCTV component, CCTV monitoring personnel shall immediately notify the Public Safety Supervisor.
2. If the failure is contained to an individual component, the Public Safety Supervisor shall notify the CCTV manager during their regular business hours. If the failure occurs after hours, the Public Safety Supervisor shall document the equipment failure on the log and request that the Public Safety Department is notified the following business day.
3. If the failure is system wide, the Public Safety Supervisor shall document the failure on the log and immediately notify Public Safety personnel utilizing the Emergency Contact Callout List, located in the binder at the alarm monitoring console inside the dispatch operations center.

1.5.7 Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

1.5.8 Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

1.5.9 Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

1.5.10 General Principles

- A. Public Safety is committed to enhancing the quality of life of the campus community by integrating the best practices of public policing with state-of-the-art technology. A critical component of a comprehensive security plan using state-of-the-art technology is closed circuit television (CCTV).
- B. The purpose of CCTV monitoring of public areas by security personnel is to deter crime and to assist Public Safety in protecting the safety and property of the University community. Any diversion of security technologies and personnel for other purposes (i.e., CCTV monitoring of political or religious activities, or employee and/or student evaluations) would undermine the acceptability of these resources for critical safety goals and is therefore prohibited by this policy.
- C. Video monitoring for security purposes will be conducted in a professional, ethical and legal manner. Personnel involved in video monitoring will be appropriately trained and continuously supervised in the responsible use of technology. Violations of procedures for video monitoring referenced in this policy will result in disciplinary action consistent with the rules and regulations governing employees of the University.
- D. Information obtained through video monitoring will be used exclusively for security and law enforcement purposes. Information obtained through video monitoring will only be released when authorized by the Director of Public Safety according to the procedures established in this policy.

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- E. Video monitoring of public areas for security purposes will be conducted in a manner consistent with all existing University policies, including the Non Discrimination Policy, the Sexual Harassment Policy, Open Expression Guidelines and other relevant policies. The code of Practice for video monitoring prohibits monitoring based on the characteristics and classifications contained in the Non-Discrimination Policy (e.g., race, gender, sexual orientation, national origin, disability, etc.)
- F. Video monitoring of public areas for security purposes at the University is limited to uses that do not violate the reasonable expectation of privacy as defined by law.
- G. To maintain an informed University community, ISU Public Safety will periodically disseminate written materials describing the purpose and location of CCTV monitoring and the guidelines for its use. The location of outdoor CCTV cameras monitored by Public Safety will be published in the Student newspaper, EXTRA.
- H. Information obtained in violation of this policy may not be used in a disciplinary proceeding against a member of the University faculty, staff or student body.

1.5.11 Procedures

- A. All operators and supervisors involved in video monitoring of public areas will perform their duties in accordance with this policy developed by Public Safety.
- B. Public Safety management will assure that responsible and proper camera monitoring practices by control operators is continuous.
- C. Public Safety will post signs at appropriate locations. Sign will state, **“This public area is monitored by security cameras for personal safety and property protection.”**
- D. Public Safety will limit camera positions and views of residential housing. Any view given to the housing will be no greater than what is available with unaided vision. Furthermore, the view of residential housing facility must not violate the standard of “reasonable expectation of privacy.”
- E. Public Safety operations and other monitoring centers will be configured to prevent camera operators from tampering with or duplicating recorded information.
- F. Recorded video will be stored for a period not to exceed 30 days and will then be erased, unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Director of Public Safety and the CCTV monitoring committee.
- G. Video recordings will be stored in a secure location with access by authorized personnel only.

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- H. Camera control operators will conduct video observation of areas only in plain view of others situated in the public area viewable to the public.
- I. Camera control operators will be trained in the technical, legal, and ethical parameters of appropriate camera use.
- J. Camera control operators will receive a copy of this policy and provide written acknowledgment that they have read and understood its contents.
- K. Camera control operators will receive training in cultural awareness.
- L. Camera control operators will not monitor individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other classifications protected by the University's Non-Discrimination Policy. Camera control operators will monitor based on suspicious behavior, not individual characteristics.
- M. Camera control operators will not spot and continuously view people becoming intimate in public areas.
- N. Camera control operators will not view private rooms or areas through windows.
- O. Mobile video, portable hidden cameras and recording equipment may be used in investigations. Mobile video equipment will only be used in non-criminal investigations in specific instances as authorized by the Director of Public Safety, the University Attorney or the President of the University.

1.5.12 CCTV Camera/Video Review Procedures

Logging In

Log into the Vicon/ CCTV system, if not already logged in (The logo looks should be located on the desktop. It has a blue circle and a white flower form in the middle and should be label CCTV). At this time, the systems in Dispatch log in automatically.

Locating Cameras

You can find cameras two ways

- a. Site List Tab
- b. Groups Tab

If you are attempting to see a full DVR system (consisting of 16 cameras), make sure you select the 4x4 box, located in the lower right hand corner.

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Once you have the 16 camera box option (4x4), you should be able to drag the individual DVRs or the groups over to the screen. Remember, if there are more than 16 cameras, you will only see the first 16 cameras listed under the groups section. To see what is selected, click on the folder to maximize.

PTZs

To use the functions of the PTZ, you must select the cameras specialized with the PTZ capabilities. At this time, the following list of PTZs cameras are as follows:

- a. **Garrison**, pointed at the intersection of Memorial and Martin Luther King Jr Way.
- b. **Rendezvous**, located on top of the Rendezvous Building. It is currently pointed at the crosswalk located northeast of the building.
- c. **Business Administration**, located at the top of the BA building. It is currently pointed at the intersection of MLK Jr and South 8th Ave.
- d. **Holt Arena**, located inside on the South side of the Arena.
- e. **Holt Arena North**, located on the outer north side of the Holt Arena.
- f. **Holt Arena South**, located on the outer south side of the Holt Arena, pointing at the practice field.
- g. **Public Safety**, located on the Public Safety bldg. It is currently pointed at the "I."
- h. **Bennion North**, located on the top of the Bennion Building. This camera is pointed at the north parking lot.
- i. **Bennion South**, located on the top of the Bennion Building. This camera is pointed at the South parking lot.
- j. **CHE**, located on the top of the CHE building. This camera is facing the parking lot.
- k. **CAES**, this camera is pointed on the front entrance of the CAES building.
- l. **Ballard PTZs**, located on the top of the RISE building in the directions as listed below:
 - North East Corner
 - South East Corner
 - North West Corner
 - South West Corner

In order to work the PTZ cameras, do as follows:

- a. Pull over the PTZ.
- b. Select the one square or double click on the camera view.
- c. If it is not already selected, select the PTZ tab. This tab is located on the lower left hand corner above the box. Once selected, you should see a red box with a plus and minus signed located in the middle of the camera view.
- d. In order to move the camera side to side, click on your mouse, either right or left of the box. This depends on the direction you want to move it. Most of the PTZs have the ability to go a full 360 degrees. Remember that if you click farther away from the box, the faster the camera will move in that direction. Also, remember that due to a network issue, Holt has a slight delay.

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- e. If you need zoom in on the frame, click your mouse over the plus sign box. This will allow you to get closer to whatever object you are attempting to look at.
- f. If you need to zoom out of the frame, click your mouse over the minus sign. This will allow you to move further away. The camera can only zoom out so far.
- g. Please remember that when you are done using the PTZ to put it back to Pre-set1 or where the Director wants it currently pointed.

Viewing Past Footage

Remember that footage is limited to a maximum of around 30 days, give or take.

You can view old footage a number of ways, as listed below:

a. Right Click

- You may right click on the individual camera you wish to view old film.
- Once you have done this a, a menu should pop up. Select either:
 - “Start Playback From Time..” Once this is selected, you will be given the option to select a certain day on a calendar and then a time frame to start, on the bottom of the screen.
 - For a certain time frame or for a quick playback ranging from 30 seconds to 30 minutes select “Start Quick Playback From:” and then your quick time.
 - For either of these two options, your camera with time selected should then appear next to the current camera view.

b. Playback

- Select the playback button, found below the cameras being viewed.
- Select the DVR (with the computer icon) on the left hand side and maximize.
- Select Audio/Video and maximize.
- Select the DVR with the white and blue box and maximize to view all cameras listed under it.
- Select the camera in which you want to watch and either drag to the screen on the right or double click, so that the camera is then listed on the right hand side.

On the main screen, you will see a time bar on both the upper left and right hand corners. The left time represents the start time and the right time represents your end time. The bottom left hand time box should be the same time as the upper left hand corner, to make sure you are viewing the same start time.

1.5.13 Examples of Video Monitoring and Recording of Public Areas

Legitimate safety and security purposes include, but are not limited to, the following:

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Protection of building and property:

Building perimeters, entrances and exits, lobbies and corridors, receiving docks, special storage areas, laboratories, cashier locations, etc.

Monitoring of access control systems:

Monitor and record restricted access transactions at entrances to buildings and other areas.

Verifications of security alarms:

Intrusion alarms, exit door controls, hold-up alarms, etc.

Video patrol of public areas:

Transit stops, parking lots, public (enclosed and unenclosed) streets, shopping areas, vehicle intersections, etc.

Criminal investigations:

Robbery, burglary, and theft surveillance.

Protection of pedestrians:

Monitor pedestrian and vehicle traffic and vehicles in traffic areas at intersections.

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1.5.14 Memorandum of Understanding

This memorandum of understanding is to formalize an agreement between ISU PUBLIC SAFETY management and staff regarding use of departmental computers, technological devices and information. In addition, this memorandum also covers responsibilities and duties related to patrol personnel.

1. Once the default settings for office equipment have been determined and established, they are not to be changed without approval from management.
2. No unauthorized programs are to be loaded onto any departmental computer. This includes, but is not limited to, screen savers, games, technical programs.
3. Downloading of Internet executable files (files ending in .exe) is PROHIBITED unless approved by management.
4. Your computer usage is to be of a professional nature in accordance with the Governor's Executive Order, No. 2001-12, Statewide Policies on Computer, The Internet and Electronic Mail Usage by State Employees. This includes, but is not limited to, NO GAMBLING and NO PORNOGRAPHY.
5. I understand that my email and computer usage, including visited internet sites may be monitored at any time.
6. Under no circumstances will CCTV cameras be used to peer or intrude into the personal lives and/or business of any employee or student except as specified in the departmental policy and procedure, which I have read and understand.
7. All information obtained through your course of employment is confidential and cannot be used except for official business, or released outside of our department without management approval, except as specified by FERPA and department policy. This includes, but is not limited to information contained on the mainframe (i.e.: ticket information), Spillman, CCTV cameras, Bengal Card system, criminal information, incident reports, conversations relative to any of the aforementioned areas.
8. All patrol officers will adhere to all rules, regulations, principles and practices as outlined in the ISU Public Safety Operations Manual. The Operations Manual is available to all patrol officers on the Public Safety share drive in pdf form and in printed copy kept in the Associate Trainer's Office.
9. Patrol officers will conduct all responsibilities of their assigned shift. This will include making all required building checks, enforcing traffic laws by making traffic stops, conducting parking enforcement with parking citations, participating in the RAD program, and protect campus with crime prevention activities and assisting with special events and other agency activities.
10. Patrol officers will contact the Director of Security for incidents involving activity in which incident may potentially jeopardize the safety or wellbeing of our campus.
11. Violation of the terms of this agreement is grounds for immediate termination.

ISU PUBLIC SAFETY

Employee Name (Please Print)

By

Employee Signature

Date

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Idaho State University
Department of Public Safety

**OPERATION
PROCEDURE
MANUAL**

TITLE: GENERAL ORDERS Code of Conduct	CHAPTER: I SECTION: 1.6
APPROVAL:	REVISION NO.: 07
REVIEW DATE: March 19, 2014	ISSUE DATE: 07/96

Code of Conduct

All members of the Department are required to establish and maintain a working knowledge of all laws, rules, and regulations in force at the University, the rules and policies of the Department and orders of the Department. Rules covered in this section are specified in Idaho Personnel Code Section 19. Copies will be made available to employees.

1.6.1 Bias-Based Profiling

The ISU Public Safety Department must be sensitive to the image that our department projects to the community. Our commitment to community policing requires that we foster trust in order to be successful in building partnerships with our community. Faculty, staff and students will not engage in problem solving with a public safety department they do not trust. With this in mind the intent of the public safety department is to build trust by adopting a policy of no bias-based profiling.

Bias-based profiling is the selection of individuals based on a broad set of criteria, which casts suspicion on an entire class of people without any individualized suspicion of the particular person being stopped. This includes, but is not limited to race, ethnic background, gender, disability, sexual orientation, religion, economic status, age, cultural group, national origin or other identifiable groups.

ISU's Public Safety Department and its members do not condone the use of any bias-based profiling in any of its programs. Any action based on the characteristics above or other than the actions of the individual(s), may lead to violations of constitutional rights of those we serve, undermine the legitimate law enforcement efforts and lead to claims of civil rights violations. Bias-based profiling fosters distrust of the law enforcement community and invites legislative action, judicial intervention, and media scrutiny.

All ISU Public Safety Department member enforcement contacts will be the result of probable cause or reasonable suspicion as appropriate to the activity. All department employees will treat all people with whom they have contact equally.

Unless one or more of these characteristics are part of an identifying description of a possible suspect, any consideration of these characteristics in deciding whether to stop, question, search, or arrest a person constitutes profiling and is expressly prohibited.

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Any member of the department that witnesses a violation of this policy will report that violation to his/her supervisor. The supervisor will forward that information up the chain of command to the Chief of Police with recommendations for corrective action.

An annual administrative review of agency practices and citizen concerns/complaints will be conducted by the Captain to ensure compliance with this policy.

All department personnel will receive training in regards to bias-based profiling.

1.6.2 Application of Orders, Rules, and Regulations

Standards of conduct established in these general orders shall apply and be adhered to by all members of the Department and shall apply at all times while employed.

1.6.3 Obedience of Laws and Regulations

Members shall observe and obey all federal and state laws, policies, and procedures of the University, the Board of Education, and orders of the Department.

1.6.4 Reporting Violations of Laws, Policy and Procedure, Rules, or Orders

Members knowing of other employees violating laws, ordinances, or rules of the Department, or disobeying orders, shall report the violation to the Director by officer's report through the chain of command.

1.6.5 Standard of Conduct

Members shall conduct their private and professional lives in such a manner as to avoid adverse reflection upon themselves as members of the Department. (See **Code of Ethics in IPC 19.A.l.e. and General Orders Chapter I Section 1.4**).

1.6.6 Insubordination

The deliberate refusal of any member to obey a lawful order given by a superior shall constitute insubordination and may be subject to disciplinary action.

1.6.7 Non-Discrimination

Non-Discrimination Policy - It is the policy of Idaho State University to provide equal employment opportunities to applicants and equal benefits to employees without regard to race, color, national origin, religion, sex, age, disability, or veteran's status in accordance with the applicable State and Federal laws.

Equal Employment Opportunity Policy - The policy of Idaho State University is to pursue a continuing program of specific positive practices designated to achieve the realization of equal employment opportunity without regard to race, color, national origin, religion, sex, age, disability, or veteran status in accordance with the applicable State and Federal laws.

The Public Safety Department will not tolerate discrimination in any form by any member. Any discrimination that is alleged will be investigated and handled in a fair and expedient manner.

ISU's EEO/Affirmative Action Grievance Committee will review complaints of discrimination by all University employees or applicants for employment to the University pursuant to the procedures in Part 4, Section V.F of ISU Policies and Procedures.

1.6.8 Conduct toward Superiors, Subordinate Officers, and Associates

Members shall treat superiors, subordinates, and associates with fairness and respect. They shall be courteous and civil at all times in their relationships with one another. A member will refrain from speaking negatively of any nationality, race, gender, or religion not just toward an associate, but snide remarks in the presence of an associate (office setting). A member will refrain from using coarse, violent, profane, insolent, or disrespectful language.

1.6.9 Criticism of Department

Members shall not publicly criticize or ridicule the Department, its policies, or other members by talking, writing, or expressing in any other manner, where such action is:

- A. Defamatory;
- B. Obscene;
- C. Unlawful;
- D. Or tends to impair the operation of the Department by interfering with its efficiency, interfering with the ability of supervisors to maintain discipline, or having been made with reckless disregard for truth or falsity.

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1.6.10 Conduct toward the Public

- A. Members shall be courteous and orderly in their dealings with the public. They shall perform their duties quietly, avoiding harsh, violent, profane, or insolent language or gestures and shall remain calm regardless of provocation to do otherwise.
- B. Will not express any prejudice concerning race, religion, politics, national origin, life style, or similar characteristics.
- C. Members shall not, at any time or for any reason, willfully subject any person or animal to cruel treatment, nor willfully neglect any necessary humane action which circumstances may require.
- C. Employees shall address each other by title or in a professional manner when in public.

1.6.11 Impartial Attitude

All members shall remain completely impartial toward and treat fairly all persons coming to the attention of the Department.

A member will truthfully answer all questions specifically directed and narrowly related to the scope of employment and operations of the Department which may be asked of him upon order of the Director, the Director's designee, or a superior officer.

1.6.12 Identification

A member will carry his identification card on his person at all times, except when impractical or dangerous to his safety or to an investigation. He will furnish his name and identification number to any person requesting that information when he is on-duty or while holding himself out as having official capacity, except when the withholding of such information is necessary for the performance of their duties or is authorized by proper authority.

1.6.13 Acceptance of Gifts, Gratuities, Fees, Loans, or Rewards

- A. Employees shall not accept any gifts, gratuities, loans, fee, or other item of value, the acceptance of which might tend to influence directly or indirectly the actions of the employee or any other members or employees in any matters of police business, or which might cast an adverse reflection on the Department.
- B. Members shall not accept nor solicit any gifts, gratuities, loans, or rewards directly or indirectly, from any person who is:
 - 1. Liable for arrest.

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2. In custody.
 3. After discharge from custody.
- C. Neither shall they engage in any business transaction with any person in custody nor during an official contact.
- D. Employees are prohibited from buying or selling anything of value from or to any:
1. Complainant/victim.
 2. Witness.
 3. Defendant/prisoner.
 4. Or any other person involved in a case which has come to their attention or which arose out of their Departmental employment except as may be specifically authorized by the Director.

1.6.14 Contributions

No contribution or subscription shall be made by any member for the benefit of another member without the consent of the Director.

1.6.15 Debts

Members shall make a sincere and reasonable effort to pay their debts promptly.

1.6.16 Prohibited Activity On-Duty

Members are prohibited from engaging in the following activities while on-duty:

- A. Sleeping.
- B. Loafing.
- C. Idling - members shall not sleep on-duty and at all times shall be attentive to their duties.
- D. Conducting private business.
- E. Carrying any articles which distract from the proper performance of duty.
- F. Drinking intoxicating beverages in uniform.

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- G. Internet games, downloads.
- H. Watching T.V.
- I. Gabbing in Dispatch Center.
- J. Using Spillman for other than Official Business.

The preceding examples shall not be construed to be all-inclusive.

1.6.17 Loitering

- A. All members on-duty or in uniform shall not enter taverns, theaters, or other places except to perform an official task. Members may eat in a restaurant where alcoholic beverages are sold but may not drink alcoholic beverages while in uniform.
- B. Employees off-duty or not performing Departmental business and not on any official standby status shall not loiter in Departmental areas.

1.6.18 Use of Alcohol, Intoxicants, or Drugs

- A. A member will not consume intoxicating beverages while in uniform or on-duty, except in the performance of duty while acting under proper and specific orders from a superior officer.
- B. A member will not appear for duty, or be on-duty, while under the influence of an intoxicant to any degree whatsoever, or with an odor of an intoxicant on his/her breath.
- C. No member, while on-duty, shall use depressant, stimulant, or hallucinogenic drugs other than those prescribed by a physician, and then only with the knowledge of their immediate supervisor.
- D. No member shall drink or purchase any alcoholic beverage while on-duty or in uniform if off-duty. No officer in plain clothes shall drink or purchase any alcoholic beverages while on-duty except when necessary in the performance of duty and then only with the prior written approval of the supervisor and with a copy of the written approval being immediately forwarded to the Director. Members receiving permission to drink alcoholic beverages on-duty shall do so in a manner that does not prohibit them from taking necessary duty actions.
- E. No members while off-duty shall consume intoxicating beverages or drugs to the extent they engage in illegal activity or that it results in impairment, intoxication, or obnoxious or offensive behavior which discredits them or the Department, or renders the member unfit to report for their next regular tour of duty or special assignment.

1.6.19 Intoxicants on Departmental Premises

No member shall store or bring into any department facility or vehicle alcoholic beverages, controlled substances, narcotics, or hallucinogens except for an official purpose. Items held as evidence shall be properly stored and identified according to current policy.

1.6.20 Smoking While On-Duty

Smoking is prohibited on all property wholly owned, leased or operated by Idaho State University. This consists of all buildings, including residence halls, all grounds, including exterior open spaces, parking lots, on-campus sidewalks, University-owned streets, driveways, athletic and practice facilities and recreational spaces; and in all University-owned or leased vehicles.

Smoking is hereby defined as the burning of tobacco or any other material in any type of smoking equipment, including but not restricted to cigarettes, cigars or pipes.

1.6.21 Misrepresentation and/or Falsification

No member shall, in official capacity, willfully misrepresent any matter, sign any false official statement or report, commit perjury, or give false testimony before any court, grand jury, board, commission, official hearing, or Departmental inquiry.

1.6.22 Consorting

- A. Members of the Department will avoid personal associations with persons who have been convicted of a felony, under criminal investigation or indictment, or who have an open and notorious reputation in the community for felonious criminal or immoral behavior, except in the discharge of their official duties. Deviation from this policy may be granted by the Director.
- B. Members shall not solicit a person's identification for personal reasons.
- C. Members shall refrain from personal advances toward victims, complainants, or any person known to the member as a result of official business, while on-duty. No official document shall be used to contact a person for personal reasons.

1.6.23 Gambling

A member will not engage or participate in any form of illegal gambling at any time, except in the performance of duty or while acting under proper and specific orders from a supervisor.

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1.6.24 Property/Evidence - Abandoned, Found, Safekeeping, Etc.

Evidence, abandoned, and found property maintained for safekeeping and any other property/evidence received by a member of this Department shall not be used or converted to personal use by any member of the Department. Requests for conversion to Departmental use may be made to the Director via the chain of command.

1.6.25 Departmental Property

Members will not misuse or abuse Department equipment. Any loss or damage to Departmental property shall be immediately reported to the on-duty supervisor both verbally and in writing. Any employee guilty of neglect or willful damage of such property may, at the discretion of the Director or as recommended by a Board of Inquiry, be responsible for the cost of its replacement and repair (total or partial) in addition to any disciplinary action.

1.6.26 Reporting for Duty

Members shall be punctual in reporting for duty at the time and place designated by their supervisors. Failure to report on time for duty may be deemed neglect of duty. Members shall be responsible for notifying their supervisor in advance of any absence from duty. If the supervisor is not available, the dispatcher will be notified of the absence. Communications shall make written notice of the absence and forward that notice to the employee's supervisor.

1.6.27 Roll Call

Unless otherwise directed, members shall report to daily roll call at the time and place specified and be properly uniformed and equipped. They shall give careful attention to all orders and information provided and available.

Uniformed personnel shall be prepared to respond to any call for service while attending roll call.

1.6.28 Relief

A member will report to the squad room in person at the expiration of his tour of duty, unless exceptional procedure is authorized by a superior officer. A member assigned to duty at a specific location may be excluded from this requirement.

A member will not leave his assigned duty post during a tour of duty except when authorized by proper authority.

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Officers will not leave their assigned post, patrol, or duty assignment until officially relieved by the oncoming shift officer. If the relief officer does not arrive within five minutes of the official end of shift, the duty officer is to notify the Public Safety supervisor and write an official report of the incident.

1.6.29 **Reporting to Supervisors**

- A. Members shall keep their supervisors informed of any unusual activity, situation, or problem with which the Department would logically be concerned.
- B. An employee shall notify the supervisor in writing any time there is involvement as a witness, victim, or suspect in any situation under investigation by another law enforcement agency.
- C. Any employee involved as a plaintiff or defendant in any civil action resulting from official activity as a Department member shall report this fact in writing by officer's report to the Director via the chain of command.

1.6.30 **Reports and Records**

No member shall knowingly delay the filing of a report, alter, remove, or falsify any official records, nor cause inaccurate, misleading, or false information to be entered into any Departmental book, record, or report.

A member will submit each report on time and in accordance with established Departmental procedure. A report submitted by a member will be truthful and complete, and no member will knowingly enter or cause to be entered any inaccurate, false, or improper information. "On time" is defined as the completion of the shift during which any phase of an investigation is completed.

1.6.31 **Confidentiality**

Members shall consider the operations and official business of the Department to be confidential. They shall not discuss these matters with anyone outside the Department except in accordance with Departmental procedures.

1.6.32 **Business Cards**

Business cards which refer to the Department shall be used by members only in conjunction with official business.

1.6.33 Posted Orders

Any order posted on an official bulletin board or distributed through any other official channel over the signature of the Director shall have effect as, and be construed as part of these rules and regulations.

1.6.34 Bulletin Boards

- A. Notices or announcements posted on bulletin boards within the Department shall pertain to the business of the Department or be otherwise approved by the Director.
- B. No member shall mark, alter, or damage any item posted on a bulletin board unless necessary.
- C. Each item placed in the daily bulletin or radio log will conform with the Department of Public Safety orders. All officers are required to read the daily bulletin at the beginning of their shift.

1.6.35 Duty and Off-Duty Defined

Members of the Department shall have regular hours assigned to them for active duty and when not so employed shall be considered "off-duty."

1.6.36 Call Out

During "off-duty" time, members of the Department shall be subject to call out duty or standby duty as deemed necessary by the Director.

1.6.37 Action While Off-Duty

An officer shall act in an official capacity off-duty according to proper state statute if the action will safeguard life.

- A. If an officer is off-duty and observes an incident requiring police action and life is not endangered, the incident shall be reported to the department of jurisdiction for action.
- B. Any officer action off-duty shall immediately be reported to the on-duty supervisor. A written report shall be submitted by the officer involved within 24 hours to the Director via officer's report and the chain of command. An initial written report shall be made by the on-duty supervisor to the Director by the end of the shift.

1.6.38 Security Violations

Stealing, altering, forging, releasing to unauthorized persons, or tampering with any kind of Department record, report, equipment, citation, or any form of electronically transmitted information shall be cause for disciplinary action up to, and including, termination.

1.6.39 Court - Absence

If for any reason any member of the Department cannot attend court, notification of the proper authority of the intended absence must be made. It is always the responsibility of the employee to advise the proper authority if a court notice is received which conflicts with duty schedule, vacation, or other commitments.

1.6.40 Court Preparation

All members shall have the cases in which they are concerned properly prepared and all property which is to be used in evidence suitably arranged for court.

1.6.41 Court - Testifying for the Defendant

Any member subpoenaed to testify for the defense in any criminal action or hearing shall notify the office of the County/City Attorney upon receipt of the subpoena and shall insure that their supervisor is notified of the same.

1.6.42 Court - Order of Appearance

If an employee is notified of court cases that conflict with each other, the preference for court appearances shall be:

- A. District, including Grand Jury.
- B. Magistrate Court.
- C. Another agency's case outside Bannock County.

The officer shall be responsible for making the proper notifications in a timely manner.

1.6.43 Failure to Appear for Court

Any employee who fails to appear for a scheduled court case, who had previous notice of the case will be subject to disciplinary action.

Repeated violations: Disciplinary action up to and including termination.

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1.6.44 Appearance in Court

A member will testify with the strictest accuracy, confining himself to the case being heard and neither suppress nor overstate the slightest circumstances with a view of favoring or discrediting any person. Attendance at court or hearings as required by subpoena or official request is an official duty. Permission to omit this duty must be obtained from the prosecuting attorney or the administrative official handling the case. When appearing in court, either the official uniform or appropriate businesslike attire must be worn.

A member will present a neat and clean appearance, avoiding any mannerism which might imply disrespect. A member of the Department concerned with the case will be punctual in attendance. He will have each case prepared properly and all evidence ready for presentation. A member will give the utmost attention and respect toward the magistrate or hearing official at all times.

1.6.45 Tardy Regulation and Penalty

All employees shall be subject to the following disciplinary procedure in any instance where tardiness, without good cause, occurs in connection with a required attendance or work schedule.

- A. First tardy within 12 months: Oral warning by supervisor/PPR entry.
- B. Second tardy within 12 months: Written reprimand from supervisor.
- C. Third tardy within 12 months: Disciplinary suspension/disciplinary probation.
- D. Fourth tardy within 12 months: Dismissal.

Documentation reflecting reason for tardiness and time late shall be submitted by the employee using the appropriate Officer's Report Form.

1.6.46 Damaged/Inoperative Property or Equipment

Members shall notify their immediate supervisor, or the on-duty supervisor of any defects or hazardous conditions existing in any Departmental equipment or property. The supervisor investigating the incident shall submit an endorsement on the appropriate Officer's Report Form and forward it to the Director through the chain of command.

This section does not apply to routine maintenance problems with vehicles.

1.6.47 Usage and Accountability for Supplies and Equipment

All members of the Department shall be held responsible for proper usage of Departmental equipment. The employee is responsible and accountable for all Departmental issued equipment at all times.

1.6.48 Surrender of Departmental Property

Members are required to surrender all Departmental property in their possession upon separation from service. If an employee fails to return non-expendable items, a requirement will be made to reimburse the Department for the fair market value of the article(s). Criminal charges may be pursued for items that are not returned. The Director will make the final determination.

1.6.49 Care of Department Buildings and Property

Members shall not mark, mar, or deface any surface in any Departmental building. No material will be affixed in any way to any wall in departmental buildings without specific authorization.

No political posters, bumper stickers, or campaign material shall be affixed to any Departmental bulletin board, wall, locker, or floor of the Department.

1.6.50 Department Lockers & Locks

ISU Public Safety will provide each patrol officer with their own locker, lock and key. While the locker is under the control of the individual officer, it is to be kept neat, clean and not to be used for any purpose that may cause embarrassment or discredit to the department.

Officers will be allowed to personalize their lockers by posting stickers and personal items on their lockers so long as the items adorning their locker are not offensive to anyone and are not so extreme as to cause the department to spend time or money restoring the locker to its original condition.

The Public Safety Department will maintain key access for each individual locker. Routine locker inspections will be conducted to maintain good order and discipline. The inspections will not be taken lightly and will be done for the following reasons:

- A. When sanitary conditions of a locker have deteriorated to the point that it begins to negatively impact the other officers in the locker room.
- B. Use of the locker for any illegal purpose or in violation of University policy.
- C. Retrieval of equipment left in the locker that is imperative to conducting regular business.

In all situations where an employee will have their locker accessed, attempts will be made to have the employee present at the time their locker is opened.

The lockers, locks and keys are the property of the department and are to be returned in the same condition as when they were issued. Officers will not:

- A. Have additional keys made for the department lock.

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- B. Cut the department lock from the department locker

In the event that an officer needs access to their personal locker and they do not have their issued key, they will contact the patrol supervisor or other supervisor to open their locker.

1.6.51 Articles for Publication

Members of the Department shall not make public addresses or write materials for publication concerning the affairs of the Department without first obtaining permission from the Director or his designee.

1.6.52 Public Appearances

Members of the Department who are requested to appear before a public group to represent any topic relating to the operations of the Department shall obtain permission from a supervisor.

1.6.53 Testimonials

Members shall not seek personal publicity in the course of their employment. They shall not permit their names or photographs to be used to endorse any product, service, or individual which is in any way connected to or with the Department or University without permission of the Director.

1.6.54 Correspondence

Members shall not correspond in the name of the Department without permission from the Director or his designee.

All correspondence going forth from the Department shall go out under the signature of the Director as follows:

Stephen Chatterton
Director

(Author)
(Title)

Official letterhead stationary shall be used only for Official Departmental Correspondence.

1.6.55 Official Information

Personnel taking classes at the University or elsewhere shall not use, without approval, information contained in official files of the Department for the purpose of making reports, written or oral, or for use in any other academic project without the prior approval of the Director.

No member of the Department may respond to any requests for information regarding crime trends, statistics, or any other type of information contained in the official files of Department unless a request is of an official nature for the use of University officials. All requests for information by students, staff, faculty, or other persons not officials of the University, shall be directed to the Director or his designee.

The Department publishes an annual report, as well as all the current crime statistics as reported to Department via the Uniform Crime Report or the Consolidated Monthly Report. This report may be quoted.

Any crime statistics published by the Department are considered public information and may be distributed at any time. Informational sheets are available through the Sergeant assigned to crime prevention.

1.6.56 Forwarding Communications

- A. Any member of the Department receiving written communication for transmission to a higher Departmental command shall in every case forward such communication without delay. Members receiving a communication from a subordinate directed to a higher command shall endorse it indicating approval, disapproval, or acknowledgment. The date and time of review shall also be indicated on the document.
- B. Employees are responsible for following the chain of command for all officer's reports and memorandums. These two forms of communication should be addressed accordingly and should only include the supervisors involved. No communication should be addressed to the Director unless specifically required, or as a matter of policy or procedure.
- C. Supervisors are required to review memorandums and officer's reports and forward them up the chain of command as necessary.

1.6.57 Department Address - Use of

Members shall not use the Department as a mailing address for private purposes nor routinely receive personal mail at the Department. The Departmental address shall not be used on any employee's motor vehicle registration, operator's license, or any other official document.

1.6.58 Maintenance of Telephone and Address

All members of the Department shall maintain a telephone in their residence.

All members shall have a permanent local address on file with the Department.

1.6.59 Change of Address or Telephone Number

All members of the Department shall inform the Director within 24 hours of any change of address or telephone number. The Director shall make the changes on the official Department roster and notify Communications of the change. Notification to the Director shall be made via officer's report via the chain of command.

An officer will have a telephone in his residence and will notify his superior officer within 24 hours of any change of telephone number. A member's personal telephone number is considered confidential information unless stated otherwise by the member in writing.

1.6.60 Department Telephones

The use of Departmental telephones is restricted to official business.

No member shall make or cause to be made long-distance telephone calls charged to the Department which are for personal business.

1.6.61 Collect Call - Incoming

Collect calls can no longer be made to the Department.

1.6.62 Pagers

Selected personnel will be issued Pagers for notification requirements.

1.6.63 Labor Activity

No member in uniform shall enter any building, structure, or premises where posters or persons have been placed to indicate a labor dispute in progress, except as necessary in the performance of duty as required. Officers at the scene of a labor dispute shall remain strictly impartial and shall not accept any gratuities from the parties involved.

1.6.64 Strike or Work Stoppage

Members shall not engage in or conduct a work stoppage or strike. The term "strike" means:

The concerted failure to report for duty, the willful absence from one's position, the stoppage of work, or the abstinence in whole or in part from the full, faithful, and proper performance of the duties of employment, for the purpose of inducing, influencing, or coercing a change in the condition, or compensation, or rights, privileges, or obligations of employment.

The techniques of "sick call," "blue flu," or "mass resignation," are specifically included in the definition of a "strike" under this definition.

Employees taking part in such action will be subject to disciplinary action.

1.6.65 Abuse of Position

A member will not use his official position, official identification cards, or badges:

- A. For personal or financial gain.
- B. For obtaining privileges not otherwise available to him except in the performance of duty.
- C. For avoiding consequences of an illegal act.
- D. A member will not lend to another person his identification card or badge or permit the identification card to be reproduced without the approval of the Director of Public Safety.

1.6.66 Violation of a Rule

A member will not commit any act or omit any act which constitutes a violation of any rule, regulation, directive, or order of the Department, whether stated in this chapter or elsewhere. Members are subject to disciplinary action as stated in IPC 19 A.1.a.

1.6.67 Truthfulness

A member will truthfully answer all questions specifically directed and narrowly related to the scope of employment and operations of the Department which may be asked of him upon order of the Director, the Director's designee, or a superior officer.

1.6.68 Abuse of Process

A member will not make false accusations of a criminal, disciplinary, or traffic charge.

1.6.69 Intervention

A member will not interfere with a case being handled by another member of the Department or by another governmental agency unless:

- A. Ordered to intervene by a superior.
- B. The intervening member believes beyond a reasonable doubt that a manifest injustice would result from failure to take immediate action.
- C. A member will not undertake an investigation or other official action which is not part of his regular duty without obtaining permission from his superior officer.

1.6.70 Dissemination of Information

A member will treat the official business of the Department as confidential. Information regarding official business will be disseminated only to those for whom it is intended, in accordance with established Departmental procedures. A member may remove or copy an official report from an installation only in accordance with established Departmental procedures.

A member will not divulge the identity of a person giving confidential information except as authorized by proper authority.

1.6.71 Endorsement or Referral

A member will not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service, or commercial service (such as attorney, ambulance service, towing service, bondsman, mortician, etc.). In the case of ambulance or towing service, when such service is necessary and the person needing the service is unable or unwilling to procure it or requests assistance, a member will proceed in accordance with established Departmental procedures.

1.6.72 Relief of Duty

Officers will not leave their assigned post, patrol, or duty assignment until officially relieved by the oncoming shift officer. If the relief officer does not arrive within five minutes of the official end of shift, the duty officer is to notify the Public Safety supervisor and write an official report of the incident.

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1.6.73 **Meal**

A member will be permitted to suspend patrol or other assigned activity, subject to immediate call at any time, for the purpose of having a meal during his tour of duty, but only for such period of time, and at such time and place as established by Departmental procedures.

- A. University policy allows for midmorning and mid-afternoon (15 minutes each) rest breaks and a lunch break midway through the normal work day (8 hours). Employees in the Department of Public Safety are encouraged to take their breaks and lunch periods.
- B. Public Safety employees must work for two hours before taking a 15 minute break.
- C. Breaks not taken are lost and may not be accumulated to extend the lunch period or to leave work early.
- D. Breaks and lunch periods should be coordinated with the supervisor and other Department personnel to assure that Departmental functions are not interrupted. Calls for service will take precedence over break and/or lunch times, which will be rescheduled.
- E. Employees who work four consecutive hours or more are expected to take at least a one-half hour lunch break. Lunch breaks may be either one-half hour or an hour, but should be consistent unless authorized by the supervisor.
- F. Employees working the day shifts are not paid for their lunch break. Swing, evening, night, and weekend employees are paid for their lunch break, but are expected to be on call during their entire shift. Lengths of their breaks and lunch times are as specified for other employees.
- G. Uniformed employees who take their rest or lunch breaks away from the office are required to inform the dispatcher of their location and phone number, and should check in and out of service. Their activity sheets should reflect these times and locations. (See Vehicle Use Policy Chapter I Section 7.1 for additional information.)
- H. Employees who use their lunch period or breaks for non-eating purposes should not expect to eat at their work station when they return to work.
- I. Employees may consume beverage and/or a snack food (coffee, soda, chips, etc.) at their work stations as long as it does not interfere with their work. Larger meals (sandwiches, burger/fries, salads, plate food, etc.) must be eaten out of view of the general public (i.e., in the office or the break room).

1.6.74 Maintaining Communication

A member on-duty or officially on-call will be directly available by normal means of communication or will keep his office, headquarters, unit, or superior officer informed of the means by which he may be reached when not immediately available via normal methods.

- A. Officers shall report to the dispatcher upon arrival at an assigned call and upon completion of the assigned call.
- B. Welfare checks will be made once an hour by each on-duty unit identifying when the station call letters are broadcast.

1.6.75 Associations

A member will avoid regular or continuous association or dealings with a person who is under criminal investigation or indictment, or who has reputation in the community or Department for current involvement in felonious or criminal behavior, except as necessary for the performance of official duty, IPC 19.A.1.e.

1.6.76 Visiting Prohibited Establishment

A member will not knowingly visit, enter, or frequent a house of prostitution, gambling house, or establishment wherein the laws of the United States, the state, or local jurisdiction are regularly violated except in the performance of duty or while acting under proper and specific orders from a supervisor, IPC 19.A.1.e.

1.6.77 Property and Evidence

Property or evidence which has been discovered, gathered, or received in connection with Departmental responsibilities will be processed in accordance with established Departmental procedures. A member will not convert to his own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence in connection with an investigation or other Public Safety or police action, except in accordance with established Departmental procedures, IPC 19.A.1.a., A.1.b.

1.6.78 Employment Outside of the Department

A member may engage in off-duty employment subject to the following limitations: a) such employment shall not interfere with the member's employment with the Department; b) the member shall submit a written request of off-duty employment to the Director of Public Safety, whose approval

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must be granted prior to engaging in such employment (ISU Policies and Procedures part 4 section II-F Page 1).

Approval may be denied where it appears that the outside employment might: a) render the member unavailable during an emergency; b) physically or mentally exhaust the member to the point where his performance may be affected; c) require that any special consideration be given to scheduling of the member's regular duty hours; or d) bring the Department into disrepute or impair the operation or efficiency of the Department or member.

1.6.79 Education/Training

A member may engage in off-duty education/training subject to the following limitations: a) such education/training shall not interfere with the member's employment with the Department; b) the member shall submit a written request of off-duty employment to the Director of Public Safety, whose approval must be granted prior to engaging in such activities.

Approval may be denied where it appears that the outside education/training: a) render the member unavailable during an emergency; b) physically or mentally exhaust the member to the point where his performance may be affected; c) require that any special consideration be given to scheduling of the member's regular duty hours; or d) bring the Department into disrepute or impair the operation or efficiency of the Department or member (ISU Policies and Procedures part 4 section VI-I, Page 1).

1.6.80 Computer Use—Personal

Department computers may be used for personal work. All work should be done from a disk; NOTHING is to be put on the hard drive. All computers are of sufficient capacity and speed that running from a disk should not create problems. The user is responsible for providing a disk.

If someone runs into trouble on the swing or midnight shifts while using a computer, he/she is to leave a note for the day office personnel as to what happened. This will prevent accidental deletions and any related problems.

If there is confidential information on a common computer, passwords are to be used on all confidential information.

If documents are not filed properly, those documents can end up in our program directories and potentially cause problems. If there are those in the Department who do not know how to work from a disk or who need basic computer training, set up time with the secretary who will provide training.

NO computers in supervisory offices are to be used without prior approval from the supervisor.

1.6.81 Citizen Complaint

A member will courteously and promptly record in writing any complaint made by a citizen against any member of the Department. A member may attempt to resolve the complaint, but will never attempt to dissuade a citizen from a complaint against any member of the Department. A member will follow established Departmental procedure for processing a complaint.

1.6.82 Request for Assistance

When any person applies for assistance or advice, or makes a complaint or report either by telephone or in person, all pertinent information will be obtained in an official and courteous manner and be properly and judiciously acted upon consistent with established Departmental procedures.

1.6.83 Cleanliness of Work Area

A member will be responsible for maintaining their work area in a clean and orderly condition. Common areas such as the break room and squad room will be kept clean and orderly by the person(s) using them.

1.6.84 Use of Office Equipment

Authorized personnel may use office equipment such as computers, typewriters, and the copy machine for personal projects only with authorization of a supervisor. Personal software programs will not be used on any department computer. Games already on the computer can only be used during off-duty time and only as long as it does not interfere with normal operations and use of the computer (refer to Chapter I General Orders, Section 1.5.14 Memorandum of Understanding for all Public Safety employees).

1.6.85 Unsatisfactory Performance

A member will maintain sufficient competency to perform his duty properly and assume the responsibility of his position. Each duty will be performed in a manner which maintains the highest standard of efficiency to carrying out the functions and objectives of the Department.

Performance may be considered unsatisfactory when a member demonstrates a lack of knowledge for the application of a required law or regulation; an unwillingness or inability to perform an assigned task; failure to conform to a work standard established for members; failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving police or Public Safety attention; or absence without leave. In addition, repeated poor evaluations or a written record of repeated infractions of rules, regulations, directives, or orders of the Department will be considered *prima facie* evidence of unsatisfactory performance.

1.6.86 Social Media

ISU's Department of Public Safety endorses the secure use of social media to enhance communication, collaboration, and information exchange; streamline processes; and foster productivity. This policy establishes this department's position on the utility and management of social media and provides guidance on its management, administration, and oversight. This policy is not meant to address one particular form of social media; rather social media in general, as advances in technology will occur and new tools will emerge.

Social media provides a new and potentially valuable means of assisting the department and its personnel in meeting community outreach, problem-solving, investigative, crime prevention, and related objectives. This policy identifies potential uses that may be explored or expanded upon as deemed reasonable by administrative and supervisory personnel. The department also recognizes the role that these tools play in the personal lives of some department personnel. The personal use of social media can have bearing on departmental personnel in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by department personnel.

Definitions

Blog: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for "Web log."

Page: The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights.

Post: Content an individual shares on a social media site or the act of publishing content on a site.

Profile: Information that a user provides about himself or herself on a social networking site.

Social Media: A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, MySpace), microblogging sites (Twitter, Nixle), photo- and video-sharing sites (Flickr, YouTube), wikis (Wikipedia), blogs, and news sites (Digg, Reddit).

Social Networks: Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.

Speech: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

Web 2.0: The second generation of the World Wide Web focused on shareable, user-generated content, rather than static web pages. Some use this term interchangeably with social media.

Wiki: Web page(s) that can be edited collaboratively.

ON-THE-JOB USE

A. Department-Sanctioned Presence

1. Determine strategy

- a. Where possible, each social media page shall include an introductory statement that clearly specifies the purpose and scope of the agency's presence on the website.
- b. Where possible, the page(s) should link to the department's official website.
- c. Social media page(s) shall be designed for the target audience(s) such as youth or potential police recruits.

2. Procedures

- a. All department social media sites or pages shall be approved by the chief executive or his or her designee and shall be administered by the departmental information services section or as otherwise determined.
- b. Where possible, social media pages shall clearly indicate they are maintained by the department and shall have department contact information prominently displayed.
- c. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.

(1) Content is subject to public records laws. Relevant records retention schedules apply to social media content.

(2) Content must be managed, stored, and retrieved to comply with open records laws and e-discovery laws and policies.

- d. Where possible, social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the department.

(1) Pages shall clearly indicate that posted comments will be monitored and that the department reserves the right to remove obscenities, off-topic comments, and personal attacks.

(2) Pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

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3. Department-Sanctioned Use

a. Department personnel representing the department via social media outlets shall do the following:

- (1) Conduct themselves at all times as representatives of the department and, accordingly, shall adhere to all department standards of conduct and observe conventionally accepted protocols and proper decorum.
- (2) Identify themselves as a member of the department.
- (3) Not make statements about the guilt or innocence of any suspect or arrestee, or comments concerning pending prosecutions, nor post, transmit, or otherwise disseminate confidential information, including photographs or videos, related to department training, activities, or work-related assignments without express written permission.
- (4) Not conduct political activities or private business.

b. The use of department computers by department personnel to access social media is prohibited without authorization.

c. Department personnel use of personally owned devices to manage the department's social media activities or in the course of official duties is prohibited without express written permission.

d. Employees shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

B. Potential Uses

- 1. Social media is a valuable investigative tool when seeking evidence or information about
 - a. missing persons;
 - b. wanted persons;
 - c. gang participation;
 - d. crimes perpetrated online (i.e., cyberbullying, cyberstalking); and
 - e. photos or videos of a crime posted by a participant or observer
- 2. Social media can be used for community outreach and engagement by
 - a. providing crime prevention tips;
 - b. offering online-reporting opportunities;
 - c. sharing crime maps and data; and
 - d. soliciting tips about unsolved crimes (i.e., Crimestoppers, text-a-tip).

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3. Social media can be used to make time-sensitive notifications related to
 - a. road closures,
 - b. special events,
 - c. weather emergencies, and
 - d. missing or endangered persons.
4. Persons seeking employment and volunteer positions use the Internet to search for opportunities, and social media can be a valuable recruitment mechanism.
5. This department has an obligation to include Internet-based content when conducting background investigations of job candidates.
6. Searches should be conducted by a non-decision maker. Information pertaining to protected classes shall be filtered out prior to sharing any information found online with decision makers.
7. Persons authorized to search Internet-based content should be deemed as holding a sensitive position.
8. Search methods shall not involve techniques that are a violation of existing law.
9. Vetting techniques shall be applied uniformly to all candidates.
10. Every effort must be made to validate Internet-based information considered during the hiring process.

PERSONAL USE

A. Precautions and Prohibitions

Barring state law, department personnel shall abide by the following when using social media.

1. Department personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of this department for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the department.
2. As public employees, department personnel are cautioned that speech on- or off-duty, made pursuant to their official duties—that is, that owes its existence to the employee's professional duties and responsibilities—is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the department. Department personnel should assume that their speech and related activity on social media sites will reflect upon their office and this department.

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3. Department personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the chief executive or his or her designee.
4. For safety and security reasons, department personnel are cautioned not to disclose their employment with this department nor shall they post information pertaining to any other member of the department without their permission. As such, department personnel are cautioned not to do the following:
 - a. Display department logos, uniforms, or similar identifying items on personal web pages.
 - b. Post personal photographs or provide similar means of personal recognition that may cause them to be identified as a police officer of this department. Officers who are, or who may reasonably be expected to work in undercover operations, shall not post any form of visual or personal identification.
5. When using social media, department personnel should be mindful that their speech becomes part of the worldwide electronic domain. Therefore, adherence to the department's code of conduct is required in the personal use of social media. In particular, department personnel are prohibited from the following:
 - a. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.
 - b. Speech involving themselves or other department personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
6. Engaging in prohibited speech noted herein, may provide grounds for undermining or impeaching an officer's testimony in criminal proceedings. Department personnel thus sanctioned are subject to discipline up to and including termination of office.
7. Department personnel may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of this department without express authorization.
8. Department personnel should be aware that they may be subject to civil litigation for:
 - a. publishing or posting false information that harms the reputation of another person, group, or organization (defamation);

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- b. publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person;
 - c. using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or
 - d. publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.
9. Department personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.
10. Department personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.
11. Reporting violations—any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provision of this policy shall notify his or her supervisor immediately for follow-up action.

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Idaho State University
Department of Public Safety

**OPERATION
PROCEDURE
MANUAL**

TITLE: GENERAL ORDERS Obedience to Orders	CHAPTER: I SECTION: 1.7
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Obedience to Orders

1.7.1 Lawful Orders

All members of the Department shall obey all lawful orders issued by a superior officer. In an order, the word "will" is considered to mean mandatory; "may" is considered to mean permissive; "should" is considered to mean advisory. Orders in the plural include the singular; the word "he" includes both genders.

1.7.2 Unlawful Orders

No command or supervisory officer shall knowingly issue any order which is in violation of any law, ordinance, or Departmental rule or regulation.

1.7.3 Obedience to Unlawful Orders

No member is required to obey any order which is contrary to federal, state, or local laws or University policy and procedure. If in doubt as to the legality of an order, the member shall request the issuing officer to clarify the order or confer with a higher authority.

1.7.4 Obedience to Unjust or Improper Orders

Members who are given an order which they feel to be unjust or contrary to rules and regulations must first obey the order to the best of their ability and then may proceed to appeal as prescribed.

1.7.5 Reporting and Appeal - Unlawful, Unjust, Improper Order

A member receiving an unlawful, unjust, or improper order shall, at first opportunity, report in writing, via the proper Officer's Report Form, to the Director through the official channel. This report shall contain the facts of the incident and action taken. Appeals for relief from such orders may be made at the same time.

1.7.6 Conflicting Orders

Orders will be countermanded or conflicting orders will be issued only when reasonably necessary for the good of the Department. Upon receipt of an order conflicting with any previous order or instruction, the member affected shall advise the person issuing the second order of this conflict. Responsibility for countermanding the original instruction then rests with the individual issuing the second order.

1.7.7 Marking Orders or Announcements

Members shall not mark, alter, or deface any posted notice of the Department (not to preclude initialing for acknowledgment).

1.7.8 Public Safety Order

Public Safety order is a term embracing any official publication including: Department rules and regulations, policies, procedures, instructional materials, and memoranda, as well as oral or written instructions issued by a supervisor.

1.7.9 Rule and Regulation

A rule or regulation is a directive designed to cover a situation in which no deviation or exception is permitted, without supervisory approval.

1.7.10 Policy

A policy is a directive which constitutes a general statement designed to guide the organization and a member in the direction of an organizational goal. A policy may be viewed as the direction that represents an overall plan for the organization.

1.7.11 Procedure

A procedure is a specific guide. It is a written directive which describes expected methods of operation. A procedure generally permits some flexibility within certain defined constraints.

1.7.12 General Order/Standard Operational Procedure

A general order is written and issued by authority of the Director of Public Safety and applicable to the Department, division, bureau, or unit. A general order is the most authoritative directive in the Department. It remains in effect until altered or until superseded by another order.

1.7.13 Special Operating Order

A special order is a written directive by the Director of Public Safety or a staff supervisor and is applicable to the Department, division, bureau, or unit. It is intended to establish a specific policy and to direct procedure for a special situation or event. The order covers a temporary situation until it ceases to exist.

1.7.14 Instructional Material

Instructional material is a directive that is intended to expand on the purpose and reason for a rule or regulation. A training bulletin, for example, is considered to be an instructional directive.

1.7.15 Memorandum

A memorandum is utilized to disseminate information or instruction which does not warrant a formal order. It is also used to emphasize a previously issued order.

1.7.16 University Staff Personnel Rules

In addition to the Public Safety order, a member is subject to the University Rules & Policies in the ISU Policies and Procedures and the Idaho Personnel Rules and Regulations.

1.7.17 Daily Bulletin/Activity Sheet

A daily bulletin is a report by the Department to a member, or members within units, for the purpose of transmitting pertinent information directly related to the daily operation of the Department. The daily bulletin is to be maintained by the supervisor in charge of each shift and passed on to each member in his command.

1.7.18 Familiarity with Orders

All members will be responsible for familiarizing themselves with each rule, regulation, policy, or order of the Department.

1.7.19 New Member

A new member will be responsible for familiarizing himself with each rule, regulation, policy, or order within 20 days after becoming a member of the Department.

1.7.20 Regular Member

A regular member will acquaint himself with each new rule, regulation, policy, or order within one working day after issuance. A member absent from the Department for any legitimate reason will acquaint himself with each item within one working day subsequent to his return to duty.

1.7.21 Insubordination

A member will be considered insubordinate when he fails or deliberately refuses to obey a lawful order, directive, or command issued by a supervisor. This will include an order relayed from a superior officer to a member of the same or lesser rank or when his behavior, demeanor, or language toward a supervisor reflects disregard or disrespect.

1.7.22 Classification of Orders

Each general order will be classified into one of the following categories:

- A. Administration
- B. Communications
- C. Investigations
- D. Legal
- E. Miscellaneous
- F. Patrol
- G. Traffic/Parking

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TITLE: GENERAL ORDERS Concurrent Jurisdiction/Mutual Aid	CHAPTER: I SECTION: 2.1
APPROVAL:	REVISION NO.: 03
REVIEW DATE: February 13, 2013	ISSUE DATE: 07/96

Concurrent Jurisdiction/Mutual Aid

2.1.1 Jurisdiction

Idaho State University Public Safety officers are not sworn peace officers. Jurisdiction is shared with local law enforcement agencies. The Pocatello Police Department has concurrent jurisdiction on the campus and all properties owned or controlled by the University within the city limits of Pocatello. Public Safety officers are on-duty 24-hours a day, seven days a week. They are responsible for enforcement of University rules and regulations. ISU Public Safety officers are authorized to make citizen's arrests when necessary and detain suspicious subjects for questioning by the police within the boundaries of University property. The ISU campus is within the jurisdiction of the Pocatello Police Department and is patrolled regularly by the police department.

2.1.2 Mutual Aid—Purpose

This policy is intended to effect maximum cooperation in law enforcement between the ISU Department of Public Safety and other law enforcement agencies via either requested or voluntary assistance.

2.1.3 ISU Department of Public Safety and Pocatello Police Department

The Pocatello Police Department and ISU Public Safety share patrol responsibilities on University property. PPD has law enforcement responsibilities. ISU Public Safety will assist the PPD at their request and direction.

2.1.4 ISU Department of Public Safety—Responsibilities

The PPD and ISU Public Safety shall have the responsibility for collecting, reporting, and disseminating criminal statistical information for all crimes occurring on the University properties.

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On all University properties, PPD may collect, report and disseminate criminal statistical information for Part II and Part III offenses (see Uniform Crime Report) that will not require further police investigation, i.e., follow-up by investigators or detectives.

2.1.5 Pocatello Police Department—Responsibilities

On other than the University properties, PPD shall have the responsibility for collecting, reporting, and disseminating criminal statistical information for Part I offenses, and will collect, report, and disseminate criminal statistical information for Part II and Part III offenses that PPD officers observe or are called upon to investigate.

The PPD has primary jurisdiction and responsibility for all police activities on University property and would request additional assistance from other agencies as needed. The ISU Department of Public Safety will assist as requested.

2.1.6 Requesting Local, State or Federal Aid

When requests for aid from local, state and federal agencies is necessary, the ISU Director of Public Safety, directed by University Administration, will follow the procedures set forth in Idaho Code as established in Sections 67-2328 and 67-2337, as well as any other applicable policies, procedures or laws (see the ISU Emergency Response Plan sections on Disaster Declaration Process and Local Mutual Aid and Multi Agency Coordination).

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TITLE: GENERAL ORDERS Organizational Structure	CHAPTER: I SECTION: 3.1
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 06/96

Organizational Structure

The ISU Department of Public Safety shall be organized and function in a paramilitary structure. The operational components of the Department shall report to the Director via their assigned Captain, Lieutenants, and Sergeants. The Department is composed of full-time officers, student officers, part-time officers, and administrative personnel.

3.1.1 Chain of Command

The chain of command for the Department is established as follows:

Director
Captain
Lieutenant
Sergeant
Corporal*
Public Safety officer
Student Public Safety officer
Student Employees

* Corporals are not classified as supervisors and are not part of the routine chain of command when a Sergeant is on-duty. It is the policy of the Department that for a special detail, and for a specific period, a Corporal may be designated by the Director to take command.

3.1.2 Absence of the Director

In the absence of the Director, the assigned Captain will act in the Director's behalf by assuming the responsibilities of the Director.

3.1.3 Absence of the Captain

In the absence of the Director and Captain, an acting Director will be designated.

3.1.4 Acting Positions

Officers or civilian employees who are directed to act in a capacity above their ordinary position shall, for the necessary time, possess the authority of that position.

3.1.5 Single Command - Emergency Situations

In the event of an emergency necessitating immediate action under a single command, the highest ranking officer at the scene will be in charge until relieved by a higher authority.

3.1.6 Captains - Responsibilities

Captains are responsible for the areas of operation under their immediate supervision. In emergency situations a captain from another operational area may be utilized to direct emergency operations.

3.1.7 Notification of Incidents

During the off-duty hours of the Director, the Captain or the on-duty supervisor will be responsible for insuring the timely notifications of unusual incidents to the next higher authority.

Whenever a major Part I crime, natural disaster, or fire occurs the Director and the Captain of that area will be contacted by the responding supervisor or lead officer.

3.1.8 Emergency - Defined

An emergency is defined as a situation that calls for an immediate decision above ordinary routine activity.

3.1.9 Reporting by Units

A Captain will manage the following sections: patrol, investigations, security, special events, and training assigned to the Department.

A Captain will manage the following sections: parking, maintenance, crime prevention.

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Lieutenants and Sergeants will be assigned to supervise a section within the Department: training, campus watch, crime prevention, bike patrol, student officers, and special events.

3.1.10 Command Daily Operations

Employees are responsible for following the chain of command in all daily operations. Employees are responsible to their immediate supervisor in daily operations.

3.1.11 Patrol

Patrolling is the most visible division within the Department of Public Safety. The members assigned to this unit are the uniformed branch of the Department and are most commonly seen patrolling the campus on foot, motorcycle, bicycle, or in marked vehicles. This division makes virtually all of the initial contacts related to the services provided by the Department.

3.1.12 Patrol - Functions

- A. 24-hours per day visible vehicular and foot patrol.
- B. Enforcement of violations of law; making arrests as necessary.
- C. Control traffic flow by issuing moving violation citations.
- D. Investigate traffic accidents.
- E. Take initial crime reports and follow-up where possible.
- F. Respond to medical emergencies, render first aid, and assist paramedic personnel.
- G. Respond to fires, injury accidents, or other emergencies to take initial emergency action necessary to preserve life and property.
- H. Protect life and property within the Department's jurisdiction and through any mutual aid requests or intergovernmental agreements.
- I. Notify the Pocatello Police Department as provided in agreement.

3.1.13 Services Provided to the University Community

- A. Provide motorist assists.

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- B. Provide general citizen assistance involving directions and locations, problems of personal nature, understanding of laws, etc.
- C. Provide special money escorts as needed.
- D. Special security details for University functions, VIP, or dignitary visits.
- E. Keep the campus environment safe for the fulfillment of the academic mission.
- F. Coordinated efforts toward solving reported crimes and discouraging future criminal activity on the campus.
- G. Provide safety escorts.
- H. Open and close buildings on schedule and by special request.
- I. Lock doors and windows left open by occupants at the end of the day as well as turning off unnecessary lights.
- J. Provide notification of safety and security hazards to appropriate areas.
- K. Raise and lower flags and open and close traffic control gates.
- L. Provide daily money escorts for various departments.
- M. Locate mechanical problems in need of immediate attention and begin process resulting in maintenance personnel responding.
- N. Provide key services to individual members of the University community.
- O. 24-hour contact.
- P. Emergency notification center.
- Q. Various informational or referral assistance for public needs.
- R. Provide specialized services to other departments and University areas.

3.1.14 Investigations

The primary responsibility of the Investigation unit is to perform in-depth investigations of crimes reported to the Department. This follow-up investigation can take many forms from interviewing victims, suspects, witnesses and collection of other sources of information, to handling and processing any physical evidence collected from a crime scene.

Investigation personnel may perform many duties that are not directly related to criminal incidents within the University community; for example, this unit is charged with the executive protection of dignitaries, as well as any University, state, or local figures who may accompany the visitor on campus. Investigation personnel also assist area law enforcement agencies on a "demand" or "need" basis and conduct investigation of violations of the student code of conduct.

The unit conducts background investigations on new employees of the Department, presents criminal cases to the Pocatello Police Department, and works closely with the City/County Prosecuting Attorneys.

3.1.15 Investigations - Functions

- A. Follow-up reported crime.
- B. Interview affected parties.
- C. Investigate major crime scenes and secure evidence.
- D. Process evidence.
- E. Coordinate follow-up with Pocatello Police Department.

3.1.16 Public Safety

Uniformed Public Safety officers are responsible for insuring the security of the physical campus properties on a daily basis, therefore, ensuring the normal daily activities of members of the campus community. Public Safety officers additionally check off campus properties throughout the evening and night time hours.

3.1.17 Public Safety - Functions

- A. Secure and report unlocked doors and windows.
- B. Lock and/or unlock buildings as scheduled.
- C. Check for potential fire hazards.
- D. Check for unauthorized persons.
- E. Check for vandalism to University property.

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- F. Closely observe areas prone to acts of theft and burglary.
- G. Check areas where special maintenance may be required or where failure of equipment is possible.
- H. Respond to alarms and emergencies in support of police.
- I. Observe for safety hazards and water leakage.

3.1.18 Student Officers

Student officers supplement patrol via foot and bicycle. The SO's increase and enhance the security and safety coverage on campus and serve as "extra eyes and ears" for the Department. SO's provide a building "walk through" in such buildings as libraries, "stake out" high crime areas such as bicycle racks and report suspicious activity to the regular patrols.

SO's additionally provide crowd control at the scene of building fires or other emergencies. Other duties include special assignments at athletic events, concerts, and other University events and functions, provide safety escorts, and night time/weekend patrol in selected University areas.

3.1.19 Communications

The Communications Center is responsible for handling all incoming calls on emergency and business telephones, as well as dispatching all emergency and non-emergency calls for service. Communications employees monitor fire and intrusion alarms, direct appropriate responses of emergency units, Pocatello Fire Department and any other law enforcement agencies responding to the University.

Communications also serves as the public reception area for the Department. The Communications Center is operational 24-hours a day, seven days a week.

3.1.20 Communications - Functions

- A. 24-hour radio and telephone communications.
- B. Dispatching appropriate Public Safety, police, fire, paramedic, ambulance, and other emergency personnel as needed.
- C. Receive incoming and initial calls for information, assistance, or emergency notification.
- D. Provide law enforcement communication links to other local, state, and national law enforcement agencies.

3.1.21 Parking Officer

- A. Adhering to the general responsibilities of members.
- B. Providing pedestrian traffic control.
- C. Patrolling parking areas and roadways.
- D. Issuing citations to vehicles parked in violation of University Parking Regulations.
- E. Enforcing rules and regulations of the Department.
- F. Opening and closing of facilities.
- G. Other duties as assigned.

3.1.22 Records and Data Collection

The Records Department has the responsibility for processing and maintaining all reports and citations of the Department. Records is also responsible for computer data entry, preparing cross file and locator cards, case jackets and call cards, filing reports, statistical data retrieval and preparation of monthly, quarterly, and yearly Uniform Crime Report (UCR) and Departmental reports and analysis.

Personnel will also provide copies of accident and other police reports to individuals and companies as necessary.

3.1.23 Personnel and Payroll Clerks

The Personnel Manager ensures compliance with all employment positions and maintains each employee's personnel file and evaluation schedules.

The Payroll Clerk ensures payroll compliance, as well as coordination and scheduling of all overtime and special event activities of Department employees.

3.1.24 Property/Evidence

The Property/Evidence section serves a vital function of not only accounting for the Department's supplies and inventory but is responsible for all lost and found property. The section is also responsible for the storage and maintenance of all evidence collected involving crimes or other incidents. The task of legally and correctly disposing of contraband and other property is also the responsibility of the unit.

3.1.25 Training

The training section is responsible for insuring the proper training of all officers and dispatchers as mandated and prescribed by law, as well as the Public Safety and community service officers of the Department. The compliance of all training within prescribed time frames is paramount in maintaining proper certification of personnel within the Department. The training officer is to keep the

Department's training files and records current and in the proper format to keep the Department in compliance with state standards.

The training section additionally oversees and coordinates all in-service training schedules and activities as well as coordinating off-campus seminars and workshops at POST or other locations.

3.1.26 Crime Prevention

Dedicated efforts by the Department to prevent crime from occurring and to educate individuals in securing themselves and their properties are the most acceptable deterrents to criminal activity.

A number of officers assist in the presentation of programs ranging from date rape to alcohol awareness and education on personal security, crime prevention training, conducting crime prevention surveys and scheduling and conducting crime prevention seminars and classes. The members of the Department actively participate in cultural diversity training and education on the University campus.

3.1.27 Public Information Officer (PIO)

The PIO is responsible for the release of information to the news media and to the public on events and activities of the Department. The PIO will represent the Department at a variety of meetings and public events. This person is the University Marketing and Communications Director or an assigned person by the Director of Public Safety.

3.1.28 Director of Public Safety

The Director of Public Safety is responsible for the management and total operation of the Department. The Director is given the power and authority to manage and direct the operations of the Department by the President of the University through the State Board of Education. The Director is responsible for:

- A. Adhering to the general responsibilities of members.
- B. Directing and organizing the Department.
- C. Establishing goals and objectives.
- D. Preparing the Department budget.
- E. Approving the selection, appointment and disciplining of Department members.

3.1.29 Captain

Captains are responsible for the daily operations of their units.

3.1.30 Management Assistant

The Management Assistant to the Director oversees the budget of the Department as well as material purchases and contracts, and handles all confidential correspondence and criminal reports. Additionally, adhering to the general responsibilities of members, transcribing notes, maintaining an appointment calendar for the director, preparing and maintaining the Department's confidential records relating to personnel and internal investigations, handling incoming correspondence, arranging appointments, meetings, and conferences, records attendance of Department members, prepares reports for distribution (develops and maintains statistical records), and other duties as assigned.

3.1.31 Clerical Specialist

The Clerical Specialist is responsible for:

- A. Adhering to the general responsibilities of members.
- B. Preparing Departmental correspondence and other written material as required.
- C. Transcribing notes.
- D. Maintaining an appointment calendar for the Director.
- E. Handling incoming correspondence.
- F. Arranging appointments, meetings, and conferences.
- G. Preparing and updating Departmental manuals and policies.
- H. Maintaining comprehensive files and records pertaining to administrative and investigative matters.
- I. Conducting record checks for outside law enforcement agencies/officers.
- J. Preparing reports for distribution.
- K. Developing and maintaining statistical records.
- L. Other duties as assigned.

3.1.32 Organizational Chart - Annual Update

The organizational chart of the Department shall be updated annually in January. The organizational chart may be updated more frequently as the organizational structure of the Department changes.

The organizational chart shall be posted throughout the Department, including the briefing room. The office shall maintain a visually accurate chart throughout the year.

3.1.33 General Responsibility of Each Member

It is the duty of each member to uphold to the greatest possible extent, the principles of the Department. In addition, each member is responsible for:

- A. Properly executing all assigned duties.
- B. Promptly reporting, through appropriate channels, developments which may unusually affect the University, the Department, or the public.
- C. Ensuring that Department morale is promoted and maintained.
- D. Maintaining personal discipline.
- E. Properly maintaining, using, and operating equipment, supplies, and material assigned to the Department.

3.1.34 Personnel

The duties and responsibilities of the various positions in the Department of Public Safety are described by the Idaho Personnel Commission Class Description. The foregoing descriptions are not meant to be all inclusive. They are intended to clarify, not fully describe class description. These duties are subject to change by the Idaho Personnel Commission and the Director of Public Safety. Employees are expected to perform the duties as outlined in the IPC classifications for their title and other appropriate duties as assigned.

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TITLE: GENERAL ORDERS Constitutional Safeguards– Criminal Investigations	CHAPTER: I SECTION: 3.2
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 06/96

Constitutional Safeguards–Criminal Investigations

3.2.1 Constitutional Considerations

The Department is committed to adhering to the provisions of the general statutes of Idaho, decisions of the Appellate Courts, and the Constitutions of the United States and the State of Idaho when conducting criminal investigations. While specific requirements of the law must be adhered to, it is the policy of this Department that all suspects, arrestees, and all persons will be treated in a fair and just manner, without regard to personal consideration or bias. All officers shall ensure that the Constitutional rights of all persons are maintained (See Chapter I, Section 1.6.1 Bias-Based Profiling).

The guidelines in this general order are not a comprehensive review of all legal considerations, but are areas that often attract close judicial scrutiny.

3.2.2 Legal Requirements During Criminal Investigations

Coercion or involuntary nature of confessions and admission:

- A. The use of coercion, threat, or promises to illicit confession or admission from suspects in criminal cases may render the confession or admission inadmissible and are not permitted.
- B. Excessively prolonged interrogations without breaks for personal needs of suspect (i.e., food, rest, and use of toilet facilities) will not be permitted.
- C. Deception, trickery, or misstatements relative to elements of the crime or punishment should be avoided.
- D. Interrogation techniques must reflect consideration of the subject's age, mental capacity, drug or alcohol impairment, and health.
- E. All investigations will conform to the guidelines of the PPD and will be coordinated with the PPD.

3.2.3 Delay in Arraignment

According to the provisions of the Rules of Criminal Procedure, Department personnel must, with respect to any person arrested without warrant, notify the PPD immediately.

3.2.4 Miranda Rights

General on-scene questioning to ascertain "what happened" does not require the Miranda admonition. However, once incriminating information is revealed, the Miranda warnings shall be given.

The admonition of the Miranda warnings is required when the questioning becomes a custodial interrogation, which is:

- A. When a reasonable person believes that he or she is not free to leave the area.
- B. When an officer solicits words and/or actions intended to create self-incrimination by the person.

When either of the above listed conditions exist, the officer must advise the suspect of the Miranda warning.

The officer shall advise the suspect being questioned by reading the Miranda warnings to the suspect from a standard Miranda rights card. The suspect must acknowledge understanding of the Miranda warnings and intelligently waive those rights prior to the officer questioning the suspect.

If at any time during questioning the suspect requests the presence of an attorney, the officer shall immediately terminate the questioning.

Should the suspect resume conversation about the crime in question by his or her own free will, the officer shall again advise the suspect of the Miranda warning. If the suspect then initiates further dialogue about the crime, it shall be assumed that the suspect is waiving the right to the attorney previously invoked. In this situation the officer may continue the questioning.

Prior to custodial interrogation, Miranda warnings must be given.
The rights are:

- A. **You have the right to remain silent.**
- B. **Anything you say can and will be used against you in a court of law.**
- C. **You have the right to the presence of an attorney to assist you prior to questioning and to be with you during questioning, if you so desire.**

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- D. If you cannot afford an attorney, you have the right to have an attorney appointed for you prior to questioning.
- E. **(When advising juveniles and their parents, guardian, or attorney) There is the possibility that the juvenile Court will waive its jurisdiction over you and you will be tried as an adult.**
- F. You can decide at any time to exercise these rights and not answer any questions or make any statements.
- G. Do you understand these rights?
- H. Now having been advised of these rights and understanding these rights, will you answer my questions?

Prior to questioning, any individual who is in physical custody, or who has been detained and is not free to leave, will be read the Miranda warnings from the approved card.

Arrestees who have been confined to a correctional facility will be asked if they have been given their Miranda warnings, and if they have consulted with counsel prior to questioning.

If the arrestee states "no" to either question, he/she will not be questioned until such time as they have retained or contacted counsel.

An individual who invokes their rights prior to or during questioning shall not be questioned from that point on.

If the individual is incarcerated and requests to speak with an officer, and has previously invoked his/her rights, counsel shall be contacted prior to questioning.

If the individual being detained invokes their rights in the course of the investigation and later recants the rights, questioning is permitted.

3.2.5 Prohibitions

Officers will not:

- A. Negotiate terms of immunity from prosecution;
- B. Make any promises of rewards; or
- C. Use any form of coercion to obtain admission or confessions from any individual.

3.2.6 Deprivation of Counsel

A suspect's request to consult with counsel and counsel's request to consult with suspect will be honored.

A request for counsel during the course of the interrogation will cause a suspension of questioning until contact is made with counsel or the subject has made an obvious waiver of his/her rights.

3.2.7 Pre-Trial Publicity

Release of information in criminal cases will be made available as provided by Departmental policy (See Chapter I Section 8.3.11).

No statements will be made to indicate whether or not a suspect has made a confession or admission.

Information regarding evidence to be used will be released in accordance with Departmental policy, by the Public Information Officer.

3.2.8 Juveniles

Juveniles have the same Constitutional rights to counsel and privilege against self-incrimination as an adult.

3.2.9 Admonition of Rights - Interviews

Officers will advise juvenile offenders of their Constitutional rights in accordance with the rules of Miranda.

To determine if a juvenile was aware of his/her conduct, officers will have to ask the following questions after advising the juvenile of their Miranda Rights:

- A. Do you know the difference between right and wrong? (Have the juvenile explain the difference between the two.)
- B. Do you know what you did was wrong?

The Juvenile Court requires clear proof that a juvenile knowingly made and intelligently waived all of his/her Miranda rights prior to being questioned or making a statement which can be used in a court.

- A. If a juvenile needs clarification as to his/her rights, the officer shall document the clarification in the basic case/addendum report.

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- B. The juvenile will be asked prior to the start of any questioning if he/she wants his/her parent, guardian, or custodian present during the interview.

The officer shall document the juvenile's responses(s) in the basic case or supplemental report as to the juvenile's understanding and comprehension of the Miranda warning.

3.2.10 Parental Involvement

A parent, guardian, or custodian does not have the right to invoke the juvenile's rights.

Parents may act as the juvenile's legal counsel.

3.2.11 Interviews - Juveniles

Interviews shall be reasonable in length, taking into consideration the juvenile's age and emotional and psychological state. An interview longer than two hours will require the presence of the juvenile's parents, or guardian, unless approved by a supervisor.

If the officer believes that the juvenile is incapable of intelligently waiving his/her Miranda rights, due to age or mental capacity, the juvenile will not be questioned.

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**OPERATION
PROCEDURE
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TITLE: GENERAL ORDERS Wearing of Uniform/Grooming and Appearance	CHAPTER: I SECTION: 4.1
APPROVAL:	REVISION NO.: 05
REVIEW DATE: March 7, 2013	ISSUE DATE: 06/96

Wearing of Uniform/Grooming and Appearance

Purpose

- Establish rules and regulations regarding the agency uniform, equipment, and personal appearance.
- Establish employee accountability for the agency uniform and equipment.
- Establish an agency dress code and employee personal appearance guidelines.

Policy

In order to establish “esprit de corps” among members, be easily recognized by the public, and enhance the public view of the Public Safety Department, it is necessary to standardize the manner and dress of the members.

General

Officers will wear the designated uniform when reporting for duty, while on duty, and during any authorized special assignment. When the uniform is worn, care shall be taken that it fits well, is neat, clean, properly pressed, and that all leather and metal items are polished and in presentable order.

Non-sworn Officers will wear and maintain an employee uniform as required.

Employees of the agency shall be neat in appearance and well groomed.

While wearing the uniform, members shall maintain a professional appearance.

All members working in patrol assignments will wear their department issued body armor when on duty and/or working special assignments. Any exceptions will be approved by the Director of Public Safety.

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Under no conditions will a part of the official uniform be intermixed with the wearing of civilian clothes. Issued uniform items will not be worn or utilized when not on duty, i.e., boots, gloves, trousers, shirts, jackets, etc.

When necessary, the Director may prescribe other types of clothing to be worn.

4.1.1 Uniform Maintenance

All Department officers shall, regardless of assignment, maintain a regulation uniform in serviceable condition. Members in civilian dress shall wear clean, neat clothing consistent with their duties and shall maintain a well-groomed appearance in accordance with the accepted practices for business attire. Copies are available for employees.

4.1.2 Class A Uniform

The Class A uniform is defined as LA Blue, long or short sleeved shirt (specified), pants, tie (discretion of Director), and other standard uniform items. Authorized outer wear may be worn as weather conditions warrant.

A member wearing a uniform shirt will adhere to Departmental policies. Ties will be worn with the long sleeve shirt; however, the tie is not required with a short sleeve shirt. Short sleeve shirts will be worn between May 1 and October 1 exceptions based on weather conditions will be authorized by the Director.

Dark navy side pocket cargo pants will be allowed for regular patrol.

The Class A uniform will also apply to motorcycle patrol and is defined as black shirt, long or short sleeve shirt (specified), black motorcycle cargo pants and duty boots. Authorized outer wear may be worn as weather conditions warrant. Motorcycle uniforms will not be worn for vehicle patrol.

4.1.3 Class B Uniform

The Class B uniform is defined as black BDU pants and gray shirt designed specifically for bike patrol. Bike uniforms will not be worn for vehicle patrol.

4.1.4 Class C Uniform

Special use uniforms or approved attire, dependent upon the temporary need.

4.1.5 Plain Clothes Assignment

When officers are detached from regular uniform duty, while appearing in court on non-duty time, or when they are representing the Department at a specific function, clothing shall be businesslike and in good taste. Plain clothes officers are guided by the following:

- A. Conservative dress consisting of sports coat, long or short sleeved business shirt, sports trousers, coats, and sports jackets may be worn for normal investigative duty. Ties are optional unless specified.
- B. Shoes or boots of inconspicuous color and design will be worn while in plain clothes.
- C. Officers on special detail/assignment may dress as required for the purpose of the assignment with permission from their supervisors.
- D. Officers working in plain clothes shall maintain a complete uniform in clean, serviceable condition.
- E. Female officer's clothing shall be conservative and in good taste appropriate for business attire.

4.1.6 Court Appearances

Officers and civilians attending court may wear either the duty uniform or plain clothes. Officers attending court in plain clothes shall be business like in nature and professional in appearance. Clothing shall be clean and pressed.

Officers will not wear jeans, shorts, t-shirts, athletic gear or clothing, or tennis shoes to any court appearance.

4.1.7 Student Officers

The same classifications as described for officers apply to student officers, with the exceptions of some head gear and other uniform items and accessories.

4.1.8 Communications Personnel

Communications personnel are issued uniform shirts, slacks, shoes, and a black belt. Uniforms will be worn while working in a Dispatch capacity. Uniforms shall be clean, pressed and the shirts worn with the shirt tail tucked in. Deviation from the uniform must be authorized by a supervisor. Dispatchers shall wear their identification badge while in Communications.

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Socks worn with the uniform shall be either black or navy blue in color.

4.1.9 Civilian Attire

Civilian employees shall wear clothing conducive to a business atmosphere. Clothing will be conservative in nature, clean, and in good repair.

Tank tops, shorts, and faded blue jeans (list not inclusive) are not permitted to be worn during working hours.

For the purpose of this section civilian is defined as any full time civilian employee or any student employee.

4.1.10 Uniform Inspection

Uniforms shall be inspected by supervisors when officers report for duty assignments.

No protruding or bulging objects shall be carried in the pockets of the uniform.

4.1.11 Loan of Equipment, Uniform, or Credentials

Members shall not loan any part of their uniform or equipment to a non-Departmental member. Members shall not knowingly permit any person who is not associated with the Department to use Departmental equipment or credentials.

4.1.12 Wearing of Uniform Under Suspension

No member of the Department shall wear the uniform or any part thereof while under suspension. Officers shall immediately surrender their badge, weapons (Departmental issued), ammunition, and/or identification card to their supervisor at the time of notification of suspension.

Student officers shall immediately surrender their badge and identification card to their supervisor at the time of notification of suspension.

4.1.13 Departmental Identification

All employees shall carry their identification card with them at all times.

4.1.14 Replacement

Any damaged or excessive wear of any uniform or equipment item shall be reported immediately so that it may be replaced or repaired.

4.1.15 Authorized Wearing of Uniform

Officers are permitted to wear the uniform while off-duty only when going to and from work and during authorized activities.

- A. Uniforms shall be clean and neatly pressed.
- B. All leather gear shall be polished and in serviceable condition.
- C. Badges and brass uniform items shall be polished and clean.
- D. All headgear shall be worn centered and straight with the tip of the visor or brim in line with the eyebrows.
- E. Buttons on pockets, sleeves, trousers, and shirt fronts of all approved uniform items shall be buttoned, with the exception of the collar button, depending on uniform class.
- F. Articles of the uniform which require repair shall not be worn until repaired.
- G. Sunglasses, when worn shall be conservative in style and not mirrored. "Blades" or visor type sunglasses may be worn only while working the bicycle unit assignment.
- H. No insignia other than that which is Departmental approved shall be worn on the uniform.
- I. Uniforms are provided by the department. Officers that want to provide their own uniforms must purchase the same uniforms as designated by the department. No deviation or variation of department uniforms will be permitted without express approval from the Director.

4.1.16 Cosmetics - In Uniform

Cosmetics may be worn in accordance with standard business practices. Fingernail polish that is clear in color may be worn while in uniform.

4.1.17 Cosmetics - Non-Uniform Assignment

Cosmetics may be worn in accordance with standard business practices.

4.1.18 **Hairstyles**

Hairstyles may be worn in contemporary styles and in conformity with the proper wearing and fitting of headgear, for uniformed employees, but no lower than the top of the shirt collar at the back of the neck and the middle of the ear at the side, when the officer is standing with head in normal posture. If an “Afro” is worn, it shall be no more than three inches from the side of the head. Hair shall be at all times, clean, neatly combed, and trimmed in order to present a neat appearance.

Mohawks, multicolored dyes applied to the hair, braids, ponytails, or other hairstyles not conducive to uniformity are prohibited for uniformed members. Hair styles for uniformed members shall allow a military appearance when the hat is worn.

Female officers shall wear their hair so that it is off the collar of the shirt, and in conformity with the above requirements. Hair may cover the ears of the female officers but shall be trimmed in such a manner as to present a neat appearance. If long hair is desired, it shall be pinned in a manner to conform to the above regulations, or a wig meeting these requirements may be worn.

4.1.19 **Hairstyles - Civilian Personnel**

Hair styles may be worn in contemporary fashion. Hair should be in keeping with normal business practices.

4.1.20 **Sideburns**

Sideburns shall not extend lower than the bottom of the ear. The maximum width at the bottom of the sideburn shall not exceed 1 ¼ inches. Sideburns shall be neatly trimmed and not excessively heavy or bushy.

4.1.21 **Moustaches**

Moustaches shall be neatly trimmed and shall not extend downward from the corner of the mouth more than ½ inch nor more than ½ inch outward from the corner of the mouth. Hair shall not hang below the upper lip.

4.1.22 **Beards**

Officers shall be clean shaven while on-duty. Personnel with a medical condition which precludes shaving shall be required to present a written statement, signed by a medical doctor, verifying the condition.

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The members shall be released from uniform duty during the medical problem. Officers on special assignment and with the approval of the Director may wear a beard.

4.1.23 Deviation from Policy

Deviations from the above rules shall be permitted only by expressed authorization of the Director.

4.1.24 Hands and Fingernails

Hands and fingernails shall be clean and the nails shall be trimmed short.

4.1.25 Basic Uniform Articles

Authorized uniform items are listed below.

1. Headgear - Appropriate headgear shall be worn as directed, at all other times it is optional.
2. Shirts - Long sleeved, with military creases and pleated pockets; sleeves will not be rolled up. Shirts shall have the U.S. flag affixed to the right shoulder and Department patch affixed to the left shoulder. Chevrons shall be affixed below the patch as appropriate. Short sleeved, with military creases and pleated pockets. Shirts shall have the U.S. flag affixed to the right shoulder and the Department patch affixed to the left shoulder. Chevrons shall be affixed below the patch as appropriate.
3. Necktie - a male clip-on or break free tie or female snap tie furnished by the Department shall be worn centered in front of the collar, completely covering the collar button. The tie shall be worn with the Class A uniform and at other times as directed.
4. Trousers - Trousers shall be worn so that they rest on the upper tips of the hip bone. Trousers shall be Departmental issue. As a general rule, the rear of the trouser will measure 1½ inches from the floor at the heel.
5. Belt - Trousers shall be belted with a black leather belt.
6. Footwear - Departmental specifications will be plain black boot or low quarter shoe with medium-round toe. Shoes or boots shall be able to be polished, unless they are Clorino or permanent high gloss. Exceptions are only by authority of the Director.
7. Socks - Plain solid black or navy blue; white bottoms are optional but must not be visible when worn.

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8. Jacket - Regulation dress jacket, winter jacket, or windbreaker issued by Department. All jackets shall have the appropriate patch affixed to each shoulder of the jacket, along with the appropriate chevrons. The winter jacket and windbreaker shall have the appropriate cloth star sewn over the left breast pocket, where the badge would normally be pinned. Winter jackets shall have a cloth name tag affixed over the right breast pocket.
9. Gloves - Black, plain leather or fabric gloves may be worn. White gloves may be worn for special events and traffic control as directed.
10. Rain Gear - Rain gear will be prescribed and issued by the Department.
11. Tie Tack - As issued by the Department.
12. Jewelry-
 - a. The wearing of jewelry by male and female officers, e.g., chains, necklaces, pendants, earrings, bracelets, etc., will be limited to rings and watches while in uniform.
 1. Female officers with pierced ears may wear small post earrings. Civilians may wear jewelry appropriate for the business environment, as authorized by a direct supervisor.
 - b. Excessive jewelry or personal ornamentation, other than wedding rings or watches, shall not be visibly worn while in uniform, nor shall they be affixed to any part of the uniform, unless authorized by the direct supervisor. Jewelry, if worn around the neck, shall not be visible above the shirt or undershirt. If clarification is needed, the direct supervisor shall consult with the Public Safety Director for further authorization.
 - c. Exception - Religious medals, scapulars, and other bona fide expressions of religion may be worn around the neck, provided the item is concealed by either the uniform shirt or an undershirt.
13. Tattoos - While on duty or representing the department in any official capacity, every reasonable effort should be made to conceal tattoos or other body art. All visible tattoos or body art are subject to determination for suitability by the Director. Tattoos determined to be offensive shall be covered at all times while on duty or representing the department in any official capacity.
14. Body Piercing or Alteration - Body piercing or alterations to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited except with prior authorization from the Director of Public Safety. Such body alteration includes, but is not limited to:
 - Tongue splitting or piercing.

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- The complete or trans-dermal implantation of any material other than hair replacement or other reasonable cosmetic alterations.
- Abnormal shaping of the ears, eyes, nose or teeth.
- Visible branding or scarifying (scratching, etching, or superficially cutting designs, pictures, or words into the skin as a permanent body modification).

If there is any question about a body piercing or alteration being in violation of this policy, the employee may request review by the Director of Public Safety prior to obtaining the procedure.

15. Badge - The Department badge shall be worn attached to a badge holder over the left breast pocket of the uniform shirt.
16. Name Plate - The name plate shall be worn on the uniform shirt above the right pocket so the bottom edge of the plate is aligned with the top seam of the pocket. Exception will be cloth name tags permanently sewn to the garment.
17. Shoulder Patches - The appropriate shoulder patch shall be centered on the sleeves of the shirt and jacket, one inch below the shoulder seam.
18. Belt - The belt shall be worn without sagging and exposing the under belt. Keepers may be worn to prevent the belt from sagging.
19. Holster - Department issue or as authorized by the Director. The safety strap shall be worn across the back of the weapon and snapped, unless use of the weapon is considered imminent.
20. Handcuffs and Handcuff Case - Handcuff cases may be single or double cuff case.
21. Magazine Case - Department issue.
22. Baton/OC Spray - Department issue. The OC spray may be worn on the belt where comfortable for the officer.
23. Baton/OC Spray - Department issue. See above.
24. Flashlight - Department issue.
25. Rank Insignia - As prescribed and issued by the Department.

4.1.26 Collar Brass

Officers with collar brass will wear the respective rank insignia 1½ inches from the point of the uniform shirt collar.

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- A. Corporals and Sergeants chevrons should be centered to touch the sewn borders of the collar.
- B. Lieutenants shall wear the single bar aligned with the outer seam of the collar.

4.1.27 Ribbons

Service ribbons issued by the Department shall be worn centered above the name tag. They shall be worn ¼ inch above the name plate. If multiple ribbons are worn two shall be placed on a ribbon bar. If a third ribbon is worn, it shall be centered ¼ inch above the other two. No more than two rows of two ribbons shall be worn on the uniform except on the command jacket.

Motorcycle and bicycle "wings" may be worn above the name tag or service ribbons.

Canine insignia pins shall be worn centered below the name tag on the shirt pocket.

4.1.28 Academy Pins

Academy pins may be worn centered above the name plate, and ¼ inch above the name plate if no service ribbons are worn. In all other cases, the pin shall be centered above the ribbons, ¼ inch above the top ribbon.

4.1.29 Accreditation Pins

Accreditation pins may be worn centered, above the name plate, ¼ inch. If service ribbons are worn, the pin shall be worn above the service ribbon ¼ inches.

Only one pin, either the academy insignia or the accreditation insignia will be worn on the uniform at one time.

4.1.30 American and Idaho Flag Pins

A metal pin may be worn on the right pocket of the uniform, centered above the pocket button.

4.1.31 Officer - Clothing and Equipment

All officers are issued uniform equipment. A complete list of items is maintained by the Captain and the Property/Evidence Division. There shall be no deviation from the issued equipment except by permission of the Director.

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4.1.32 Non-Issued Accessories

A gold or silver colored whistle chain may be worn. The chain shall be worn from the right epaulet, into the right breast pocket.

A "mini" flashlight may be worn on the gun belt. Flashlights shall be held in a plain black leather holder.

Any other non-issued items shall be approved by the Director prior to being worn on the uniform.

The following items are special issue items authorized by the Director on an individual basis:

- 1 - Rain jacket and pants, navy blue or black in color.
- 1 - Duffle bag, navy blue in color.

4.1.33 Specialty Uniforms

Specialty uniforms or equipment may be issued to those officers working in a special capacity.

4.1.34 Motorcycle Officers

Motorcycle officer(s) shall be issued special uniforms. A complete listing can be found in Chapter III, Section 2.9 (Motorcycle Patrol).

4.1.35 Canine Officers

Canine officer(s) shall be issued special uniforms. A complete listing is maintained by the Captain and the Property/Evidence Division.

4.1.36 Star Unit Officers

Officers designated as "STAR" officers shall be issued uniforms conducive to the officer's assignment. A complete listing is maintained by the Captain.

4.1.37 Bicycle Officers

Bicycle officers shall be issued special uniforms. A complete listing is maintained by the Captain and the Property/Evidence Division.

No part of the bicycle uniform will be worn with the regular Departmental issued Class A uniform.

4.1.38 Student Officers - Clothing and Equipment

Student officers will be issued uniforms and related equipment. A complete listing is maintained by the Captain and the Property/Evidence Division.

4.1.39 Dispatchers - Clothing and Equipment

Dispatchers are not required to wear a specific uniform. Baseball caps or other non-issued headgear are not permitted to be worn by dispatchers while working inside the Communications Center.

4.1.40 Standard Issued - Uniform Contract

All uniforms issued are standard issued items, and are items described in the current Uniform Service Contract.

Employees assigned to uniform duty such as patrol officers, shall wear the appropriate uniform while on-duty unless otherwise directed by a supervisor.

4.1.41 Firearms

Refer to Chapter III Section 1.2 on Firearms.

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TITLE: GENERAL ORDERS Uniform Allowance	CHAPTER: I SECTION: 4.2
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 06/96

Uniform Allowance

4.2.1 Uniforms

The Department issues all officers uniforms, leather, and equipment to perform their respective duties. Employees are responsible for providing personal attire not issued.

4.2.2 Shoes or Boots

The Department will purchase each officer a pair of uniform shoes/boots.

4.2.3 Plain Clothes Officers

In addition to uniform shoes/boots, officers assigned to plain clothes assignments, as designated by the Director, may be provided appropriate clothing.

4.2.4 Bicycle and Public Safety Officers

Bicycle officers will be provided appropriate attire.

4.2.5 Special Clothing Allowance

The Director may authorize certain members of the Department a special clothing allowance.

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TITLE: GENERAL ORDERS Physical Fitness	CHAPTER: I SECTION: 4.3
APPROVAL:	REVISION NO.: 02
REVIEW DATE: March 19, 2013	ISSUE DATE: 06/96

Physical Fitness

4.3.1 Purpose

Proper physical fitness reduces injuries, sickness, and improves mental attentiveness. A satisfactory level of physical fitness will be maintained by all employees. All employees are encouraged to engage in some type of physical/recreational training.

Members shall make every effort to maintain good health and a reasonable body weight. If a member's health deteriorates, or their weight is so reduced or so excessive that such a physical condition limits their ability to perform adequately, safely and efficiently as a member, remedial steps should be taken. Remedial steps may involve amending the member's physical condition, changing their duty assignments, or, in severe cases, may require termination of employment.

4.3.2 Standards of Physical Fitness

All employees should strive to maintain and exceed the 40th percentile as illustrated below. This 40th percentile scale is a recognized standard to measure physical fitness.

The areas of measurement are:

- A. Mile and a half run (or alternate aerobic test).
- B. Sit-ups (one minute).
- C. Pushups (without stopping).
- D. Flexibility (inches).

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4.3.3 Standards by Age and Sex (40th Percentile)

Males

Females

20-29	30-39 60+	40-49	50-59
<u>1.5 mile</u>			
12:51	13:36	14:29	15:26
	16:43		
15:26	15:57	16:58	17:54
	18:44		
<u>Sit-up</u>			
38	35	29	24
	19		
32	25	20	14
	5		
<u>Pushups</u>			
21	17	14	11
	11		
15	13	11	9
	9		
<u>Flex</u>			
16.5	15.5	14.3	13.3
	12.5		
19.3	18.3	17.3	16.8
	15.5		

4.3.4 Physical Examinations

All employees are encouraged to have a complete annual physical examination.

Prior to engaging in a physical training program, on Departmental time, an employee must first receive a letter of authorization, from a licensed medical doctor, stating that the employee is physically able to engage in such activity. This authorization must be on file with the Department prior to the initiation of a physical fitness program. If a physician feels that the employee should be restricted to a certain activity, the physician must include the limitation on the authorization.

4.3.5 Use of Duty Time for Physical Training

Employees will be permitted, with prior supervisory approval, to use a total of two hours per week for physical fitness training. Training conducted on-duty time shall be restricted to the campus. Running and jogging may be conducted through the neighborhoods, but must terminate on campus.

Supervisors have the discretion to cancel a scheduled on-duty physical training activity as a result of scheduling or other assignment constraints.

Employees utilizing physical training at the end of shift shall check in with the on-duty supervisor prior to going out of service.

4.3.6 Light Duty Restrictions

Employees on light duty shall not be permitted to utilize on-duty physical training time, unless in possession of a medical doctor's letter, stating exactly what type of physical training the employee may engage in during the light-duty restriction.

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TITLE: GENERAL ORDERS Career Development	CHAPTER: I SECTION: 4.4
APPROVAL:	REVISION NO.: 02
REVIEW DATE: March 19, 2013	ISSUE DATE: 06/96

Career Development

4.4.1 Purpose

The Department will promote a career development program for development and improvement of skills, knowledge, and abilities of all Department personnel by providing equal access to training and enhancement opportunities. The program will be administered in the interest of enhancing the professional growth of all Departmental employees of the University.

The career development program will be administered by interested individual employees. The employee will be responsible for finding, reviewing, and submitting career development opportunities and materials to their immediate supervisor.

The Director will authorize career development per person and equally throughout the Department.

The immediate supervisor will record and report approved career development, per employee, annually to the Director. Annual expenses and equal opportunity will be considered in the review of a career development request. An annual review of the program and revisions as necessary will be based on the current organizational goals and objectives for the Department.

Training and career development are not the same thing. Training is considered necessary to complete the assignments of a job or task. Career development includes obtaining information, understanding, or schooling that is the natural and reasonable "next step" in the individual's career path as it relates to the Department.

4.4.2 Goals and Objectives

The goal of the program is to provide all employees and officers with the opportunity to become proficient in their duties and enhance the potential for lateral and upward mobility.

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The following objectives will be employed to meet the goals of the program:

- A. An assessment of skills, knowledge and abilities, and development of an enhancement program for all officers.
- B. Career counseling will be provided on an annual basis to all officers by their supervisors during the annual evaluation process. Career counseling may also occur at any time during the year if an officer expresses an interest in any particular component of the Department or other interest.
- C. In-service, proficiency, advanced officer and remedial training will be made available to all officers.
- D. All officers will receive a minimum of eight hours of training in current and varied topics annually (assigned reading articles), in addition to regularly scheduled training.

The officer/employees may participate in three areas identified to provide career development. These are:

- A. Proficiency is designed to provide training and experience to establish proficiency in an officer's current duties.
- B. Specialization is designed and directed toward a specific job function within the Department on which the officer wishes to develop expertise.
- C. Promotional is for the officer who desires to acquire the skills, knowledge, and abilities required to enhance the opportunities for upward mobility.

4.4.3 Calendar of Training for Officers

The Training Section receives monthly Idaho P.O.S.T. schedules that are forwarded to all officers and schedules mandatory training for the department.

Idaho P.O.S.T. publishes a calendar of proposed training for the year. Officers may review the calendar and submit, through their Captain, a request to attend a particular training seminar. After completing the form the Captain may either approve or deny the training request based on:

- A. Personnel constraints.
- B. Fiscal constraints.
- C. Inappropriate training (not relative to current or future assignments).

D. Disciplinary action.

If the Director approves the request, he/she shall initial the request and forward it to the training officer.

The training officer will arrange for the officer's attendance at the specified training.

In addition to POST sponsored classes, the Federal Bureau of Investigation, Federal Law Enforcement Training Academy and other local law enforcement agencies sponsor training and career development training. The University Human Resources Department also is a valuable resource in providing in-service and career development training.

Requests to attend another agencies or University training seminar will be submitted by memorandum to the Captain and then to the Director, via the chain of command for consideration.

4.4.4 Career Development

A. **Lieutenants:**

Lieutenants will be required to attend Basic Supervision, Situational Leadership, and Management Training, within 18 months of promotion. In addition, Lieutenants will be required to attend an EEO/AA class within one year of promotion.

B. **Sergeants:**

Officers promoted to Sergeant will be required to attend a Basic Supervision class as soon as practical following promotion. Other POST and University supervisory classes are also recommended.

Sergeants will be required to attend a University policy on EEO/AA class within one year of promotion.

C. **Corporals:**

Corporals will be required to attend a Basic Supervision class as soon as practical following promotion.

Corporals may submit additional requests to attend classes as they become available.

4.4.5 All Departmental Employees

All employees are encouraged to participate in career development (CD) classes that provide enhancement and job satisfaction. Requests for CD will be submitted to the employee's immediate

supervisor for review. Following the supervisor's approval, the request shall be forwarded to the Captain and then the Director.

4.4.6 Higher Education Opportunities

University higher education programs are available to all members of the Department. The Department encourages all members to take advantage of these courses. Shift schedules and leave time may be available when in the best interest of the Department.

4.4.7 Law Enforcement Agencies and Criminal Justice Agencies

Law enforcement and criminal justice agencies that provide training to law enforcement personnel are:

- A. Pocatello Police Department.
- B. Idaho Peace Officers Standards and Training.
- C. Bannock County Sheriff's Department.
- D. Federal Law Enforcement Training Academy.
- E. Idaho Department of Law Enforcement.

4.4.8 Supervisor's Responsibilities

Supervisors will make recommendations to employees concerning training deficiencies and work with employees to improve weak areas. Supervisors will work with employees to enhance their personal and career development through available training.

Supervisors will keep themselves updated on University, POST, and local agencies training programs to foster an employee's ability to gain additional skills and knowledge.

4.4.9 Maintenance of Records

The employee assigned to training shall be responsible for constantly updating training records of all Department officers. Separate files for firearms and impact weapons training will be maintained by other training officers; however, copies must be made available to the employee charged with training responsibilities.

4.4.10 Temporary Assignments

Employees within the Department may be rotated, for a temporary period of time, to another area within the Department to increase the employee's working knowledge of Departmental operations and to meet the existing needs of the Department.

Temporary assignments may last no longer than 60 days without the permission of the Director. In no case will a temporary assignment last for more than 120 days.

Exception to this policy will be for light duty assignments or extraordinary needs as determined by the Director.

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TITLE: GENERAL ORDERS Personal Development/Educational Leave	CHAPTER: I SECTION: 4.5
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Personal Development/Educational Leave

4.5.1 Educational Leave

The Department encourages and supports employees going to school as long as such time does not interfere with regularly scheduled work assignments.

The Department has precluded the typical mandatory overtime assignments for special events which is commonly required in most major universities. This is intended to provide an employee the opportunity for personal planning to attend classes if desired.

The Department's mandatory overtime assignments are infrequent as are any stand-by requirements in order to further his aim.

The Director will not authorize full-time employees to use on-duty time, compensatory time, vacation, or holiday time on a routine basis to attend classes because of a personal choice. Personal class schedules must be planned around existing work assignments.

Training classes approved and authorized by the Department and attended during on-duty time will be considered a part of the employee's regular work day/week.

Reimbursement for training seminars and related costs may be paid by the Department, in conjunction with established University policy.

4.5.2 Educational Leave Without Pay

Educational leave without pay must be authorized by the Director in accordance with the Faculty/Staff Personnel Policy and Procedures.

4.5.3 Educational Shift Preference

Patrol and security assignments are on rotating shifts, to permit employees to schedule classes in advance. Established days off have been assigned to assist these employees.

Other assignments within the Department may have adjustable beginning and ending times to accommodate educational enhancement. Adjusted times are subject to change with minimal notice to the employee.

4.5.4 Educational Incentive

The University offers a tuition reduction for all eligible University employees and their spouse. The Department encourages all employees to utilize the tuition opportunity to further their education. The Department also encourages employees to further their education through any accredited University or college.

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TITLE: GENERAL ORDERS Specialized Assignments	CHAPTER: I SECTION: 5.1
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Specialized Assignments

5.1.1 Policy

Periodically specialized assignments are available to qualified members of the Department. A special assignment, anticipated to last more than 90 days will require, at a minimum, a command interview.

5.1.2 Specialized Assignments

The following positions are considered specialized positions:

- A. Bicycle officer
- B. Instructor
- C. Public Information
- D. Gang Task Force

5.1.3 Requirements

Any employee selected for a specialized assignment such as bicycles (list not inclusive) accepts the position for a specified period of time with the understanding that they will be utilized for special events or as required, with limited advance notice, to fulfill the mission of the Department.

5.1.4 Posting of Assignments

The Department has a limited number of specialized assignments. These assignments will be either in-house or outside of the Department. Once specialized assignments are identified, the employee charged with personnel responsibilities for the Department will post an announcement within the Department. This announcement will include:

- A. Nature of assignment.
- B. Minimum qualifications, if any.
- C. Closing date.
- D. Process involved to be considered for the assignment.

A copy of the announcement shall be posted in the briefing room bulletin board.

5.1.5 Selection

Selection of personnel for specialized assignments will follow all established criteria to include minimum experience requirements as developed by the Department, following University Human Resources guidelines.

Specialized assignments within the Department may consist of one or more of the following:

- A. Command interview, if the assignment is not considered a promotion.
- B. Written examination.
- C. Oral Board.
- D. Other, as established by the Director prior to the posting of the announcement.

The selection process will also include a review of the employee's personnel file, performance records, and other criteria related to the position.

5.1.6 Outside Department Assignment

Selection of personnel for specialized assignments outside of the Department will consist of criteria developed by the agency requesting the position. These criteria will augment or complement any existing minimum qualifications required by the University Human Resources Department. Usually this type of selection process consists of one or more of the following:

- A. Oral Board.

- B. Written examination.
- C. Review of the employee's personnel file.
- D. Any other information required by the agency or Human Resources to adequately review the employee's qualifications.

Final selection of personnel for specialized assignments shall be made at the discretion of the Director.

5.1.7 Probation

Officers shall not participate in special duty assignments until they have successfully completed the Officer in Training Program.

5.1.8 Disciplinary Probation

Any employee who has been placed on disciplinary probation shall not be qualified to participate in any special duty assignment during the probationary period. Exceptions to the policy are for those cases where the disciplinary probation is as a result of a special assignment.

5.1.9 Promotion/Probation

Employees who have been promoted and are on probation may be eligible for special duty assignments.

5.1.10 Exception to Probation

The Director may assign an officer or civilian to a special duty assignment. The assignment must be designed to accomplish a specific task.

5.1.11 Review of Specialized Assignments

Any specialized assignment lasting more than 90 days shall be reviewed by the Director.

Any specialized assignment lasting more than 90 days, but less than one year, shall be evaluated monthly after the initial 90 day period.

A specialized assignment lasting longer than one year shall be evaluated yearly by the Director, to evaluate the effectiveness of the assignment and benefit to the Department and the University community. The Director shall determine policy regarding the continuation of the assignment.

The Director reserves the right to discontinue any specialized assignment or add or replace personnel at any time.

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TITLE: GENERAL ORDERS Extra Duty and Outside Employment	CHAPTER: I SECTION: 5.2
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 06/96

Extra Duty and Outside Employment

5.2.1 Policy

Full-time employees of the Department are subject to working hours as determined by the Director. The Department is considered an employee's primary employment. Employees may work in outside employment and engage in extra duty assignment provided the following procedure is followed.

5.2.2 Outside Employment

Outside employment is defined as activity performed by an employee, for which compensation is received from an employer other than the University.

Outside employment shall not interfere in any way with a member's job performance with the Department.

Members shall not engage in outside employment while on-duty.

All requests to engage in outside employment shall be approved by the Director through the chain of command.

At the time that the request is submitted to the Director, the employee should also include documentation of the significant aspects of the extra-duty assignment.

5.2.3 Revoking of Outside Employment Authorization

The Director may revoke an employee's outside employment request based upon justified cause.

5.2.4 Prohibitions

No authorization will be granted for outside employment that may be reasonably construed to be in conflict with Departmental duties or detrimental to the Department. Examples of such activities are:

- A. Collection of bad debts.
- B. Adjusting claims.
- C. Recovering chattel covered by a security agreement in default of payment.
- D. Working as a "bouncer" or working at a business or location where the primary source of revenue is the sale of alcoholic beverages.
- E. Working at the scene of a labor dispute.
- F. The preceding examples shall not be construed to be all inclusive.

No member shall enter into an agreement with any individual or concern to furnish any type of security service in exchange for free or reduced rent or commodities.

Members who are on light duty, modified duty status, or sick leave are prohibited from engaging in any outside security related employment.

No employee will be permitted to work more than 16 hours per day between extra duty and regular duty assignments.

Members who are on light duty, modified duty status, or sick leave are prohibited from engaging in any law enforcement related special duty employment.

No employee shall modify an established overtime schedule for the sole purpose of having hours which do not conflict with regular duty assignments. With prior supervisory permission employees may use compensatory, holiday, or vacation time in order to meet established overtime duty hours.

5.2.5 Equipment - Use of

Only Departmental issued equipment specifically authorized by the Director may be used in outside employment.

5.2.6 Call to Duty

All members engaging in outside employment shall immediately respond to a duly authorized call to active duty.

5.2.7 Hour Limitation

No employee shall engage in outside employment more than 25 hours in one week unless on vacation, compensatory, or holiday time for that entire week (40 hours). Members on vacation, compensatory, or holiday time engaging in outside employment shall have a minimum of six hours of continuous rest immediately prior to return to duty.

5.2.8 Voluntary Department Overtime Activity

Limitations

- A. No Department employee shall be permitted to work voluntary overtime in excess of 25 hours per week unless on vacation, compensatory, or holiday time for that entire week (40 hours).
- B. Members shall have a minimum of six hours continuous rest before reporting for their next regular duty assignment.

5.2.9 Exceptions to Policy

Extra duty events that run longer than their scheduled time such as basketball, baseball, and football will not be considered beyond the 25 hour limitation or the rest factor.

This policy may be temporarily modified for certain events and activities by the Director.

Any official call by the Director or his designee to service supersedes any time limitations set forth in this policy.

5.2.10 Coordination

The Patrol Captain is designated as the coordinator of outside employment activities. While the daily operations may be delegated, the Captain is responsible for overseeing the activities to insure that established Department policies and procedures are being followed.

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TITLE: GENERAL ORDERS Compensation	CHAPTER: I SECTION: 5.3
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 06/96

Compensation

5.3.1 Compensatory Time

Approval for regular duty overtime shall be approved in advance by the employee's immediate supervisor, or in his/her absence, by another supervisor.

5.3.2 Overtime Compensation

Eligible employees will be compensated for overtime work in compensatory time at a rate of 1½ times the number of hours worked in excess of 40 hours in one work week.

5.3.3 Submission of Overtime Cards

All overtime cards and holiday cards shall be submitted to the employee's immediate supervisor within 72 hours. Cards shall include the reason for the overtime and the supervisor authorizing the overtime.

5.3.4 Maximum Compensatory Accrual

No employee shall exceed 50 hours of accumulated compensatory time. It shall be the responsibility of all supervisors to monitor their employee's accrued time.

5.3.5 Use of Compensatory Time

Employees may use accumulated time after receiving authorization from their immediate supervisor. Supervisors may order the use of compensatory time for any time beyond 50 hours.

5.3.6 University Policy—Compensatory Time

Refer also to University Faculty/Staff Personnel Procedure.

5.3.7 Supervisory Approval

Supervisors may refuse to grant overtime requests if an employee fails to receive proper authorization to work overtime in advance.

5.3.8 Holiday Time

Employees will receive the equivalent of one work day of holiday time if the employee works on a University authorized holiday.

Employees that are off (on regularly scheduled days off) on an authorized holiday will receive the equivalent of one work day as holiday time.

Employees that call in sick on a scheduled holiday shall use the holiday time for the illness.

5.3.9 Use of Holiday Time

Accrued holiday time shall be used within six months of the holiday. Supervisory authorization must be received in advance to use holiday time.

5.3.10 Paid Overtime

As a result of emergencies and special events, the University may elect, depending on fund availability to compensate eligible employees for overtime work with monetary payment at 1½ times the employee's hourly rate for all hours worked over 40.

5.3.11 Documentation of Time Earned and Used

- A. Employees who utilize compensatory time or holiday time (either gain or use) shall submit a time sheet card to their immediate supervisor with the appropriate areas documented.
- B. Time sheets should be filled out on a daily basis so that the employee does not have to guess or estimate any compensation time, sick time, or vacation time at the end of the pay period.
- C. If the employee comes in late or goes home early, that time is to be taken off as compensation time, vacation time, or sick time if the employee is sick.

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- D. Compensation time and vacation time must be approved prior to using it. If an employee is forced to stay over on a shift and there is not a supervisor to approve it, a note is to be left for the supervisor indicating the reason for it and the length of time. If the employee does not have prior approval and does not write the note to the supervisor, the compensation time will not be approved.
- E. In cases where time is earned, employees shall put the actual number of hours earned, along with a brief description of the activity involved in the overtime, including case number if applicable.
- F. The supervisor authorizing the overtime will initial the time sheet card, prior to the employee submitting the completed card to his/her immediate supervisor. The supervisor and the Payroll Clerk shall be responsible for calculating time at the overtime rate.
- G. Supervisors will forward time sheet cards for the week, to the Payroll Clerk, on Mondays.

5.3.12 Overtime Policy

- A. All overtime must be approved in advance.
- B. All overtime must be task-oriented.
- C. If an employee feels that overtime is necessary, it must be discussed in advance with a supervisor who will determine if the task is a priority and the amount of time necessary to complete the task.
- D. An employee on a specific shift will not be paid overtime for early arrival.

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TITLE: GENERAL ORDERS Vacation Leave	CHAPTER: I SECTION: 5.4
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 06/96

Vacation Leave

5.4.1 Vacation Leave Requests

- A. Employees requesting the use of vacation will submit a Vacation Request Form (available to employees) with the requested dates of vacation to their immediate supervisor for consideration.
- B. Requests for vacations may be submitted up to three months in advance.
- C. If there is a conflict between two employees regarding dates of vacations, rank followed by Departmental seniority, or in cases of the same date of hire, by flip of the coin, will resolve the conflict. This decision will be the responsibility of the supervisor.

Employees are encouraged to work conflicts out between themselves.

5.4.2 Vacation Leave

- A. Vacations may be scheduled to last up to 120 hours in length. If there are no other requests for vacations or scheduling conflicts, an employee may extend the vacation for up to two additional weeks with prior supervisory approval.
- B. Employees will not be allowed to take vacation during designated times of University registration.
- C. Supervisors will not use more than 120 hours of continuous vacation without prior permission of the Director, via the chain of command.

5.4.3 Time Sheet Cards

Time sheet cards shall be completed and submitted to the Payroll Clerk prior to an employee going on vacation.

5.4.4 Mandatory Training During Vacation

- A. Employees shall not be required to attend a mandatory training session scheduled during a previously approved vacation period.
- B. Employees shall be responsible for any missed training as a result of vacation.

5.4.5 Exceptions

Exceptions to this order may be authorized by the Director on an individual basis.

5.4.6 Miscellaneous Leaves

In regard to the following types of leaves, refer to policies in the ISU Policies and Procedures found on the web at www.isu.edu/policy Administrative Leave, Military Leave, Funeral Leave, and Leave for Court, Family Medical Leave, etc.

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TITLE: GENERAL ORDERS Notification of Illness/On-Duty Injuries	CHAPTER: I SECTION: 5.5
APPROVAL:	REVISION NO.: 02
REVIEW DATE: March 1, 2013	ISSUE DATE: 06/96

Notification of Illness/On-Duty Injuries/In-the-Line of Duty Death

Timely notification is essential if an employee is ill and is unable to report for regular duty, or whenever an employee is injured as a result of a job related injury. This order shall establish the policy for proper notification.

The purpose of this policy is to direct the ISU Public Safety Department in providing proper emotional care for a sick, injured or deceased member or member's family. It should be remembered that the funeral arrangements are to be decided by the family, with their wishes taking precedence over the agencies.

It shall be the responsibility of the ISU Public Safety Department to provide liaison assistance to the immediate survivors of a member who dies in the line-of-duty, whether feloniously, accidentally or serious injury while an active member of the department, to include the clarification and comprehensive study of survivor benefits, and to provide tangible and intangible emotional support during this traumatic period of re-adjustment for the surviving family.

5.5.1 Illness - Regular Duty

- A. If an employee is unable to report to work for a regular duty assignment, the employee will notify Communications and a supervisor as soon as it is determined the employee is unable to report for duty. In all cases, Communications and the supervisor notified will notify the Security Supervisor, the Operations Manager, or the Director as soon as possible and prior to the beginning of the shift that the employee has requested leave for.
- B. Any employee who fails to notify Communications and the supervisor prior to the beginning of the shift shall be considered absent without permission.
- C. An employee who becomes ill or needs to leave as a result of family illness/injury shall inform the on-duty supervisor of the need. No employee shall leave without first securing permission from a supervisor.

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- D. After three consecutive days, a physician's certificate of disability may be required at the supervisor's discretion. It is also within the supervisor's discretion to request a physician's certificate for any illness or injury.
- E. An employee must call each day that he/she is sick. The evening before is acceptable. An employee may not call on one day for a series of days, unless in receipt of a doctor's excuse and the supervisor is aware of the situation.
- F. When a supervisor has reason to believe an employee may be malingering, the supervisor may check at the employee's home if it is deemed advisable. It shall be the supervisor's responsibility to check the health and welfare of all those members supervised at times during the tour of duty.

5.5.2 Industrial Accidents - Workman's Compensation

- A. Any employee who is injured in the line of duty shall immediately inform his/her immediate supervisor, or in the supervisor's absence, any supervisor of the injury.

The supervisor will determine the extent of injuries and circumstances surrounding the incident and shall notify the next immediate supervisor. Supervisors shall be responsible for notification of the Director. Industrial accidents, medical treatments, and reporting procedures of the ISU Policies and Procedures shall be adhered to in all on-duty cases.

- B. The supervisor shall be responsible for insuring that the employee completes the Accident Report Form (form provided by state: available to employees) prior to the end of duty. If the employee is unable to complete the form, the employee's supervisor or the supervisor at the time of the incident shall complete the form for the employee.
- C. Supervisory personnel shall be responsible for closely monitoring accident time lost by members under their supervision by:
 - 1. Insuring the member has been given a signed disability slip by the attending physician.
 - 2. Periodically checking on the progress of recovery.
 - 3. Insuring that the member returns to work on the date indicated by the physician.

5.5.3 Medical Treatment

Any employee who is injured will be treated by paramedics. Following an evaluation by the paramedics, the employee may be required to seek further medical treatment.

For minor injuries, such as sprains or cuts the Student Health Center and Family Medicine Center will provide the medical treatment, during regular working hours. For serious illness/injuries sustained or after hours, the Bannock Regional Medical Center or any emergency room, if necessary may be used.

5.5.4 Return to Work

Prior to being permitted to return to duty, the employee must obtain written permission from the attending physician.

5.5.5 Death and Injury Notification

When an employee is killed or seriously injured on or off-duty, immediate verbal notification shall be made to the Director by the duty supervisor. This shall be followed by a written report no later than the following day. Information shall include the date, location, cause, extent of injuries, and property damage.

Serious injury in this instance means an injury which could result in death or disability.

5.5.6 Assistance to ISU Public Safety Families

In the event of an in-the-line-of-duty death or serious injury, the Director shall immediately be notified of the incident by Communications or the on-duty supervisor. The Director will decide the most appropriate method of notification of the employee's family.

5.5.7 Serious Injury

If the employee is seriously injured, an officer will be immediately dispatched to the employee's residence, or to the employee's registered contact for emergency notification and provide transportation to the appropriate medical facility. Officers are authorized a Code 3 response.

If the relative or emergency contact lives outside of Pocatello, but in Bannock County, the Bannock County Sheriff's Department will be contacted and requested to respond to the appropriate residence to make notification and provide transportation for family members to the appropriate medical facility.

5.5.8 Death

In the event of an in-the-line-of-duty death, the Director or his designee will make personal notification to the family or registered emergency contact, in cooperation with the investigating law enforcement agency, the coroner and ISU Human Resources. If personal contact is not possible, due to geographical locations, the Director will contact the agency of jurisdiction of the relative/emergency contact and advise them of the details of the incident. The Director will ask that agency to make personal contact.

The purpose of this policy is to direct the ISU Public Safety Department in providing proper emotional care for a sick, injured or deceased member or member's family. It should be remembered that the

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funeral arrangements are to be decided by the family, with their wishes taking precedence over the agencies.

It shall be the responsibility of the ISU Public Safety Department to provide liaison assistance to the immediate survivors of a member who dies in the line-of-duty, whether feloniously, accidentally or serious injury while an active member of the department, to include the clarification and comprehensive study of survivor benefits, and to provide tangible and intangible emotional support during this traumatic period of re-adjustment for the surviving family.

5.5.9 Support

The Director will assign an employee to assist family members with the necessary paperwork and help facilitate any personal needs of the family. Human Resources, as well as other departments within the University community are also available to assist family members as necessary.

5.5.10 Funeral and Burial

Public Safety will assist the family with the planning and coordination of services. Public Safety will coordinate outside law enforcement agency notification and attendance at services. A protocol list is on file with the Director and the Public Information Officer to assist with these arrangements.

5.5.11 Family Medical Leave

Refer to the policy in the ISU Policies and Procedures located on the web at:
www.isu.edu/reference/fs.handbook

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TITLE: GENERAL ORDERS Internal Affairs	CHAPTER: I SECTION: 6.1
APPROVAL:	REVISION NO.: 02
REVIEW DATE: February 22, 2013	ISSUE DATE: 06/96

Internal Affairs

6.1.1 Policy

The Department is charged with maintaining professional integrity within the Department and within the eyes of the community. The Internal Affairs function is necessary to serve as a review of individual employee's actions, Departmental policy, and University policy as it relates to the Department.

The Department has the right and duty to thoroughly investigate all allegations of criminal activity or misconduct by its employees, protect Departmental members from false allegations, and to provide accused members with due process. All alleged or suspected violations of rules and procedures, and all complaints directed against employees of the Department shall be promptly investigated. Serious violations will be coordinated with University General Counsel and Human Resources.

6.1.2 Receiving Complaints

ISU Public Safety will accept written and/or verbal allegations of employee misconduct, whether from an internal or external source.

6.1.3 External Complaints

External complaints are those allegations made by citizens. Even though the complaints may, at times, appear frivolous, it is advantageous and necessary to document the citizen's concern(s). The purposes for the policy of accepting external complaints are:

- A. To allow citizens to seek resolution of their legitimate grievances against an employee when the citizen feels subjected to improper treatment.

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- B. To provide the Director with the opportunity to monitor employee compliance with Department procedures and rules. When violations are substantiated, appropriate discipline, training, and direction may be applied, as necessary, to correct the problem.
- C. To protect the rights and interests of Department employees and private citizens.

Only a supervisor, or in the absence of a supervisor, a corporal may receive a complaint or inquiry against an employee of the Department, or Departmental policy. If no supervisor or corporal is on-duty, a supervisor shall be contacted.

6.1.4 Internal Complaints

Internal complaints are those allegations made by an employee and directed at specific misconduct on the part of another employee.

Any employee of the Department who has knowledge of any act or information of any misconduct on the part of another employee will immediately bring it to the attention of their supervisor.

If the act or violation involves the reporting employee's supervisor, the information will be relayed to the next level in their chain of command.

6.1.5 Procedures for Registering Complaints

Internal complaints will be in writing and on an officer's report.

The procedure for registering an external complaint will be explained to the citizen by the supervisor, or in their absence, the Corporal. A request will be made of the citizen to complete a Voluntary Statement Form (See Chapter I Section 6.1.6) to ensure accuracy of the complaint.

If the citizen refuses to complete the Voluntary Statement Form, the supervisor will obtain the specific complaint or concern verbally. The supervisor will ask the citizen what type of action they request to have taken.

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6.1.6 Voluntary Statement Form

IDAHO STATE UNIVERSITY

DEPARTMENT OF PUBLIC SAFETY

VOLUNTARY STATEMENT

Name: _____ SSN: _____ DOB: _____

(Please Print)

Address: _____

I knowingly and voluntarily make the following statement to the ISU Department of Public Safety.

I understand that this statement will be used as part of an official university investigation into the matters contained herein, and that my statement must be true and accurate. I have been advised that the making of false statements in this matter may subject me to disciplinary action according to university personnel policy or under the Student Code of Conduct.

This statement concerns activities that occurred on:

(date) _____ (time) _____ at (location) _____.

(USE CONTINUATION SHEET IF NECESSARY)

I have read this statement consisting of ____ Page (s), each Page of which bears my signature, and do affirm that all facts and statements contained herein are true and correct. All corrections bear my initials.

(Signature of person making voluntary statement)

(Date/Time)

(Witness)

6.1.7 Complaint Classification

Complaints will generally be divided into one of the following categories:

- A. Serious misconduct - those allegations which may constitute a serious violation of the law, usually a felony, conduct involving moral turpitude, or allegations which would involve termination, demotion, or suspension.
- B. Policy infraction - those allegations which are not of a serious nature, but involve some infraction of Department policy.
- C. Inquiry - those complaints against Department policy, misunderstanding, or allegations which involve a matter that should be resolved through judicial proceedings or in a court of law.
- D. Administrative investigation - is initiated only by the Director. Administrative investigations will be conducted by an officer assigned by the Director.

Administrative investigation is the investigation into certain incidents, due to sensitivity, magnitude, or result of an incident, even when there is no citizen's complaint.

Supervisors will attempt to resolve minor incidents or inquiries upon receipt. When complaints of this nature are received by telephone or in person and the explanation or clarification is acceptable with the complainant, the matter may be resolved.

Supervisors who are advised of a complaint or allegation involving either of the following will immediately bring it to the attention of the Director:

- A. Any criminal offense, felony, or misdemeanor.
- B. Administrative infractions that could result in an employee being dismissed or demoted.

6.1.8 Jurisdiction of Complaint Investigations

The investigative responsibilities of misconduct will be assumed by the employee's immediate supervisor, at the direction of the Director. The investigation process will be handled on the basis of determining whether the allegation constitutes misconduct on the part of the employee.

Allegations of serious misconduct will be assigned for investigation by the Director. Allegations of serious misconduct will also be coordinated with ISU's Department of Human Resources.

Allegations which would constitute a policy infraction may be investigated by the employee's supervisor. At the discretion of the Director, another officer may be assigned to the investigation.

Allegations which would constitute an inquiry may be investigated by the employee's supervisor, or as designated. Administrative investigations will normally be assigned by the Director.

6.1.9 Outside Agency Investigation

The Director reserves the right to request that an outside law enforcement agency conduct any investigation under this section.

6.1.10 Complaint Investigation

When a supervisor is advised of information which constitutes an allegation of misconduct, he/she will attempt all reasonable efforts to contact the complainant for an interview. When conducting an interview concerning misconduct, the supervisor will ascertain the facts of the case through contacts with citizens, officers, and other investigative leads.

All interviews conducted during an investigation will be tape recorded whenever suspension, demotion, or termination is possible. Once the basic facts of the incident have been obtained, the supervisor will attempt to classify the complaint.

The supervisor investigating the complaint will review the complaint with the captain of the employee's division for a determination of whether it should be forwarded to the Director for review.

If the complaint involves serious misconduct, it will be forwarded to the Captain for further assignment. The Captain will take the following actions:

- A. Coordinate the investigation with ISU's Department of Human Resources.
- B. Continue the employee on active duty pending the conclusion of the investigation; or
- C. Recommend investigative suspension with pay pending the conclusion of the investigation.
- D. If the allegation is of such a nature that suspension without pay is warranted, the University Personnel Policy shall be followed.

It may also become necessary for an employee to be removed immediately from duty for emergency reasons. A supervisor may relieve an employee from duty, with pay, when it is in the best interest of the Department, when the safety of the employee is involved, or for the safety of the public. The Captain shall immediately be notified of such action.

The relief from duty will remain in effect until 1200 hours on the next business day, unless otherwise directed by the Director. At that time, the relieved employee and the supervisor affecting the relief will report to the Director. The Captain will return the employee to duty or continue with the administrative leave.

If the investigation is to be conducted by the employee's supervisor, the supervisor will contact the complainant and advise them of the investigative process, including the expected duration of the investigation.

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- A. If the complaint was made in person and it did not constitute a serious misconduct, the complainant may be advised of the process at that time.
- B. If the complainant cannot be contacted by telephone or in person after several reasonable attempts, the investigation supervisor will send a letter to the address of the complainant advising of the process.
- C. Anonymous complaints will not require any re-contact.

6.1.11 Conduct of the Investigation - Serious Misconduct

If the allegation involves serious misconduct, the employee under investigation will be provided with a written statement informing him/her of the allegations, as well as the employee's rights and responsibilities in conjunction to the investigation. Notice of the investigation will be made within three working days of receipt of the complaint, and shall include investigative policies of:

- A. Employee rights.
- B. Polygraph examination.
- C. Medical examinations.
- D. Laboratory examinations.
- E. Photographs.
- F. Line ups.
- G. Financial disclosure statement.

6.1.12 Interviews

Interviews of any Department employee shall be conducted at a reasonable hour, unless the urgency of the investigation dictates otherwise.

The interview shall take place at a location designated by the investigating officer.

When an employee is required to give a statement, the employee must be informed of the identity of the officers involved in the investigation.

Interviews of employees shall be directed at the subject matter relevant to the investigation. During this interview, if information pertaining to other matters that would concern the Department are revealed, this does not prevent the investigator's ability to pursue the issue.

At no time shall the employee be subjected to abusive language or threatened.

6.1.13 Investigative Procedures

The investigating supervisor will be required to conduct a complete and thorough investigation of the allegation(s).

The investigation shall be completed within ten working days, unless extended by the Director.

If the investigation will not be completed within a 30 day time frame, the supervisor conducting the investigation must notify the complainant of the delay.

Confidentiality of the investigation will be maintained at all times.

- A. All employees contacted will be given a direct order not to discuss the incident until the investigation is completed.
- B. Non-Department personnel will be asked not to discuss the investigation.

6.1.14 Conclusion of Investigation

At the conclusion of the investigation, the investigating officer shall submit a report, including the following to the Director:

- A. The alleged violations.
- B. The listed sanctions.
- C. A recommendation.

The original Citizen Complaint Form will act as the cover sheet.

At the conclusion of the investigation, the complainant will be contacted by the Director, either in writing or in person, and advised of the disposition of the complaint. Information regarding any disciplinary action shall not be released.

6.1.15 Recording of Complaints

The Captain will be responsible for the storage of all Internal Affairs files. He will be responsible for maintaining a complaint log file and an Internal Affairs control number.

6.1.16 Non-Serious Misconduct Complaint Investigation

Upon receipt of an allegation the employee shall be advised whether the complaint is criminal or administrative in nature. Employees shall be thoroughly briefed on the content of the investigation; if reduced to writing, the employee will be afforded an opportunity to read the allegation.

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Employees will be contacted within six working days of the allegation and the investigative policies.

6.1.17 Employee Responsibilities

Employees have the right to a counsel of their choice only during interviews involving criminal allegations.

Employees shall truthfully answer all questions concerning the investigation. When the employee refuses to answer questions, he/she will be informed that refusal to answer may result in disciplinary action.

In non-criminal matters under investigation, the employee can be ordered to submit to a polygraph examination. Failure to comply with the order may be cause for disciplinary action. The employee will be informed that the results of the polygraph examination or any other information derived from the examination may be used by the Department in administrative investigations and hearings.

When it becomes apparent that an employee may be involved in criminal conduct, he/she shall be advised of his/her Constitutional rights under Miranda before further questioning. From that point on the case will be investigated as a criminal investigation. The results of the criminal investigation may be used in any subsequent administrative proceedings.

- A. If the employee elects to waive his/her Constitutional rights, he/she shall be informed that the results of the interview can be used by the Department in both criminal and administrative proceedings.
- B. If the employee elects to submit to a polygraph examination, he/she shall be informed that the results can be used by the Department in criminal proceedings with the stipulation of both parties. Failure to submit to a polygraph examination may be cause for disciplinary action. Prior to the examination, the employee may be asked to sign any necessary forms in conjunction with the examination.
- C. If a decision is made not to proceed with the investigation criminally, the employee shall be informed that the investigation is classified administrative and that he/she will be required to answer truthfully to all questions, and that he/she may be required to take a polygraph examination.

6.1.18 Polygraph Examinations

Employees may be required to submit to polygraph examination under the following conditions:

- A. Upon written order by the Director with University President and counsel approval, an employee is required to submit to a polygraph examination when involved in a sensitive or serious investigation.

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- B. The examination shall be limited to the specific issue(s) under investigation and employees shall be informed of the pertinent questions prior to the administration of the examination.
- C. The examination shall be administered only by a licensed operator designated by the Director.

Questions may be used to validate an examination in accordance with proper polygraph procedures.

The right to counsel does not apply in a non-criminal investigation.

Questions will be formulated by the polygraph examiner based on the facts of the investigation provided by the investigator.

Employees shall tell the truth at all times and will answer all questions. Employees shall not give false or misleading information answers before, during, or following a polygraph examination.

Employees shall cooperate with supervisors and investigators when involved in any incident requiring the use of a polygraph.

The Department recognizes that, for the purposes of criminal prosecution, employees do not automatically waive any Constitutional privileges concerning questioning pursuant to this policy.

When serious allegations are made against an employee, he/she may request a polygraph examination. Such request shall be documented in the case report.

6.1.19 Refusal to Take a Polygraph Examination

An employee, who refuses to submit to a polygraph, when so ordered by the Director, is subject to disciplinary action, including termination of employment.

Prior to being ordered to take a polygraph examination, the employee will be advised that:

- A. There is no federal or state constitutional right to refuse to take a polygraph.
- B. There is no federal or state constitutional right to the assistance of counsel in non-criminal matters.
- C. The questions will relate specifically to the subject of the investigation.
- D. Answers cannot be used against the employee in any subsequent criminal prosecution without stipulation of both parties.

6.1.20 Medical or Laboratory Examinations

At the direction of the Director, a laboratory or medical examination may be conducted for administrative purposes only. The scope of the examination will be confined to the relevant facts pertaining to the investigation.

6.1.21 Breathalyzer or Other Diagnostic Test

At the direction of the Director or the investigating supervisor, the employee may be required to submit to a Breathalyzer or other diagnostic test. The scope of the test must be relevant to the investigation.

6.1.22 Line Ups

At the direction of the Director, the employee may be required to participate in a line up. The use of this line up must be relevant to the investigation.

6.1.23 Photographing of Employee

At the direction of the Director, the employee may be photographed. The photographs must be reasonable (not degrading or compromising) and its use relevant to the investigation.

6.1.24 Financial Disclosure Statements

At the direction of the Director, the employee may be required to submit financial disclosure statements. The request for and the use of the statements must be directly related to the investigation.

6.1.25 Investigative Reports

Reports completed in conjunction with an allegation of employee misconduct shall be completed in a timely manner.

- A. Investigations of serious misconduct allegations will be completed within 30 days.
- B. All other investigations will be completed within ten working days.

Reports will contain a detailed, thorough, factual report of the investigation and will include:

- A. A list of witnesses.
- B. A summary of the investigation.
- C. The details of the investigation.
- D. The specific orders or policies that were violated.

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The investigator will include the disposition of the allegations. The Director shall then receive the completed report for review.

The Director will be responsible for notification of the complainant to advise of the disposition. The complainant will only be notified of the disposition, not of any administrative disciplinary action.

6.1.26 Distributions

After the investigation and administrative review have taken place and disciplinary action has been taken, the information will be distributed as follows:

- A. Original documents to be maintained in a secure area by the Director.
- B. A notation of the disciplinary action taken will be placed in the employee's folder and a copy forwarded to the Human Resources Director, if applicable, and in accordance with University Personnel Policy.

6.1.27 Dispositions

At the conclusion of the allegation investigation, the investigating officer shall categorize the complaint into one of the following:

- A. Unfounded - the allegation(s) is/are false.
- B. Exonerated - the incident occurred but was lawful and proper.
- C. Not Sustained - there is insufficient evidence to either prove or disprove the allegation.
- D. Sustained - the allegation is supported by sufficient evidence to justify a reasonable conclusion of guilt.
- E. Policy Failure - if the investigation concludes that the allegation is true, but the employee's actions were consistent with Department policy, the complaint will be categorized as "Exonerated-Policy Failure."

The inappropriate or misleading policy shall be reviewed and modified as necessary.

6.1.28 Prosecuting Attorney Liaison

The Director will be the liaison with the appropriate prosecutor's office during an investigation of serious misconduct which might constitute a criminal offense.

6.1.29 Annual Audit of Internal Affairs

The Director will be responsible for an audit of all Internal Affairs cases investigated by the Department for the preceding calendar year. The audit should include:

- A. The number of Internal Affairs investigated.
- B. Number of sustained complaints.
- C. Number of unfounded complaints.
- D. Number of exonerated complaints.
- E. Number of policy failure complaints.

These statistics may be included in the Annual Report.

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Department of Public Safety

**OPERATION
PROCEDURE
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TITLE: GENERAL ORDERS Inspections	CHAPTER: I SECTION: 6.2
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 06/96

Inspections

6.2.1 Types of Inspections

Periodic line inspections will be conducted by supervisors, within an employee's chain of command, to ensure compliance with established policy of the Department.

Staff inspections will be conducted by personnel who do not have control of the persons, facilities, or procedures being inspected. Results of staff inspections are reported to the Director.

6.2.2 Line Inspections

Line inspections will be on going to ensure that employees are operating within Departmental requirements. Inspections shall cover areas of:

- A. Personal appearance.
- B. Equipment.
- C. Adherence to rules and regulations.

6.2.3 Authority to Inspect

Line inspections of Departmental members will be conducted by the supervisor prior to going into service. Any member of the employee's chain of command may conduct a line inspection. Any supervisor, with cause, may conduct a line inspection, if necessary to assure compliance with established policy.

6.2.4 Areas of Inspection - Line Inspections

A. Vehicles:

Each officer is responsible for the pre and post inspection of assigned vehicles and equipment associated with the vehicle as outlined in the Vehicle Policy.

Supervisors will conduct at least one vehicle inspection of all patrol and Public Safety vehicles, on all shifts, weekly. Inspections may be announced or unannounced.

Officers are responsible for vehicles assigned to them during a particular shift.

B. Personal Appearance:

Each supervisor is responsible for the appearance of each officer while on-duty. Supervisors will make daily visual inspections of officers to ensure compliance with established policy for uniforms and personal appearance.

C. Issued Equipment:

Inspection and accountability of issued equipment to Departmental personnel may be conducted by the squad supervisor. An annual inspection shall be conducted of all issued equipment, to ensure that personnel equipment file cards reflect accurate information. Annual inspections will be announced in advanced.

6.2.5 Deficiencies Found During Inspections

Any supervisor conducting any type of line inspection who finds deficiencies shall notify the affected employee of the deficiency and how it is to be corrected. Deficiencies concerning members of the Department may be documented in the employee's PPR file.

The supervisor may order immediate correction of the deficiency. Failure to comply with the order may result in disciplinary action.

A follow-up inspection will be conducted within one week. Repeated violations may result in disciplinary action.

6.2.6 Deficiencies Found During Vehicle Inspections

Any deficiencies discovered during vehicle inspections will be corrected as required. Documentation of deficiencies will be in the manner described in the Vehicle Policy (See Section I 7.1). Follow-up inspections will be conducted within two days of the original report.

6.2.7 Abuse or Loss of Equipment

A written report shall be made during those inspections where abuse or loss of equipment is discovered. If abuse of or loss of equipment or non-compliance can be attributed to an individual employee(s), disciplinary action may be taken against the individual(s).

A minimum written report will be an officer's report reflecting abuse or loss.

An official police report shall be filed with the agency of jurisdiction for any criminal action resulting in loss or abuse. All motor vehicle accidents shall be immediately reported to the on-duty supervisor.

An officer's report may be required to supplement any official report.

6.2.8 Inspection of Divisions

Annually the Captain will conduct or delegate the responsibility for a divisional inspection.

6.2.9 Annual Inspection of Departmental Property - Capital Items

The Financial Services Division shall be responsible for the annual inventory of all Departmental capital items. A printout of the items will be provided by the Office of Property Management. Financial Services shall be responsible for accounting of all items listed on the printout.

6.2.10 Staff Inspections

Staff inspections are those inspections that provide a detailed observation and analysis of Department elements, procedures, and practices. Staff inspection is a process outside the normal line of authority and responsibility. A staff inspection requires that a written report is submitted to the Director.

6.2.11 Staff Inspection - Responsibilities

The Director will designate specific individuals to perform staff inspections of the Department. Staff inspections shall be conducted by persons outside of the chain of command of the area being inspected.

Staff inspections are intended to verify compliance with established policies and procedures of the Department.

A staff inspection of each organizational component of the Department shall be conducted at least every three years.

6.2.12 Staff Inspections - Reporting

Persons conducting staff inspections of sections within the Department shall submit a written report of their findings to the Director. Upon receipt of their findings, the Director will notify the supervisor in charge of the inspected area of the findings. The supervisor shall insure that appropriate corrective measures are taken and shall provide a written report to the Director within 30 days stating what corrective measures have been taken in response to the inspection findings. Documentation of staff inspections shall be maintained by the Director.

In situations where corrective action cannot be taken within 30 days, a plan will be developed by the supervisor and submitted to the Director, which will insure regular follow-ups are conducted until the corrective measures have been accomplished.

6.2.13 Policy or Procedure Failure

When it is determined that a policy or procedure is the cause of a problem which may require corrective action, the following steps shall be taken:

- A. The person conducting the inspection shall forward a written report of the findings to the Director, including an explanation of the problem found and the specific Department policy or procedure involved.
- B. The Director will review the current policy or procedure to determine whether changes are needed and will then make the appropriate revisions as necessary.
- C. If revisions are made to policy or procedures, the Director will insure all affected personnel are advised of the change(s), and will insure that a follow-up inspection is conducted.

6.2.14 Definitions

- A. Line Inspection: Inspection conducted by personnel in control of the facilities, procedures, or other elements being inspected. Line inspections may be carried out by any supervisor within the chain of command and is often conducted by supervisory personnel who may also be responsible for insuring that any substandard conditions revealed in the inspection are corrected.
- B. Staff Inspection: Inspection conducted by personnel who do not have control of the persons, facilities, or procedures being inspected. The results of staff inspections are reported to the Director.

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Department of Public Safety

**OPERATION
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TITLE: GENERAL ORDERS Vehicle Policy	CHAPTER: I SECTION: 7.1
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 06/96

Vehicle Policy

7.1.1 Statement of Policy

The Department maintains a fleet of vehicles, which include marked cars, used for routine patrol purposes, unmarked vehicles used for investigations and administration, specialty vehicles, and vehicles used for security operations. This policy shall set forth the use of these vehicles.

7.1.2 Department Vehicles

All employees responsible for driving a Departmental vehicle shall possess a valid, current Idaho driver's license. The license shall be in the possession of the employee at all times while operating a Departmental vehicle.

7.1.3 Use of Vehicles

Members of the Department shall not use Departmental vehicles without permission of a supervisor. Vehicles are for official use only. Whenever any off-duty employee utilizes a Department vehicle to conduct official business, all policies and procedures apply.

7.1.4 Training

All officers will receive Patrol Procedures either through FTO training or at the Law Enforcement Academy. Officers will also receive Defensive Driving through the Law Enforcement Academy or the Safety Director in Facilities Services.

7.1.5 Driver Responsibility

The driver of the vehicle is responsible for the actions of other passengers within the vehicle.

The driver shall be responsible for obeying the transportation laws of the state, or any jurisdiction where a Department or state vehicle is operated.

7.1.6 Use of Seat Belts

Whenever an employee is driving a Departmental vehicle or another State vehicle, or any vehicle in connection with employment, the vehicle's safety retraining devices (seat belts) shall be worn.

All occupants of the vehicle will be required to wear their respective seat belts, unless seat belts do not exist.

Exceptions to this policy may be granted by a supervisor to facilitate efficiency or safety in an official function.

7.1.7 Prohibitions

Members will not drive vehicles into arroyos or washes, or into any other mountainous or desert area, off-road, except when absolutely necessary. Members observing matters requiring attention in these areas will proceed on foot whenever practical.

Specialty vehicles, such as four-wheel drive, bicycles, and motorcycles, may proceed off the roadway as appropriate. Four-wheel drive vehicles shall be driven in a safe manner, and may proceed through washes and arroyos, desert and mountainous area, with extreme caution.

Only officers will drive a marked unit. Exceptions to this shall be when the vehicle is being serviced, or at the direction of an officer acting in his/her official capacity.

7.1.8 Required Obedience to Traffic Laws

Traffic laws apply to the driver of any vehicle operated under the employee's official color of authority.

7.1.9 Alcohol or Spirituous Liquor

No employee will operate an official vehicle under the influence of any alcoholic beverage, narcotic, or dangerous drug.

If an employee is taking medication, he/she shall inform his/her immediate supervisor and a determination shall be made whether or not the employee can safely operate a vehicle.

Alcoholic beverages will not be transported in vehicles unless in performance of a law enforcement function.

7.1.10 Smoking or Tobacco

Current University regulations applicable to smoking are endorsed and supported by the Department. The chewing of tobacco is not included in this regulation.

Employees that smoke in Departmental vehicles shall do so in a manner that prevents damage to or unnecessary litter in or on the vehicle and in only those vehicles designated for smoking.

When in uniform, a member may not use tobacco while: a) directly in a formation; b) on assignment or post in contact with the public; c) engaged in traffic direction or control; d) while guarding a detainee or arrestee, and e) as directed by state law or executive order. Officers are not to smoke while providing a public escort, taking a report, investigating a scene, or handling a public contact.

7.1.11 Accidents

Employees are required to immediately stop and render aid when involved in an accident. It shall be the driver's responsibility to ensure that the proper law enforcement jurisdiction is notified and that the information such as driver, vehicle, and insurance information is exchanged with others involved in the accident.

Communications and the on-duty supervisor shall be immediately notified of any accident involving a Public Safety vehicle, or any other vehicle operated under the employee's color of office.

7.1.12 Responsibility - Maintenance

Employees are responsible for determining when a vehicle is safe to operate. Any reason that will compromise the safe operation of the vehicle will be reported immediately to the on-duty supervisor. The employee will be responsible for writing a repair request noting the specific problem(s) and placing that notice on the vehicle hook in the key box.

The driver is responsible for the care, cleaning, and upkeep of the vehicle.

7.1.13 Keys - Locking of Vehicle

Keys shall be removed from the vehicle whenever the vehicle is left unattended. Windows may be left slightly opened to maintain ventilation when the car is not in use. The windows should not be left open wide enough to permit easy access into the vehicle. Employees shall return the vehicle keys to the key box at the end of each tour of duty.

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TITLE: GENERAL ORDERS Escorts/Transport of Citizens	CHAPTER: I SECTION: 7.2
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 06/96

Escorts/Transportation of Citizens

7.2.1 Policy

The Department is committed to the safety and security of all members of the community. To facilitate this commitment, ISU Public Safety may provide escorts to faculty, staff, students, and visitors.

Escorts should be provided only in cases where an individual is uncomfortable about traveling alone, usually during the night time hours, or as a result of a motorist assist.

The Department will not be used as a taxi cab service for those who do not feel like walking, from bars, or in place of an ambulance.

Citizens will be transported in Departmental vehicles only when necessary to accomplish an official purpose. Such transportation shall be done only after approval of a supervisor.

A starting and ending mileage will be given for all transports.

7.2.2 Injured or Ill Persons

Vehicles will not be used to transport seriously ill or injured persons. An ambulance will be called.

Members may transport persons to the Student Health Center or to the Bannock Regional Medical Center if there is no other means of transportation available for the injured or ill person and there are no suspected broken bones, and then only after being cleared for transportation.

No personnel will transport an individual who is unconscious, injured in such a manner that mobility is limited, or has bleeding that cannot be controlled.

If a person is injured and requests a transport, paramedics must first respond to examine the injured person. If in the opinion of the paramedic the transport can be done by private vehicle, the officer should make an attempt to contact a friend or relative.

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If no one can be located, the officer, after obtaining supervisory (if available) approval, may transport the subject a reasonable distance.

Personal Injury (Accident) Investigation:

- A. All personal injury accidents occurring on campus property will be investigated by Public Safety.
- B. A report of a serious accident resulting in loss of sight, hearing, limb, or life will be immediately reported to the Director of Public Safety who will supervise the investigation.
- C. The first concern of the responding officer to a personal injury accident is to ascertain what medical treatment may be needed.
- D. In the event that treatment is needed it shall be obtained at the earliest opportunity from the most appropriate medical facility.
- E. When appropriate medical treatment has been rendered the officer will obtain the following:
 - 1. The status of the injured person, i.e., student, employee, guest of campus.
 - 2. Personal information of the injured, i.e., name, address, phone number, social security number, date of birth.
 - 3. The location where the person was injured.
 - 4. What the person was doing when they were injured.
 - 5. A list of all injuries sustained and how each occurred.
 - 6. Information on and statements from person(s) witnessing the incident.
 - 7. If the injury was work related:
 - a. Was a supervisor present?
 - b. Was safety equipment required?
 - c. Was safety equipment provided?
 - d. Was safety equipment being used?
 - e. Had the injured party been trained in the job that was being performed and/or to use the equipment being used?

- F. The officer will check the area where the injury took place to make sure there are no immediate hazards that need to be taken care of to prevent further injuries. Example: The injury was caused from tripping over a broken curb or sidewalk. Does a barricade need to be placed over the broken area until it can be repaired? Can the hazard be removed?
- G. The officer will conduct a safety survey of the area or a job task analysis, and include in his report what safety precautions may be taken to prevent this accident from reoccurring.
- H. All personal injury investigations and reports shall be completed by the officer before completing the watch or tour of duty during which the injury was reported. All follow-up shall be performed and reported on adequate forms as a supplement to the initial report.

7.2.3 Unauthorized Transportation

Department vehicles shall not be used to transport unauthorized personnel.

7.2.4 Escort Services

In keeping with the Department's goal of providing professional services to the University community, the Department may provide security escorts, as necessary, conditions permitting, especially in the late night and early morning hours. This service stresses the need for providing for the safety, welfare, and security of the University community.

7.2.5 Safety Escorts

The safety escort service is to be well publicized through the news media, workshops, brochures, and orientations.

These calls for service will take precedence over routine assignments and should be considered an important part of the patrol function.

A crime in progress or other emergencies will take precedence over the escort call.

Officers taking an escort call may escort off campus within a reasonable distance. Good judgment should be used in leaving campus for any length of time when only one officer is on duty. A supervisor must approve escorts across town.

Officers will not leave a female stranded without assisting her in finding a safe way to get to her destination.

No officers shall smoke or chew tobacco while providing a public escort.

The officer dispatched to the escort call will complete an MSR/Request For Assistance Form (See Chapter I Section 7.2.6).

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7.2.6 Minor Service Report Form (MSR)

ISU PUBLIC SAFETY

Minor Service Report/Request for Assistance

Date/Time of Incident	Location	Officer	Law Incident #
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☐ Safety Escort

From _____ to _____

☐ Apartment/Room Unlock

☐ Maintenance Request

☐ Bank Escort

☐ Welfare Check

☐ Emergency Message

☐ Attempt to Locate

☐ After Hours Access

☐ Access Reader / Lock Problem

☐ 911 Verify

☐ ___ Other Assist Explain:

☐ Vehicle Jump Start

Vehicle ID

State

Plate #

Make

Model

Color

☐ Vehicle Unlock

Vehicle ID

State

Plate #

Make

Model

Color

☐ Assist Campus Departments

☐ Building Unsecured

☐ Vehicle Unsecured

☐ Bicycle Unsecured

Complainant:

Name: _____ Student #

Address _____

City/State/Zip _____

Sex: M F Race _____ DOB: _____ Phone # _____ ISU Department

Occupation _____ Work Phone

In vehicle assists, I understand that because of methods used, there exists a possibility that damages to my vehicle may result. I further understand and agree that I will not hold the assisting officer or Idaho State University responsible for any damages to my vehicle or any of its parts as a result of such assistance.

Signature _____

Date

Officer Comments:

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7.2.7 Bank Escorts

Officers may be utilized to perform escort services, depending on operational activity and supervisory discretion.

- A. The bank runs include daily deposits and meter money deposits, from the Public Safety Office to the Administration Cashier's Office, or requests from other campus departments to escort large sums of money.
- B. All transportation of college funds shall be made as discretely and quietly as possible. Every effort should be made to keep the operation as low key as possible.
- C. Since Public Safety officers are not armed, they will not attempt to resist robbery attempts.
- D. In the event of a robbery attempt the officer will:
 - 1. Comply with the request of the robber (tell the robber in a calm voice that you intend to comply).
 - 2. Not make any quick moves (any quick moves are more likely to frighten the robber into injuring you).
 - 3. Make a mental physical description of the robber (write it down as soon as the robber leaves the area).
 - 4. Note pertinent facts to give the police.
- E. One or two officers shall be assigned to accompany all funds. Officers shall be very businesslike during the transaction.
- F. An officer in the process of transferring funds should not be given another assignment until the funds have been successfully delivered to the destination of the transport.
- G. An officer will not become sidetracked and drive around with funds in the vehicle or leave funds in the vehicle while out on another call.
- H. Officers will stay in radio contact with the dispatcher at all times during a bank run. Codes 10-23 and 10-24 will be used to keep the dispatcher informed.

7.2.8 Notification of Communications

- A. Whenever an employee begins an escort, Communications shall be informed. If the escort is on foot a starting point and final destination shall be called into Communications. The employee shall advise Communications when they reach the final destination.

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- B. Whenever an employee gives an escort, Communications shall be informed of the starting mileage and the location of the final destination. Upon arrival at the destination the ending mileage shall be given to Communications.
- C. Whenever a walking escort is provided, officers will be dispatched to provide the service. Prior to initiating the escort, the officer shall advise Communications of the location of the final destination and the time the escort begins. Upon arrival at the final destination Communications shall be notified.

7.2.9 Documentation

Whenever an escort service is performed, a call number shall be assigned and a Miscellaneous Incident card shall be completed.

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Idaho State University

Department of Public Safety

OPERATION PROCEDURE MANUAL

TITLE: GENERAL ORDERS Missing Persons	CHAPTER: I SECTION: 7.3
APPROVAL:	REVISION NO.: 03
REVIEW DATE: January 29, 2009	ISSUE DATE: 06/96

Missing Persons

7.3.1 Purpose

This policy is established to ensure the timely documentation, investigation and notification of law enforcement and University officials for all reports of missing persons.

7.3.2 Initial Response

The purpose of the initial response is to gather enough information to determine what has occurred. If critical details are overlooked or dismissed as unimportant, or if unsupported assumptions are made, the investigation can be irreversibly harmed.

The responding officer must determine what probably occurred based on his/her initial observations and findings. Whether correct or incorrect, this determination will dictate what investigative steps will follow. A thorough and aggressive investigation must commence immediately.

The initial assessment of a missing person's case (regardless of age) should include the following considerations:

- Has the Public Safety Director been notified?
- Have other University officials been notified (i.e., Dean of Students, President, Provost).
- Have local police been contacted?
- If missing from a University housing unit has Housing been contacted?
- Is the student/person missing from the campus, his/her family residence or another location?
(It is extremely important to make this determination as soon as possible.)
- Is there a witness to or physical evidence of abduction or other foul play?

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- Is the student/person despondent? Is the student/person mentally or physically disabled?
- Is the student/person experiencing academic, personal or financial problems?
- Has the student/person disappeared before?
- Does the student/person have a known drug and/or alcohol problem?
- Has the student/person received any threats or warnings?
- What is the student's/person's lifestyle? Does the student/person have a criminal record?
- Did the student/person or perpetrator leave a note?
- Have any similar incidents been reported within the area (e.g., attempted abductions, prowlers, suspicious persons?)

The following sections outline specific guidelines to be used to assist in the initial response, assessment and follow-up activity.

COMMUNICATIONS

- A. Obtain as many details from complainant as possible, including:
 - 1. Complainant name, contact information and relationship to missing student.
 - 2. Missing student name and description.
 - 3. Circumstances surrounding the disappearance (e.g., type, location, time elapsed).
 - 4. Name and/or description of the abductor, if applicable.
 - 5. Description of vehicles involved.
- B. Promptly dispatch officer(s) to conduct a preliminary investigation.
 - 1. Inform responding officer(s) of all pertinent information.
- C. If warranted by case specifics, the on-duty supervisor shall be immediately notified and asked to respond to the officer's location for coordination of the investigation.
- D. The supervisor is responsible for making the appropriate notifications to superiors and the local law enforcement agencies as appropriate.
- E. Maintain all notes, records and recordings of telephone and radio communications/messages.

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- F. Search agency records (i.e., student information, Spillman, etc.) and advise investigating officers and/or supervisors of any pertinent information regarding:
 - 1. Previous contact with the complainant and/or victim.
 - 2. Similar complaints.
 - 3. Any calls for service at or near the area of disappearance or at the victim's address.
- G. As the investigation progresses, with supervisor approval, ensure that pertinent details are continually relayed to Public Safety officers, as well as other area agencies. Utilize:
 - 1. Agency radios and data terminals for internal distribution of information.
 - 2. Multi-agency (MRD) frequencies for broadcast of information to other area agencies.
- H. Make notifications to college/university administration in accordance with established policies and procedures.

FIRST RESPONDER - INITIAL RESPONSE

The initial responding officer shall promptly, yet cautiously, approach and enter crime scenes, remaining observant of any persons, vehicles, events, potential evidence, and environmental concerns.

The initial responding officer should:

- A. Note or log dispatch information (e.g., address/location, time, date, type of call, parties involved).
- B. Be aware of any persons or vehicles leaving the crime scene.
- C. Approach the scene cautiously, scan the entire area to thoroughly assess the scene, and note any possible secondary crime scenes. Be aware of any persons and vehicles in the vicinity that may be related to the crime.
- D. Make initial observations (look, listen, smell) to assess the scene and ensure officer safety before proceeding. Remain alert and attentive. Assume the crime is ongoing until determined to be otherwise.
- E. Treat the location as a crime scene until assessed and determined to be otherwise.
- F. Identify and control any dangerous situations or persons. Approach the scene in a manner designed to reduce risk of harm to officer(s) while maximizing the safety of victims, witnesses, and others in the area.
- G. Notify supervisory personnel and call for assistance/backup.

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- H. Assess any victims/witnesses for medical attention and call for medical personnel, if applicable.
- I. Control and identify persons at the crime scene:
 - Suspects: Secure and separate.
 - Witnesses: Secure and separate.
 - Bystanders: Determine whether they are a potential witness, if so treat as above, if not, remove from the scene.
 - Victims/family/friends: Control while showing compassion.
- J. Brief investigators taking charge of the scene. Turn over responsibility for documentation of entry/exit.
- K. Assist in controlling the scene.
- L. Remain at the scene until relieved of duty.
- M. All activities conducted and observation made at the crime scene must be documented as soon as possible after the event to preserve information. Document observations at the crime scene, including the location of persons and items within the crime scene and the appearance and condition of the scene upon arrival.
- N. Document personal information from witnesses, victims (if applicable), suspects (if applicable), and any statements or comments made.
- O. Document own actions and actions of others.

FIRST RESPONDER - INITIAL INVESTIGATION

Interview the person(s) who reported the disappearance.

- A. Verify the accuracy of complaint information already provided to communications staff, if applicable.
- B. Obtain and document all available details regarding circumstances associated with the disappearance.
- C. Even seemingly unimportant details or statements can become extremely important and must be documented.

Determine the circumstances associated with the disappearance.

- A. Utilize Initial Assessment Questions.
- B. If it's a witnessed abduction:
 - Get all details pertaining to the victim, perpetrator event.

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- C. If the cause of the disappearance is uncertain:
- Get date, time and location when the student was last seen.
The student's mental and physical description (e.g., normal, depressed, suicidal).
Other case specific details (including the names of possible companions).
- D. The officer should contact Communications as soon as possible following the contact with the complainant, and request that the local law enforcement be notified. The on-duty supervisor should also be made aware of the report.
- E. If foul play is suspected, the on-duty supervisor shall be immediately notified and respond to the officer's location for coordination of the investigation.
- F. If no foul play is suspected and no immediate action is required, the officer should indicate on the report that the case is open, pending further investigation. All witnesses or investigative leads will be contacted.

7.3.3 Juvenile - 17 years of age or younger

Upon receiving a complaint of a missing juvenile, an officer should handle the investigation in an expeditious manner. The local law enforcement and a supervisor should be immediately notified. Depending on the circumstances surrounding the missing person, the supervisor may establish a command post.

If foul play is suspected, the on-duty supervisor shall respond and coordinate the investigation as necessary. The supervisor is responsible for making the appropriate notifications to superiors.

7.3.4 Investigation After Initial Response

Investigation is the responsibility of the local law enforcement; ISU Public Safety will assist as appropriate.

Cases of suspected foul play will be immediately investigated utilizing appropriate criminal investigation techniques. If necessary, investigators may be called in to assume the investigation or to assist with the investigation.

Witnesses or investigative leads shall be contacted as part of the initial and follow-up investigation.

7.3.5 24-Hour Policy

Any report of a missing person shall be promptly reported. No employee shall refuse to take a report of a missing person, due to age or other reasons.

7.3.6 Entry into NCIC

NCIC entry is the responsibility of the local law enforcement.

7.3.7 Removal from NCIC

NCIC removal is the responsibility of the local law enforcement.

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Idaho State University

Department of Public Safety

**OPERATION
PROCEDURE
MANUAL**

TITLE: GENERAL ORDERS Bomb Threats	CHAPTER: I SECTION: 7.4
APPROVAL:	REVISION NO.: 05
REVIEW DATE: June 7, 2013	ISSUE DATE: 06/96

Bomb Threats

The Department shall respond to all reports of bomb threats on the University campus. **All bomb threats** will be reported to the Pocatello Police Department and ISU Public Safety will operate under their direction. If media is involved, at the request of the Director, contact will be made the Idaho State Police, the contact person for the State Board of Education and the Governor.

7.4.1 Notification of Bomb Threat - Directly to ISU Public Safety

In the event the Department receives the threat directly from a caller, the dispatcher, or employee receiving the threat shall immediately complete the Bomb Threat Phone Report (questions delineated in this section) by asking the caller the information contained on the report. If the caller refuses to answer the questions, the employee shall complete the following information as fully as possible.

The employee receiving the bomb threat shall immediately notify ISU Department of Public Safety.

The responsibility for investigating bomb threats rests with the Director of Public Safety, or in his absence, the appropriate supervisor.

- R. Caller's name:
- S. Caller's telephone number:
- T. Exact location of bomb: (building, floor, room, etc.)
- U. When will bomb detonate:
- V. Why bomb was placed:
- W. What does bomb look like: (type of explosive, how it is packaged, etc.)
- X. By whom was the bomb placed:

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Additional Information

- A. Time of call:
- B. Exact wording used by caller:
- C. Background noise:
- D. Sex:
- E. Probable race:
- F. Age: (adult, child) Estimated age:
- G. Pitch of voice: (Low, moderate, high)
- H. Speech: (excited, rapid, accent, disguised, slow, broken, loud, normal, sincere, etc.)
Impediments: (drunk, lisp, etc.)
- I. Time call terminated:

7.4.2 Notification of Bomb Threat - From a Second Party

When the Department receives a threat from a second party the dispatcher or employee shall attempt to gain the following information from the caller:

- A. The caller's name.
- B. The caller's telephone number.
- C. The building where the bomb is located.
- D. When the bomb is to detonate.
- E. When the call was received and by whom.
- F. Wording used by the caller.
- G. Information concerning the caller.
- H. Any background noise.

The employee shall immediately notify Communications of the threat.

7.4.3 Letter Bomb or Suspected Letter Bomb

Once the Department is notified about a possible letter bomb or suspicious package, the building will not be evacuated immediately unless there are mitigating circumstances. The responding officer should evaluate the suspicious package as indicated below.

A. Packages With Unknown Type of Delivery

1. Determine if the package has been handled by anyone in the area to determine:
 - a. Weight.
 - b. Residue.
 - c. Other characteristics of letter bombs.
 - d. Size.
2. Look for addresses and return addresses.
 - a. Contact addressee and determine if they are expecting a package and what it might be.
 - b. Contact the mailing party if possible for confirmation of shipment and contents.
3. Clear the immediate area where the package is contained.
 - a. If the package is well-contained no evacuation may be necessary during the initial evaluation and fact finding.
 - b. Letter bombs are designed to explode upon opening and not when handled or shipped.
 - c. Officers should refrain from transmitting in the immediate vicinity, even though RF interference is limited to 140-160 megahertz.
 - d. If a determination is made that the package/letter is safe to open, remove it from the area to Public Safety before opening.
4. If a white powder letter or package is found:
 - a. Do not attempt to clean it up.
 - b. Cover the powder with something, do not remove the cover.
 - c. Leave and secure the area and shut down ventilation, if possible.

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- d. Contact Public Safety and 911 immediately.
- e. Wash hands thoroughly with soap and water.
- f. Make a list of all people in the vicinity of the letter or package.

B. Packages Delivered by Mail

- 1. Determine delivery of package and who has handled the package, this will permit the same discovery as in "A" above.
- 2. Evacuate the immediate area only. This may include an office or area on either side of the affected area to include above and below.

The responding officer will evaluate packages delivered by mail the same as with unknown packages; the exception being the evacuation area. Once it is determined that the package meets the criteria regardless of method of receipt, the PPD should be contacted via PPD dispatch. (Also see Chapter I General Orders, Section 7.6.3 Anthrax – Responding to Suspicious Mail).

7.4.4 Communications Responsibility

Upon receiving a report of a bomb threat the dispatcher shall immediately dispatch officers to the scene. The dispatcher shall immediately notify the on-duty supervisor of the call.

One or two officers may be dispatched to assist with building security. Communications will immediately notify the Pocatello Police Department of the threat and request standby status.

7.4.5 Radio Silence by Officers at the Scene

Members of the Department who are on the scene of a suspected bomb threat will utilize radio silence (will not transmit) at or near the scene.

Members responding shall advise Communications of their arrival two blocks before arriving. The first officer at the scene shall establish a location for the temporary command post, whereby all other personnel responding will assemble for instructions.

Communications will make "in the blind" transmissions, whereby personnel will utilize telephones for direct contact between Communications and the officers.

Members shall monitor their radios, but will not transmit until advised to do so by the on-scene supervisor or Communications

7.4.6 Supervisor's Responsibility

The responsibility for directing the evacuation of any facility or event will rest with the Director of Public Safety or Public Safety supervisor, after consultation with appropriate police personnel, and University administrators. (Deans or facility directors do not have the authority to order an evacuation or prevent an evacuation.)

The on-duty supervisor will be responsible for coordination of the incident. The supervisor shall evaluate the available information and determine if circumstances warrant an immediate evacuation of the location. If in the opinion of the supervisor there is no need for immediate evacuation the following procedure shall be followed:

- A. The supervisor shall determine whether there are enough personnel to adequately secure the exterior of the building. If additional personnel are needed, the supervisor will request additional personnel.
- B. Public Safety officers and police personnel will interview the person receiving the bomb threat and determine the legitimacy of the call.
- C. Depending on the nature of the information obtained, the decision will be made to either conduct a preliminary search of the facility or immediately begin evacuation procedures.

7.4.7 Building Coordinator/Monitor

The supervisor will attempt to notify the building coordinator/monitor of the bomb threat and provide the building monitor with enough information to assist him/her in evaluating the building.

If the building coordinator/monitor is not available and the building is an academic building, the Dean of the college will be notified and informed of the incident.

If the Dean or Associate Dean from the respective college cannot be located, the Senior Vice President for Academic Affairs will be contacted and informed of the incident.

In non-academic buildings, where the building coordinator/monitor is not available, a department head in the building will be notified. The responding officer should not delay evacuating the building while attempting to notify the building coordinator or other building officials. The responding officer should pull the nearest fire alarm to initiate the evacuation of the building.

7.4.8 Officer's Responsibilities

The Public Safety Office will notify the Pocatello Police Department, and the Pocatello Fire Department and request assistance in conducting the investigation since it is a crime under the state criminal code.

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The officer originally assigned the call will be responsible for completion of all necessary paperwork concerning the incident.

Officers, at the direction of the supervisor or in the absence of the supervisor, will conduct a search or direct assigned Facility Services employees in coordinating a search of the "public areas" defined as hallways, public restrooms, open classrooms, and stairwells for any unusual or foreign object(s) that could contain an explosive device.

The public area search shall be conducted under the direction of the police department.

7.4.9 Residence Halls

Any bomb threat received for a residence hall shall immediately result in the Director of Residence Life, or one of the Associate/Assistant Directors as well as the Hall Director being informed. Communications is responsible for this notification.

If information is received that there is an actual device, or time does not permit notification, the building will be evacuated.

7.4.10 Perimeter Security

Department personnel at the scene of a bomb threat shall set up a building perimeter security to prevent access into the building. The on-scene supervisor is responsible for coordination of assignments and relaying those assignments to Communications. The scene supervisor will utilize the building coordinator/monitor to secure and search the building.

7.4.11 Location of Suspected Device

If an actual or suspected explosive device is located, the building shall be immediately evacuated either by activation of the fire alarm or verbally. All evacuation routes shall be diverted away from the actual or suspected device.

Communications shall immediately be notified that a suspected device has been located and request notification of the Pocatello Police Department.

No Department employee shall touch or move a suspected explosive device, unless under direct supervision of a bomb disposal expert.

7.4.12 Bomb Disposal Units

The police/fire department will direct all activities as the on-scene Commander.

7.4.13 Arrival of the Bomb Disposal Unit

Upon arrival of the bomb disposal unit, the on-scene supervisor shall brief the bomb technicians on all available information at the moment. **The bomb disposal unit shall be responsible for the scene until they relinquish control.**

7.4.14 Notification of Departmental Personnel

The Public Information Officer shall be notified of all bomb threats.

If a suspected device is located, the Director, Captain, and respective operational Lieutenant shall be immediately notified.

7.4.15 Post Explosion Procedure

In the event of an actual explosion, the fire department as well as all available officers and student officers shall be immediately dispatched to the scene.

The on-duty supervisor shall assume crime scene command and make the necessary assignments to insure public safety and crime scene security until the local police and fire departments arrive.

7.4.16 Post Explosion Notification

The Director and Captain shall immediately be notified.

University Technical Safety and necessary physical resource employees shall be contacted to respond along with other University departments and representatives as deemed appropriate by the incident commander.

7.4.17 Command Post

A command post will be placed into operation at any explosion scene.

7.4.18 Crime Scene Responsibility

The fire and police department shall be responsible for the fire and explosion scene.

ISU Public Safety shall work in conjunction with the police and fire department arson investigators and other law enforcement agencies investigating the explosion.

7.4.19 Building Searches

If time permits, a preliminary search of the facility will be conducted before any evacuation is conducted.

Preliminary searches will be performed by police and/or Public Safety personnel, with the assistance of appropriate maintenance, custodial, and/or personnel familiar with the area or facility.

Preliminary searches are to be conducted without undue disturbance of normal routines or activities for that area. No attempt will be made to alert the public of the problem until circumstances dictate otherwise.

Areas within the facility normally occupied by academic facility or departmental staff personnel will be searched by those same personnel. Items which appear to be out of place or otherwise suspicious will be reported to the search supervisor. Those items should only be handled by authorized personnel.

Public access areas will be searched by appropriate personnel.

Occupied classrooms will normally not be searched until the class is completed or at an appropriate break. The instructor will assist the search team in recognizing items that are out of place or suspicious.

In the event that suspicious items are located anywhere in the facility, evacuation procedures will be implemented.

7.4.20 Evacuation

The responsibility for directing the evacuation of any facility or event will rest with the Director of Public Safety or Public Safety supervisor, after consultation with appropriate police personnel, and University administrators. (Deans or facility directors do not have the authority to order an evacuation or prevent an evacuation.)

If a building is to be evacuated, and time permits, officers shall methodically, with the assistance of the building monitor, ask personnel to leave the building.

If time does not permit a floor by floor evacuation, or due to the size of the building, it is impractical to personally evacuate the building, the building shall be evacuated by use of the fire alarm system or by use of a public address system.

7.4.21 Evacuation of Buildings

A. Appropriate fire and medical personnel will be called to the area by the Public Safety officer.

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- B. Evacuation of a facility will normally be performed in the following sequence unless circumstances dictate otherwise.
 - 1. Ground floor
 - 2. Basement
 - 3. Subsequent floors 3, 4, 5 etc., until all are evacuated.
- C. At the time of evacuation, unless circumstances dictate otherwise, academic classes will be directed to the prearranged alternate class room.
- D. All other personnel will be directed to safe locations away from the facility.
- E. University personnel will not be authorized to leave the University or their duties unless authorized by the President of the University or his designee.
- F. All persons will remain clear of the facility until it is designated as safe for re-entry by the Director of Public Safety or his designee.

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Idaho State University
Department of Public Safety

OPERATION PROCEDURE MANUAL

TITLE: GENERAL ORDERS Fire/Intrusion Alarms	CHAPTER: I SECTION: 7.5
APPROVAL:	REVISION NO.: 13
REVIEW DATE: October 11, 2012	ISSUE DATE: 06/96

Fire/Intrusion Alarms

Fire scenes require the coordination of multiple agencies and departments. This policy will establish procedures to be followed in the response to fire/intrusion calls.

7.5.1 Fire Alarms - Communications Responsibility

Following is the protocol for responding to fire alarms from various buildings around the ISU Pocatello campus to ISU Public Safety.

The first set of call lists is for alarms coded as fire (Codes 01-32) at Pocatello locations.

1. **Pocatello Fire Department (911) must always be called first! Always call them first (even if it is a false or accidental alarm).** Ask them for permission to use Ops Channel 1 and if permission is given ask them to please inform PFD that our officers will be on Ops Channel 1.

While making notification to PFD, if possible, radio dispatch the on duty officer and bring up cameras, where available, to look for signs of fire or smoke. Advise the on-duty officer to switch to Ops 1 channel for radio communication with PFD and any other first response entities.

2. Steve Chatterton (always call!)
3. All other calls dependent on situation (fire, false alarm, etc.) to be determined by Steve.

If you are informed of the cause of the fire alarm after the initial fire department notification, call the PFD back to inform them of any additional information. **If the fire alarm is false or accidental notify PFD. NEVER TELL THEM TO DISREGARD! It will be up to them whether they respond or not.** If City Dispatch asks if you want a truck to respond, tell them it's up to the fire department whether they will respond or not.

When you receive a telephone call regarding a fire:

1. Ask if the reporting party can smell smoke or see a fire.
2. Ask if the reporting party knows what caused the fire alarm to go off.
3. Ask the reporting party if anyone has called the fire department.
4. Ask the reporting party if they can stay on the line while you call the fire department. Then follow the procedures noted in Section I or IB, whichever applies to the situation.

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Fire Alarm from the Aircraft Maintenance Hangar (Bldg. 74) at Pocatello Airport

1. **Pocatello Fire Department (911) must always be called first! Always call them first (even if it is a false or accidental alarm).**
2. Steve Chatterton (Always Call).
3. After hours & on weekends, notify one of the following Aircraft Maintenance Program Personnel:
Frank Prickett 233-6675 or 240-0039 (Responder)
Gary Shipley 232-9117 (Responder)

For those alarms connected to the Phoenix Alarm Management System, Phoenix will bring up a screen for all alarms and have all alarm procedures listed, with all contact information. Make sure you use Log Comments for all actions taken on all alarms.

A Fire Alarm Log Sheet will be completed by Dispatch and turned into Carol for all fire alarms.

Fire Supervisory Alarms (Turner Hall ONLY) - Fire Supervisory Alarms at Turner are due to a smoke detector going off in one of the dorm rooms which could indicate a fire.. When this type of alarm is received:

1. Dispatch will send an officer to the panel and bring up any cameras in the area to look for signs of fire or smoke.
2. Notify Steve immediately during the incident.
3. The officer will check the panel to determine which room the alarm came from. If the alarm has already restored, the officer can look in the history to find location of the smoke detector.
4. The officer will proceed to the room where the smoke detector has gone off to determine the cause of the alarm.
5. If it is an incident where Pocatello Fire Department should respond, the officer will request dispatch to have them respond.

The second set of call lists is for alarms coded as system or equipment **Trouble Alarms** (i.e. Trouble Alarms or Supervisory Alarms, or codes 91, 92, 93, 96, 97, 98 & 99).

An LI and maintenance request will be completed by Dispatch for all trouble alarms. A Trouble Alarm Log Sheet will be completed by Dispatch and turned into Carol for all trouble alarms.

1. If work is being done on alarm system advise PFD that maintenance will be working on the alarm and that we will contact them once the alarm has been repaired.
2. **DURING NORMAL BUSINESS HOURS:** Contact Maintenance. If no maintenance personnel can respond and the trouble alarm does not reset/restore (this includes Fail Test/Abnormal Check-in Alarms) or alarms and resets/restores repeatedly, dispatch the on-duty officer to check the panel. If the trouble alarm resets/restores after 5-10 minutes, Dispatch will notify the on-duty officer, but no officer response will be necessary. Dispatch will complete an LI and maintenance request.

If it has been determined that a power surge/power interruption has caused multiple trouble alarms, and no maintenance personnel can respond, the officer on duty will be made aware of

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the situation and may respond to the trouble alarms if the officer deems it necessary, but will not be required to respond to all of the trouble alarms. Dispatch will complete an LI and a maintenance request to have the panels checked to ensure there was no damage to the panels.

3. **AFTER HOURS:** If the trouble alarm resets/restores after 5-10 minutes, Dispatch will notify the on-duty officer, but no officer response will be necessary. Dispatch will complete an LI and a maintenance request.

A trouble alarm that does not reset/restore (this includes Fail Test/Abnormal Check-in Alarms) or alarms and resets/restores repeatedly will require the on-duty officer to respond to try and reset/silence the alarm. If the alarm cannot be silenced/reset/restored, contact Steve for further instructions (PAGE HIM IF YOU CAN'T REACH HIM BY PHONE!). Dispatch will complete an LI and a maintenance request.

If it has been determined that a power surge/power interruption has caused multiple trouble alarms, the officer on duty will be made aware of the situation and may respond to the trouble alarms if the officer deems it necessary, but will not be required to respond to all of the trouble alarms. Dispatch will complete an LI and a maintenance request to have the panels checked to ensure there was no damage to the panels.

4. **If an alarm panel will be down for more than 4 hours or several days/months due to maintenance, construction, panel damage, etc., Dispatch will notify the Public Safety Director, PFD, all officers & all other dispatchers, and re-notify them when the problem has been resolved and the system is back on-line/restored.**

Trouble Alarms at Aircraft Maintenance Hanger (Bldg. 74), Airport

1. Contact one of the following Aircraft Maintenance Program Personnel:
During Normal Business Hours 232-8485
Frank Prickett (after hours/weekends) 233-6675 or 240-0039
Gary Shipley(after hours/weekends) 232-9117
2. **After hours and on weekends**, if one of the above Program Personnel can silence or reset/restore the trouble alarm or it appears normal, Dispatch will make the on-duty officer aware of the trouble alarm and will complete an LI and a maintenance request to have the alarm checked the next working day.
3. If the alarm cannot be silenced/reset/restored, contact Steve for further instructions (PAGE HIM IF YOU CAN'T REACH HIM BY PHONE!). Dispatch will complete an LI and a maintenance request to have the alarm checked the next working day.
4. **If an alarm panel will be down for more than 4 hours or several days/months due to maintenance, construction etc., Dispatch will notify the Public Safety Director, PFD, all officers & all other dispatchers, and re-notify them when the problem has been resolved and the system is back on-line/restored.**

Fire Alarm Instructions For all ISU Buildings in Idaho Falls - See red Fire Alarm Book at Dispatch Center.

7.5.2 Fire Alarms - Officer's Responsibility

If smoke and/or flames are reported or if it is unknown whether there is a fire, the on-duty officer will respond "Code 3," lights and sirens. If there are no signs of fire, the on-duty officer will not respond code (See Chapter III, Section 3.1.4 Response to Crimes in Progress and Chapter V, Section 1.1.15 Priority One Calls).

The first officer at the scene shall assess the situation and provide Communications and PFD with updated information. We Will Never Tell Them to Disregard, even if it has been determined to be a false/accidental alarm. It will be up to the Fire Department whether they will respond or not.

This information will include:

- A. Type of fire.
- B. Size.
- C. Any immediate hazards such as hazardous material placards, downed wires, flooding etc.
- D. Injuries.
- E. Direction of additional personnel to the scene.

The Public Safety officer will then:

- 1. Coordinate crowd control by use of crime scene flagging and other personnel until the local police arrive.
- 2. Assist in the evacuation of people from the building, or nearby buildings, or surrounding areas as necessary.
- 3. Render aid to the injured and request paramedics to respond.
- 4. Direct traffic away from the fire.

Officers should not enter buildings where open flames are seen, or where known hazardous materials are involved.

Only properly trained and equipped personnel shall attempt to enter an area where hazardous material may be contained.

Officers are responsible for providing PFD with keys to the building and to serve as a resource for the fire department.

Officers will be responsible for point control to permit firefighters and emergency personnel immediate access.

During the fire-ground operation, Public Safety personnel shall obey the lawful command of the on-scene fire department commander or his authorized representative.

The Public Safety officer receiving the call will see that a report of the fire is completed showing point of origin, cause, if known, extent of damage, and dollar loss prior to ending the watch or tour of duty the fire occurred on.

If a Fire alarm is generated by fire alarm system faults(i.e., Trouble or Supervisory Alarm), the fire department must be notified. Dispatch will be responsible for contacting maintenance or completing an LI and a maintenance request to have the alarm checked.

7.5.3 Fire Alarms - Command Post

A command post will be established by the first officer at the scene. Upon arrival of the on-duty supervisor or higher authority, the command post will become their responsibility.

7.5.4 Fire Alarms - Supervisor's Responsibility

The supervisor at the scene shall be responsible for:

- A. Direction and control of Department personnel.
- B. Coordination with PFD and other departments.
- C. Insuring prompt notification of the Public Information Officer, the Director and Technical Safety.
- D. Documentation of the incident.

7.5.5 Fire Alarms - Fire Department

Once PFD has arrived at the scene, the control of the fire scene will be assumed by the fire department. Police officers will be responsible for enforcement of state laws and crowd control. Public Safety will provide assistance and coordinate activities between the local authorities and the University.

7.5.6 Fire Alarms - Risk Management

University Facility Services officials will work in unison with PFD and ISU Public Safety to decide when a building may be re-occupied or an area is safe to enter. No employee will enter an area deemed unsafe by Facility Services safety officials.

No Department employee will unnecessarily endanger him/herself with the evacuation of personnel from a fire or disaster scene.

7.5.7 Fire Alarms - Residence Halls

The response to fire alarms, especially in the residence halls requires the coordinated assistance of several groups. This policy will delineate the duties and responsibilities of individuals at residence hall fire alarms.

Resident Assistants

Resident Assistants are responsible for the following:

- A. Report to the front desk and receive assignments to exterior crowd control of residents.
- B. If applicable, the assignment of an RA to check on the designated disabled rooms and areas.
- C. Resident Assistants will not clear their floors prior to reporting to any prearranged area.
- D. Provide assistance and information to police, fire and Public Safety officials.
- E. Once approval for re-entry is given, coordinate re-entry into the building.

Department Responsibilities

Once a fire alarm in a residence hall is received the following procedure shall be followed:

- A. Dispatchers - All instructions in Section 7.5.1 of this chapter will be followed.
- B. The primary officer will be responsible for investigation at the scene and follow-up documentation.
- C. The first officer at the scene will meet with Residence Hall staff to determine if there is smoke or fire or will proceed to the alarm area for further investigation.
- D. If the officer is told or discovers that there is an actual fire, the officer shall immediately inform Communications of the circumstances. The officer shall insure that the fire alarm is activated, clear from the building and establish a command post. **No officer shall remain in a building where it is determined that smoke or fire exists.**
- E. Fire alarms shall remain activated, during actual or suspected fires until ordered silenced by the fire department.
- F. Upon the arrival of the fire department, officers will provide them with access to the building, but will not enter the building unless directed to do so by the fire scene commander. The Department shall also provide continuous access for fire apparatus and keep access areas clear for personnel and equipment.
- G. Officers shall assist with building security, traffic and crowd control.

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- H. If no smoke or fire is detected, or information is received that the fire has been extinguished, officers may proceed to the scene. If the officer encounters heavy smoke, he/she shall not enter the area and will advise Communications of the situation, clear from the location, and await the fire department in a safe location.
- I. If no smoke or fire is reported or detected, the officer will proceed to the alarm location, determine, if possible, the cause for the fire alarm, and have dispatch advise PFD. We will never ask PFD to disregard. It will be up to PFD whether they will respond or not. The responding officer may not reset the alarm unless requested to do so by the fire department.
- J. Dispatch is responsible for completing an LI and a maintenance request to have the alarm or smoke detector checked the next working day, if it is malfunctioning.
- K. An officer will be responsible for notifying residence life personnel of the cause of the alarm and that the building is authorized for reoccupation.
- L. In the event only one officer is assigned or able to respond to an alarm the officer will determine the location of the alarm and investigate as previously outlined. Under this situation the initial contact with residence life personnel may not be possible until a later time.

No employee of this Department shall unnecessarily risk their own personal safety at the scene of fires.

7.5.8 Fire Alarms - ISU Meridian

Fire alarms at ISU Meridian are monitored by ADT. ISU Meridian has requested that ADT call ISU Public Safety for any fire alarm events that occur at that building. Dispatch is to contact the Director and inform him of the situation. Dispatch will also add the alarms to the Fire Alarm/Trouble Alarm Log Sheet.

7.5.9 Intrusion Alarms - President's Residence

The burglar alarm system at the president's house is designed to alert Public Safety if the alarm code is not entered into the alarm control box within 45 seconds after a door or window sensor has been triggered.

If Public Safety does not get a phone call from the president's house within a few seconds of the alarm being triggered, an on-duty Public Safety officer will be dispatched immediately. DISPATCH MUST CALL STEVE ASAP!

The Public Safety officer will respond to the area without emergency lights and position the patrol vehicle in an inconspicuous area away from the house and yard, but where they can view the house and yard. The officer should be alert and take note of any persons or vehicles leaving the area.

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If the President, or the President's spouse, is home, one of them will reset the alarm. The policy is to have them stay in their bedroom until Public Safety arrives to verify that the residence is clear.

If neither the president, nor the president's spouse, is home and the on-duty officer has verified that the residence is clear, the Public Safety Director will be called for directions on how to reset the alarm.

For intrusion alarms received from the President's house, the code to shut off the alarm is in a sealed envelope in the wall safe in the squad room. The security supervisor and management assistant have the combination to the file cabinet. If the alarm code is needed, contact the Director. If the Director is unavailable, contact a supervisor or the management assistant for the combination to the file cabinet. If the alarm code is used, it is to be indicated in the incident report.

President's Housekeeper - Melanie Burge - Cell Phone Number 251-0364.

President's Home Phone Number: 232-0539

7.5.10 Intrusion Alarms - Pocatello

Following is the protocol for responding to intrusion alarms (other than the nuclear facility, see Chapter III Section 2.5, and the President's house, see Chapter I Section 7.5.10) from various buildings around the ISU Pocatello campus to ISU Public Safety.

Communications Responsibilities

1. Dispatch the On-Duty Officer(s) to the area.
2. Bring up cctv cameras, where available.
3. Contact Steve Chatterton and advise him of the situation. Notify key department personnel having authority ONLY if requested do to so by Steve Chatterton.
4. Use the Phoenix Alarm system to process and log the Event. Phoenix contains the signal data (i.e., intrusion vs. fire alarm), instructions/procedures, contacts and an action log to record every action taken as the Event is processed.
5. An Intrusion Alarm Log Sheet will be completed and turned into Carol for all Intrusion Alarms.

Officer Responsibilities

1. The Public Safety officer(s) will respond to the area without emergency lights and position the patrol vehicle in an inconspicuous area, but where they can view the building and/or main entrance to the building.
2. The Officer(s) will make a tactical response to the alarm area to determine the cause, and where necessary will:
 - Detain/identify personnel in the area
 - Contact key department personnel to help identify personnel in the area
 - Contact Pocatello Police Department
 - Assist in securing the area
 - Assist in a building search.

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2. The Public Safety officer will respond even if it is determined to be a false alarm.
3. Arming/Disarming.

Trouble Alarms

An LI and a maintenance request will be completed by Dispatch for all trouble alarms. A Trouble Alarm Log Sheet will be completed by Dispatch and turned into Carol for all trouble alarms.

1. If work is being done on the alarm system dispatch will advise the on-duty officer that maintenance will be working on the alarm.
2. **DURING NORMAL BUSINESS HOURS:** Contact Maintenance. If no maintenance personnel can respond and the trouble alarm does not reset/restore or alarms and resets/restores repeatedly, dispatch the on-duty officer to check the panel. If the trouble alarm resets/restores after 5-10 minutes, Dispatch will notify the officer, but no officer response will be necessary. Dispatch will complete an LI and a maintenance request.

If it has been determined that a power surge/power interruption has caused multiple trouble alarms, and no maintenance personnel can respond, the officer on duty will be made aware of the situation and may respond to the trouble alarms if the officer deems it necessary, but will not be required to respond to all of the trouble alarms. Dispatch will complete an LI and a maintenance request to have the panels checked to ensure there was no damage to the panels.

3. **AFTER HOURS:** If the trouble alarm resets/restores after 5-10 minutes, Dispatch will notify the on-duty officer, but no officer response will be necessary. Dispatch will complete an LI and a maintenance request.

A trouble alarm that does not reset/restore or alarms and resets/restores repeatedly will require the on-duty officer to respond to try and reset/restore/silence the alarm. If the alarm cannot be silenced/reset/restored, contact Steve for further instructions (PAGE HIM IF YOU CAN'T REACH HIM BY PHONE!). Dispatch will complete an LI and a maintenance request.

If it has been determined that a power surge/power interruption has caused multiple trouble alarms, the officer on duty will be made aware of the situation and may respond to the trouble alarms if the officer deems it necessary, but will not be required to respond to all of the trouble alarms. Dispatch will complete an LI and a maintenance request to have the panels checked to ensure there was no damage to the panels.

4. **If an alarm panel will be down for more than 4 hours or several days/months due to maintenance or construction, panel damage, etc., Dispatch will notify the Public Safety Director, PFD, all officers & all other dispatchers, and re-notify them when the problem has been resolved and the system is back on-line/restored.**

Communications Failures

A Network Communications Failure alarm occurs when there is a communications failure between our alarm notification system and the campus network. It normally resets within minutes. Contact Telecom ONLY if it has not cleared within 1 (one) hour (during normal business hours contact Telecom at ext. 4541; after hours call the NOC line at ext. 6621).

Find out what is wrong and how long it will be down. Notify the Director at this time to let him know what is going on.

If the alarm is going to be down for more than 2 (two) hours notify the on-duty officer to do a security check of the area every two hours.

7.5.11 Intrusion Alarms - Idaho Falls

Following is the protocol for responding to intrusion alarms from buildings around the ISU Idaho Falls campus to ISU Public Safety.

Communications Responsibilities

During Business Hours -

1. Dispatch a Public Safety officer (Idaho Falls Officer between 4pm & 10pm during the week) to the area.
2. Bring up cctv cameras, where available.
3. Contact Steve Chatterton and advise him of the situation.
4. All other contacts will be determined by the responding officer and/or Steve Chatterton.
5. Use the Phoenix Alarm system to process and log the Event. Phoenix contains the signal data (i.e., intrusion vs. fire alarm), instructions/procedures, contacts and an action log to record every action taken as the Event is processed.

After 10:00 p.m. and On Weekends:

1. Contact Steve Chatterton and advise him of the situation.
2. Bring up cctv cameras, where available.
3. All other contacts will be determined by Steve Chatterton.
4. Use the Phoenix Alarm system to process and log the Event. Phoenix contains the signal data (i.e., intrusion vs. fire alarm), instructions/procedures, contacts and an action log to record every action taken as the Event is processed.

If a panic alarm that has been set off in the Bennion SUB needs to be reset, the tool for pulling it back out is at the Information Desk.

Officer Responsibilities

1. The Public Safety officer/Idaho Falls officer will respond to the area without emergency lights and position the patrol vehicle in an inconspicuous area, but where they can view the building and/or main entrance to the building.
2. The officer will respond even if it is determined to be a false alarm.
3. If necessary, the officer will:
 - Detain/identify personnel in the area

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- Contact key department personnel to help identify personnel in the area
- Contact Idaho Falls Police Department, where necessary
- Assist in securing the area
- Assist in a building search

Trouble Alarms

1. Dispatch the On-Duty Public Safety Officer during business hours (Idaho Falls Officer between 4pm & 10pm during the week).
 2. Bring up cameras, where available.
 3. Always contact Steve Chatterton.
 4. After 10:00 p.m. and on weekends, all other contacts will be determined by Steve Chatterton.
 5. Contact Idaho Falls Maintenance Personnel ONLY if the on-duty officer or key personnel cannot silence or reset/restore the trouble alarm. If the alarm can be reset/restored or silenced or resets/restores itself, dispatch will be responsible for completing an LI and a maintenance request to have the alarm checked the next working day.
-
1. **If an alarm panel will be down for more than 4 hours or several days/months due to maintenance, construction, panel damage, etc., Dispatch will notify the Public Safety Director, all officers & all other dispatchers, and re-notify them when the problem has been resolved and the system is back on-line/restored.**

7.5.12 Fire Watch Policy

Purpose

This policy outlines the requirements of a fire watch if the fire alarm and/or fire suppression systems in any University building become inoperative.

This policy will apply to any situation in which a fire suppression system (e.g., building sprinkler system) or fire alarm and detector system is disabled (referred to in this policy as a “system interruption”). Such systems may be disabled because of emergencies, such as power outages or broken water lines, or due to vandalism, repeated false alarms, construction projects or system malfunctions.

Reporting Procedures

The following procedures will be followed in the event of a system interruption in any campus building:

1. Facilities Services electricians will notify Public Safety dispatch when a fire alarm and/or sprinkler system is inoperative or impaired due to maintenance, construction or any other reason.
2. Public Safety will notify the following if a fire watch is implemented:
 - a. Facilities Services Director (if not already notified)
 - b. The Public Safety Director
 - b. Housing Director, when in any housing facility
 - c. Pocatello Fire Department

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- d. building occupants (in person and through posting of signage)
 - e. all dispatchers and all officers
3. A fire watch will be established in a building when the fire alarm and/or sprinkler system is shut down more than 4 hours.
 4. The Facilities Services Director, Dean of Students or Housing Director will coordinate with Public Safety to utilize building or other university staff to establish a fire watch.
 5. Facilities Services electricians will notify Public Safety when the system has been restored and Public Safety will notify the Public Safety Director, fire watch personnel, building occupants and the Pocatello Fire Department when the fire watch is ended.

Fire Watch Procedures

A fire watch will be established in a building when the fire alarm and/or sprinkler system is shut down or inoperative more than 4 hours.

The decision to implement a fire watch will be determined jointly by Facilities Services, Public Safety and the Pocatello Fire Department.

In housing units a fire watch is required at all times when the units are occupied. Public Safety will notify Housing and the Dean of Students when a fire watch needs to be implemented.

In buildings other than housing units, a fire watch will be required during normal business hours. Outside normal business hours, the need for a fire watch will be determined jointly by Facilities Services, Public Safety and the Pocatello Fire Department.

Anyone working on a fire suppression system must give Facilities Services sufficient time to establish a fire watch and notify Public Safety.

Facilities Services and Public Safety will ensure that there are personnel to perform fire watches in all buildings. In housing units that are occupied, Housing staff may be used to perform the fire watch.

Contractors will be responsible for implementing a fire watch for impairments caused by construction work.

Fire watch personnel are to be familiar with the building, evacuation procedures for the building, and procedures for sounding an alarm in the event of a fire.

Fire watch personnel will remain vigilant at all times and are not permitted to perform any other duties during the fire watch.

The number of personnel involved in the fire watch should be adequate enough to watch for fires in all occupied areas of the building.

Fire watch personnel are to remain in the building whenever it is occupied.

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Fire watch personnel will conduct an hourly check of each floor in order to detect any signs of smoke, fire or any other life safety hazard that might exist.

In a building where the alarm system is not functioning, fire watch personnel will be provided with a bull horn or other loud device with which to notify the building occupants in the event of a fire or other emergency. They will also carry a Public Safety radio or cell phone with which they can contact emergency personnel, if necessary.

In the event of an emergency, fire watch personnel will contact Public Safety immediately and direct occupants to the nearest safe exit.

Fire watch personnel are not required to fight fires and may only use a fire extinguisher if trained to do so and if the fire is the size of a small wastebasket or smaller.

Fire watch personnel will be provided with instructions and the necessary equipment or materials to perform their duties.

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Fire Watch Personnel Checklist

<input type="checkbox"/>	Copy of Evacuation Procedures and Floor Plan for Building.
<input type="checkbox"/>	Radio and/or cell phone to make emergency contacts.
<input type="checkbox"/>	Bull horn, whistle or other loud device to notify occupants in building of a fire or other emergency, if necessary.
<input type="checkbox"/>	ID to identify you as Fire Watch Patrol.
<input type="checkbox"/>	Received instructions on use of fire extinguisher, if necessary to use.
<input type="checkbox"/>	Received instructions on use of pull stations (if operable).
<input type="checkbox"/>	Fire Watch Log (To be turned into Facilities Services at end of fire watch.
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

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Fire Watch Duties

Personnel serving as a fire watch will perform the following duties:

1. Conduct patrols of the interior of the entire facility as specified on an hourly basis.
2. Identify any fire, life or property hazards.
3. Determine at least one means of direct communication with Pocatello Fire Department and Public Safety. A telephone is preferable.
4. Maintain a log of fire watch activities (log sheet is attached).
5. Have knowledge of the location and use of the fire extinguishers.

Actions in case of fire or odor of smoke:

1. Notify the Pocatello Police Department if a fire is discovered by calling 911, then Public Safety at 282-2515 and give the exact address and type of emergency.
2. Notify the occupants of the facility of the need to evacuate. If the sirens or public address function of the alarm system are still functional, use them to assist with the evacuation of the building.
3. Fire watch personnel cannot have other duties beside their assigned fire watch. NOTE: Fire watch personnel will not perform fire-fighting duties beyond the scope of the ordinary citizen.

Fire Watch personnel will patrol the entire facility every 15 minutes in the following situations:

1. The facility has occupants sleeping.
2. The facility is an institutional occupancy.
3. The facility is an occupied assembly place (i.e., events at PAC, Holt, Frazier, etc.)

Fire watch personnel shall maintain a fire watch log (see attached) that will be turned into Facilities Services at the end of the fire watch.

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FIRE WATCH LOG

BUILDING NAME AND #

DATE STARTED: _____ **DATE ENDED:**

REASON FOR FIRE WATCH:

DATE/TIME	PERSON CONDUCTING WATCH	INITIALS	NOTES

7.5.13 Fire Drill Procedures for Officers and Dispatchers

During the Drill

<input type="checkbox"/>	Notify dispatch of the fire drill. Ask dispatch to notify PPD dispatch so they know we are conducting a fire drill.
<input type="checkbox"/>	Check for building's evacuation route maps. The maps should be in public access areas. Note where they are on the Exercise/Evacuation Report form. If there is no map or you could not locate a map, please note that on the Exercise/Evacuation Report Form.
<input type="checkbox"/>	If there is an Indoor Emergency Notification System (ENS) in the building contact Rod to ensure that it is used as part of the evacuation notification process. Note on the Exercise/Evacuation Report Form whether the Indoor ENS was set off or not, and if not why not. Note whether it was working properly. If it was not working properly, note what the issue was and make sure Rod is informed of the problem after the drill.
<input type="checkbox"/>	Initiate fire drill by providing a scenario if necessary, otherwise just have ISU Maintenance set off the alarm, if the building has one. Use of megaphones is required where there are no
<input type="checkbox"/>	Do a sweep of the building, knocking on doors and informing everyone it is a fire drill and they need to evacuate. For Housing Fire Drills RA's or Housing Officials may assist Public Safety Officers in sweeping the building(s).
<input type="checkbox"/>	Note: Idaho Fire Code requires everyone to evacuate to their area of assembly during a fire drill. If there are individuals who refuse to evacuate, please note their names and Bengal Card ID numbers on the Exercise/Evacuation Report Form and inform them they could be referred to the Dean of Students or HR for refusal to evacuate.
<input type="checkbox"/>	As you go through the building, in coordination with ISU Maintenance, check proper operation of alarm system, exit and emergency lights, fire doors, fire extinguishers are present, etc. Note this information on the Exercise/Evacuation Report Form.
<input type="checkbox"/>	Meet with Building Coordinators and Floor Monitors to make sure everyone is evacuating, that they are evacuating to the building's designated assembly area(s), and ask them to do an estimated head count, if possible. (This will help you learn who these people for when a real emergency happens).
<input type="checkbox"/>	Make sure no one re-enters the building until it is determined the drill is complete and everyone has evacuated the building. Again, note any individuals who don't/won't evacuate on the Exercise/Evacuation Report Form.

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After the Drill

<input type="checkbox"/>	Have ISU Maintenance reset the alarm.
<input type="checkbox"/>	Give all clear to Building Coordinators and have them let the occupants know they may return to the building.
<input type="checkbox"/>	Notify dispatch that the drill has been completed and ask them to inform PPD dispatch.
<input type="checkbox"/>	Check with ISU Dispatch to see if the alarms reported in properly, and if not, why not. Note this information on the Exercise/Evacuation Report Form
<input type="checkbox"/>	Complete the Exercise Evacuation Report Form. Note any issues with the above. Officers can cut and paste their LI narrative into the “brief description area at the bottom of the Exercise/Evacuation Report Form, as long as they note any difficulties, problems, weather related issues, problems with people evacuating, any information obtained from above responsibilities, etc.

Building Coordinators, Floor Monitors, faculty, staff and students do not have the authority to cancel a fire drill. Please consult with Steve Chatterton or Carol Prescott before cancelling any fire drill. They will make the final determination as to whether it should be cancelled or not.

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TITLE: GENERAL ORDER Anthrax Reports	CHAPTER: I SECTION: 7.6
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Anthrax Reports

Due to recent incidents within the United States, involving actual or suspected Anthrax, we are adopting the following protocol from the University of Montana-Missoula.

7.6.1 Suspicious Mail Characteristics

To determine if a package seems suspicious, read the following guidelines:

- A. Does it have a threatening message printed on it?
- B. Is there powder or another substance leaking from the package?
- C. Is there excessive postage?
- D. Are there any oily stains visible on the package?
- E. Is there an odor or discoloration to the package?
- F. Are there any signs of potential contamination or tampering?

If any of these guidelines lead to belief that the package may be suspicious or hazardous, follow the safety procedures listed in subsequent sections of this chapter.

7.6.2 Response to Suspicious Packages /Anthrax Calls

The on-duty Dispatcher will:

- Obtain information about the location and status of the suspect item.
- Determine if the letter of package has been opened.
- Advise caller to refrain from opening or further touching the letter or package.
- Instruct the caller to secure the room and standby to provide information to the responding officer.
- Dispatch the Public Safety Officer to investigate. (Be sure to inform the officer that the letter or package has been opened or not).
- Standby for additional instructions from the Public Safety Officer.

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- Contact local emergency service units or the Hazmat Emergency Response Team if requested by the Public Safety Officer.

The responding Public Safety Officer will:

- A. Respond to all suspicious mail, Anthrax or bio-terrorist calls as if they were real.
- B. Request assistance as needed (i.e., police, fire, other).
- C. Secure the area and interview witnesses and/or suspects. The possibility exists that all personnel in or near the area will need to go through decontamination. This is a second reason for making sure that no one attempts to flee the scene.
- D. If ventilation systems are operating, shut them off or request assistance from Maintenance and Operations to accomplish the same.
- E. Stand by to assist Hazmat Emergency Response Team. The Hazmat Team will assume control of the scene and determine if testing will be required of any suspect material.
- F. Ensure that dispatch follows the call out/emergency calls for administration notifications.
- G. Advise dispatch when the all clear order has been issued.

7.6.3 Anthrax-Responding to Suspicious Mail

ANTHRAX

Responding to the receipt of envelopes or packages suspected to contain Anthrax

Adopted from the State of Idaho Department of Administration

The purpose of these guidelines is to recommend procedures for handling such incidents at home or at the workplace. Decisions about the need for decontamination and initiation of antibiotics should be made by health officials responsible for the jurisdiction in which the incident occurs. In most circumstances, the decision of whether to initiate antibiotics can be delayed until the presence or absence of anthrax bacteria or spores is determined by the State Public Health Laboratory. State and local health department officials should be involved in the decision-making process when a potential exposure has occurred. A risk assessment for those persons involved in the incident should also be coordinated by law enforcement personnel.

What You Should Know About Anthrax

- 1 Anthrax organisms can cause skin infection, gastrointestinal infection or pulmonary infection. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. All forms of this disease are generally treatable with antibiotics, if detected in a timely manner. If the exposure was real, symptoms would usually develop within two to six days.
- 2 For anthrax to be effective as a biological agent it must be aerosolized into tiny particles smaller than a red blood cell. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

What to Do If You Encounter A Suspicious Letter Or Package - DO NOT PANIC

<p>General Precautions for those who handle large volumes of mail:</p> <ol style="list-style-type: none"> 1 Wash your hands with warm soap and water before and after handling the mail. 2 Do not eat, drink or smoke around mail. 3 If you have open cuts or skin lesions on your hands, disposable latex gloves may be appropriate. 4 Surgical masks, eye protection or gowns are NOT necessary or recommended <p>Suspicious Unopened Letter</p> <ol style="list-style-type: none"> 1 Place envelope in a plastic bag. 2 WASH hands with soap and water. 3 NOTIFY your supervisor, who will contact Public Safety who may then notify the Police and the FBI. 4 If at home, call the Police regarding the letter <p>Powder Spills Out Of An Envelope</p> <ol style="list-style-type: none"> 1 DO NOT clean powder up. Keep others away (including pets, if at home). 2 GENTLY invert a container, such as an empty trash can, OVER the envelope and powder to avoid dispersal. The district health department and/or law enforcement officials may encourage sample testing to determine the contents of the powder. 3 NOTIFY your supervisor who will contact Public Safety who may contact the District Health Department epidemiologist, the Police and the FBI. If you are at home call the police. 4 Avoid the area containing the envelope but REMAIN on premises and wait for further instructions from your supervisor or emergency responders. 5 Anyone who contacted the powder should WASH their hands with soap and water immediately. 6 DO NOT brush your clothes off. 7 SHUT OFF direct air sources or notify someone who can, to avoid unnecessary dispersal (air con, central air, fans, etc....) 	<ol style="list-style-type: none"> 8 MAKE a list of all people who had contact with the powder and a list of your movements after handling the suspicious letter (ex: office cubicle, rest room, elevator, etc...) and give both lists to the emergency responders. Further medical follow-up for yourself and exposed associates and surface decontamination may be required. <p>Packages Marked With threatening Message Such As "Anthrax"</p> <ol style="list-style-type: none"> 1 DO NOT OPEN 2 DO NOT SHAKE or empty the envelope. 3 LEAVE it and EVACUATE the room. 4 NOTIFY your supervisor who will contact Public Safety who may contact the Police and the FBI. If at home contact the police. 5 Avoid the area containing the package but remain on premises and wait for further instructions from your supervisor or emergency responders. 6 WASH HANDS <p>Aerosolization, Small Explosion, Or Letter Stating Anthrax In Ventilation System</p> <ol style="list-style-type: none"> 1 LEAVE room immediately and secure entry. 2 NOTIFY your supervisor, who will contact Public Safety, who may contact the Police or the FBI. 3 SHUT down air handling system or contact someone that can. 4 REMAIN on premises until responders arrive to make sure that all potentially exposed persons are accounted for. 5 MAKE a list of all people who were in your work area at the time of the threat and give the list to the emergency responders. Further medical follow-up may be required for yourself and exposed associates. <p>Suspicious Mail</p> <p>It's unexpected or from someone you don't know, it's addressed to someone no longer at your address, it's handwritten or has no return address, excessive postage, misspelled words, protruding wires, strange odor, oily stains, discoloration on wrapper, lopsided or lumpy, marked with restrictive endorsements (i.e. "CONFIDENTIAL" or "PERSONAL" excessive tape or string.</p>
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FOR ALL SUSPICIOUS UNLABELED MAIL NOTIFY ISU PUBLIC SAFETY @ 282-2515. DO NOT OPEN!

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TITLE: GENERAL ORDER Elevator Evacuations	CHAPTER: I SECTION: 7.7
APPROVAL:	REVISION NO.: 01
REVIEW DATE: October 22, 2001	ISSUE DATE: 10/02

Elevator Evacuations

In the event of an elevator emergency including an elevator malfunction resulting in the entrapment of passengers in an elevator car, or any other elevator malfunction inhibiting the normal operation of passengers safely exiting an elevator car, an elevator rescue attempt will be performed. Any rescue attempt should be performed under the supervision of an elevator manufacture representative, or the campus elevator mechanic. However, in many elevator emergencies, time is of the essence and the response time of the elevator manufacture representative or campus elevator mechanic may be impractical. Therefore, a rescue attempt may be made by department personnel that have been trained and are qualified in emergency elevator evacuations. Department personnel will only attempt an elevator rescue if the rescue can be done in a safe manner that does not jeopardize their own safety, or the safety of the passengers in the elevator car. If department personnel determine that a rescue attempt may jeopardize their safety, or the safety of the passengers in the elevator car, a rescue attempt will not be made by department personnel. The elevator rescue would then be performed by an elevator manufacture representative, the campus elevator mechanic, or the local fire department. The rescue attempt will only be performed by individuals who have been qualified and trained in emergency elevator evacuations.

7.7.1 Training

All training that is conducted in emergency elevator evacuations will be performed by trained personnel in emergency elevator evacuations. It is preferred that training be conducted in the presence of the elevator manufacture representative, or the campus elevator mechanic.

All Public Safety officers will receive elevator evacuation training as part of the field training program. Each officer is then required to have annual training on elevator evacuations procedures.

7.7.2 Equipment

- A. Interlock Release Key
- B. Small stool or step ladder
- C. Flashlight

7.7.3 Response to Elevator Entrapment Calls

The on-duty Dispatcher will:

- Obtain information about the location and status of the stuck elevator.
- Determine if any of the passengers in the elevator car are ill or injured.
- Obtain how many passengers are in the car.
- Attempt to calm the passengers and advise them that help is on the way.
- Dispatch a Public Safety officer to the stuck elevator and relay all obtained information to the Public Safety Officer.
- Stand by for further instructions from the Public Safety Officer.
- Notify the elevator mechanic or the elevator manufacture service representative if requested to do so.

The responding Public Safety Officer will:

- Disconnect the power to the stuck elevator by the main line disconnect switch for the stuck elevator.
- Establish communication with the passenger in the elevator car and reassure them of their safety.
- Advise the passengers that an elevator rescue attempt is underway.
- Advise the passengers to cycle the emergency stop control in the elevator from stop position to the on position.
- Advise the passenger to press against the elevator doors in the direction that they close.
- Cycle power on to the stuck elevator from the main line disconnect switch.
- Instruct passengers to select the closest floor with the elevator control panel.
- Assist the passengers off the elevator car.

Contact the campus elevator mechanic to determine if elevator is to be taken out of service.

If the elevator car fails to move the nearest floor in normal operating mode, an elevator rescue attempt shall be made.

7.7.4 Elevator Rescue Procedure

Due to the many different types and brands of elevators in service on campus, procedures for each particular elevator cannot be discussed in this directive. However, the general operation of most elevators are very similar and have the same operating functions, therefore, an evacuation procedure will be discussed that pertains to most elevators on campus. The responding officer needs to be aware that some elevators do have different operating functions and that accommodations to different elevators need to be made on some elevator rescue attempts.

Prior to any elevator evacuation being conducted the officer will assess the situation and determine if they can safely conduct an elevator rescue without jeopardizing their safety or the safety of the passengers in the elevator car. The officer will exercise extreme caution when conducting an elevator rescue to prevent falls, trips, and other injuries.

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Once the officer has determined that an elevator rescue can be safely conducted, the officer will not attempt a rescue attempt until the main line disconnect switch for the elevator is moved to the off position. When the main power to the elevator has been disconnected, the officer will then determine the location of the stuck elevator car. This can be done by opening the elevator hoist way doors on the bottom floor with the interlock release key and visually observing the location of the elevator car. The officer will use caution when opening the hoist way doors to prevent falling in the elevator shaft.

Communication shall be established with the passengers of the elevator car. The passengers shall be reassured of their safety and that a rescue attempt is under way. The passengers shall be instructed to move the emergency stop control in the elevator to the stop position. The officer will then open the hoist way doors with the interlock release key. If the hoist way doors fail to open, the officer will seek instructions from the campus elevator mechanic or elevator manufacture. Once the hoist way doors are open, the hoist way doors will be blocked open prior to opening the elevator car door. If the elevator car is within 18 inches of the landing, the elevator car doors will open with the hoist way doors. Once the elevator car doors have been opened, an officer will enter the elevator car and ensure that the emergency stop control in the elevator is in the stop position. The officer in the elevator car will stand by with the passengers and provide assistance while a second officer is on the landing and is assisting passengers out of the elevator car. The officers will bring attention to the passengers in the elevator car that a step exists from the elevator car's position to the landing, and that the step is a trip hazard.

If the elevator car is over 18 inches but within three feet of a landing, the elevator car doors must be opened manually. This can be done by locating the retractors on the door and pulling back on the cam. Once the elevator car doors have been opened, a small step ladder or stool will be inserted into the elevator car through the elevator car door opening. An officer will then proceed into the elevator car and ensure the emergency stop control in the elevator is in the stop position. The officer in the elevator car will provide assistance to the passengers by helping them proceed out of the elevator car, while a second officer is on the landing assisting passengers exit the elevator car and onto the landing. The officers will bring attention to the passengers in the elevator car that a step exists from the elevator car's position to the landing, and that the step is a trip hazard.

If the elevator car is over three feet from the landing, an elevator rescue attempt will not be conducted by Public Safety Personnel. Public Safety Personnel will not enter the elevator shaft and attempt to remove passengers from the elevator car emergency hatch. Public Safety will contact the campus elevator mechanic, or the elevator manufacture representative and obtain an estimated time for their arrival. If time does not allow for the arrival of the campus elevator mechanic, or the elevator manufacture representative, or an emergency exists in the elevator car, the local fire department will be contacted to conduct the elevator rescue attempt.

Once all passengers have been removed from the elevator car, the hoist way doors will be closed. All elevator doors will be barricaded or marked off and the elevator will remain out of service until the campus elevator mechanic determines that the elevator can be placed back into service. Officers will not restore power to the elevator unless instructed by the campus elevator mechanic. The campus elevator mechanic will be informed of all switches shut off, all elevator doors that were entered, and all procedures that were used for the elevator rescue.

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TITLE: GENERAL ORDERS Hazardous Materials Response	CHAPTER: I SECTION: 7.8
APPROVAL:	REVISION NO.: NEW
REVIEW DATE: December 1, 2006	ISSUE DATE: 11/2006

Hazardous Materials Response

The following protocols will be used when responding to a hazardous materials call.

7.8.1 Hazardous Materials

Officers or employees viewing or notified of hazardous materials will immediately notify Communications of the condition.

Officers will respond and identify the problem, and immediately request the response of the Pocatello Fire Department and ISU Technical Safety for incidents on campus. Communications will be responsible for such notification.

The on-duty supervisor will be immediately notified by Communications and will assume control and establish a command post. Efforts will be taken to identify the hazardous materials. However, no employee will intentionally or unnecessarily endanger themselves in identifying suspected hazardous materials.

Additional personnel will be dispatched to coordinate emergency efforts, as needed.

If there are gases involved and escaping, wind direction will be determined and, if necessary, efforts will be made to begin evacuation procedures (refer to the Emergency Response Plan for evacuation procedures). All such commands will come from the command post.

Traffic, both pedestrian and vehicle, will be diverted away from the scene to permit emergency response and clean up.

7.8.2 Hazardous Materials - Accident Scene

Hazardous materials accident scenes are very dangerous. When investigating a hazardous materials accident, officers must exercise extreme caution. When hazardous materials are suspected the officer will:

- Request immediate assistance from the local fire department and ISU Technical Safety.
- Gather information as to the materials involved (see DOT Hazardous Materials Guide Book) from an upwind observation point, determine placard number if applicable, and give the climate data to dispatcher (temperature, wind direction, wind speed).

- Contain the area to prevent unauthorized entry.

Officers will use discretion in entering an area where hazardous materials are present. The officer's primary responsibility in this case is not rescue, but rather containment of the affected area and keeping personnel/public from entering this potentially dangerous environment. Entry may incapacitate the officer or cause permanent injury or death.

7.8.3 Arrival of Fire Department and ISU Technical Safety

The Fire Department will assume primary control of the emergency scene upon their arrival. Technical Safety personnel will have concurrent control with the fire department for on campus incidents. No hazardous materials will be secured at Public Safety.

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Department of Public Safety

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TITLE: GENERAL ORDERS Juveniles	CHAPTER: I SECTION: 8.1
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 06/96

Juveniles

8.1.1 Purpose

It is of utmost importance that an officer's attitude, demeanor, and speech toward juveniles be civil and respectful, but at the same time, firm. It is the responsibility of every officer of the Department to properly report the matter coming to the officer's attention in which a juvenile is either delinquent or the victim of an offense or neglect.

Public Safety officers may detain juvenile offenders for violations of the law or University policy. The Pocatello Police will be notified if the detaining officer determines it is necessary to have the juvenile cited or arrested.

The following information on how peace officers must deal with juvenile offenders is for officer education only. Some portions of the following information will apply to Public Safety officers.

The purpose of juvenile criminal law is to protect the juvenile from abuse, neglect, to prevent delinquency and to rehabilitate offenders when possible. ISU Public Safety is committed to ensuring that the letter and spirit of the law is used in dealing with juveniles and juvenile offenders. All Departmental members are responsible for supporting the Department's efforts to reduce the incidents of juvenile crime and delinquency.

Since juveniles have the same right as adults, the officer is responsible for investigation of juvenile offenses in the same manner as any other type of criminal complaint.

Because ISU Public Safety works in a unique environment, and juveniles are not commonly associated with the day to day operations of the Department, ISU Public Safety must rely on the mutual cooperation of the Pocatello Police Department to assist in disposition of acts committed by juvenile offenders, and to cooperate with other law enforcement agencies in the reduction of juvenile delinquency.

8.1.2 Juvenile Custody

Juveniles found to be within the purview of the Child Protective Act (Title 16 IC Chapter 16) or the Youth Rehabilitation Act (Title 16 IC Chapter 18) may be taken into custody by a peace officer.

8.1.3 Juvenile Detention

When it becomes necessary to take a juvenile into custody and detain the juvenile, the juvenile will be taken to the Bannock County Juvenile Detention Center (BCJDC).

The detention official will be advised of the circumstances surrounding the juvenile's custody.

The detention official will be the final authority on whether the juvenile is placed into detention and held until a detention hearing, or placed in foster care.

A juvenile will not be placed in Bannock County Jail except by court order.

Juveniles not accepted into custody by the Bannock County Juvenile Detention Center shall normally be released back to that juvenile's parent or guardian.

Questions regarding the detention of juveniles will be referred to the Department's juvenile section supervisor.

8.1.4 Jailing of a Juvenile

A juvenile who is taken into custody for a serious felony shall be transported to the Bannock County Juvenile Detention Center. After consulting with the detention officials, and the on-call Bannock County prosecutor, the officer may be required to pursue a complaint and warrant for the purpose of housing the juvenile in the Bannock County Jail and prosecuting the juvenile as an adult. The officer shall provide the jail with a copy of the signed complaint and warrant at the time the juvenile is brought to the jail.

8.1.5 Definitions

Juvenile: A person subject to the jurisdiction of the juvenile court because he/she is under the age of 18 or has been adjudicated delinquent or incorrigible prior to his/her 18th birthday.

Delinquent: A juvenile who is adjudicated to have committed a delinquent act. Delinquent includes an act by a child, which if committed by an adult would be a public offense, or any act that would constitute a public offense which could only be committed by a child or minor. This includes violation of any law of this state, or of another state, if the act occurred in that state; or of the United States; or any ordinance of a city, county, or political subdivision of this state defining crime; or the failure to obey any lawful order of the juvenile court.

Incorrigible: Means a child adjudicated as one who refuses to obey the reasonable and proper order or directions of his parent, guardian, or custodian, and who is beyond the control of such person, or any child who is habitually truant from school, or who is a runaway from his home or parent, guardian, or custodian, or who habitually so departs himself as to injure or endanger the morals or health of himself or others.

Petition: A charging document filed in juvenile court by the county attorney alleging that a juvenile is delinquent, incorrigible, or dependent.

Referral: A request by the police, parents, or other agency that the juvenile court and/or county attorney take appropriate action concerning a juvenile alleged to have committed a delinquent or incorrigible act.

Status: Is an act committed by a juvenile, which if committed by an adult would not be a crime (i.e. truancy, running away from parent/guardian, beyond control of parent/guardian or curfew violations. **See Idaho Code 20-516**).

8.1.6 Liaison

Selected members of the Department will meet with members of the PPD juvenile system periodically to identify juvenile offenders and groups that have a significant impact on the University community.

Specified personnel will coordinate activities on the campus with other law enforcement and criminal justice agencies to identify juvenile offenders, and to work with juvenile authorities in cases of mutual concern.

8.1.7 Procedure and Program Review

Periodically the Director shall review the juvenile policy and program practices of the Department. As part of this review, other members of the juvenile system are encouraged to provide input and suggestions into the development of the Department's juvenile policies. Review of policy and procedure concerning juveniles will include input from the Bannock County Juvenile Detention Center.

Any juvenile enforcement program developed by the Department shall be reviewed annually, in January, by the Director. The evaluation will consider the qualitative and quantitative elements of each program. This review will aid in the evaluation of the program's effectiveness.

8.1.8 Juvenile Operations

Juvenile law allows officers to use discretion in handling juvenile matters. Officers will use the least coercive of alternatives when dealing with juveniles. Other law enforcement agencies and the Bannock County Juvenile Detention Center can provide officers with information to assist the officer in his/her investigation.

8.1.9 Authority to Arrest

A peace officer shall arrest a juvenile, pursuant to the laws of arrest, and take that juvenile into custody, with or without a warrant, when there are reasonable grounds to believe that the child has committed a delinquent act, which if committed by an adult would be a felony or breach of peace, **AND** the child has been apprehended in commission of the act or during fresh pursuit.

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8.1.10 Decision to Arrest

Idaho Criminal Code 20-516: The decision of a Public Safety officer whether to detain a child until the child can be delivered forthwith into the custody of a peace officer, must be considered when determining the gravity of the offense, the age of the offender, past criminal record, victims input as to disposition and the circumstances in the disposition chosen for apprehended juveniles.

The juvenile code of the State of Idaho vests the authority for primary disposition of an arrested delinquent child to the delegated authority of the law enforcement agency that makes the arrest.

A child who has been arrested pursuant to this section's mandatory arrest provision may be released as per Idaho Juvenile Code.

8.1.11 Immediate Incarceration in Bannock County Juvenile Detention Center

Incarceration into BCJDC will be processed by the local police department.

Incarceration may be utilized when the release from official custody would, in the opinion of the officers, further jeopardize the welfare of the juvenile or the community. Any delay between arrest and delivery to authorities at the juvenile detention facility must be authorized.

Incarceration may also be utilized when a responsible adult cannot be found or refuses to take custody of the juvenile following an offense.

8.1.12 Necessary Paperwork

Necessary paperwork may be completed by the Public Safety officer as to the incident and circumstances that lead to the detainment of the child until the local police assumed control of the child.

Officers are further required to submit a copy of the actual case report to the local police.

During regular working hours, the Director shall be responsible for ensuring the case report has been submitted. In all other cases the on-duty patrol supervisor will ensure reports have been submitted.

The arresting officer will make a reasonable attempt(s) to contact the parent/guardian or custodian of a juvenile that has been cited and released for a violation and make them aware of the offense.

When an officer determines it necessary to warn a juvenile, a copy of the written warning will be sent by mail to the parents or guardian.

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8.1.13 Traffic Related Offenses

Juvenile violators may be issued a summons and complaint in the same manner as an adult.

Juveniles under the age of 14 may be detained until local police arrive and take into custody the youth.

8.1.14 Status Offenses

Juveniles may be taken into custody for status offenses. Officers will contact parents or legal guardians of the juvenile while in custody. Officers will release juveniles to their respective parent(s) or guardian(s), after they have signed the Promise to Appear Form, if the officer elects to charge the juvenile with the status offense. If no charges are pressed, the officer will document the incident in a case report, including the date and time the juvenile was released to his/her parents/guardians.

If a parent or guardian cannot be contacted or refuses to take custody of the juvenile, the local police department will be contacted, and the juvenile will be released into their custody.

If it is in the best interest of the juvenile, officers may release the juvenile to the Department of Health and Welfare instead of the parent or guardian.

8.1.15 Truancy

Officers suspecting truancy will:

- Identify the juvenile and determine what school he/she attends.
- Request that Communications contact the school to verify affiliation, and then transport the juvenile to the school's registrar's office if the absence is not excused.

8.1.16 Constitutional Considerations

The Department is committed to adhere to the provisions of the general statutes of Idaho, decisions of the Appellate Courts, and the Constitutions of the United States and the State of Idaho when conducting criminal investigations. While specific requirements of the law must be adhered to, it is the policy of this Department that suspects will be treated in a fair and just manner, without regard to personal consideration or bias.

The guidelines in this general order are not a comprehensive review of all legal considerations, but are areas that often attract close judicial scrutiny.

8.1.17 Legal Requirements During Criminal Investigations

Coercion or Involuntary Nature of Confessions and Admission:

- The use of coercion, threat, promises to illicit confession, or admission from suspects in criminal cases may render the admission or confession inadmissible and are not permitted.
- Excessively prolonged interrogations without breaks for personal needs of suspect (i.e., food, rest, and use of toilet facilities) will not be permitted.
- Deception, trickery, and misstatements relative to elements of the crime or punishment should be avoided.
- Interrogation techniques must reflect consideration of the subject's age, mental capacity, drug or alcohol impairment, and health.

8.1.18 Deprivation of Counsel

A suspect's request to consult with counsel and counsel's request to consult with suspect will be honored.

If a request for counsel during the course of the detainment (until local police arrive) is asked for prior to the local police arriving, this will be immediately reported to the arriving police officer.

8.1.19 Admonition of Rights - Interviews

A juvenile has the same Constitutional rights to counsel and privilege against self - incrimination as an adult. Officers will advise juvenile offenders of their Constitutional rights in accordance with the rules of Miranda.

"A person less than 14 years old at the time of the conduct charged is not criminally responsible in the absence of clear proof that at the time of committing the conduct charged the person knew it was wrong."

To determine if a juvenile under the age of 14 was aware of his/her conduct, officers will have to ask the following questions after advising the juvenile of his/her Miranda rights:

- A. Do you know the difference between right and wrong? Have the juvenile explain the difference between the two.
- B. Do you know what you did was wrong?

The juvenile court requires clear proof that a juvenile knowingly made and intelligently waived all of his/her Miranda rights prior to being questioned or making a statement which can be used in a court.

- A. If a juvenile needs clarification as to his/her rights, the officer shall document the clarification in the basic case/addendum report.
- B. The juvenile will be asked prior to the start of any questioning if he/she wants his/her parent, guardian, or custodian present during the interview.

The officer shall document the juvenile's responses in the basic case or supplemental report as to the juvenile's understanding and comprehension of the Miranda warning.

8.1.20 Miranda Warning

Prior to custodial interrogation, Miranda warnings must be given. The rights are:

- A. You have the right to remain silent.**
- B. Anything you say can and will be used against you in a court of law.**
- C. You have the right to the presence of an attorney to assist you prior to questioning and to be with you during questioning, if you so desire.**
- D. If you cannot afford an attorney, you have the right to have an attorney appointed for you prior to questioning.**
- E. (When advising juveniles and their parents, guardian, or attorney) there is the possibility that the juvenile court will waive its jurisdiction over you and you will be tried as an adult.**
- F. Do you understand these rights?**
- G. Now having been advised of these rights and understanding these rights will you answer my questions?**

Interviews shall be reasonable in length, taking into consideration the juvenile's age, emotional and psychological state. An interview longer than two hours will require the presence of the juvenile's parents or supervisory approval.

An interview with a juvenile will not be conducted with more than two police officers present, unless approved by a supervisor.

If the officer believes that the juvenile is incapable of intelligently waiving his/her Miranda rights, due to age or mental capacity, the juvenile will not be questioned.

Regarding serious offenses committed by a juvenile, who could result in the case being remanded to adult court, the juvenile and his/her parents, guardian, or custodian shall be advised of the remand possibility.

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8.1.21 Parental Notification

Any time a juvenile is detained, juvenile's parents, guardian, or custodian must be notified. Notification including name, date, time, and method of contact shall be documented in the case/addendum report.

If it is impossible to contact the parent/guardian, this shall be documented in the case/addendum report.

If no one is home, a note shall be left at the residence advising the parent/guardian to contact local police.

If the juvenile's parents/guardians live outside the radius of the University, the officer may ask Communications to request via teletype, to the agency of jurisdiction that they attempt to contact the parents/guardian. Confirmation of the contact shall be requested. This information shall be included in the case/addendum report.

8.1.22 Juvenile Transport

Juveniles in custody will be transported in accordance with the prisoner transport policy. Under no circumstance will juvenile and adult offenders be transported together.

8.1.23 Sick or Injured Juveniles

If medical attention is necessary for a juvenile, proper medical treatment shall be promptly provided.

If the juvenile is required to go to a hospital, local hospitals will be used. If a juvenile is unconscious or unresponsive the juvenile shall be taken to the nearest hospital by ambulance for treatment according to procedure (Section III 1.1.6).

If a juvenile in custody needs medical attention at a hospital, the local police will be immediately notified.

8.1.24 Child Protective Services

The Department of Health and Welfare is empowered by law, as well as are peace officers, to take into temporary custody a child if there are reasonable grounds to believe that the child is suffering from illness or injury or is in immediate danger from his surroundings and that physical removal is necessary. **(If officers take a juvenile into temporary custody, a Temporary Custody Notice must be completed)**. Health and Welfare shall immediately be contacted and advised of the incident.

If a Health and Welfare worker is removing a child from the custody of his parents, guardian, or custodian, officers shall cooperate with the worker as provided by law.

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Additional support for juveniles is:

Child Support Services	235-2860
Child Protection	235-2800
Child Mental Health	235-2800
Day Treatment	236-6030
Health & Welfare	235-2811
- Self-Reliance Program	
Self-Support	235-2860
Emergency	235-2525
- Family & Child Services	

8.1.25 Health and Welfare Request for ISU Public Safety Assistance

Any request from Health and Welfare for assistance in securing a child shall be immediately transmitted to the on-duty patrol supervisor.

A case report shall be completed, and a copy of the court order, if applicable will be attached to the case report.

If force is necessary to enter a structure, a supervisor shall be contacted prior to entry unless the child's life is in immediate danger.

All facts and circumstances shall be fully documented in a case report.

8.1.26 Mandatory Reporting

Employees having knowledge of injury, sexual molestation, death, abuse, or physical neglect which appear to have been inflicted upon such minor by other than accidental means or which is not explained by the available medical history as being accidental in nature shall immediately inform a police officer of the proper jurisdiction.

Any such report made to a Public Safety officer shall be immediately documented on a case report.

8.1.27 Photographs - Injuries

Photographs of injuries will be taken by the local police department in those cases where photographic evidence would indicate a possible violation of the law.

8.1.28 Records Involving Juveniles

The Records Division shall be responsible for the integrity of all official juvenile records. Case reports and supplements involving juveniles shall be maintained in the Records Division.

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Cases involving juveniles only shall be maintained in a red file folder.

Cases involving both juveniles and adults are maintained in a blue file folder.

Juvenile records, after the subject turns 18, are to be purged immediately (except for traffic arrests, tobacco, alcohol, drugs, firearms or when subject is charged as an adult).

8.1.29 **Photographs - Records**

Photographs and negatives of juvenile incidents will be filed with other photographic evidence.

8.1.30 **Fingerprints - Records**

Fingerprints of juveniles will be the responsibility of the local police.

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Department of Public Safety

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TITLE: GENERAL ORDERS Civil Disturbance Plan	CHAPTER: I SECTION: 8.2
APPROVAL:	REVISION NO.: 02
REVIEW DATE: November 19, 2008	ISSUE DATE: 06/96

Civil Disturbance Plan

8.2.1 Introduction

This plan is designed to serve as a guide for response and operations during a civil disturbance. The police department has the primary responsibility for preserving and restoring the peace, protection of life and property during a civil disturbance. At the same time, the right to assemble peacefully and exercise freedom of speech must be respected.

Should such a gathering become a disturbance or manifest violence, officers must respond with professional demeanor as an organized and disciplined unit to restore the peace, prevent crime, arrest violators, and protect the rights of the community.

8.2.2 Responding Officer's Responsibility

The first officer at the scene of the incident will assess the situation and promptly inform Communications of the status of the incident to include:

- A. Location of Incident.
- B. Number of people involved.
- C. The need for police/fire or other emergency assistance.
- D. Weapons involved.
- E. Injuries.
- F. Immediate needs to protect life and property.

The officer will provide first aid as appropriate, while not endangering his/her life.

8.2.3 Field Command Post

In the event of civil disturbance the command post may be utilized as a central point for operations. The Director will give the order for the field command post to be activated and where it will be located.

In the event the field command post is not utilized, a building or structure that can facilitate the needs of a command post may be used at the discretion of the Director.

The command post will be staffed by a dispatcher, the on-scene commander, the Public Information Officer, and others as directed in the emergency preparedness manual.

8.2.4 Communications

All communications will be directed through dispatch until the mobile command post or an alternate command post becomes operable.

The command post shall be responsible for communications between different agencies and Department members working on the situation.

The incident commander, or supervisor in charge of the situation, will establish a primary working channel for all Department personnel involved in the incident.

8.2.5 Responsibilities - Communications

Upon receiving a report of a civil disturbance, the Communications personnel will immediately inform the on-duty supervisor. If no supervisor is on-duty, Communications shall notify the Captain or Director.

Disturbances on campus will also necessitate the notification of the Dean of Student Affairs. Communications personnel will make this notification.

Communications personnel shall gather pertinent information to relay to the officers responding to the incident.

Communications personnel shall inform the fire department, if fire or medical problems are encountered.

Communications personnel will ensure that proper documentation is maintained, including personnel assignments, and personnel notified.

Communications shall contact the appropriate facilities management personnel for facility problems.

At the request of the Director, contact will be made with the Pocatello Police Department and Kevin Johnson of Idaho State Police. Communications should insure that police department is updated concerning the incident and the need for support.

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Communications will further contact Departmental personnel as directed.

8.2.6 Communications with Other Agencies

Coordination will occur between the Department and other agencies, through either the established Department frequency or via that agency's radio frequency(s).

8.2.7 Use of Clear Speech

To facilitate effective communications between agencies, during multi-jurisdictional interaction, "clear speech" will be used by all employees and other law enforcement agency personnel working the event.

Identification of personnel will be established by the incident commander.

The Command Post will be designated as the "CP" for all operations. An additional location may be added – i.e., "Old Main Command."

8.2.8 Availability for Command

The following procedures will outline the notification, chain of command, and responsibilities of personnel involved with a civil disturbance:

A. **Initial Officer**

The first officer on the scene will report the general situation and maintain a communications link with the dispatcher. Information which would help the responding units protect the injured, assist with crowd and traffic control, or help in securing the scene should be provided. The Dean of Student Affairs and the building monitor (if applicable) shall be notified of the incident and requested to respond to the location to implement the student emergency plan.

- Subsequent responding officers to the disturbance will concentrate their efforts on gaining control of the scene and will request an assignment/position from the on-scene commander.

B. **Shift Supervisor**

The first supervisor on the scene will assume the position of the on-scene commander and take command of the Department's response until relieved by a higher-ranking officer. He/she will assess the situation, direct manpower and equipment, be the initial liaison between the Department and the Dean of Student's representative and establish a temporary command post. He/she will also contact the Director and brief him/her on the situation and make recommendations as to manpower and equipment requirements.

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C. Commander

A Captain will respond to the scene if large numbers of people are expected and the potential for serious disruption is high. The Captain will assume command once he is on scene. He/she will determine whether or not on-duty personnel can adequately contain the situation. Based upon this assessment, the Captain may request additional assistance. The Captain will be responsible for briefing the Director. The Public Information Officer will be requested to respond to the scene.

D. Director

The Director may elect to respond to the scene to observe and advise. Should the disturbance require personnel and/or equipment outside the Department's capabilities, the Director has the authority to request assistance from other enforcement agencies under existing mutual aid guidelines. Only the Director or designate can, after consultation with the Dean of Student Affairs and President of the University, request police or military assistance.

8.2.9 Media Briefings

The Public Information Officer will establish a press staging area near, but not within, the field command post. He/she will be responsible for disseminating information and establishing liaison with the press. The PIO will be responsible for rumor control and will schedule regular briefings in order to provide up-to-date information to press personnel.

Media information will be released in accordance with the established media relations policy.

8.2.10 General Liaison

A Lieutenant or above will normally be the liaison with other agency representatives and officials of the University.

8.2.11 Legal Considerations

If available, the Sergeant assigned to investigations will respond to the scene and be responsible for liaison with police, court, and prosecutorial personnel.

Immediate legal advice may be appropriate at the command post. In such cases, the incident commander or higher authority may request the assistance from the University Attorney's Office.

8.2.12 Transportation

Transportation of personnel will be determined by the event commander.

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Vehicles will be assigned to specific officers and will be deployed unless otherwise directed.

ISU Public Safety may utilize other University owned vehicles, including those from the Transportation Department. In the event that these vehicles are needed, the Director of Facilities Management will be contacted by the incident commander.

All vehicles, including marked and unmarked vehicles, will be available for deployment.

Officers leaving from Department shall convoy, and shall drive in a manner which is reasonable and prudent.

Other agency personnel will be responsible for their own transportation, unless otherwise directed by the incident commander.

Anytime a report is received of a disabled ISU vehicle, the Transportation Department is to be contacted using the call- out list at dispatch.

8.2.13 Public Facilities

In most cases a Sergeant will supervise public facility security. Officers will be assigned for scene security. These officers should pay attention to any nearby or involved public facilities in the event demonstrators attempt to damage, disturb, or take over operations in these areas.

8.2.14 Traffic Control

The Department incident commander will assist the police as requested, to establish essential traffic control in the area.

Entrance will be restricted to those who live or have legitimate business in the area or in the cases where there is an immediate threat to the safety of citizens restricted to police and emergency crews only.

Detour routes around the area will be designated and the information given to the PIO for dissemination.

Adequate access routes and parking will be provided for police and other emergency vehicles.

Traffic control may be coordinated with the police department, and traffic engineers, as well as University Parking and Transportation personnel.

8.2.15 Arrest and Confinement Procedures

Mass Arrest

In situations where it is necessary to make arrests, the local police will direct all arrest procedures. Public Safety will assist at their request. The following procedures are suggested to help our Department prepare to assist the local police.

Arrests of 16 or More

In cases involving arrests of 16 or more people, the arrestees will be handcuffed, identified, and transported to a predetermined processing area.

Arrested subjects will be identified by a number taped to their back, arm, or shirt. In the event of no shirt, the number will be placed on some part of the clothing.

This number will correspond to the officer(s) making the arrest. A designated police employee will be charged with the responsibility to record the suspect's name on an index next to the corresponding number.

8.2.16 Process of Arrest and Booking

Available personnel will be assigned to arrest and booking teams.

Arrest Teams

Prior to making any arrests, arrest teams shall be established. The teams will work in fours, two officers making the arrest, two officers ensuring the other officers' safety.

Arrest teams will proceed to the scene of the incident. A supervisor will be designated as the commander of the arrest teams.

Arrest teams will be established to make arrests. A team of two officers will be assigned to effect the arrest. The officers will make the arrest and remove the arrestee to either the awaiting vehicles or the command post.

8.2.17 Arrest Procedure

Prior to making any arrests, in situations of peaceful civil disobedience, all individuals will be given time to disperse. Those who remain after the allotted time will be arrested.

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8.2.18 Responsibilities

One member from each arrest team will be responsible for ensuring the name of the arrestee is recorded. At the time a subject is placed under arrest, a number (tape arm band) will be affixed to the arrested subject by one of the arresting officers before they turn the arrested party over to the booking teams.

The arrestee's arm band will indicate the arrest number and a listing of charges, if other than the predetermined charges.

Example:

13DC - Disorderly conduct.

AA - Aggravated assault.

Tresp2 - Criminal Trespass.

UA - Unlawful assembly.

Aslt - Assault.

The officer making the arrest will also notify Communications of the name of the prisoner in custody. This will permit Communications to maintain a chronological order of persons arrested.

Example:

834, 10-15 last name Jones.

The officer making the arrest will be responsible for completing an addendum report concerning the arrest.

After delivering the prisoner to the booking team, the officers will return to the scene of the arrests and continue until all arrests have been made.

8.2.19 Booking Officers

The booking team(s) will report to the designated command post or booking area to receive those persons arrested. A supervisor will be designated as the commander of the booking team(s).

A team of booking officers (minimum of two) will assist the arrest teams by completing the necessary citation/arrest reports.

Booking team officers shall complete all necessary arrest forms and citations, and secure personal property as appropriate.

8.2.20 Cite and Release

The booking team will advise the arrested persons about field release procedures, if the charges are solely misdemeanor in nature.

After securing the proper identification and signature, the prisoners will be field released, and advised about criminal trespassing laws.

Booking teams are responsible for all paperwork related to the arrest such as citation, arrest reports, and interims, if applicable.

8.2.21 Photographs and Fingerprints

Booking officers will be assigned to retrieve each arrestee (one at a time) and complete the booking process.

Booking officers will insure that at least one photograph of the arrested party has been taken, and identified by the number corresponding to the arrest prior to being released.

Booking officers will insure that at least one set of fingerprints for each prisoner have been rolled prior to being released.

At least one Public Safety officer will be assigned to maintain security of vehicles used in transportation of prisoners.

8.2.22 Booking Sequence

Wants and warrants checks shall be completed on all arrestees.

- A. Ascertain whether the arrestee has valid identification on his/her person.
- B. Determine any arrestee who may have a medical problem and process first, if possible.
- C. Ascertain if all those having identification will sign a citation (where no felony charges have been added). Process these arrestees.
- D. If the arrestee has no identification or refuses to cooperate, the arrestee will be processed and transported to the Bannock County Sheriff's Department.
- E. If the arrestee has a valid identification, but has been charged with a felony, they will be processed last.
- F. The commander of the booking team will ascertain the approximate number of arrestees and contact the county jail to advise of the potential influx of arrestees and estimated time of arrival.

8.2.23 Notification of County Jail

When it is anticipated that multiple arrests, ten or more, are to be booked into the county jail, the on-duty supervisor will ensure that the county jail has been notified in advance of the prisoners arriving.

8.2.24 Misdemeanor Charges

Those arrested for misdemeanor charges will be cited and field released provided they provide positive identification, and a current instate address. The arrested party shall sign the citation prior to being released. If the arrestee fails to sign the promise to appear he/she shall be transported to the county jail for processing.

1. Process of Arrestee - Misdemeanor Cite and Release
2. One (more officers if necessary) brings an arrestee to the booking area.
3. Obtain identification and ascertain if the identification is valid.
4. Complete a Citation Form (will be made available to employees) for each criminal charge. Fingerprint and photograph each arrestee prior to release. Have the arrestee sign each citation and release. **Warn about criminal trespass laws.**

8.2.25 Felony Charges

Those arrested for felony charges will be transported to the county jail for processing.

Process of Arrestee - Refusal to sign, felonies, etc.

- A. Complete a Suspect Resistance Form (See Section I 8.2.27) on each arrestee to be transported to Pre-Trial Service. Fingerprint and photograph arrestees **for refusing to sign or for persons to be booked on misdemeanor charges.**
- B. Complete a Suspect Resistance Form, and an Interim Complaint for **felony charges**. Fingerprint and photograph.
- C. The Records Clerk may be a part of the booking team and will process and collate each booking packet as it is completed. The booking commander will review each packet for errors/completeness and approve the appropriate paperwork.
- D. All arrestees being booked because of refusal to sign or for no identification will be transported to the county jail.
- E. All arrestees who are being booked for felony charges will be transported to the county jail.

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8.2.26 Felony and Misdemeanor Charges - Same Individual

Any person arrested for both felony and misdemeanor charges shall be booked into the county jail on all charges. Citations for misdemeanor offenses shall be completed and the pink copy(s) forwarded with the Arrest Information Report to the jail. "In Custody" shall be printed in the area where the defendant would normally sign. The pink copy of the citation shall be left with the prisoner's paperwork at the jail.

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8.2.27 Suspect Resistance Form

ISU PUBLIC SAFETY
SUSPECT RESISTANCE FORM

DATE _____
TIME _____

LOCATION _____
OFFICER _____

INCIDENT # _____ CASE # _____ NCIC CODE(S) _____

OFFICERS INVOLVED

Name _____

SUSPECT INFORMATION

Name _____
Address _____
SSN _____
DOB _____
Location _____
Charges _____

WEATHER CONDITIONS

Clear _____ Rain _____ Snow _____ Dry _____ Slippery _____

LIGHTING CONDITIONS

Daytime _____ Nighttime _____ Street Light _____ Other _____

INITIAL CONTACT

Felony _____ Misd. _____ Civil _____ Traffic _____ Other _____
Violent Crime _____ Non-violent Crime _____

KNOWLEDGE OF SUSPECT

Known Resistor _____ History of Assault on Officers _____ Known to Carry Weapons _____
Martial Arts Background _____ Other _____

SUSPECT'S ACTIONS

Verbal _____ Pushing/Pulling _____ Biting _____ Hands _____ Feet _____
Fists _____ Elbows _____ Club _____ Knife _____ Gun _____ Knees _____ Other _____

OFFICER'S RESPONSE

Verbalization _____ Hands-on Escort _____ Control Hands _____ Takedowns _____
Personal Weapons _____ Hands _____ Feet _____
Intermediate Weapons _____ O.C.Spray _____ Flashlight _____ Other _____

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INJURIES

SUSPECT

Injury
Complaint
Place of Treatment
Method of Transportation
Property Damage

OFFICER

Injury
Complaint
Place of Treatment
Method of Transportation
Property Damage

OFFICER

Injury
Complaint
Place of Treatment
Method of Transportation
Property Damage

OFFICER

Injury
Complaint
Place of Treatment
Method of Transportation
Property Damage

DEPARTMENTAL PROPERTY DAMAGE

Reporting Officer Signature

Date

8.2.28 Notification of County Attorney

When it appears that mass arrests are imminent, the County Attorney's Office will be contacted, and a representative of that office will be asked to respond to assist with legal advice for law enforcement officials. If the arrests do not occur during normal working hours, the on-call county attorney will be contacted and advised of the situation.

8.2.29 Defense Counsel Visitation

The event commander will decide when an arrestee may communicate with his/her lawyer. Traditionally, defense counsel will not be present during initial booking; however this is at the discretion of the event commander. All officers shall be responsible for ensuring the prisoner's constitutional rights are not violated.

8.2.30 Food, Water, and Sanitation

Food will not be provided to the prisoner(s) except in cases of transportation exceeding four hours.

Officers will make water available for prisoners, if processing is completed outside. Officers may escort prisoners to a drinking fountain within the police department, or another building, when booking is completed in these facilities.

Restroom facilities will be made available to prisoners. Officers shall not unnecessarily endanger themselves in permitting prisoners to use the facilities. Officers will accompany the prisoner to the restroom and then back to the booking area.

8.2.31 Notification of Other Agencies

The Department of Public Safety may be contacted and be asked to provide prisoner transportation and to assist with personnel.

8.2.32 Videotaping of Arrests

When possible, all arrests in mass arrest situations will be videotaped. The videotape operator will be responsible for videotaping any warnings prior to arrest, the scene prior to arrest, and each individual arrest.

The video operator will video as each person is approached, handcuffed, and arrested. When possible, the video will include the prisoner being taken to the arrest vehicle or command post.

No arrestee will be posed, at the time of arrest, solely for the purpose of an arrest video.

8.2.33 Use of Restraints

Officers may use handcuffs or "flex-cuffs" to secure arrested subjects. Arrestees that are violent may be secured by the use of hobbles or flex-cuffs.

8.2.34 Medical Treatment

Any prisoner taken into custody who claims to be sick or injured will be evaluated by paramedics or other medical personnel as appropriate. If, in their opinion, the prisoner should be transported to a medical facility, an officer will be designated to travel with the prisoner.

For a misdemeanor offense, the officer will attempt to cite and field release the prisoner either before transportation to the medical facility, or as soon as practical after the prisoner has been transported.

Prisoners arrested on felony charges shall have an officer with them at all times, until they can be booked into the county jail.

8.2.35 Media Inquiries

The Public Information Officer will be present at all mass arrest situations. The PIO will be responsible for all media inquiries.

No prisoner will be permitted to communicate with a member of the media during processing.

8.2.36 Mass Arrest Kit Checklist

A mass arrest kit will contain the following items:

- A. Blank (red) fingerprint cards
- B. Two ink pads for fingerprinting
- C. Hand cleaner
- D. Paper towels
- E. Name boards
- F. 35 mm camera and color film
- G. Arrest Information Reports

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- H. Juvenile Referral Reports
- I. Blank citations
- J. Flex-cuffs
- K. Bolt cutters
- L. Diagonal pliers
- M. Evidence kit
- N. 2 rolls of 2" wide masking tape
- O. Permanent markers (2)

8.2.37 Equipment

The incident commander or his/her designate may be assigned responsibility for the procurement and control of any necessary supplies or equipment. This person would also be responsible for any transportation needs. If required, provisions for food, water, and secured rest and sanitation stations will also be provided.

8.2.38 De-Escalation

The incident commander will insure an orderly de-escalation of presence at the scene. Periodic assessments will be made by command personnel in order to determine the normalcy of the situation. De-escalation can be based on reduced crowd size or the automatic return to normal routine once the disturbance concludes. The incident commander will scale back numbers of personnel from the "center" of the disturbance out to perimeter security by releasing equipment and personnel to go out of service. Proper documentation of assignments will be maintained throughout the de-escalation process.

8.2.39 Post Occurrence Duties

There will be a continuous evaluation of the area after the de-escalation and release of personnel and equipment.

This responsibility will be with either a shift Sergeant or other designated officer. Throughout the shift they will evaluate the area, being attentive to the re-gathering of people and the security of public facilities identified at risk. Any concerns will be immediately forwarded to the Incident Commander.

In addition supervisors will insure that all equipment is accounted for and returned to the proper area.

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In addition supervisors will submit the following records to the Incident Commander:

- A. A list of personnel assigned to their control.
- B. Dates and times personnel worked and appropriate overtime sheets.
- C. Any industrial forms and descriptions of injuries.
- D. Information on damaged or lost equipment.

The Incident Commander is responsible for forwarding this information to the Director via memorandum.

The Incident Commander is responsible for the completion of the After Action Report that will include significant events, personnel assigned, hours worked, equipment utilized, any actions taken to include arrests summaries of types and numbers, criticism and recommendations for future events, and any other information deemed pertinent to improve or document the incident.

The Director may also contribute to this report and will forward a complete report as deemed appropriate by the Director.

8.2.40 Juvenile Offenders

Those participating in the disturbance identified as juveniles will be processed in the event of arrest under current policy governing juveniles.

8.2.41 Evidence Collection

Evidence collection shall be assigned by the Incident Commander and will be collected in accordance with the established evidence collection policies.

8.2.42 Rumor Control

In large scale operations, misinformation is generated by persons who do not have complete knowledge of the situation, or who want to discredit or exaggerate the facts. Rumor control will be handled by the Director or his designee.

Any employee with knowledge of rumors should immediately bring that information to the attention of the highest ranking supervisor at the scene.

All media requests will be directed to the Public Information Officer.

No employee shall contribute to rumors. Employees may clarify rumors, if the true facts are known and may be disclosed. Violations may result in disciplinary action.

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Idaho State University

Department of Public Safety

OPERATIONS
PROCEDURE
MANUAL

TITLE: GENERAL ORDERS Release of Information	CHAPTER: I SECTION: 8.3
APPROVAL:	REVISION NO.: 08
REVIEW DATE: March 13, 2014	ISSUE DATE: 06/96

Release of Information

8.3.1 FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) limits information that a person can receive from an educational institution regarding an enrolled student. This General Order will clarify information that can legally be received from this Department or any other law enforcement agency (See also: Records Division/General Records Management, Chapter II, and Section 9.1).

8.3.2 Freedom of Information

Information that is not considered "directory information" may only be obtained from the Dean of Student Affairs - for a student - in the event of a death, or the potential of a death. The Dean of Students may be contacted, and informed of the incident. Ultimately the release of non-directory information is at the discretion of the Dean of Student Affairs Office.

Information concerning employees of the University is also restricted. The Human Resources Director may be contacted and informed of the incident. The release of non-directory information is at the discretion of the Human Resources Director.

8.3.3 Official Information

Personnel taking classes at the University or elsewhere shall not use, without approval, information contained in official files of the Department for the purpose of making reports, written or oral, or for use in any other academic project without the prior approval of the Director.

No member of the Department may respond to any requests for information regarding crime trends, statistics, or any other type of information contained in the official files of Department unless a request is of an official nature for the use of University officials. All requests for information by students, staff, faculty, or other persons not officials of the University, shall be directed to the Director or his designee.

The Department publishes an annual report, as well as all the current crime statistics as reported to Department via the Uniform Crime Report or the Consolidated Monthly Report. This report may be quoted.

Any crime statistics published by the Department are considered public information and may be distributed at any time. Informational sheets are available through the Sergeant assigned to crime prevention.

8.3.4 Exceptions When Not to Disclose Information

- A. When anyone's safety could be jeopardized.
- B. When the integrity of an investigation and/or subsequent prosecution could be jeopardized.
- C. When a confidential source would be revealed.
- D. When limited internal personnel matters are involved.
- E. When release of such information jeopardizes the privacy rights of sex crime victims, juveniles, or persons who are mentally ill.

8.3.5 Release of Reports

In conjunction with legal counsel for the University the following policy is established to identify the requirements for release of investigative files and incident reports of the Department of Public Safety and to establish policy and procedure for the release of this information.

ISU Public Safety will refer all requests for reports that are currently being investigated by any law enforcement agency to that investigating agency prior to our release of our related reports.

Designated Department personnel may release copies of reports to any individual who requests a report, after a Written Request to Examine Records Form is completed (See Section II 9.1.26). A supervisor may directly release the case under the following conditions:

- 1. The case is a misdemeanor offense with an arrest.
- 2. The case is non-criminal in nature.
- 3. The case does not involve any physical violence.
- 4. The investigation is closed or suspended with no further leads.
- 5. The case is an Incident Report.
- 6. The case is a Field Interviews.

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7. The case is a Written Warnings.

The Department will defer the release of reports to the University Attorney's office under the following conditions:

1. The case is being investigated by another agency (the involved agency will be notified of the request before the release of any information.
2. The case involves a crime of violence.
3. The case is currently under investigation.
4. The case is currently under investigation by a law enforcement agency.
5. The case involves a felony arrest.
6. The case involves narcotics or dangerous drugs in excess of three pounds.
7. The case involves the misuse of public funds or fraud against the University.
8. The case has unique interest to the University.

In such cases as described above, a Request for Public Inspection of Public Documents must be completed by the person making the request, and the request as well as the report will be reviewed by the Director of Public Safety and then forwarded to the University Attorney's Office when necessary. The University Attorney shall review the case and make a determination as to the release of the report. The report will be released by the Director following review and authorization.

Reports of accidents, thefts and burglaries will be routinely copied and sent to insurance companies upon their request.

Release of Incident and Investigatory Records

It is the policy of ISU Public Safety to comply with Idaho Code Section 9-338 (Public Records - Right to Examine), and the ISU Policies and Procedures (part 5, Section II, Page s 5.2.3 to 5.2.4, Public Access to Records Policy), by promptly making available for public access and copying, at all reasonable times, information controlled by the Department, unless the information is exempted from disclosure by law.

The Idaho Public Records Law, Idaho Code Section 9-337 through 9-350, hereinafter "The Act," requires that all records maintained by public agencies be open to the public for inspection and copying at all reasonable times, unless the information is specifically exempted from disclosure by law.

Requirements

- a) **Section 9-335 exempts certain investigatory records from disclosure if the record would:**

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1. Interfere with enforcement proceedings, i.e., an ongoing investigation;
 2. Deprive a person of a fair trial;
 3. Be an unwarranted invasion of privacy;
 4. Disclose the identity of a confidential source and confidential information furnished by that source;
 5. Disclose investigative techniques or procedures;
 6. Endanger Department personnel;
 7. Public records exempted by federal law or regulation;
 8. Information obtained on a person's fitness to be granted or to retain a license, certificate, permit, privilege, commission, or position;
 9. Records from other agencies provided to our Department for investigative purposes, such as FBI, state rap sheets, and records of any inquiries into that record are considered intelligence information and not accessible to private individuals.
- b) Records of a person maintained pursuant to Chapter 18, Title 16, Idaho Code (Youth Rehabilitation Act)
1. A parent or guardian of a minor child who is under the age of 18 at the time of the request to review the contents of the child's record may do so according to the above guidelines concerning ongoing investigations.
 2. Victims of misconduct shall have access to the name of the child, the names of the parents and the address and phone number of the parents and child.
 3. Members of the Department shall make every effort to follow the Idaho Public Records Law and University policy.
 4. Additional exemptions are listed in the ISU Policies and Procedures, Part 5, Section II, Pages 5.2.3 to 5.2.4 and the Idaho Code 9-340 Sections A-H.

Procedure/Responsibilities

a. **Release of Information to Local Law Enforcement Agencies**

If information is released, prepare a Written Request to Examine Records Form (See Section II 9.1.26) with only the name of record, name of officer, and date; or obtain the waiver signed by the subject of the inquiry.

No limit on type of information or form in which it is given.

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Original documents shall not be removed from department records unless absolutely necessary. If an original document is removed, a face sheet copy shall be made and a note written on the copy indicating who has the original.

b. Release of Information to OPM, FBI or other Federal Agencies

No limits on the type of information or form in which it is given.

Mail or fax inquiries - An original letter or fax attached to copy of reply letter (if made) and placed in the individual's record or attached to the record in the case of single arrests.

Phone inquiries - Information shall not be given over the phone unless the person requesting the information is known and there exists some certainty that he/she is the person calling. A written request form shall be prepared by the clerk and placed in the individual's folder, attached to the record in the case of single arrests, or attached to the appropriate record.

Inquiries made in person - The federal agency investigator will be required to show identification to dispatch, provide a Release of Information form signed by the subject of the inquiry and prepare a Written Request to examine records form with the name of the subject of the inquiry. If no Release of Information form signed by the subject of inquiry can be provided, then Dispatch will contact the Director or his designee for permission to complete the inquiry. Dispatch will look up the person of interest in Spillman for any related ISU incidents (i.e., suspect in a HPV violation, drug offense, etc.). If the person of interest has no record, we will let the federal investigator know. If dispatch discovers the person of interest was involved in an incident, they will ask the investigator for a copy of the waiver signed by the person of interest. Dispatch will make a copy of the waiver and then obtain authority to release the information from Steve or Linda. DO NOT give the investigator the report without authority to release from Steve or Linda.

Once permission to release the information has been obtained, dispatch will make a copy of the report for the investigator. Dispatch will place a copy of the waiver and the written request in the individual's folder, attached to the record in the case of single arrests, or attached to the appropriate record. At the completion of this process Dispatch will give the federal investigator his/her name, title (Dispatcher) and Public Safety's address (921 S. 8th Ave., Stop 8140, Pocatello, Idaho 83209).

After any agency request, dispatch will then create a "Miscellaneous Involvement" Report in Spillman to record information on who made the inquiry and whether or not any information was found or copies released.

c. Release of Information to Private Individuals

A Written Request to Examine Records Form (See Ch. II, 9.1.26) will be provided for all information requests (except accident reports) made in person.

The form will be placed in the folder of the individual whose record is requested, attached to the record to the case of single arrests, or attached to the appropriate record.

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Mail inquiries - the letter requesting the information shall be placed in the individual's jacket, attached to the record in the case of single arrests, or attached to the appropriate record.

Phone inquiries - information not subject to exception from disclosure may be given or the person requesting the information may be requested to appear in person depending upon the volume of the request. If the information is given over the phone, a written request form shall be prepared by the clerk and placed in the individual's folder, attached to the record in the case of single arrests, or attached to the appropriate record.

d. Release of Information to the Media

Members of the Department shall facilitate the work of media reporters by furnishing them with information in accordance with proper policies and procedures. Please have a cooperative attitude and a courteous explanation. When in doubt concerning the release of information, a request for clarification can be made by:

1. The Director of Public Safety
2. Any Public Safety Captain
3. The Director of University Marketing and Communications
4. University Counsel
5. Associate VP of Facilities Services
6. The ISU Public Information Officer

In the event of items considered highly newsworthy, the Public Safety Director or his designee may arrange for or authorize a press conference.

No member shall release information of a statistical nature unless it has first been approved by the Director.

Members shall not use the media as a means of publicity for personal reasons while in their official capacity.

e. Release of Information Concerning Routine Incidents

The responsibility for furnishing detailed information upon request to accredited members of the media concerning routine Departmental investigations and incidents shall be vested in the Director and the Captains or designated Department members. Routine releases generally contain the following:

1. Defendant information - name, age, residence, employment, marital status, and similar identifying information.
2. Violations - the substance or text of the charges and statutes violated.

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3. Agency - the identity of the investigation and/or arresting agency and the duration of the investigation.
4. Victim information - name, age, and city of residence of the victim, unless in the opinion of the investigation member, the public interest would not be served by such disclosure at the time due to the state of the investigation, the nature of the case or other factors involving the safety or welfare of the victim. Whenever possible, the victim's wishes, or probable wishes, should also be considered prior to release of information concerning the victim.

f. Release of Information Concerning Incidents not Routine

The responsibility for furnishing detailed information upon request to accredited members of the media concerning incidents that are not routine shall be vested with the Director of Public Safety, the Director of University Marketing and Communications, the PIO and University Counsel.

g. Accuracy of Information Released

Members of the Department who furnish information to any persons concerning police related incidents shall be individually responsible for the accuracy of such information. Members shall, therefore, ascertain that all data describing the case, incident, arrest, identities of involved parties, and investigations is correct. Members shall be careful that such releases do not contain inaccuracies, errors, improper spellings, conjecture, or unauthorized speculations.

h. Confidential Information

No member of the Department shall communicate to any non-member (except to members of the criminal justice system on a need-to-know basis) any information of a nature that might delay an investigation, aid in the escape of a criminal, delay in the apprehension of a criminal, lead to the removal of stolen or embezzled goods or other valuables.

i. Civil Cases against the Department or Members

The sole authority to disclose or release information concerning civil cases involving the Department or its members (when the civil case against a member results from the members' official actions) rests with the President or his designee.

No member shall discuss any civil case involving himself (when the civil case against the member results from the member's official actions), the Department, or the University, or otherwise disclose any information relating to any civil case without the specific permission of the University Counsel. This shall not be construed to limit attorney/client relationships between a member and his attorney.

j. Approval to Release Information

The release of information other than routine or written reports, except to law enforcement, must be approved by the Director, a Captain, or the Director's designee.

1. Law Enforcement and Criminal Justice Agencies

Law enforcement and criminal justice agencies are excluded from needing to obtain a Request for Public Inspection provided the case is related to an official law enforcement investigation.

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2. Risk Management

Copies of reports may be released to either State Risk Management or ISU Technical Safety upon request.

3. VP of Student Affairs

Copies of reports may be released to the Dean of Student Affairs upon request, unless the release of such case would jeopardize an ongoing investigation. There is no service fee for the report.

4. Residence Life

Copies of reports may be released to an administrator of residence life, for incidents occurring within the residence halls, unless such release would jeopardize an ongoing investigation. There is no service fee for the report.

8.3.6 Victim/Witness Reporting or Requesting Information

If a victim or witness calls and requests information about the status of a case, they should be referred to a supervisor or to the originating officer.

If the caller wishes to report additional information about a case, an officer should be dispatched to either respond to the person's location, or to take a telephone report. Communications personnel shall be responsible for insuring that the information needed for re-contact is accurate and complete.

8.3.7 Information Dissemination

A member will treat the official business of the Department as confidential. Information regarding official business will be disseminated only to those for whom it is intended, in accordance with established Departmental procedures. A member may remove or copy an official report from an installation only in accordance with established Departmental procedures.

A member will not divulge the identity of a person giving confidential information except as authorized by proper authority.

Any information disseminated concerning any case under investigation or concluded investigation will be coordinated through the Public Information Officer.

News Media

8.3.8 Policy

The Department is committed to an atmosphere of trust, honesty, cooperation, and mutual respect for the working needs of the news media. This policy is established to meet these goals.

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- A. Relationships between the news media and the Department shall be maintained in a courteous and professional manner.
- B. The Department shall take all necessary steps to ensure prompt and impartial disclosure of information in all crimes or incidents of importance or interest to the media except:
 - 1. When such disclosure would prejudice the outcome of a current investigation or court proceeding.
 - 2. When such disclosure is prohibited by law.
 - 3. When such disclosure would prejudice the safety, rights, or privileges of persons identified in investigations.
 - 4. When such disclosure would be likely to cause public hysteria or panic.

8.3.9 Public Information Officer (PIO)

The University Marketing and Communications office will act as PIO for the University and the Department of Public Safety. The PIO will work in conjunction with the Director of Public Safety. The PIO will be available to members of the University and media to assist them in locating reports and answering questions.

The designated PIO will be available at the scene of unusual occurrences to act as liaison between officers at the scene and the media upon request. The PIO's presence ensures immediate and accurate dissemination of information, which will hold confusion to a minimum and save Department and news media time.

The PIO will coordinate and assist with all Departmental news conferences.

8.3.10 Notification of PIO for Major/Serious Events

To facilitate the notification of major/serious events on campus, the PIO, or in his/her absence his/her designate, shall be notified first of any of the following situations on campus. If the PIO or his/her designate is not available, the Director will be contacted, in that order.

- A. Any death.
- B. Any potential death such as vehicle accidents, industrial accidents, or extreme/serious physical injuries.
- C. Aggravated assaults with weapons or serious injuries.*
- D. Sexual assaults or attempted sexual assaults.
- E. Major fires; structural or other.*

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- F. Actual smoke in residence halls.
- G. Assaults occurring in residence halls.
- H. Bomb threats.*
- I. Accidents involving Department vehicles (major damage).
- J. Incidents such as major disturbances involving fraternities/sororities.
- K. Severe weather damage or flooding.*
- L. Incidents where there is excessive media attention.
- M. Major arrests or search warrants.*
- N. Kidnaping or attempted kidnaping.*
- O. Suicide/attempts.*
- P. Robberies.
- Q. Incidents with racial overtones.
- R. Gang related incidents.
- S. Incidents involving firearms or other weapons.
- T. Incidents involving illegal drugs and/or paraphernalia.
- U. Issues involving life safety (i.e., open flames, burning candles or incense, burning cigarettes, missing persons, etc.)

The PIO should be contacted by Communications or the on-duty supervisor as soon as possible after receiving notification of one of these incidents. This timely notification will facilitate the necessary notification process.

*Designates serious events in which the University Marketing and Communications Office shall be contacted. All public information requests and concerns regarding these serious events will be handled through this Department. Contact them as soon as the situation is stable.

8.3.11 Release of Information

- A. Any official news release from the Department shall be coordinated through the PIO and must be authorized by the Director of Public Safety and the Director of University Marketing and Communications.

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- B. Media releases which would include information on activities of other governmental agencies will not be given out without prior coordination with the concerned agency (this applies to cooperative police/public safety activities).
- C. If a member of the Department is contacted by a member of the media seeking assistance in preparing a story or seeking information, the member shall determine whether the PIO is aware of the request. If not, members shall direct the media representative to the PIO.
- D. If members are confronted with questions or probes of a controversial nature, a matter of Department policy, procedure, or investigation, they shall refer the matter to a supervisor or the PIO.
- E. Periodically programs, projects, or general stories will develop internally which would be beneficial to the community. In these instances, employees shall request, through the chain of command to the Captain, that the PIO be contacted to make the appropriate arrangements for dissemination. The release of this information shall be accomplished in an equitable and impartial manner.
- F. Questions from members of the news media relating to matters of Department policy, internal matters, conjectures, or conclusions shall be directed to the Director.
- G. Members shall not make or participate in making any statement regarding investigation or litigation of a civil action associated with personnel of the Department. A quotation from or reference to a public record may be made if there is reasonable likelihood that such dissemination will not interfere with a fair trial.
- H. Witness statements are not to be released without the approval of the Director of Public Safety. All personal information on reports must be blocked out.
- I. Officers are to advise individuals wanting a copy of a report that the request must be made in writing 3 days after the report is completed by the officer.
- J. If an individual requests a report before it is ready for release, it will not be released until it is ready.

8.3.12 Speaking With the Media

As a citizen, members have the right, if not the duty, to speak out on matters of public concern in which a member has an interest or personal knowledge. As a member of this Department, such member shall not express opinions on behalf of the University or the Department. Members shall make it clear, and insist that the media make clear, that the member is speaking as a private citizen and not in a capacity as a University employee or as a representative of the University.

The designated spokespersons for this Department are the Director and Captain.

8.3.13 Media Releases

Media releases will be written as necessary to keep the community informed of events significant to the Department and the University.

Official media releases will be coordinated with the University Marketing and Communications Office.

Media releases will be made available to the shift commander, communications section, Director of Public Safety and the University Marketing and Communications Office.

All media releases shall include the case number, if applicable, author, date and time of incident, location of incident, and a synopsis of the incident.

The PIO will assist in the coordination of news conferences with the University Marketing and Communications Office.

8.3.14 Authority to Read Media Releases

Media releases may be read by any member of the Department. Approved media releases may be read to any person inquiring. Additional comments on the media release should be referred to the PIO.

8.3.15 Media Access

At the scene of major fires, natural disasters, or other catastrophic events, including major crime events, a perimeter will be established as soon as possible. Once a perimeter has been established, no news media or other non-essential personnel will cross any barriers without permission of the Incident Commander. All news media will be directed by members to the Incident Commander on scene or to the incident command post once established. The University President or Incident Commander will serve as primary spokesperson to the media, or delegate the function to the Public Information Officer (PIO) (See ESF 15 Public Information & External Affairs in ISU's Emergency Response Manual). The spokesperson will work in conjunction with the Marketing and Communications Office.

Access to crime scenes or situations by the media will be controlled by the on-scene commander through the PIO. This will be accomplished only after officers have completed their portion of the investigation and the area would not be altered by the presence of media personnel. If a long-term investigation is involved, the on-scene commanding officer may give consideration to arranging a "guided tour" of the scene for media personnel.

The on-scene commander may bar from the scene of any crime or accident any media representative who is disruptive to the police purpose.

For the safety of media personnel, they shall be alerted to any potential hazards at the scene of an incident.

Members of the media shall not be permitted in unauthorized areas of the Department unless accompanied by the PIO or a designated member of the Department.

Members of a bona fide news agency may review the entire basic case daily reports, by making appropriate arrangements with the PIO. Times may be established for this review, and are subject to change as conditions warrant.

Crime scenes are under the control of the local law enforcement that will coordinate media activities with our PIO.

8.3.16 Information Withheld From the Media

Any case that is withheld from the media due to an ongoing investigation will be released as soon as the case has reached its logical conclusion.

In cases of sexual assault, ongoing investigations, investigations by another agency, or where the release of victims' names, or witnesses could endanger an investigation or person, the names will be withheld, until such time as the case comes to closure or release is authorized by the county/city attorney or local police.

The PIO shall be made aware of all cases or information which should be screened prior to release to the media. The PIO will insure that the information withheld is in accordance with established policy.

8.3.17 Media Credentials

Once personnel of the media have been identified as bona fide representatives of a public news service, i.e., newspapers, magazine, radio, television, or wire service, Department members shall cooperate with them to the extent appropriate within the rules set forth in this chapter.

Department members may recognize the following credentials as proper news media identification:

- A. Credentials issued by a recognized news gathering agency.
- B. Credentials issued by a law enforcement agency.

Department members who question the validity of any press credentials shall refer the holder of those credentials to the PIO.

8.3.18 Revoking of Media Credentials

If there is a problem with a member of the media at the scene of an incident, the member of the Department having difficulty will fully document the problem in an officer's report, forwarded through the chain of

command to the PIO. The officer's report should include what press credentials were presented and the name of the media representative.

The PIO will then forward a copy of the officer's report to the police agency issuing the press credentials and request that the agency review the incident for action concerning their press credentials.

If the media representative has only his/her press credentials from their respective news agency, the PIO will notify the University Marketing and Communications Director of the incident.

No member will revoke or confiscate any press credentials. Members of the media who violate the law are subject to arrest.

8.3.19 Release of Information After an Arrest

Arrest information should be released by the local police. Following an arrest the following information may be disclosed:

- A. The defendant's name, age, and residence.
- B. Substance or text of the charge as contained in the complaint.
- C. Circumstances surrounding the arrest, including time and place of the arrest, resistance, pursuit, possession or use of weapons, injuries, and a general description of the item seized.
- D. Identity of the complainant when appropriate.
- E. Care should be exercised by all members of the Department so that information divulged is neither detrimental to the investigation nor prejudicial to a subsequent prosecution.

8.3.20 Items of Evidentiary Nature Shall not be Disclosed Prior to Trial

- A. Statements or opinions regarding the arrestee's guilt or innocence.
- B. Precise descriptions of items seized or discovered during an investigation.
- C. Statements regarding the character, reputation, credibility, anticipated testimony, or prior criminal background of the accused or potential witnesses.
- D. Admissions, confessions, or the contents of a statement attributed to an accused person.
- E. The results of certain tests or the refusal of the accused to take certain tests.
- F. The possibility of a guilty plea to the offense charged or to a lesser offense.

- G. Opinions concerning evidence or argument in a case, whether or not it is anticipated that this evidence or argument will be used at trial.

8.3.21 Photographs

Officers of this Department shall neither encourage nor prevent the photographing of arrestees or defendants in public places; however, in no case will "posing" the individual be permitted. Officers shall not allow prisoners in custody to be interviewed by media representatives nor shall officers of this Department be interviewed with a prisoner or defendant present.

Photographs of wanted persons may be issued for the purpose of requesting public assistance in apprehension of the suspect. These photographs shall be released only after gaining permission of the local police, Director of Public Safety, or the University Marketing and Communications Office.

When Departmental photographs are released, or other agency photographs are released, identifying numbers and other data shall be removed prior to release.

Photographs of arrested subjects may be released after receiving permission from the local police, or the Director of Public Safety. Any photographs released by this agency shall have all numbers and other data removed prior to being released.

8.3.22 Release of Information on Minors

A minor who is a University student may have his/her name released to the media with a warning that the subject is a juvenile.

The name of any minor arrested may be released to the media if the local police have authorized the release and with approval of the Director. Additionally, a warning should be given that the subject is a juvenile.

8.3.23 Open Records Law

For information concerning open records, see Release of Information, Chapter I, Section 8.3.11, of this manual.

8.3.24 Review of Reports by Media

The PIO is available during normal working hours for review of incidents by representatives of the media. Specific times may be established by the Department for review of cases on a daily bases.

8.3.25 Media Involvement in Policy Change

The Department will review annually the General Order on Media Relations. A media representative from the following media shall be asked to sit in review: television, radio, written media, University Public Relations Office, and a Public Information Officer. Suggestions in policy changes shall be presented to the Director for General Order modification.

8.3.26 Sex Offender Registration

The Sex Offender Registration Information is a publication by Department of Law Enforcement, Bureau of Criminal Identification. The Idaho State Police notify Public Safety each time a registered sex offender enrolls as a student or is employed by ISU. Public Safety is also notified when the person is no longer enrolled or employed at ISU. Public Safety distributes these names to the Dean of Students and to Human Resources.

As a requirement of the Clery Act, the Campus Sex Crimes Prevention Act and the Idaho Sexual Offender Registration and Notification and Community Right to Know Act, Public Safety keeps updated current notifications for any person who requests to view them. They are posted in the Public Safety office with a warning to the viewer.

WARNING: MUST READ!

This information is made available for the purpose of protecting the public. It is not to be used for the purpose of harassing or intimidating anyone. A person who uses registry information to commit a criminal act against another person is subject to arrest and prosecution under Idaho Code Section 18-8326.

In addition, please consider the following limitations when using information from the Idaho Sex Offender Registry.

The registry does not contain information on all sex offenders. The information is limited by the effective date of the registry (July 1, 1993) and to those offenders who have been convicted of a crime specified in the registry law. The registry does not contain information on those individual whose illegal behaviors have not come to the attention of the authorities.

The Department of Law Enforcement attempts to assure that the register is accurate and current. Although the registry database is updated on a regular basis, the information can change quickly. Therefore, you are cautioned that the information provided is date sensitive and only reflects that which has been received and subsequently automated by the department.

If you have questions about the registry and the information provided, you may call the Department of Law Enforcement, Bureau of Criminal Identification at (208) 884-7305.

Secondary dissemination of registry information requires the inclusion of the above warning and cautionary statements.

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- Upon written request, using the Public Safety form, Public Safety will make photocopies of the notifications received from the Idaho State Police.
- The photocopy will include Idaho Code Section 18-8326.
- The person requesting the photocopies will sign for them when they are picked up and a fee of ten cents per Page will be charged.
- A copy of the IC warning must be given with any copies made.
- Idaho Code Section 18-8326 is as follows:

Penalties for vigilantism or other misuse of information obtained under this chapter: Any person who uses information obtained pursuant to this chapter to commit a crime or to cause physical harm to any person or damage to property shall be guilty of a misdemeanor and, in addition to any other punishment, be subject to imprisonment in the county jail for a period not to exceed one (1) year, or by a fine not to exceed one thousand dollars (\$1,000) or both.

8.3.27 Timely Warning Policy

The timely warning procedure is to assure the timely dissemination of criminal information reported to Public Safety regarding activities that may represent a threat or may be harmful and unsafe for the university community, and to aid in the prevention of similar threats or occurrence of crimes.

Timely warnings will include crimes that occur:

On Campus -

“Any building or property owned or controlled by the university within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition; that is owned by the institution but controlled by another person, is frequently used by students, and supports university purposes such as food or other retail vendors.”

Non-Campus Building or Property -

“Any building or property owned or controlled by a student organization that is officially recognized by this institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, if frequently used by students, and is not within the same reasonable contiguous geographic area of the institution.”

Public Property -

“All public property, including thoroughfares, streets, sidewalks and parking facilities, that are within the campus or immediately adjacent to and accessible from the campus.”

It should be noted that not all crimes are reported to Public Safety. In some instances the report is made to the local police department in which case there may be a period of time before Public Safety becomes aware of the report. Every effort will be made to coordinate with the local police for timely warnings.

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Crimes that fall under the Timely Warning Procedure are as follows, but are not limited to:

Homicide
Sex Offenses
Robbery
Aggravated Assault
Burglary
Motor Vehicle Theft
Arson
Negligent Manslaughter
Hate Crimes

The Public Safety Director or his designee will be notified as soon as possible for concurrence when a timely warning is thought to be in order. The type of media to be used for dissemination and wording of the warning must be approved in advance by the Director or his designee.

Types of dissemination are as follows:

E-Mail
Phone Mail
Public Safety Web Site
Campus Watch Newsletter
Campus Radio Station
Public Notices Distributed by Hand or Posted in Affected Areas of Campus

Procedure

- The dispatcher will receive the report of criminal activity and dispatch the officer (reports may be received by other office personnel or personally by the officers).
- The officer will report any incidents to the Shift Supervisor that meet the timely warning criteria.
- The Shift Supervisor will review the incidents on a shift to determine if they meet the criteria for a timely warning and will contact the Director or his designee for concurrence.
- The Director will approve the type of media and the wording for the warning.
- The officers and/or office staff on duty will carry out the timely warning in the manner in which the Director or his designee has established.
- Timely warnings for incidents that occur in on-campus student residences will be coordinated with Housing.

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TITLE: GENERAL ORDERS Legal Process	CHAPTER: I SECTION: 8.4
APPROVAL:	REVISION NO.: 02
REVIEW DATE: July 25, 2003	ISSUE DATE: 06/96

Legal Process

8.4.1 Purpose

It is the policy of the Department of Public Safety to assist, if requested by the local police, in the issuance of warrants. This includes misdemeanor or felony warrants. A Department report can be completed if incidents during the issuance of the warrant justify the report. The local police have the responsibility to maintain the records of warrants. All required warrant information is the responsibility of the local police.

Public Safety officers are authorized to make a citizen's arrest only when it becomes necessary (See Arrest Procedure Chapter III 3, Section 1.2).

8.4.2 Search Warrants

A search warrant is an order issued by the court authorizing a law enforcement officer to execute a search of property or person as described within the warrant. ISU Public Safety officers will assist local law enforcement officer in searches as requested. All evidence and custody requirements are the responsibility of the local police. Prior to the execution of the warrant, the Department Director will be made aware of the warrant and the plan to execute the warrant. In situations where the warrant is served outside ISU jurisdiction, permission to assist must be given by the Director of Public Safety.

Any Public Safety officer seizing any item for evidentiary purposes will complete an evidence/property tag, and/or evidence receipt. All procedures will be followed as described in procedures (evidence procedure).

8.4.3 Seizure of Real or Personal Property

Only certified police officers shall seize any personal or real property in connection with a judicial order.

Department officers and civilian employees may assist in the removal and securing of property after the police officers have ensured safety and control of the scene.

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Special care shall be taken when seizing computers or hard/software possibly used in crimes. Critical data can be lost when electronic devices are accessed or unplugged. A properly trained computer expert, such as an employee from the Computer Center, or other qualified person shall be consulted prior to opening files or attempting to download or view any data.

8.4.4 Search Warrants - Return and Inventory

The return and inventory or the property evidence report may be used to record these items. A copy of the return and inventory shall be left at the scene of the warrant's execution or with a responsible person present at the scene.

Documentation in a report will include where each piece of property was obtained, when and by whom.

8.4.5 Accounting of Seized Property

All property seized as a result of a search warrant, court order, or other method shall be accounted for by the local enforcement department.

Property seized from a search warrant shall be accounted for and described, whenever possible by:

- A. Type of item - make and model
- B. Serial number
- C. Color
- D. Condition
- E. Description

Proper documentation as to property seized from individuals or locations shall be contained in the basic case or supplemental reports.

8.4.6 Civil Process

The Department of Public Safety does not execute any civil process.

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TITLE: GENERAL ORDERS Search Warrants–Bodily Fluids	CHAPTER: I SECTION: 8.5
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 06/96

Search Warrants–Bodily Fluids

8.5.1 Policy

Incidents involving the need to obtain bodily fluids will be referred to the local police. Exceptions involve employee testing for cause as applied to DOT regulation.

The University has implemented an Employee Alcohol and Controlled Substance Testing Program. This is specific for the transportation department at this time. The Director of Public Safety may as circumstances suggest, implement this testing program for the Department of Public Safety. Examples when this could be implemented are pre-employment, post-accident, reasonable suspicion, and return-to-duty testing. The Director is responsible for determining when testing will be implemented and for whom.

8.5.2 Conditions Permitting Obtaining a Warrant

- A. Investigation of a felony DUI.
- B. Investigation of any DUI where serious injuries or death are present.
- C. Investigation of any DUI related child endangerment.
- D. Investigation of any felony crime where bodily fluid(s) are evidence in the crime being investigated.

8.5.3 Normally Followed Procedure by Law Enforcement

Once the criteria for obtaining a telephonic or regular search warrant has been satisfied, and the subject still refuses to provide the bodily fluid, after being served with the valid warrant, the officer will so document the refusal in the appropriate report.

No officer will require any medical facility to draw any bodily fluid against the will of the subject or the medical facility's individual policy.

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During investigations involving serious injuries or death, exceptions may be made by the medical facility after the officer has briefed hospital personnel of the situation.

No officer shall make any threat of arrest to hospital or medical personnel in the event of refusal by the medical personnel to draw the bodily fluid following established facility policy.

If the officer encounters difficulty with the hospital staff, the on-duty supervisor shall be immediately made aware of the situation. The supervisor is responsible for evaluating the circumstances and resolving the difficulties in person. If the supervisor believes, following discussion with medical personnel, that additional discussion is necessary, the respective division Lieutenant shall be contacted and briefed by the on-duty supervisor.

Failure to comply with established policy may result in disciplinary action.

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TITLE: GENERAL ORDERS Searches/Seizures Without a Warrant	CHAPTER: I SECTION: 8.6
APPROVAL:	REVISION NO.: 04
REVIEW DATE: March 13, 2014	ISSUE DATE: 06/96

Searches/Seizures Without a Warrant

8.6.1 Purpose

This general order establishes guidelines for conducting warrantless searches and seizure, and disposition of any crime-related evidence or contraband that may be seized by Public Safety officers during such searches, upon and within University property, to include buildings or containers.

8.6.2 Investigative Detention (Stop and Frisk)

When a Public Safety officer stops or detains a person for questioning it constitutes a seizure of the person under the Fourth Amendment because it is depriving the person freedom of movement.

8.6.3 Stopping

The minimum legal justification for a police officer to stop an individual for questioning is reasonable suspicion that the individual stopped may be either contemplating criminal activity or involved in criminal activity.

The officer may base his/her reasonable suspicious on first-hand perceptions with logical inferences, or from hearsay information (i.e., confidential informant or bulletins) that can be corroborated.

The officer may use whatever force is reasonably necessary to affect the detention of a person based on reasonable suspicion. Physical restraint and handcuffing are degrees of force that do not necessarily constitute arrest if they are reasonable under the circumstances.

The officer can detain an individual for a reasonable period of time only, depending upon the nature of suspected activity and whether the actions of the suspect or the officer contribute to a delay in detention. Officer actions contributing to a delay in detention must always be reasonable in order to be lawful.

Removal of a suspect to another location for questioning without the suspect's consent may be tantamount to an arrest without probable cause. Lacking probable cause for making an arrest the officer should resolve the problem where the detention is made, or ask for consent if the officer finds it necessary to remove the suspect to another location for questioning.

8.6.4 Frisking (Terry Frisk)

When a Public Safety officer conducts a frisk of a detained person, this constitutes a search under the Fourth Amendment. **The right to stop someone is not the right to frisk.**

The minimum legal justification for a police officer to frisk an individual he/she has legally detained is reasonable suspicion that the individual is armed with a weapon and poses a danger to the detaining officer. Currently, officers are also legally allowed to seize nonthreatening contraband detected through the sense of touch during a protected pat down of a person of the sort permitted by Terry, as long as the search stays within the parameters set by the Terry frisk.

The police officer can pat down and feel the outer clothing and the inside clothing if the officer feels objects that could be weapons. The law makes no distinction in how you frisk a male as opposed to a female once you are justified in conducting a frisk. The officer may also extend the Terry frisk to the passenger compartment of an automobile if the officer suspects the driver or occupants may be armed.

During such investigative detention, if the officer fails to develop probable cause to conclude that a crime was in fact being committed, the officer must release the detainee. All this must be accomplished within a reasonable period of time without the officer needlessly contributing to a delay.

8.6.5 Prisoners—Searches and Handcuffing

- A. A Public Safety officer shall use extreme care in the preliminary search of a prisoner taken into custody. A prisoner detained shall be searched by the arresting officer before being placed into a police vehicle.
- B. Officers receiving custody of a prisoner from another officer shall search the prisoner before placing the prisoner in a police vehicle.
- C. The police vehicle shall be searched after each time a prisoner has been transported and at the beginning and end of each patrol shift.
- D. Prisoners detained shall be searched by an officer of the same sex whenever possible. When this requirement cannot be met, the prisoner will be searched in the presence of one other officer and treated professionally, courteously, and with dignity.
- E. Prisoners found to have illegal drugs, weapons, or other contraband in possession during a lawful search shall be charged with the appropriate offense.
- F. Public Safety officers are required to handcuff any prisoner detained who exhibits an inclination for violence.
- G. Prisoners detained for minor misdemeanor offenses are to be handcuffed only if they are to be transported or if in the judgment of the arresting officer, there is the potential for violence.

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- H. Prisoners shall be handcuffed with hands behind their back and palms facing out except when physically impossible due to injury or deformity. When transporting more than one prisoner, each is to be handcuffed with arms intertwining.
- I. Officers shall use care when handcuffing a prisoner so as to reduce the potential for injury to the prisoner.
- J. All prisoners shall be transported in a secure patrol unit when possible. Two officers shall be used to transport a violent/combative prisoner.
- K. Two officers should transport a prisoner of the opposite sex, whenever possible. Officers will always call in the beginning and the ending mileage when a prisoner of the opposite sex is being transported.

8.6.6 Search of Persons

Highly intrusive searches of a person, such as body cavity searches, surgical removal of evidence, or searches to get evidence from a person not under arrest will require a search warrant or court order.

8.6.7 Search of Persons—Consent

A Public Safety officer can do a consent search of a person when that person voluntarily waives his/her Fourth Amendment rights and consents to being searched. The person granting consent to search must have lawful authority or control to consent. One person cannot give an officer permission to search another person.

The scope of the search will be determined by the suspect's degree of lawful control and willingness to allow the search. The suspect may consent to a search of his person, but set limits or withdraw the consent during the search.

8.6.8 Incident to Arrest (Person)

The only requirement for searching a person incident to arrest is a lawful, custodial arrest. Incident to a lawful custodial arrest, the police officer can search the person (to include a strip search), and the area within the immediate control of the person arrested. As a rule, locked areas are not accessible in a search incident to arrest.

A strip search is considered an administrative routine when the person is to enter a prison population. If the officer does not intend to lock up the arrestee but will field release instead, a strip search is justified only when the officer can articulate a suspicion that the arrestee has a concealed weapon or contraband.

8.6.9 Exigent Circumstance (Person)

An officer can search the person of an individual when he/she has a reasonable suspicion that the individual may be armed (Terry frisk).

An officer may also conduct a search of a person in order to preserve evidence of a crime provided the officer has probable cause to believe that evidence is present on the person, and probable cause to believe there is a danger the evidence will be destroyed.

The scope of the search (and seizure) will be the degree necessary to eliminate or remove the emergency (exigency).

8.6.10 Inventory

An officer may conduct an inventory of a person's property if the officer has lawful custody of the personal property, and there exists a standardized procedure in the Department for conducting inventories.

The officer can look into any area or property where valuables or dangerous items could reasonably be located, to include locked or sealed containers.

The inventory is an administrative care taking function to preclude accusations of theft by individuals in police custody, make police personnel accountable for personal property under their control, and to prevent inadvertent storage of dangerous materials or items in property rooms.

8.6.11 Search of Premises

The United States Supreme Court attaches a great deal of importance to the warrant requirement when it comes to a search of premises used as a residence. Public Safety officers should search premises under authority of a valid warrant whenever practicable. The following will provide officers guidance in conducting searches and seizures in premises without a warrant:

8.6.12 Exigent Circumstances (Premises)

Officers may enter a residence to render aid, preserve life, or prevent the destruction of evidence of a crime. The scope of the search is dictated by what is necessary to neutralize the emergency.

8.6.13 Plain View

The officer must be in a place where he/she has a legal right to be and from that vantage point can see evidence of a crime or contraband which can be seized.

The officer must possess probable cause to believe that the items he/she is viewing are evidence of a crime or is contraband. Therefore, the U.S. Supreme Court only requires that the officers be lawfully present and be able to articulate that what they see and can seize is probably evidence of a crime or contraband.

8.6.14 Search of Home—Consent

The consent to search a house must be voluntary but, unlike Miranda, the U.S. Supreme Court has repeatedly said that the officer does not have to advise the person whose consent is requested of his/her Fourth Amendment rights. The court has said that the request conveys its own message and individuals know they have a choice.

Individuals must have legal control of the area the officer requests to search for the consent to be valid. Ownership is different from legal control in many cases. The University may own residence halls on campus but, the students leasing the residences have the legal control to consent to a search of their premises.

If there is more than one person exercising legal control and they grant conflicting consent, officers will excess in favor of the person asserting his/her rights.

The scope of the search will be dictated by the degree of legal control of the premises the consenting party possesses, and the scope will also be determined by the terms or conditions of the consent.

8.6.15 Searches of Housing - For Life Safety

In the event an officer has a reasonable suspicion to believe there may be burning or smoldering material in a campus apartment or personal room, or personal storage area (i.e., smoking, burning incense, burning candles or other material), the officer should first knock on the door and attempt to make contact with the resident(s). The officer should advise the resident of the concern for life safety and try to obtain a consent to look in the room. If the resident(s) refuse, the officer should remind them that the officer believes they are in violation of University and Housing policies and that they signed a housing agreement allowing such searches (See ISU Policies and Procedures Part 6, Section VII(A)(4)(L) and Resident Housing Standards Part C on burning of candles and incense; see Resident Housing Standards Part R(II)(E) and Residence Housing & Dining License Agreement Part III, Paragraph E regarding Access To Rooms).

If the resident does not consent to the search or does not answer the door, the officer must contact the Director of Public Safety, explain the circumstances and request permission to search. If the Public Safety Director is not available the officer will contact the Associate VP of Facilities Services or the Dean of Student Affairs for permission to search.

The officer must notify Housing and, if possible, have them present. The officer should photograph the room prior to the search and after the search. The search should not go beyond what is in plain view unless there is reason to believe the burning or smoldering material is hidden someplace other than plain view.

8.6.16 Search of Vehicles—Consent

The consent must be voluntary and granted by someone who has legal control of the vehicle. This is different from consent given for search of premises. The individual in legal control of a vehicle is usually the driver, who may or may not be the owner.

If the driver is not the owner but the owner is a passenger in the car, the driver can give consent for the officer to search the car only if the owner does not object.

If the owner, who is a passenger in the car, objects to a search of his/her vehicle, the driver cannot overrule the owner's assertion of his/her rights.

8.6.17 Incident to Arrest (Vehicle)

In order for the officer to search a person's vehicle incident to arrest, the arrest must be a lawful custodial arrest.

Idaho State Code permits citizens to arrest. It has been the practice of this Department to detain for local police and allow them to arrest, cite, or instruct our officer to make a citizen's arrest.

A search incident to arrest is justified by a lawful custodial arrest, and therefore requires no further justification; the purpose of the search is to secure weapons or destructible evidence and is not dependent on the probability that such items are present.

The scope of the search may encompass the person arrested and the area within the arrestee's immediate control. In other words, the area from which the arrestee could gain access to weapons or evidence. When the arrestee is the occupant of an automobile, the area within immediate control is construed to mean the entire passenger compartment and any open or closed containers found therein. The area searched must be contemporaneous in time and place with the arrest in order to be valid.

8.6.18 Mobile Vehicle Exception

The "Vehicle Exception" is the one exception to the search warrant requirement that is peculiar to motor vehicles. The first legal requirement for a vehicle exception search is that the searching officer possesses probable cause to believe that the vehicle contains evidence of a crime or contraband and that the vehicle possesses apparent mobility.

The vehicle exception is unique among the rules of search and seizure because of its limited application to vehicles and their contents. It is the one area of Fourth Amendment case law where the U.S. Supreme Court permits officers to conduct a warrantless search of a vehicle and its containers based solely upon the existence of probable cause to believe that evidence or contraband is present.

The scope of the search is the same as it would be if a magistrate's warrant had been acquired - that is to say, anywhere within the vehicle where the evidence or contraband sought could reasonably be found. If the

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probable cause is specifically limited to a container inside the vehicle, the scope of the warrantless search is limited to that container.

If, however, the probable cause applies to the vehicle generally, the scope of the warrantless search includes all places within the vehicle - including containers - where the item sought could reasonably be. Probable cause, then, not only determines when the Vehicle Exception is triggered, it also dictates the scope of the search.

Vehicle searches as a result of criminal activity must be authorized and coordinated with the local police.

8.6.19 Federal Authorization

The Public Safety Officer will perform searches as required by Federal provisions.

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**OPERATION
PROCEDURE
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TITLE: GENERAL ORDERS Clery Act Compliance	CHAPTER: I SECTION: 8.7
APPROVAL:	REVISION NO.: 04
REVIEW DATE: February 5, 2014	ISSUE DATE: 08/2004

8.7.1 Campus Security Report

Campus crime statistics are maintained by ISU Public safety and are available upon request, or can be obtained on the internet at the Public Safety website located at www.isu.edu/pubsafe. The campus crime statistics will be submitted annually to the Secretary of Education by the deadline in October.

The Jeanne Clery Annual Security and Fire Safety Report is published annually to the Public Safety website at www.isu.edu/pubsafe/security/Jeanne_Clery_Annual_Security_and_Fire_Safety_Report.pdf. Students, Faculty and Staff are notified by e-mail of the web location for the pamphlet and that the pamphlet is available upon request.

A Daily Incident Log is created electronically and in hard copy for the Pocatello, Idaho Falls, & Meridian campuses. The Daily Incident Log contains any crime or incident that was reported to ISU Public Safety, and occurred on campus, on a non-campus building or property, or public property that is within ISU jurisdiction. The log contains, at a minimum, the nature, date, time and general location of each crime, and the disposition of the complaint, if known.

Daily Incident Logs are posted within two business days, unless disclosure is prohibited by law or would jeopardize the confidentiality of a victim. The Campus incident logs are available on the Public Safety website and at the Public Safety Offices at the Pocatello, Idaho Falls, and Meridian campuses.

The University, in compliance with the Jeanne Clery Act (See 20USC 1902f), is responsible for compiling and publishing crime statistics within the three most recent calendar years for the following crimes and arrests:

- A. Criminal Homicide
 - 1. murder and non-negligent manslaughter
 - 2. negligent manslaughter
- B. Sex Offenses
 - 1) forcible sex offenses
 - 2) non-forcible sex offenses
- C. Robbery

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- D. Aggravated Assault
- E. Burglary
- F. Motor Vehicle Theft
- G. Arson
- H. Domestic Violence
- I. Dating Violence
- J. Stalking
- K. Liquor Law Violations
 - 1) Arrests
 - 2) Referrals - Persons not included in the statistics for H(1), but who were referred for campus disciplinary action
- L. Drug Abuse Violations
 - (i) Arrests
 - (ii) Referrals - Persons not included in the statistics for I(1), but who were referred for campus disciplinary action
- M. Illegal Weapons Possessions
 - 1) Arrests
 - 2) Referrals - Persons not included in the statistics for J(1), but who were referred for campus disciplinary action.

Hate Crimes (to include a report, by category of prejudice, of any of the above occurrences of criminal homicide, sex offenses, robbery, aggravated assault, and any other crimes involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability).

Exceptions - When Not to Disclose Information

- When anyone's safety could be jeopardized.
- When the integrity of an investigation and/or subsequent prosecution could be jeopardized.
- When a confidential source would be revealed.
- When release of such information jeopardizes the privacy rights of sex crime victims, juveniles, or persons who are mentally ill.

- When release of such information would cause a suspect to flee or evade detection.
- When release of such information could result in the destruction of evidence.

8.7.2 Crime Reporting Policy

It is the policy of Idaho State University that all criminal activity is to be reported to ISU Public Safety and that students, faculty, and staff should cooperate fully in any investigation of criminal conduct. Students may also report incidents of criminal offenses to the Vice President for Student Affairs Office. Faculty and staff may also report incidents of criminal offenses to the Human Resources Office.

Any criminal activity in which ISU students have engaged in, at off-campus locations of student organizations officially recognized by the institution, to include student organizations with off-campus housing facilities (*i.e.*, clubs, fraternities, sororities, *etc.*), shall be monitored and recorded through local police agencies, as well as ISU Public Safety.

Annual letters are sent to campus pastoral and professional counselors to notify them of University services and to ask them to encourage any crime victims they are counseling to report the incident to the police, Public Safety, or through our anonymous or voluntary confidential reporting system.

Voluntary Confidential Reporting

Students may make voluntary confidential reports to the Vice President for Student Affairs office, the Housing director, Athletic Director, and the Office of Equal Opportunity, Affirmative Action & Diversity. The aforementioned offices are contacted annually by Public Safety and are required to provide statistical information for reporting purposes only.

Anonymous Reporting

A Silent Witness form found on the Public Safety web site may be used to make anonymous reports. When the form is transmitted the person making the report is not identifiable to the recipient who is a Public Safety official. All information received is kept strictly confidential. Reportable offenses are recorded in the statistics portion of the pamphlet.

How To Report A Crime (or any suspicious circumstance)

Students, faculty, and staff are encouraged to report any suspicious activity to ISU Public Safety and to report any criminal activity immediately to the police department in their location.

Emergency "Blue Light" telephones have been placed at various locations at the Pocatello, Idaho Falls and Meridian campuses and are designated on the campus parking maps. These phones are directly connected with the Pocatello Police, Idaho Falls Police or Meridian Police. When the button is pushed, the call is automatically registered on an annunciator panel and police officers are dispatched immediately.

Public Safety Crime Prevention information and pamphlets are distributed via presentations, orientations, and e-mail and in various locations around campus. These pamphlets describe how to report criminal activity.

Sexual Violence and Harassment Reporting Choices at ISU

Students, faculty and staff may use any or all options below for reporting sexual violence and harassment incidents.

- Call Family Services Alliance at 232-0742 and ask to speak with an advocate.
- Call ISU Public Safety at 282-2515 or the Pocatello Police at 234-6100. This can be an information report only or the prosecutor will review the case and charges could be filed or prosecution denied.
- Report to the Vice President for Student Affairs, Hypostyle Room 284, 282-2794. The Student Affairs Office will take university disciplinary action where appropriate. The victim and accused may be referred to University Counseling.

Report to the Office of Equal Opportunity, Affirmative Action, and Diversity - Rendezvous, Room 157, 282-3964. Case may be solved informally or with a formal investigation with sanctions, if appropriate.

8.7.3 Timely Warning Policy

The crime prevention unit will be responsible for informing the community of particular areas that have become specifically targeted for criminal activity. This may include the posting of warning notices, a meeting of area residents/employees, or increased law enforcement and Department presence through patrols.

The timely warning procedure is to assure the timely dissemination of criminal information reported to Public Safety regarding activities that may represent a threat or may be harmful and unsafe for the university community, and to aid in the prevention of similar threats or occurrence of crimes.

The Public Safety Director or a designee will develop the timely warning notices for the University Community. These notices are approved by ISU administration, and then distributed to the ISU community by the Department of Public Safety. Electronic media, such as mass e-mail, is used to disseminate information to students, faculty and staff. Public Safety's web page is used and notices may also be distributed by hand and posted in areas of campus when warranted. This includes door to door notification in the residence halls if needed.

Timely warnings will include crimes that occur:

On Campus -

"Any building or property owned or controlled by the university within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition; that is owned by the institution but controlled by another person, is frequently used by students, and supports university purposes such as food or other retail vendors.”

Non-Campus Building or Property -

“Any building or property owned or controlled by a student organization that is officially recognized by this institution; or

Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, if frequently used by students, and is not within the same reasonable contiguous geographic area of the institution.”

Public Property -

“All public property, including thoroughfares, streets, sidewalks and parking facilities, that are within the campus or immediately adjacent to and accessible from the campus.”

It should be noted that not all crimes are reported to Public Safety. In some instances the report is made to the local police department in which case there may be a period of time before Public Safety becomes aware of the report. Every effort will be made to coordinate with the local police for timely warnings.

Crimes that fall under the Timely Warning Procedure are as follows, but are not limited to:

Criminal Homicide

Arson

Sex Offenses

Hate Crimes

Robbery

Aggravated Assault

Burglary

Motor Vehicle Theft

The Public Safety Director or his designee will be notified as soon as possible for concurrence when a timely warning is thought to be in order. The type of media to be used for dissemination and wording of the warning must be approved in advance by the Director or his designee.

Types of dissemination are as follows:

E-Mail

Phone Mail

Public Safety Web Site

Campus Watch Newsletter

Campus Radio Station

Public Notices Distributed by Hand or Posted in Affected Areas of Campus

Procedure

The dispatcher will receive the report of criminal activity and dispatch the officer (reports may be received by other office personnel or personally by the officers).

The officer will report any incidents to the Shift Supervisor that meet the timely warning criteria. The Shift Supervisor will review the incidents on a shift to determine if they meet the criteria for a timely warning and will contact the Director or his designee for concurrence.

The Director will approve the type of media and the wording for the warning.

The officers and/or office staff on duty will carry out the timely warning in the manner in which the Director or his designee has established.

8.7.4 Security and Access To Campus and Campus Facilities

Access to the ISU campus is not controlled. ISU Public Safety officers will be on duty and available 24 hours a day, 7 days a week. Even though officers are not sworn peace officers, they are responsible for enforcement of university rules and regulations, as mandated by the State Board of Education. ISU Public Safety Officers are authorized to make citizen's arrests when necessary and detain suspicious subjects for questioning by the police.

Public Safety officers will work closely with the city police and other law enforcement agencies to assist in safeguarding the campus community, including its facilities located outside of Pocatello (*i.e.*, Idaho Falls, Boise, *etc.*). County and state law enforcement may periodically patrol the public streets on campus.

The Pocatello Police Department and ISU Public Safety share patrol responsibilities on University property. PPD has law enforcement responsibilities. ISU Public Safety will assist PPD at their request and direction.

All Pocatello campus facilities are patrolled by ISU Public Safety and the facilities are locked between 10:00 p.m. and 7:00 a.m. on weekdays. Most buildings are locked 24 hours a day through the weekend.

Care should be taken at all times to insure that unauthorized persons are not allowed entrance into areas which they would not normally be allowed. Officers will identify and file a report on all persons requesting access to buildings after hours.

All buildings on campus can be unlocked by a Public Safety Officer on weekends or by the department calling and filing a request for it to be unlocked and locked at certain times. Communications will post the unlock requests on the unlock request clipboard.

Card reader access is being provided to some facilities for faculty, staff and students. Card reader access to all facilities is being planned and will be implemented as funds become available.

After Hours Access

Microcomputer Learning Facility, Life Science

Officers will complete after hours checks of the Microcomputer Learning Facility at Life Sciences at least once a shift, and check the identification of all individuals in the facility.

All students must show a valid ISU ID card and an after-hours access authorization card signed by an Academic or Computer Center Administrator.

Faculty and staff need to show only their ISU ID card.

Any individual who is unable to show proper identification will be asked to leave the facility and a Public Safety report completed.

Facilities Services Compound

All after-hours access will be controlled by Public Safety.

Unless specific authorization is given to the contrary, after hours use should be limited to either the Heat Plant gate or the Humbolt Street gate.

Officers will not loan the key to anyone. People who think they need their own key should be referred to their Department Director to request the keys through the online key request program.

The Compound gates should be closed and locked preferably at 1730 hours, but no later than 1800 hours. During the summer months, when there is no Heat Plant Operator, this includes the large gate by M & O.

During the summer months all gates should be locked at 1630 hours.

If there is a request in writing, Public Safety will open the gate near Shipping and Receiving while a verified ISU employee is monitoring traffic going through it. It will not be left open.

The gate at the Heat Plant may be left open upon request without an employee to monitor traffic. Any exceptions must be personally approved by the Facility Services Director.

The two main gates should be unlocked each regular work day at 0700 hours. During the snow season, the times may be modified.

After unlocking the gates, leave them closed. Facility Services personnel will open them.

General Buildings

The following list of procedures is the policy of the ISU Department of Public Safety with regard to after hour building access.

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- A. The ISU Department of Public Safety will identify any person that is requesting access to a building, office, or room that is secured.
- B. The ISU Department of Public Safety will allow students into secured building or classrooms for the purpose of collecting personal property (i.e., coat, purse, book, etc.)
- C. The ISU Department of Public Safety will not allow students access to building for the purpose of group studies without confirmation from the Dean or Chair of the building.
- D. The ISU Department of Public Safety will not allow any student access to any faculty, staff, or administrator's office or room without confirmation from the owner of the office or room, except to collect personal property. Confirmation must be live communication and not through a letter or note.
- E. The ISU Department of Public Safety will not allow students access to departmental files or tests without confirmation from the owner of the office or room where the property is located. Confirmation must be live and not through a note or letter.
- F. The ISU Department of Public Safety will not open a building and allow a student to be left unattended without confirmation from the Dean or Chair of the building.

For any other situation that may arise, the Director of Public Safety should be notified for instruction on a case-by-case basis.

Residence Hall Access

The on-duty staff members are responsible for locking up their respective residence halls nightly, doing rounds throughout the facilities, and providing assistance in the absence of the floor resident assistant. Public Safety will make random patrol of all residence halls and apartment facilities.

Facility Design

The Department will work with the Facility and Design Department, Parking, Transportation, and Risk Management in the formulation of crime prevention and safety concerns for construction projects and transportation needs of the University.

8.7.5 Crime Prevention/Crime Prevention Programs

It is the goal of the University and ISU Public Safety to ensure that the campus community is conscious of their own safety. Officers should utilize reasonable means to eliminate crime opportunities by increased area checks, or reporting any problem(s) for follow-up to the Crime Prevention Unit.

Public Safety Crime Prevention information and pamphlets may be distributed via presentations, orientations and mail, and in various locations around campus, and at its branch campus and satellite offices.

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ISU Public Safety officers will coordinate efforts with the Director of University Housing, the Dean of Student Affairs, the Director of Student Health, the Idaho Falls Center Director and local police Community Service Officers to initiate education programs in the areas of crime prevention and safety awareness. This will be accomplished through the following programs:

Campus Watch
Campus Cubs
New Student Orientation
First Year Seminar Presentations
New Employee Orientation
Students On Patrol
R.A.D. (Rape Aggression Defense)
Crime Prevention Surveys
Building Surveys
Workplace Violence Presentations
Red Ribbon Week
Alcohol Awareness Week
Safety Week
Quarterly Safety Newsletters
Safety Tips posted to the Faculty, Staff and Student on-line Bulletin Boards on a regular basis.

Programs on the campus are intended to make the community more aware of their surroundings and the laws and regulations which affect them. Crime Prevention presentations may be scheduled through the Public Information Officer.

The Department is committed to assisting the community in feasible ways to reduce or eliminate crime opportunities or hazards. To accomplish this task an emphasis has been placed on the following areas:

- P. Sexual assault awareness
- Q. Drug and alcohol awareness
- R. Security surveys
- S. On campus living facilities - residence halls and Greek affiliation residences
- T. Personal and property safety and security

Residence Halls

Crime prevention programs will be presented in conjunction with Safety Week, Red Ribbon Week, etc. Programming will focus on:

A. Personal Safety:

1. Sexual assault prevention.
2. Personal safety.
3. Property security.

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B. Laws:

1. Alcohol/drugs.
2. Motor vehicle.
3. Code of Conduct.
4. Others as necessary.

C. Review of "campus crime problems."

Fraternities and Sororities

Crime prevention programs will be given when requested by the chapters. Areas to be covered may be found in Residence Halls, section 4.1.12 above.

Other Public Safety Programs That Promote Safety on Campus

Safety Escorts (24/7)
Students on Patrol
Blue Light Emergency Phones
Vacation House Checks for on-campus housing
Crime Prevention Packets for victims of crime
Sex Offender Registration List
Closed-Circuit Television Cameras
Card Reader Access to buildings and residence halls
Silent Witness Program
Security/Crime Alerts
Safety/Crime Prevention Videos that can be checked out
ISU Public Safety's Crime Prevention Website (www.isu.edu/pubsafe)

8.7.6 Substance Abuse Policy

The substance abuse program goals are: (1) to present factual and accurate information regarding drug and alcohol use, misuse, and abuse; (2) offer alternative behavior options; and (3) provide leadership in the dissemination of information; (4) students are required to obey the laws of the State of Idaho and the policies of the State Board of Education. The substance abuse policy is provided to all students, faculty, and staff in their respective handbooks. All members of the university community are encouraged to familiarize themselves with these policies and procedures.

Incidents of substance abuse reported to Public Safety and not prosecuted by the police are recorded officially in the Spillman Crime Reporting System, which is available to the local police at their terminals. These incidents are referred for disciplinary action to proper campus authority, i.e., Housing Staff, Judicial Staff, and the Dean of Students, and these actions are recorded as official statistics in the annual report.

Alcohol

Consumption of alcohol is prohibited in general use areas. General use areas shall include all University owned, leased or operated facilities and on campus grounds.

Entrances to the parking lot at Holt Arena will be posted with signs advising users of the parking lot that the possession and consumption of alcohol is prohibited. Tickets to the University events are also marked advising participants that alcohol is prohibited on the premises, within the Holt Arena or other areas where activities are held.

University groups and/or employees sponsoring public events and those employees responsible for the scheduling of public events on University property are responsible to make notification to those using University property and facilities that possession and consumption of alcohol is prohibited.

Persons found in violation of the University's Alcohol Policy, and being of legal age to possess alcohol in the State of Idaho may be asked to remove the alcohol from University property or surrender all unopened containers of alcohol to Public Safety Officers.

Exceptions to the University's Alcohol Policy are permitted. Permitted uses include within the residence hall rooms, student apartments, the President's home, and other areas designated by the President with the approval of the State Board of Education.

Public Safety will continue to enforce the alcohol policy as they have in the past. When an officer has reasonable suspicion that a suspect vehicle is being used to violate this policy, contact with the person responsible for the vehicle will be made and the occupants will be advised of the policy. If alcohol is observed, the officer will follow the steps outlined in the following paragraph.

1. Persons found in violation of the University's Alcohol Policy, and being of legal age to possess alcohol in the State of Idaho, will be advised of the policy and requested to dispose of the alcohol, remove it from the premises, secure it in a vehicle, relinquish it to Public Safety or leave the property.
2. Persons who refuse to comply will be requested to leave the premises. Those who refuse to leave will be advised that they will be subject to arrest.
3. If they continue to refuse, the Pocatello Police Department will be summoned and the subject will be either escorted from the property or issued a summons for trespassing and/or other violations (i.e., open container) and escorted from the property. Actions taken will be at the discretion of the officers involved, based on the circumstances that exist at the time of the incident.
4. Persons who comply with the request, but are later found in violation of the policy will be detained for the Pocatello Police, or the Pocatello Police will be notified of the violation and requested to issue a summons for trespass and/or other violations, i.e., open container, and escorted from the property.

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5. Pocatello Police will be encouraged to continue to patrol ISU facilities and to enforce applicable alcohol statutes.
6. If the subject is of legal age to possess alcohol and agrees to relinquish any unopened alcohol to the Public Safety officer, they may retrieve it after the event or at a later date at the convenience of the Public Safety Department.
7. All violations involving ISU employees or students will be reported to the Dean of Students or the employee's supervisor.
8. Persons under the legal age to possess or consume alcohol may be referred to the Pocatello Police.

Housing officials specify and enforce their rules, and Public Safety will cooperate with Housing to assist them in enforcing the State Board policy and Housing policies. Housing will provide Public Safety with Housing policies governing the possession and use of alcohol.

(See Chapter III, Section 2.7 Alcohol Policies and Procedures and Chapter III, Section 2.8 Alcohol Policy Enforcement for more information).

Illegal Drugs

The illegal manufacture or attempted manufacture of, the possession of or distribution of any illegal drugs on University-owned or controlled property is prohibited. Illegal drugs include, but are not limited to LSD, mescaline, crack, cocaine, speed, marijuana, heroin, peyote, methamphetamine, and those controlled substances listed under Schedules I, II, and III in Title 37, Chapter 27, of the Idaho Code.

Full cooperation will be given to local law enforcement agencies towards the prosecution of any violators of this policy.

Procedure

The Department has developed a "zero tolerance" to drug usage and the improper use of alcohol. With this policy, officers may use discretion in the enforcement of the laws. Such discretion may be in the form of physical arrest by local law enforcement or a warning (verbal/written).

When an officer contacts a driver of a motor vehicle, where the officer believes the driver may be under the influence of alcohol/drugs, the officer should observe and evaluate the symptoms/actions of the individual. Local law enforcement should be notified when a driver is suspected of being under the influence of alcohol/drugs.

Prevention/Education Programs

In addition to counseling and education through assessment and treatment, various campus groups distribute information to students regarding drug and alcohol use, misuse, and abuse (refer to the ISU Policies and

Procedures and the Student Handbook). Drug and alcohol Education/Awareness programs are conducted at residence halls at least once a semester by ISU Public Safety.

8.7.7 Sex Offenses

Prevention/Education Programs

Members of the Department are encouraged to become involved in the various organizations and groups associated with the campus. With that in mind, a member of the Department will attend the monthly meetings of the Bannock County Domestic Violence/Sexual Assault Task Force, to serve as a liaison between the Department and the organization.

It is the goal of the University and ISU Public Safety to ensure that the campus community is conscious of their own safety. ISU Public Safety Officers will coordinate efforts with the Director of University Housing, the Director of Student Affairs, the Family Services Alliance, the Director of Student Health, and the Idaho Falls Center Director to initiate education programs in the areas personal safety, rape, acquaintance rape, and sexual assaults. This will be accomplished through programs such as R.A.D. (Rape Aggression Defense) Classes, Campus Watch, New Student Orientation, New Employee Orientation, participation in Domestic Violence and Sexual Assault Awareness Month activities, workshops, dorm meetings, newsletters and pamphlets that target these areas of concern.

Procedures for Reporting Sex Offenses

Sexual assault and sexual harassment are not condoned by the university and will be thoroughly investigated. Victims of such incidents are encouraged to report them immediately to Public Safety, the local police, the Dean of Students or Human Resources. Detailed policy and procedures which reflect reporting protocol, possible sanctions, administrative procedures (which includes who may attend hearings, as well as notification of hearing results to both parties), and assistance in adjusting academic, working, and living conditions where possible, are published in pamphlets available from Public Safety, the Affirmative Action Office, and the Dean of Student Affairs Office. They are also covered in the Student Handbook and Faculty & Staff Handbook.

The Public Safety Officer will complete a Danger Assessment Form (can be found on the Public Safety Z (Share) Drive. If there are 10 more "yes" answers on the assessment, the victim is to be considered in severe danger of physical harm or possible death.

Public Safety officers and the Dean of Student Affairs Office will be available to assist victims in reporting incidents to the police and in preserving evidence which must be preserved to ensure a successful prosecution and in providing counseling. The Family Services Alliance trains, directs, and coordinates an advocacy program for women and men who need assistance. Advocates are on call 24 hours a day. Advocates from the Family Services Alliance are to be contacted by Public Safety to respond to the scene of any sexual assault/harassment to assist the victim.

Crime Prevention packets are to be given to victims. The packets should contain information on reporting protocol, victim's assistance and Crime Prevention pamphlets on: Rape to include acquaintance rape, stranger

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rape, and date rape, RAD, Idaho Sexual Violence Laws, domestic violence, workplace violence, the campus violence policy, stalking, harassing/obscene calls, harassment, fire safety, residence life safety, residential safety, etc.

Additional Services

In the course of performing their duties, officers encounter victims in need of a type of help provided outside the criminal justice system or by a social service agency. This section is intended to provide officers and other employees of the Department a means of providing a list of such agencies and services.

The ISU Counseling & Testing Center, on the third floor of Graveley Hall, 282-2130, offers professional counseling for victims of crimes and/or emotional problems associated with stress of school, home, work, etc.

Additional help is available through the Student Health Center and the Employee Assistance Program. The Healthy Lifestyles Information Center is located in the SUB and provides information on health concerns. They can be reached by calling 282-3311. The Psychology Clinic offers affordable alcohol screening and counseling.

Current Community Resource Lists can be found in the various Department publications, such as The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Crime Prevention for People with Disabilities, Sexual Violence and the Law, the Family Services Alliance's Pamphlet on Project Hope, and many others.

In addition to the above listed pamphlets, the Department of Health and Welfare is available to assist with Child Protective Services and Adult Protective Services.

Contact Agencies and Organizations

Health Department	233-9080
Health & Welfare	233-0590, 234-7900
Emergency	233-0590
Pocatello Police	234-6100
ISU Public Safety	282-2515
Family Services Alliance Crisis Line	251-HELP
Crime Victims Compensation Program	(208) 334-6080 -Boise (208)236-6399- Pocatello (208) 525-7248 - Idaho Falls
National Clearinghouse for Alcohol and Drug Info	800-SAY-NO-TO, 301-468-2600 OR 800-622-HELP

Procedures for Campus Disciplinary Action

Detailed policy and procedures which reflect possible sanctions, administrative procedures (which includes who may attend hearings, as well as notification of hearing results to both parties), and assistance adjusting academic, working and living conditions where possible, are published in pamphlets available through the

Affirmative Action Office and the Dean of Student Affairs Office. They are also covered in the Student Handbook and the ISU Policies and Procedures.

Sex Offenders Registry

As a requirement of the Clery Act and the Campus Sex Crimes Prevention Act and the Idaho Sexual Offender Registration Notification and Community Right to Know Act, the Idaho State Police provides the University with a sex offender registration list and routine notifications of current students or employees on the list. Public Safety will post the updates and distribute them to the Dean of Students and Human Resources. The list is located in the Public Safety Office. The list is provided by the Idaho State Police.

8.7.8 Records Retention

The University has a schedule for retaining records on file with the State and is consistent with all legal requirements of State and Federal law. This schedule is maintained by Records. Hard copies of reports will be destroyed by shredding or burning (See ISU Policies and Procedures Part 5, Section V).

8.7.9 Expunging Records - Adults and Juveniles

Upon receipt of an official court order for expunging of an official record, the Records supervisor will be responsible for ensuring the prompt expunging of the record(s) described in the court order.

Juvenile records, after the subject turns 18, are to be purged immediately (except for traffic arrests, tobacco, alcohol, drugs, firearms or when subject is charged as an adult).

8.7.10 Training

All officers receive training, annually or every 2 years in the following areas: Domestic Violence/Sexual Assaults, Hate Crimes, Diversity Awareness, and Customer Service/Community Interaction.

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Idaho State University

Department of Public Safety

OPERATIONS
PROCEDURES
MANUAL

TITLE: ADMINISTRATION Written Directives	CHAPTER: II SECTION: 1.1
APPROVAL:	REVISION NO.: 02
REVIEW DATE: February 14, 2013	ISSUE DATE: 07/96

Written Directives

1.1.1 Statement of Directives

The Department has established a formal written directive system to provide all employees with a clear understanding of the expectations and constraints relating to the performance of their duties.

This General Order shall establish the procedure for all written directives within the Department. Policies and procedures have been established for the effective operation of the Department. These policies and procedures shall supersede any previous policy concerning such matters addressed within the policies and procedures manual.

The Director is the chief executive officer of the Department. The Director has the authority to issue and modify orders at any time on behalf of the Department. The Director shall have the final approval for any General Order or Special Order issued.

The original/current Operations Manual was reviewed by ISU's General Counsel prior to implementation. The Director of Public Safety may have the University Attorney review general orders or department policy when necessary.

All employees shall adhere to the established policies of the Department.

1.1.2 Types of Directives

ISU Public Safety shall maintain three types of directives:

General Order

A General Order shall be a policy, procedure, or rule/regulation statement issued by the Director or Captain. The General Order must be written. The General Order is valid until rescinded by a new General Order.

The General Orders of the Department will encompass the "policies and procedures" for the Department. General Orders are procedures approved by the Director or in his/her absence the Captain, concerning Departmental activities.

Special Order

A Special Order shall be a temporary order that shall remain in effect for no more than 90 days. Special Orders may be verbal initially, but must be written within 72 hours after being issued. Special Orders may include but are not limited to special assignment and emergency policies and procedures. All Special Orders shall be approved by the Director.

Personnel Order

A Personnel Order shall be a written directive for any change of assignment, whether a permanent or temporary assignment. A Personnel Order shall also be used to introduce new employees with a brief biography of the new employee. Any supervisor may author a Personnel Order.

The Personnel Order shall indicate what employee(s) is/are involved, the effective date of assignment, as well as the employee's immediate supervisor, if applicable.

1.1.3 Authority to Issue

The Director and/or Captain shall have the authority to issue General Orders. The order shall be written and distributed to all affected Departmental personnel.

No General or Special Order shall be issued when it is contradictory to the established rules and regulations of the University or any federal, state, or local law.

A supervisor may issue a Special Order or a Personnel Order.

1.1.4 Modification of Orders

The Director and/or Captain may at any time modify any written directive to include General Orders, Special Orders, and Personnel Orders. Modification to the orders must be disseminated to affected personnel within 24 hours of taking effect.

1.1.5 Format for Written Orders

All written orders shall be dated and initialed by the command officer issuing the specific order.

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General Orders

General Orders shall be written on a "General Order" format. The first paragraph shall provide a synopsis of the Order's contents. The contents shall be broken down to major headings that shall be underlined.

General Orders shall be distributed to every employee of the Department. General Orders shall be signed for by the employee and shall be included into the employee's ISU Public Safety policy manual.

By signing the control log for the General Order the employee becomes responsible for the policy established in the order.

Special Orders

Special Orders shall be written on a "Special Order" format. A chronological numbering system will be used to identify the Special Order according to year. The first paragraph shall provide a synopsis of the Order's contents and policy statement. The contents shall be broken down into major headings that shall be underlined.

The format for a Special Order is:

Special Order 2001-01	Effective Date: 1 January 2001
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Special Orders will be posted in the briefing room and distributed to the Director, Captain, Lieutenant, and Sergeant.

The author of the Special Order will initial or sign the end of the Special Order.

Assignment of Personnel to ISU Public Safety

Personnel Orders

Personnel Orders shall be written in memorandum form. The Personnel Order shall identify the employee involved, the assignment, the length of the assignment, and the employee's immediate supervisor. Personnel Orders may be written on Departmental letterhead paper or on a piece of white paper with the word "MEMORANDUM" prominently displayed.

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An example of a memorandum form is:

Idaho State University
Department of Public Safety

MEMORANDUM

Date:	7 July 1996
To:	All Departmental Personnel
From:	Lt. S.T. Ragland
Re:	Assignment of _____

Personnel Orders will be posted in the briefing room, and distributed to the Director, Captains, Lieutenants and Sergeants.

1.1.6 Maintenance of Directives

The Special Operation Captain shall be responsible for maintaining the original General Orders.

The Captain shall also maintain an "archive" of General Orders that have been revised.

Special Orders and Personnel Orders will be maintained by the Director.

1.1.7 Distribution of Written Directives

General Orders--Shall be distributed to all Department personnel. All employees shall sign an acknowledgment for each General Order they are issued. The signed acknowledgments will be returned to the Associate Trainer to file a copy in each employee's training file.

New General Orders shall be posted in the briefing room for 30 days following the date of issue.

Special Orders--Shall be distributed to the Director, Captain, Lieutenant, and Sergeants. Special Orders shall be posted in the briefing room for a period of 30 days from the date of issue.

Personnel Orders--Shall be distributed to the Director, Captain, Lieutenant, and Sergeants. Personnel Orders shall be posted in the briefing room for a period of 30 days from the date of issue.

1.1.8 Supervisor's Responsibility

Each supervisor shall ensure the timely distribution of all written orders. Each supervisor shall maintain a list of all employees under his/her immediate supervision. The supervisor shall ensure that each employee signs and dates an acknowledgment. Once all members of the squad have signed the acknowledgment, they shall be returned to the Associate Trainer to file a copy in each member's training file.

1.1.9 Identification of Directives

Directives shall be color coded as follows:

General Orders - shall be printed on white paper.

Special Orders - shall be printed on yellow paper.

Personnel Orders - shall be printed on white memorandums or on Department letterhead paper.

1.1.10 Updating of Policies

The Patrol Captain or assigned specialist is responsible for an annual review of the policies and procedures manual. It will be his/her responsibility to ensure that the Department remains in compliance with established and applicable standards as established by the IPOA and any federal or state standards.

It will be the responsibility of each employee to bring to the attention of their immediate supervisor any policy or procedure where there is a possibility that updating or purging of a policy is necessary. Supervisors are charged with the responsibility for periodic review of established policies and procedures. Any discrepancy shall be forwarded through the chain-of-command to the Director.

1.1.11 Revision of Policies

The Director of Public Safety is the only individual approved to make changes to the Operations Manual of the Public Safety Department. When a policy has been revised, the revision will be noted in the Title Page Box. The word "Revision" followed by the date the policy was revised will be included.

1.1.12 Maintenance of Policy Manual

All changes to the Operations Manual on the Public Safety share drive will be done by an individual assigned by the Director of Public Safety.

1.1.13 Indexing of Policies

General Orders will be included in an index for rapid access to information contained in the manual. The index will be updated annually.

1.1.14 Operations Manual

Legality of Contents

If a section, subsection, item, clause, or phrase contained in this manual is found to be illegal or otherwise incorrect or inapplicable, such a finding shall not affect the validity of the remaining portions of the manual.

Contents

This policy manual is not intended to replace the ISU Policies and Procedures or any other official University policy.

It is intended to establish Department policy in areas that are unique to our function. If a conflict exists between the manual and the ISU Policies and Procedures or the IPC, the ISU Policies and Procedures or the IPC rules will be followed. Where possible, reference to the ISU Policies and Procedures or the IPC rule will be cited.

Grammatical Content

In the context of this manual, the word "will" is considered to mean mandatory; "may" is considered to mean permissive; "should" is considered to mean advisory. The word "he" includes both genders.

Distribution

Members of the Department will be instructed in utilizing department computers where the policies and procedures are located on the Department's share drive. Member will be notified through email when changes to the Operations Manual have occurred and will be instructed to read any changes on the Department's share drive. A printed copy of the Operations Manual will be maintained in the Training Office for quick reference and hard copy capability when needed. Each member will sign a "policy acknowledgment form" whenever a new policy is distributed. Changes will be reviewed by the Public Safety Director as needed.

Amendments

This manual will be amended only by a General Order. General Orders will be added to the policy/procedure manual within 30 days.

1.1.15 Personal Responsibility

Compliance

Every member of the Department of Public Safety is obligated to comply with each Department rule, regulation, policy, procedure, and order. It is also the duty of each member of the Department to familiarize themselves thoroughly with this manual.

1.1.16 Discipline

Disciplinary Action

Failure to comply with any section of this manual may result in disciplinary action as provided by the rules and regulations of the Idaho Personnel Commission, as described in this manual and the ISU Policies and Procedures. Disciplinary action may include, but is not necessarily limited to:

1. A warning or verbal counseling
2. An official or written counseling
3. Suspension
4. Reduction in pay
5. Demotion
6. Dismissal

Grievance

It is the policy of this Department to resolve all internal questions, problems, and conflicts at the lowest level in the chain of command. Procedures for handling grievances are outlined in this Operations Manual and on the ISU Policies and Procedures website (Part 4, Section V (A), (E), and (F).

In addition to the information contained in the ISU Policies and Procedures the following information should be included in the grievance:

- A written statement of what is being grieved and any facts or information on which the grievance is based.
- A written statement of the wrongful act and any resulting harm.
- A written description of the remedy, adjustment or other corrective action sought by the member by the grievance process.

Grievance procedures for the department may be initiated for any of the following reasons:

- Disagreements on discipline from a superior officer
- Violation of policy that affects the officer
- Violation of any civil rights

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TITLE: ADMINISTRATION Sexual Harassment	CHAPTER: II SECTION: 1.2
APPROVAL:	REVISION NO.: 03
REVIEW DATE: February 24, 2014	ISSUE DATE: 07/96

Sexual Harassment

1.2.1 Policy

The University prohibits sexual harassment by all persons subject to its jurisdiction. The University's policy against sexual harassment is as follows:

“The sexual harassment of any student, employee or recipient of the services of Idaho State University is absolutely forbidden. It is inimical to the purpose of the University and violates states and federal laws and the rules governing policies and procedures of the Board. Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended.”

1.2.2 Definition

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly a term or condition of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or
- c. Such conduct has the purpose or effect of unreasonable interference with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- d. Additionally, a person who is qualified for but denied employment benefit because of another's submission to sexual harassment is protected by this policy.

1.2.3 Limitations of Definition

The above definition expressly prohibits only those whose relationships are not reciprocal. However, consensual relationships where one participant is in a position of power/authority/control over the other participant shall raise questions of professional responsibility, conflicts of interest, personal or institutional integrity, or implied coercion or harassment.

1.2.4 Sexual Harassment Complaint Procedure

Allegations of sexual harassment in employment must be reported and will be investigated by the Affirmative Action Office. Employees may discuss allegations with the Affirmative Action Officer or designee without fear of retaliation for allegations or other statements made in good faith.

The Public Safety Officer will complete a Danger Assessment Form (can be found on the Public Safety Z (Share) Drive. If there are 10 more “yes” answers on the assessment, they victim is to be considered in severe danger of physical harm or possible death.

Procedure

Supervisor, Employee, or Applicant:

- Report apparent sexual harassment to the Director immediately.
-
- Report apparent sexual harassment to the University Affirmative Action Office.

The EEO/Affirmative Action Grievance Committee, an appointed hearing officer by the committee or the Affirmative Action Officer:

- Investigate allegations of sexual harassment and resolve in accordance with Affirmative Action Office Guidelines.
- Advise employees of Staff Grievance Procedure if Affirmative Action Guidelines are not applicable.

Department Head:

- Cooperate with Affirmative Action Office investigation and facilitate any Affirmative Action resolution.

If a foundation for the allegation exists, disciplinary action against the offending employee will follow. The disciplinary action will be commensurate with the scope and severity of the occurrence, and may include, but is not limited to, demotion, suspension, dismissal, warnings or counseling (See Part 4, Section V (E) of the ISU Policies and Procedures). Prior to imposition of the discipline, where the reason specified is a violation of this policy, there shall be a hearing. After imposition of such discipline, where the reason specified is a violation of this policy, the disciplined employee shall be entitled to appeal the action through the grievance procedure as set forth in ISU’s Policies and Procedures.

1.2.5 Harassing Phone Calls (caller identification by Telecommunications)

In the event a student, faculty, or staff member receives harassing telephone calls from an on-campus telephone, the ISU Telecommunications Department will aid in the identification of the source of the call.

Public Safety officers will respond to all complaints of telephone harassment and report the details. The Public Safety Officer will complete a Danger Assessment Form (can be found on the Public Safety Z (Share) Drive. If there are 10 more “yes” answers on the assessment, they victim is to be considered in severe danger of physical harm or possible death.

If the call has been made on phone mail or left on an answering machine, the officer will record the call with his/her Department issued tape recorder or request the victim turn over the answering machine tape for evidence.

In a single call incident a phone trap will usually not be placed on the phone. The officer should use discretion depending on the situation and the content of the call.

To initiate caller identification the officer will advise the victim of the following:

- A. The victim must be willing to sign the Caller Identification Release form (Chapter II Section 1.3.3).
- B. The victim must be willing to testify in court and/or in a campus disciplinary hearing, if it is determined a crime or a violation of University rules has been committed and sufficient facts justify prosecution or disciplinary action.
- C. The victim will be required to keep a log, provided by ISU, of all incoming and outgoing calls.
- D. The individual can elect to have the phone number changed.

Caller Identification will not be initiated by ISU Telecommunications until instructed to do so by ISU Public Safety or other law enforcement officials and not before the Telecommunications Department has a signed release form from the victim on file.. Public Safety will submit a release form signed by the victim as authorization for Caller Identification to be initiated (See Chapter II Section 1.3.3).

Caller Identification is not a wiretaps or listening device. The substance of the call cannot be ascertained. The service is placed on the requesting individual’s phone line and gives an ongoing status of phone activity. It only identifies internal campus calling numbers. Off-campus telephone harassment must be coordinated through U.S. West by Public Safety, the ISU Telecommunications Department and Pocatello Police.

The officer will photocopy the signed release form and deliver the copy to Telecommunications as soon as possible.

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TITLE: ADMINISTRATION Harassment	CHAPTER: II SECTION: 1.3
APPROVAL:	REVISION NO.: 04
REVIEW DATE: February 24, 2014	ISSUE DATE: 07/96

Harassment

1.3.1 Harassing Phone Calls

In the event a student, faculty, or staff member receives harassing telephone calls from an on-campus telephone, the ISU Telecommunications Department will aid in the identification of the source of the call.

Public Safety officers will respond to all complaints of telephone harassment and report the details. The Public Safety Officer will complete a Danger Assessment Form (can be found on the Public Safety Z (Share) Drive. If there are 10 more “yes” answers on the assessment, they victim is to be considered in severe danger of physical harm or possible death.

If the call has been made on phone mail or left on an answering machine, the officer will record the call with his/her Department issued tape recorder or request the victim turn over the answering machine tape for evidence.

In a single call incident a phone trap will usually not be placed on the phone. The officer should use discretion depending on the situation and the content of the call.

To initiate caller identification the officer will advise the victim of the following:

- A. The victim must be willing to sign the Caller Identification Release form (Chapter II Section 1.3.3).
- B. The victim must be willing to testify in court and/or in a campus disciplinary hearing, if it is determined a crime or a violation of University rules has been committed and sufficient facts justify prosecution or disciplinary action.
- C. The victim will be required to keep a log, provided by ISU, of all incoming and outgoing calls.
- D. The individual can elect to have the phone number changed.

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Caller Identification will not be initiated by ISU Telecommunications until instructed to do so by ISU Public Safety or other law enforcement officials and not before the Telecommunications Department has a signed release form from the victim on file.. Public Safety will submit a release form signed by the victim as authorization for Caller Identification to be initiated (See Chapter II Section 1.3.3).

Caller Identification is not a wiretap or listening device. The substance of the call cannot be ascertained. The service is placed on the requesting individual's phone line and gives an ongoing status of phone activity. It only identifies internal campus calling numbers. Off-campus telephone harassment must be coordinated through U.S. West by Public Safety, the ISU Telecommunications Department and Pocatello Police.

The officer will photocopy the signed release form and deliver the copy to Telecommunications as soon as possible.

The Qwest telephone company has a method to trace unwanted telephone calls. This method does not work for on campus calls. Each trace will cost \$1.00. To activate a trace of an off campus call:

- A. Let the phone disconnect (make sure there is a dial tone).
- B. Dial * 57 for a touch tone phone (1157 for a cordless or rotary phone).
- C. Stay on the line until advised that the trace has occurred.
- D. Dial 1-800-446-8134. This is the Quest Annoyance Call Bureau Non-Emergency line.

*For Law Enforcement with a life threatening situation dial 1-800-215-4829. This is Quest's Law Enforcement Emergency Line.

1.3.2 Harassing E-Mail Messages

All harassing (vulgar or threatening) messages that have been received through e-mail are to be reported to the Associated Director of Academic Computing.

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1.3.3 Caller Identification Authorization Form

ISU TELECOMMUNICATIONS CALLER IDENTIFICATION AUTHORIZATION

- I request the Telecommunications Department of Idaho State University to identify incoming and outgoing telephone call activity of my University extension.
- This request is to help identify harassing, annoying or obscene calls made to my apartment/dorm room.
- This request does not constitute a contract between myself and Idaho State University, but is a request for service.
- I release Idaho State University and its agents from any damages that may occur as a result of an unsuccessful identification.
- I will keep a log of all telephone activity, both incoming and outgoing class, during the identification period.
- I understand Caller Identification is only effective on calls made within the University.
- I understand the information derived from this service will be kept on file for six months from the date of request and information will be confidential.
- I understand the function of Caller Identification lists telephone activity and is not a listening, recording or other wire-tap device.
- I understand that I personally will not have access to the information derived by this service, that is will be given to the local law enforcement agency and University officials for investigation and possible disciplinary action or criminal prosecution. I also understand that I may be called to testify as a witness and I agree to cooperate in any investigation(s) or legal or disciplinary proceedings.

Name _____ Student ID _____

Campus Address _____ Campus Phone _____

Signature _____ Date _____

Identification Period:

From: _____ To: _____
Date/Time Date/Time

1.3.4 Resources on Bullying and Harassment

All personnel can find resources on bullying and harassment at the following web-site:

Recently, the Office for Civil Rights (OCR) in the U.S. Department of Education issued the attached Dear Colleague letter concerning recipients' obligations to protect students from student-on-student harassment on the basis of sex (Title IX of the Education Amendments of 1972), race, color, and national origin (Title VI of the Civil Rights Act of 1964), and disability (Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990). The letter clarifies the relationship between bullying and discriminatory harassment, provides examples of harassment, and illustrates how a school should respond in each case. While the examples provided by OCR are taken from the K12 setting, the letter specifically states that, "the legal principles also apply to post-secondary institutions covered by the laws and regulations enforced by OCR. We encourage you to share the information in this letter widely with your staff.

The Dear Colleague letter and other relevant information are available on OCR's website at:
<http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.html>

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Idaho State University

Department of Public Safety

OPERATION PROCEDURE MANUAL

TITLE: ADMINISTRATION Stalking	CHAPTER: II SECTION: 1.4
APPROVAL:	REVISION NO.: 01
REVIEW DATE: February 25, 2014	ISSUE DATE: 11/02

Stalking

1.4.1 Policy

The University prohibits stalking. This stalking policy applies equally to all members of the ISU community: students, faculty, administrators, staff, contract employees and visitors. Actions resulting in charges of stalking under this policy may also be subject to criminal/civil sanctions independent of actions by the University.

1.4.2 Definition

Stalking is defined as any behavior or activities occurring on more than one occasion that collectively instills fear in the victim, and/or threatens his or her safety, mental or physical wellbeing. These behaviors could result in criminal charges. Such behavior includes, but is not limited to the following:

- Following or pursuing
- Threatening or obscene gestures
- Non-consensual communication, including personal contact, telephone calls, voice messages, electronic mail, written correspondence, unwanted gifts, etc.
- Non-consensual touching
- Trespassing
- Vandalism
- Surveillance or other types of observation

1.4.3 Penalties

Stalking behavior will not be tolerated. Incidents occurring on or off campus are subject to University discipline when such actions significantly affect the learning environment or operations of the University. Stalking is a crime under Idaho Law (Idaho Code 19-7905). Options available to victims of stalking include reporting to ISU Public Safety or the local police, civil proceedings, and/or using the campus judicial process. An advocate will also be called for this type of incident.

1.4.4 Stalking Complaint Procedure and Safety Plan

Acknowledging the stalking behavior is the first step. Developing a support system is essential for the victim, and should include trusted friends and family, plus Family Services Alliance advocates, if so desired.

Public Safety and the victim should take all threats seriously; never underestimate the stalker's potential for violence. A Safety Plan should be encouraged and should include the following:

- The Public Safety Officer will complete a Danger Assessment Form (can be found on the Public Safety Z (Share) Drive. If there are 10 more "yes" answers on the assessment, the victim is to be considered in severe danger of physical harm or possible death.
- Pocatello Police should also be contacted. Criminal cases may result in jail and/or fines imposed.
- Encourage the victim to file a report of all incidents, each and every time they happen. This will help document what happened for possible criminal investigation. Threat assessment is essential for victim safety. Call department in locality where incident occurred - if on campus call ISU Public Safety (ext. 2515). Pocatello Police should also be contacted. Criminal cases may result in jail and/or fines imposed.
- An advocate at Family Services Alliance of Pocatello will be notified.
- Have the victim keep a Stalking Safety Log of stalking incidents and document dates, times, locations, witnesses, and what the stalker was saying, wearing, doing, and what the stalker was driving, including the vehicle license plate number. Collect all evidence such as gifts, e-mails or letters.
- Have the victim apply the Buckley Amendment to student information at registration, which will freeze all student information.
- Set up safety escorts for the victim and advise her of the location of all blue light emergency phones on campus and how they work.
- Alert all co-workers, supervisors, professors, and day care workers, if applicable. Provide photographs of the stalker, if available, to all involved.
- If the stalker is a student, encourage the victim to file a complaint using the campus judicial process.
- Encourage the victim to file a no contact order against the stalker, and encourage the victim to avoid contact with the stalker.
- Supply victim with a 911 emergency cell phone, if so desired.
- Provide the Public Safety crime prevention pamphlet on stalking for more information.

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TITLE: ADMINISTRATION Discipline	CHAPTER: II SECTION: 2.1
APPROVAL:	REVISION NO.: 02
REVIEW DATE: March 12, 2013	ISSUE DATE: 07/96

Discipline

The following procedure is initiated to maintain a standard of conduct for all employees of the University. The Department follows the policies/procedures established on the ISU Policies and Procedures website.

2.1.1 Discipline Policy

The Department attempts to provide members of the Department who have violated policies or exhibit unsatisfactory job performance an opportunity to comply with the University/Department requirements by means of progressive disciplinary actions.

All members are expected to abide by the established rules and policies of the Department, the University, and the Idaho Board of Regents. In addition, commissioned members are also subject to the rules of the Idaho Law Enforcement Officer's Advisory Council.

Particular circumstances may, in some cases, be exceptional and the related disciplinary action shall be tempered or expanded due to the facts of the situation. Violations of the University rules against discrimination and sexual harassment, the University's Classified Staff Rules of Conduct, or the rules established by the Board of Regents, may result in disciplinary action including termination (See Chapter I, Section 1.6.1 on Bias-Based Profiling).

2.1.2 Charges Resulting in Disciplinary Action

Any member of the Department may be the subject of disciplinary action, including suspension, demotion, or dismissal, for the commission of any act that is prohibited, malfeasance, misconduct, incompetence, insubordination, inefficiency, nonfeasance, failure to observe applicable rules and regulations, or to cooperate reasonably with superiors, fellow officers, or employees.

2.1.3 Forms of Disciplinary Action

Disciplinary action may take one or more of the following forms:

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- A. Oral counseling by supervisor or other superior.
- B. Oral counseling with a written memorandum placed in the personnel file and/or Personnel Performance Report.
- C. Written Counseling Statement
- D. Suspension
 - i. Investigative with pay.*
 - ii. Administrative with pay.*
 - iii. Disciplinary without pay.
- E. Disciplinary probation.
- F. Demotion.
- G. Dismissal.

* Does not constitute disciplinary action as defined by Human Resources and is not subject to appeal.

2.1.4 Dereliction of Duty

Dereliction of duty on the part of any member contrary to the proper performance of the functions of the Department is cause for disciplinary action according to the degree of the offense, the results brought about by the dereliction, and the effect it has upon the discipline, good order, and best interests of the Department. The following constitute some examples of violations of this section:

- A. Failure to observe and give effect to policies and orders of the Department.
- B. Failure to obey orders or willful or repeated violation(s) of any rule, regulation, policy, or procedure of the Department.
- C. Failure to make a proper report of offense investigated, observed, or reported.
- D. Failure to deliver to the official Departmental custodian any property found by, confiscated by, or relinquished to members of this Department.
- E. Failure to place and record property in evidence in its official designated place for preservation and storage.
- F. Sleeping on-duty.

- G. Neglect of duty.
- H. Violation of any state law, city ordinance, rule, regulation, or policy of the University.
- I. Being absent without leave. This either shall include failure to report for duty at the time and place of duty assignment without authorization or leaving a place of duty or assignment without proper authorization.
- J. Use of illegal narcotics or drugs either on or off-duty.
- K. Reporting for work under the influence of alcohol, illegal drugs/narcotics, or other unlawful substances.

2.1.5 Suspensions

The Director may order three types of suspensions—administrative, investigative, or disciplinary. Members under administrative investigations may be reassigned to other duties within the Department or may be suspended with pay pending the completion of the investigation. Investigative suspensions are suspensions with pay and the employee will not be allowed to work pending the conclusion of the investigation. Disciplinary suspensions may be without pay.

A supervisor may immediately place an employee on administrative suspension with pay, if the employee is unfit for duty. The supervisor shall immediately notify the next level of the chain of command of the action, and fully document the action in an officer's report.

The employee shall be under the Administrative leave for the remainder of that scheduled work period.

The employee will be advised that he/she shall meet with the Director prior to 1200 hours the following workday.

2.1.6 Suspension - Property Surrender

Officers

Upon notification of a disciplinary suspension, or pending a possible criminal investigation, an officer shall immediately surrender any Department issued badge and Department issued key(s) and identification cards. The property will be surrendered to the officer's supervisor. The supervisor shall complete a Property and Evidence Form (See Section III 5.6.60) listing all surrendered property. The completed form and the property shall then be given to the Property/Evidence Division, for storage, pending the conclusion of the suspension or criminal investigation.

Student Officers

Public Safety Student Officers shall immediately surrender badge, identification cards, and Departmental issued key. The property will be surrendered to the employee's supervisor. The supervisor shall complete a Property and Evidence Form listing all surrendered property. The completed form and the property shall then be given to the Property/Evidence Division for storage, pending the conclusion of the suspension or criminal investigation.

Civilian Employees

Civilian employees shall immediately surrender their identification card and Departmental issued key. The property will be surrendered to the employee's supervisor. The supervisor shall complete a Property and Evidence Form (See Section III 5.6.60) listing all surrendered property. The completed form and the property shall then be given to the Property/Evidence Division for storage, pending the conclusion of the suspension or criminal investigation.

2.1.7 Suspension - Authority to Reinstate

Within the Department, only the Director shall have the authority to reinstate an employee of the Department who has been suspended.

2.1.8 Conduct During Suspension

Employees shall not wear their uniforms during a period of disciplinary suspension, nor shall they take any police-type action other than what might be expected of a regular civilian performing a civic duty. During suspension, an employee shall remain subject to Department rules and regulations.

2.1.9 Employee's Responsibility

While on investigative or administrative suspension, the employee will remain at his/her place of residence during normally assigned work hours. The employee's supervisor or the Department personnel officer will telephone the employee during his/her regularly scheduled work hours at least once during each day's suspension. Failure to comply with this requirement may be grounds for immediate dismissal.

2.1.10 Demotion

An employee who fails to adequately perform at a satisfactory level after proper notification of the unsatisfactory performance may be subject to demotion.

2.1.11 Dismissal

After careful and factual review, the University President may dismiss an employee at any time for good cause. Prior to discharge, a pre-discharge hearing shall be scheduled and shall proceed the decision to discharge a non-probationary regular classified staff employee. The dismissal notice shall be served on the employee prior to the effective time and date of the dismissal. The employee who is dismissed shall have explained to him/her the reasons for the action, and such reasons shall be enumerated on the dismissal form and transmitted in accordance with ISU Policies and Procedures and shall be provided with an opportunity to respond to the dismissal in accordance with University Staff Personnel Policy.

2.1.12 Failure to Report for Duty

Failure to report for work for five consecutive days without notifying the Department of the absence may be deemed voluntary separation.

2.1.13 Specific Causes for Disciplinary Action

The following list includes, but is not limited to those offenses for which disciplinary action may be taken:

1. Commission of a crime (minor traffic violations do not constitute a crime for the purpose of this manual).
2. Unlawful use of drugs or narcotics.
3. Habitual and excessive use of alcohol or other substances which adversely affects the Department or the employee's job performance.
4. Neglect/derelection of duty.
5. Insubordination.
6. Failure to report honestly and accurately all facts pertaining to an investigation or other matter of concern to the Department.
7. Absence from duty without leave.
8. Willful or neglectful mistreatment of a prisoner.
9. Sleeping on-duty.
10. Accepting or soliciting a bribe.
11. Aiding or permitting a prisoner to escape.

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12. Falsification of reports, records, or communications.
13. Abuse or loss of property entrusted to an individual.
14. Appropriating any lost, found, or stolen, Departmental or evidentiary property.
15. Feigning sickness or injury to avoid duty.
16. Failure to comply with written or verbal orders.
17. Cowardice.
18. Stealing, altering, forging, or tampering with any kind of records, reports, equipment, or citations.
19. Conduct unbecoming an officer, either while on or off-duty, which is detrimental to the service.
20. Malingering.
21. Careless or negligent handling of firearms.
22. Untruthfulness.
23. General inefficiency and incompetency.
24. Any act or omission constituting a violation of any of the provisions of the Department Rules, Regulations, and Procedures Manual, Department order, or operations order.
25. Violation of University policies and regulations.
26. Taking part in activities that would discredit the University or Department or disrupt, diminish, or otherwise jeopardize the public trust.
27. Failure to perform at work in an efficient and professional manner.
28. Failure to report policy violations and infractions of the Department's rules, regulations and procedures.
29. Security violations.
30. Failure to answer or call for police assistance promptly.
31. Failure to observe applicable rules and regulations or to cooperate reasonably with supervisors or fellow officers/employees.

2.1.14 Progressive Discipline

Counseling/training is the most common method for assisting members to improve work performance or comply with rules and policies. The responsible supervisor shall make note of such efforts at counseling/training sessions in the employee's PPR/Training file.

Warnings may be either verbal or written. In either case the warning shall specify the reason for the warning and what action is required to correct it. In the instance of a verbal warning the responsible supervisor shall make note of such warning in the employee's PPR/Training file.

A written warning shall explicitly state that it is a "Written Warning." The specific disciplinary action will be enumerated along with a specific corrective action to be taken and the consequences if the member fails to meet the level of performance required.

2.1.15 Investigative Suspension

Investigative suspension is the temporary release from duty, with pay, for up to five days to permit investigation of any serious infraction of rules or policies. Upon completion of the investigation, the member may be returned to work without penalty, placed on disciplinary suspension, discharged, or subject to other disciplinary action as deemed appropriate. Facts surrounding the investigative suspension shall be documented with a copy to the employee and the Employee Relations Section of the Human Resources Department. The Human Resources Director, at the request of the Director, or on his/her own may extend the investigative suspension into administrative leave, with pay, up to 30 additional days.

2.1.16 Discharge

Discharge is the involuntary termination for cause of an employee by the University President. Discharge of a non-probationary Regular Staff employee shall be for serious violation(s) or repeated violations of rules or policies, or for uncorrected failure to meet job requirements. Prior to initiation of the discharge of a non-probationary regular staff employee the Director or his designee shall notify the Human Resources Director. A pre-discharge hearing shall be scheduled and shall precede the decision to discharge a non-probationary employee.

If circumstances do not permit contacting the Human Resources Director or his/her designee, or time does not permit proper assessment of the incident or the employee's past record, the employee shall be placed on investigative suspension.

Following the above, the employee shall be notified in writing by the Director:

- A. The reason for discharge.
- B. The facts and conclusions from the pre-discharge hearing.
- C. The effective date and time of discharge.

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- D. The employee's right to appeal the action through the Staff Grievance Procedure.
- E. A statement concerning the employee's benefits following termination, including fringe benefits and retirement.
- F. Statements certifying the employee's eligibility or non-eligibility for re-hire.

2.1.17 Grievance Procedure

See ISU's Policies and Procedures, Part 4, Section 5(A).

In addition to the information contained in the ISU Policies and Procedures the following information should be included in the grievance:

- A written statement of what is being grieved and any facts or information on which the grievance is based.
- A written statement of the wrongful act and any resulting harm.
- A written description of the remedy, adjustment or other corrective action sought by the member by the grievance process.

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2.1.18 Performance Counseling Statement

Performance Counseling Statement

To: _____
(Employee)

1. I have made the following observation of your work performance (date, time, location):

2. The following standards of conduct are expected in the future:

3. These standards are important because of the following impact on the Security Organization:

4. You are hereby advised that the following consequences may result if the above standards are not met:

5. This matter will be reviewed and discussed with you within 30 days. (Yes) (No)

Action Taken: (Check One)

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Information/Training/Counseling: | (Employee signature not required) |
| <input type="checkbox"/> Verbal Warning: | (Employee signature not required) |
| <input type="checkbox"/> Written Warning: | |

RECOMMENDATION

I have read and received a copy of the above statement. I (do) (do not) wish to submit written comment of my own about this matter.

Employee Signature
Distribution:

Supervisor's Signature

Date _____

z:\forms\counseling statement.docx - rev: 6/17/2011

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Department of Public Safety

OPERATIONS
PROCEDURES
MANUAL

TITLE: ADMINISTRATION Boards of Inquiry	CHAPTER: II SECTION: 2.2
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Boards of Inquiry

The function of a Board of Inquiry is to gather and evaluate all pertinent circumstances surrounding an incident, or situation for which the Board was convened. This Board shall report to the Director and shall be advisory in nature.

2.2.1 Composition of Board

The Board of Inquiry shall consist of at least three members, except that the Director may appoint a staff officer to act as a Special Board of Inquiry. The Board shall be assembled to act on a single incident or case.

Employees with specialized skills, such as firearms, impact weapons, driving, etc., may as a matter of policy, be required to review certain incidents unique to their area of expertise. If, in their opinion, a serious violation is discovered, or they believe a need exists for further review, a recommendation shall be made directly to the Director.

Their independent review does not constitute a Board of Inquiry.

2.2.2 Authority

The Board of Inquiry is granted only that authority necessary to perform the duties as designated by the Director.

The Board shall have the authority to interview all witnesses and members involved in the matter under consideration.

The Board shall have the authority to review any documents, reports, files, tapes, or any other items pertaining to the incident under investigation.

2.2.3 Responsibilities

The Board has the responsibility of reviewing all pertinent information, and then submit a "conclusion of facts" and recommendations to the Director.

The Board shall recommend monetary charges when employees are found responsible for loss or damage to Department property or equipment.

2.2.4 Establishment and Convening Board

The Director may establish the Board as deemed necessary to assist in the administration of the Department. The Board of Inquiry shall convene upon direction of the Director for a specific period of time for the following reasons:

- A. Vehicular accident with personal injury or property damage.
- B. Industrial injury where a member loses a minimum of ten cumulative hours as a result of the injury.
- C. Matters which may involve employees in such things as possible criminal violations, citizen's complaints, violations of ISU Policies and Procedures, and other situations of a serious nature.
- D. To assess monetary charges for lost, stolen, or damaged property or equipment.
- E. To review cases of meritorious or valorous service.

2.2.5 Employee Responsibilities

All employees are subject to interview by a Board of Inquiry. Any employee who fails to appear before or respond to the Board, after receiving a timely request (either verbal or written) to appear before or provide certain information, papers, tapes, etc., to the Board shall be deemed to be derelict in duty and subject to disciplinary action.

2.2.6 Command Review and Dissemination

The Director shall have the final review and decision in all Board of Inquiry reviews. In all cases a written decision shall be presented by the Director to the employee involved and to the employee's immediate supervisor. Copies may be distributed to Human Resources and to the employee's personnel file.

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Idaho State University

Department of Public Safety

OPERATIONS
PROCEDURES
MANUAL

TITLE: ADMINISTRATION Employee Recognition	CHAPTER: II SECTION: 3.1
APPROVAL:	REVISION NO.: 02
REVIEW DATE: May 28, 2003	ISSUE DATE: 07/96

Employee Recognition

The University and the Department attempt to acknowledge members of the Department who act beyond that which is normally expected of them, or who exhibit above standard job performance. This may be accomplished by any of the following:

3.1.1 Letter of Commendation

Commendations may be written by any member at a supervisory level, and may be given to any member of the Department. In cases where a member wishes to commend another member of equal or lower rank, the employee should write an officer's report to their immediate supervisor detailing the reason for the commendation. The supervisor will then review the request and make a recommendation. A letter of commendation may be written by the supervisor(s) receiving the request.

An employee wishing to commend a supervisor will follow the chain of command via an officer's report. If the supervisor is the employee's immediate supervisor, the employee may skip the chain of command and forward the officer's report directly to the next level in the chain of command.

3.1.2 Unsolicited Letters

Upon receipt of unsolicited letters of commendation from the public, or other sources, the employee receiving the letter will forward the letter through the chain of command to the Director.

After review of the letter by command staff, a copy of the letter shall be placed in the employee's personnel folder, with a copy sent to University Employee Relations. The original letter will be given to the employee.

3.1.3 Awards for Merit/Valor

Awards for merit/valor may be given to employees of the Department who have performed a meritorious act or an act of valor. Upon receipt of a report of a member performing a meritorious act or an act of valor, the

Director will establish a Board of Inquiry to investigate the facts of the event. The Board shall make a recommendation to the Director concerning the presentation of an award.

Awards will be presented at an appropriate time with appropriate documentation submitted for inclusion in the employee's personnel file. A copy of the report will be submitted to Employee Relations.

Recipients of Awards of Valor shall be presented with a medal of valor. The associated service ribbon may be worn on the uniform.

3.1.4 Officer, Employee, and Student of the Year

On the first Tuesday in November of each year, the Director shall post an announcement concerning the nominations for officer, employee, and student employee of the year. All nominations will be in writing, on an officer's report, and submitted directly to the Director. Outside nominations must be submitted in writing.

Nominations shall be accepted for 14 days from the date of announcement.

3.1.5 Selection Committee

The Director will select a committee of four from the University community, one of whom is a commissioned officer, to select the officer, employee, and student employee of the year.

The Director shall appoint one person to serve as chair of the committee. The committee will review the nominees to insure they meet the criteria for nomination.

3.1.6 Criteria

Criteria for officer and employee of the year will be based on bravery or outstanding contribution to the community, or exemplary productivity, knowledge, performance, and professionalism. Student employee of the year shall be judged on work performance, understanding, and contributions to the Department.

3.1.7 Recognition

The officer, employee and student employee of the year shall receive a letter of recognition to be placed in his/her personnel file, with a copy to Employee Relations. Uniformed employees will receive a decorative service pin, to be worn above the name plate. In addition, a plaque bearing the employees' names shall be maintained by the Department.

3.1.8 Years of Service Pins

The ISU Public Safety Employee Years of Service Pin Program will be conducted as follows:

- A. Only employees in the full time service of Public Safety for a period of two years or more will receive a Years of Service pin for their uniform.
- B. Employees that remain for additional years beyond receipt of their initial pin will be required to return their expired Years of Service pin and will receive a new pin to show their current years of service.
- C. When an employee has remained with the department for more than six years, the pins will only be issued in spans for every additional five years of service.
- D. The years of service will be determined by the total number of consecutive years of Public Safety employment and will not be combined with previous state employment or other department employment.
- E. Employees that leave the department will keep their current Years of Service pin and may request to have it attached to a department plaque for their service.

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Department of Public Safety

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PROCEDURES
MANUAL

TITLE: ADMINISTRATION Selection Process	CHAPTER: II SECTION: 3.2
APPROVAL:	REVISION NO.: 02
REVIEW DATE: March 11, 2013	ISSUE DATE: 07/96

Selection Process

Purpose

The purpose of this directive is to maintain a list of qualified candidates for the position of Public Safety Officer and to enable the department to fill vacant sworn and non-sworn positions efficiently.

Policy

All applicants will be selected through a formal selection process, which may contain job related written tests, mental ability and aptitude tests, oral interviews, physical ability, a background check, and any other testing which may be required by the Peace Officers Standards and Training Council, the Idaho Chiefs of Police Professional Standards, and any other testing required by the Director of Public Safety, according to all applicable state, local, or federal ordinances and statutes.

This department recruits, employs, compensates and promotes personnel in all areas of the work force on an equal and impartial basis in accordance with the provisions of the Idaho Personnel Commission, where applicable, regardless of race, religion, color, national origin, age, disability status, or sex except where sex is a bona fide occupational qualification as defined in federal regulations. Mindful of the goals set as part of this policy, an individual's qualifications for the available position will be the determining factor in employment, promotion and other terms and conditions of employment.

Some requirements may be waived if the candidate has recently passed the Idaho P.O.S.T. qualification.

The selection process for the University is a cooperative effort between the Department of Public Safety and the Human Resources Department. The selection process is established by the State of Idaho Personnel Commission and is outlined and published in procedures as well as in the University employees' handbook.

3.2.1 Departmental Administrator

The Director shall serve as the Department's administrator for the selection of employment candidates. The Director will coordinate with Human Resources on the recruitment and selection of Departmental personnel.

The recruitment and selection process is directed by State of Idaho Personnel Commission.

Public Safety shall be responsible for background investigations, oral review board interviews, and for the final evaluation and selection of employees.

3.2.2 Director/Human Resources - Responsibilities

The Director maintains the right to hire any qualified candidate for a position within the Department.

The Department shall notify Human Resources when candidate referrals are required. Human Resources will follow their normal recruitment procedures. Affirmative Action may assist with the targeting of specific audiences and may be part of the recruitment process.

The Human Resource Office is responsible for the recruitment, receipt, screening for both minimum and preferred qualification, and transmittal of candidate applications.

Candidates will be sent notice by Human Resources announcing testing dates, procedures, and requirements. Candidates are required to appear at the time, date, and location.

3.2.3 Selection Process - Officer

The above procedure will be followed for the selection of officer candidates. Candidates who fail any aspect of this process are excluded from any further testing for that testing period.

Following the personal interview a ranking of candidates will be determined. The top five candidates will be submitted to the Department for interview and selection.

Following the conditional job offer, the candidate will be scheduled for a psychological and medical examination. A background investigation will be completed and forwarded to the Director for review.

The following guidelines on past substance abuse by applicants will be followed:

- An applicant will be disqualified for future employment considerations for any current or prior unlawful activity involving the sale or dispensing of any controlled substance.
- An applicant will be disqualified for future employment consideration for any unlawful use of marijuana within the three calendar years prior to the date of application.
- An applicant will be disqualified for future employment consideration for any unlawful use of any other controlled substance within the five calendar years prior to the date of application.
- No applicant who is a current user or seller of controlled substances will be considered for employment with this department.

- An applicant will be disqualified if he has been found guilty by a court or a jury of driving while under the influence of intoxicants within the five calendar years prior to the date of application. Candidates who pass the Department review may be notified by letter or by telephone.

All non-sworn applicants are required to complete the same background process as sworn positions. The Director of Public Safety has the option of requiring the polygraph or psychological examinations depending on the nature of the non-sworn position.

All candidates not selected for positions will be informed in writing.

3.2.4 Selection – Civilian, Student & Volunteer Positions

Civilian, student and volunteer positions will be recruited for in accordance with the policies and procedures of the University's Human Resource Department. For Full-time civilian positions Human Resources will be responsible for the receipt and screening of both minimum and preferred qualification, and the preparation and distribution of the candidate referral list to the Department. For student and volunteer positions Public Safety will be responsible for the receipt and screening of student applications for both minimum and preferred qualification. Background investigations will be completed and reviewed for civilian, student and volunteer positions.

The following guidelines on past substance abuse by applicants will be followed:

- An applicant will be disqualified for future employment considerations for any current or prior unlawful activity involving the sale or dispensing of any controlled substance.
- An applicant will be disqualified for future employment consideration for any unlawful use of marijuana within the three calendar years prior to the date of application.
- An applicant will be disqualified for future employment consideration for any unlawful use of any other controlled substance within the five calendar years prior to the date of application.
- No applicant who is a current user or seller of controlled substances will be considered for employment with this department.
- An applicant will be disqualified if he has been found guilty by a court or a jury of driving while under the influence of intoxicants within the five calendar years prior to the date of application. Candidates who pass the Department review may be notified by letter or by telephone.
- All non-sworn applicants are required to complete the same background process as sworn positions. The Director of Public Safety has the option of requiring the polygraph or psychological examinations depending on the nature of the non-sworn position.

Dispatch candidates will be required to successfully pass a written test, personal interview, psychological examination, hearing examination, and a typing test in addition to a complete background investigation.

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Idaho State University volunteers, as well as their supervisors, shall complete the ISU authorized Volunteer Services Agreement prior to beginning work and maintain a log of work hours for the purpose of validating workers' compensation insurance coverage (See ISU Policies and Procedures, Part 4, Section I (T) Volunteer Policy).

All applicants not selected for positions will be informed in writing.

3.2.5 Background Investigations

Background investigations shall be completed on every candidate prior to being hired.

Background investigations will be assigned by the Director. Background investigations shall consist of:

- A. Computerized NCIC/ACIC check.
- B. Fingerprints submitted to the State Criminal Identification Bureau.
- C. Computerized driver's license check.
- D. Personal interview either by telephone or in person of at least three personal references. A questionnaire may be mailed to the references and used as a part of the background investigation.
- E. Personal interview either by telephone or in person with at least two immediate past employers.
- F. Recent submissions for acceptance to the ISU Law Enforcement Academy may comply.

Officer candidates may require a personal interview with neighbors and landlords or others as deemed appropriate.

At the conclusion of the investigation a written report shall be submitted by the officer conducting the background investigation and forwarded to the Director. The report shall have a recommendation for or against hiring. If there is a recommendation against hiring, the reasons shall be specified.

Background investigations for officers shall become part of the officer's permanent file. Background investigations on civilian employees shall become part of the employee's personnel file.

All background investigations on employees hired by the Department shall be maintained for a minimum of five years, and shall never be disposed of while the employee is employed.

The Director has the final decision on the hiring of new employees.

3.2.6 Background Investigators

Background investigations shall be conducted by a designated Captain for officers. Designated civilian employees may conduct background investigations for civilian positions.

The background investigation involves the following process:

- A. Insure that the medical and psychological examinations have been scheduled.
- B. Have the candidate sign and notarize "Pre-Employment Applicant Information /Background Investigation Form." (See Section 3.2.19).
- C. Complete two "Applicant" fingerprints cards. Candidate must sign and provide the information necessary to submit the card for identification (will mail one card and retain one card in Department files).
- D. In addition to the background questionnaire, the candidate must provide copies of the following:
 - 1. Birth certificate.
 - 2. High School diploma.
 - 3. College degrees.
 - 4. Military discharge papers (if applicable).
 - 5. Proof of U.S. citizenship (if necessary).

The Captain is responsible for:

- A. Conducting a computerized criminal history check of the applicant and forwarding that information to the background investigator.
- B. Conducting a driver's license history check and forwarding that information to the background investigator.
- C. Prepare a personnel folder for the background investigator.

The background investigator is responsible for:

- A. Conducting personal and telephone interviews.
- B. Mailing form letters to law enforcement agencies from the jurisdiction(s) in which the candidate resides or resided, requesting information on the candidate. A copy of the Pre-Employment Form will be included.
- C. Mail a questionnaire and a copy of the waiver of information to all references listed, when the background investigator cannot meet with the reference personally.
- D. Contact in person, neighbors, spouses, housemates, and previous/current employers (if possible). An interview will be conducted with each to determine the character of the applicant.
- E. Complete a written report along with the completed packet to the Director.

3.2.7 Oral Review Board - Civilians

The oral review board will consist of at least three Department personnel. One member of the board shall be a supervisor from the division with the vacancy, a supervisor of another division and either an officer or another civilian member from the Department.

The members of the oral review board will tabulate the results of their individual scores and submit a recommendation to the Director, through the Captain.

3.2.8 Testing Process

The testing process utilized by the Department is consistent with job function and responsibilities. All testing procedures are approved in advance by the University Affirmative Action Office and Human Resources.

3.2.9 Monitoring Adverse Impact

The Human Resources Department of the University is responsible for maintaining files on the candidates in order to constantly monitor any potential adverse impact.

3.2.10 Administering the Testing Process

All areas of the physical agility testing shall be administered in a consistent manner. A demonstration shall be provided before each portion, to demonstrate proper execution and form.

All evaluators in the oral review board shall evaluate the candidate on a standard evaluation sheet, after receiving instruction on the completion of the form by a member of Employee Services.

The Director will make an employee selection based upon a consensus from the command interview and all other areas involved.

The Department will utilize both female and male, and ethnic minority officers whenever possible throughout the testing process.

3.2.11 Security of Testing Procedure

Selection materials will be secured when not in use.

3.2.12 Candidate Eligibility Lists

A candidate eligibility list may be established and maintained for a maximum period of six months as prescribed by the State Personnel Commission for any position.

3.2.13 Disposal of Testing Material

Any material maintained by Human Resources shall be destroyed in accordance with their procedure for records retention, maintenance, and disposal. Materials maintained by the Department shall be shredded to prevent any future use.

3.2.14 Medical and Psychological Test Results

All medical and psychological files concerning active Department employees are under the care and security of the Director. These files shall remain with the Director for as long as the employee is employed.

Following termination these files are secured and sent to Human Resources, for storage in accordance with State Statutes for records retention.

Psychological and medical results for candidates who are not selected for employment are destroyed by shredding.

3.2.15 Review of Selection Process

The selection process shall be reviewed at least annually, in January, by the Director and the Human Resources Manager. Any modifications to the process may be made during this review. Modifications shall be presented in writing to the Director and must have the concurrence of the University Affirmative Action Office.

3.2.16 Candidate Referral Lists (CRL)

The Candidate Referral List (CRL) contains the names of all applicants referred to the Department. Following the testing process the CRL must be returned to Human Resources with a notation for every person stating their status at the end of the testing process. Applications used in the testing/review process may be filed or destroyed by the Department following the conclusion of the testing process.

3.2.17 Medical and Psychological Testing

Officer candidates may be required to satisfactorily pass a medical, psychological and polygraph examination as required prior to being hired.

The Department shall only utilize qualified professionals to evaluate a candidate's emotional stability.

The costs associated with the medical and psychological pre-employment examinations shall be the responsibility of the Department.

3.2.18 Probationary Period - New Employees

All new appointments and promotions into classified positions require a probationary period of 1,040 hours (six months) except for peace officers who must serve 2,080 hours (12 months), as prescribed by state law.

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3.2.19 Pre- Employment Applicant Information

ISU PUBLIC SAFETY

PRE-EMPLOYMENT APPLICANT INFORMATION

An investigation will be conducted of all information listed on this pre-employment sheet.

Write in the white areas only. If any of the following need further explanation or entry space, please use a separate sheet of paper.

	Last		First		Middle	
Name in full						
Other Names you have used:	Maiden		Aliases /Former Names		Nickname	
Date of Birth	Month		Day		Year	
Place of Birth	City		State		Sex	M or F
Social Security Number						
Driver's License Number	Current?	Yes or No	Driver's License #		Expiration Date	
	What State?					
What other states have you held a driver's license?						
Residences past 15 years	City State		Dates	City State		Dates
	1.			3.		
	2.			4.		
List any time you were convicted of any violation including traffic, but excluding parking.	Date	Place	Dept.	Charge	Result	
	1.					
	2.					
	3.					
	4.					

Are you aware of any information about yourself which might tend to reflect unfavorably on your reputation, morals, character or ability as a prospective employee of Idaho State University?

YES _____ NO _____ If yes and you would like to explain, use a separate sheet of paper.

I hereby certify that the facts set forth in the pre-employment application are true and correct to the best of my knowledge. I understand that if I falsify statements on the pre-employment application, I may not be considered for employment.

I hereby authorize any authorized representative of Idaho State University bearing this release, or copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment, military, credit or educational records including, but not limited to, academic, achievement, attendance, athletic, personal history and disciplinary records, medical records and credit records. I hereby direct you to release such information upon request of the bearer.

This release is executed with full knowledge and understanding that the information is for the official use of Idaho State University. I hereby release you, as the custodian of such records, and any school, college, university or other educational institution, hospital, or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or related business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I am furnishing my Social Security account number on a voluntary basis with the understanding such is not required by federal status or regulation. Should there be any questions as to the validity of this release, you may contact me as indicated.

Signature

Date

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Idaho State University

Department of Public Safety

OPERATIONS
PROCEDURES
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TITLE: ADMINISTRATION Promotions	CHAPTER: II SECTION: 3.3
APPROVAL:	REVISION NO.: 02
REVIEW DATE: March 19, 2013	ISSUE DATE: 07/96

Promotions

3.3.1 Purpose

The Department endeavors to assist and encourage its regular classified staff employees to seek advancement in position and rank, in accordance with their qualifications and experience, as vacancies occur.

3.3.2 Role in Promotion

The Director is the Department's primary liaison with Employment Services of the Human Resources Department at the University.

The Director is responsible for:

- A. Posting of promotional notices, which include:
 - i. Description of the position and job classification.
 - ii. Description of eligibility requirements.
 - iii. Description of the process to be used in selecting personnel.
- B. Distributing/posting of knowledge areas to be tested - bibliography of readings and/or knowledge required.
- C. Distributing classified staff applications.
- D. Acquiring Oral Review Board members.
- E. Notifying applicants of individual testing times. Scheduling of dates, times, and locations of each element of the testing process.
- F. Conducting command interviews.

- G. Selecting candidate for promotion.

3.3.3 Employment Services

Employment Services is responsible for:

- A. Approving advertisements.
- B. Assisting the Department in establishing time tables and criteria.
- C. Assisting in the review of applications to ensure applicant minimum eligibility.
- D. Monitoring and assisting with the coordination of the Oral Review Boards.
- E. Reviewing the promotional process.
- F. Establishing a Candidate Referral List (CRL), when applicable.

3.3.4 Maintaining Promotional Manual

The Director is responsible for maintaining a file or manual for each promotional process. This file will include:

- A. An explanation of the promotional process including the evaluation of candidates.
- B. A copy of any written tests given as part of the promotional process, when applicable.
- C. A written set of minimum qualifications to include eligibility requirements for lateral entry if permitted.
- D. Criteria for questions used in the Oral Review Board.
- E. Explanation and/or clarification of the probationary period.
- F. An answer key with the correct answers to any written test(s).
- G. An explanation of the scoring process and determination of the "cut off" point for advancement in the process.
- H. A copy of standardized questions used in the Oral Review Board and a copy of the scoring sheet.

3.3.5 Procedure Review

The entire promotional process is reviewed by the University's Affirmative Action Office as well as Employment Services prior to commencement. These two departments will identify practices that do not conform to established University classified staff employment practices and/or Affirmative Action guidelines.

3.3.6 Posting of Promotional Notices

The Department will be responsible for posting promotional notices. These announcements will be given to each Captain and Sergeant for distribution to their staff, as well as being posted on the bulletin board in the briefing room.

Notices will be posted for ten days prior to the closing of the application process.

All notices will include a description of the job classification, and time tables for the process including dates, times, and locations of the testing process.

The notice will further contain the location where applications may be obtained as well as the closing date and time.

The notice will further contain an explanation of the scoring and scores necessary for advancement to the next step in the process.

3.3.7 Eligibility Lists

The Director has the discretion to establish intra-departmental promotion eligibility lists. The intra-departmental list, when established, may be valid for six months from the conclusion of the promotional process.

Intra-departmental promotional eligibility lists are established from a list of qualified regular classified staff employees who have successfully completed the entire selection process including the command interview. A numerical number is assigned to each candidate who successfully completes the command interview. Final ranking is established by consensus between the Captain and the Director and others participating in the command interview.

The Director reserves the right to choose any person from an established intra-departmental promotional eligibility list.

Intra-departmental promotion eligibility may be based on but not limited to:

- A. Specific job related experience.
- B. Review of personnel history to include sick leave usage, disciplinary actions, letters of commendation, and education and career development.

- C. Affirmative Action needs.
- D. Time-in-grade or length of service.
- E. Relevant Departmental preferred criteria that is clearly job-related.

If a candidate is promoted out of order from an established intra-departmental promotional eligibility list, the Director will provide written notification to each member of the command interview staff and include an explanation for the selection.

Any established intra-departmental promotional eligibility list may be forwarded to Employment Services for review.

3.3.8 Review and Appeal

Any employee who wishes clarification of the intra-departmental promotional selection process may:

- A. Request permission from the Director to review the answer key to any written test and compare those answers with their personal test.
- B. Request through the Director, a review of the written results of the scored elements of the selection process.

If after the review the employee still feels the testing procedure was not in accordance with policy and/or discriminatory, he/she may seek appeal through established University procedures. This procedure is contained in the ISU Policies and Procedures.

3.3.9 Annual Review

The Director and the Human Resource Manager of Employment Services may meet annually to evaluate the promotional process for the year. The intra-departmental promotional selection process, if appropriate, may be modified to address and/or include new or revised laws, technology, or other elements vital to the selection process.

3.3.10 Probationary Period for Promoted Staff

Sergeants and Corporal

The promotion evaluation (probationary) period is six months (180 days) for officers to the rank of Sergeant or Corporal. The purpose of this extension is to permit a newly promoted employee to be more accurately evaluated over a longer period of time and to insure that the employee comprehends the duties and responsibilities associated with the position.

Professional Appointment Positions

Professional appointments such as Director are exempt from the extended promotion evaluation period, as professional contracts are on a yearly basis.

Annual evaluation shall continue to be conducted in accordance with established University policy.

3.3.11 Training Following Promotion

Once the selection process has resulted in promotion, the Department provides training to prepare newly appointed supervisors and commanding members for their added responsibilities. Dependent upon the level of supervision or management involved, an attempt is made to familiarize individuals with problems that they may face and to assist them in developing suitable responses to those problems.

Training will be conducted for all promoted personnel as applicable to the new work assignment. Supervisory, managerial, and other positions will successfully complete at least 40 hours course criteria pertaining to the new work assignment, appointment, or promotion within two years of appointment or promotion.

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TITLE: ADMINISTRATION Grievance–Promotion, Other	CHAPTER: II SECTION: 3.4
APPROVAL:	REVISION NO.: 02
REVIEW DATE: March 12, 2013	ISSUE DATE: 07/96

Grievance–Promotion, Other

3.4.1 Policy

The Department adheres to the Personnel Policy and Procedures for Classified Staff of the Idaho Personnel Commission. Formal grievances of promotions will follow established policy as contained in ISU's Policies and Procedures.

The Department will additionally ensure that every employee is given the opportunity to review the testing and promotional process. The Director, in conjunction with the Department of Human Resources, shall annually review all testing tools and processes to ensure correctness of written examinations, scoring keys, and that all information contained therein is current and valid.

3.4.2 Procedure

Employees wishing to appeal a promotional decision or other matters in which they are directly affected may pursue their appeal informally and internally within the Department in the following manner:

- A. Via the chain of command, an effected employee may appeal for review to the immediate supervisor.
- B. The supervisor will review all steps of the testing process with the employee to include:
 - i. Going over the written examination question by question and letting the employee see his/her answers and the correct answers.
 - ii. Explanation of the scoring mechanism used for the overall testing results and for the individual employee.
 - iii. Explanation of any other promotional considerations such as the employee's personnel file, training records and other pertinent data.
- C. If after meeting with the supervisor the grieving employee is not satisfied and desires to continue his/her appeal, the employee may meet with the Director.

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The Director will evaluate the employee's appeal and consider his/her reasons for desiring to continue the appeal. The Director will review all parts of the process, and should he determine the employee was adversely affected, may order a retesting of the process.

If the Director deems the employee was not adversely affected, but the employee desires to continue the appeal, the employee must enter into the formal grievance process as outlined in ISU's Policies and Procedures (Part 4 Section V. 4.5.1).

In addition to the information contained in the ISU Policies and Procedures the following information should be included in the grievance:

- A written statement of what is being grieved and any facts or information on which the grievance is based.
- A written statement of the wrongful act and any resulting harm.
- A written description of the remedy, adjustment or other corrective action sought by the member by the grievance process.

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TITLE: ADMINISTRATION Annual Evaluations	CHAPTER: II SECTION: 3.5
APPROVAL:	REVISION NO.: 03
REVIEW DATE: March 20, 2013	ISSUE DATE: 07/96

Annual Evaluations

3.5.1 Annual Evaluation - Criteria

All performance evaluations will conform to university policy as reflected in the ISU Policies and Procedures (Part 4, Section IV (A) (2)). The employee's performance evaluation has been developed to accommodate the unique qualities of each position within the Department and to standardize the nature of the personnel decision-making process. Specific rating guidelines are outlined in the evaluation manual available in the squad room. The function of the performance evaluation program is to:

- A. Inform employees with a review of their performance (for a given period of time and position) in which their strengths and weaknesses are documented.
- B. Assist the employees to improve themselves in their present assignment and prepare them for advancement. This is accomplished through an appraisal of performance and noting any improvements which should be made to assist employees in achieving personal goals and Department objectives.
- C. Provide job incumbents with necessary behavior modification information to allow them to maintain behaviors that are appropriate from the department's standpoint and to eliminate inappropriate behavior.
- D. Assure the public that the department's personnel are qualified to carry out their assigned duties.

Supervisors shall be objective and use consistent methods in evaluating employees to ensure fairness. Personal bias for an employee shall not be used to obscure documented performance. Supervisors should understand excellence or weaknesses in one area does not indicate overall excellence or weakness.

A number of factors should be considered in completing performance evaluations. The following areas will be considered, to ensure fairness on the completion of the evaluations:

- A. The evaluation should be based upon documented past performance, not anticipated behavior or actions.

- B. Employee's performance for the entire rating period will be considered - not just isolated accomplishments or failures. Seniority will not be taken into consideration, as seniority does not constitute performance. Unusual circumstances which have been short term in nature should be addressed and explained.

3.5.2 Supervisor's Responsibilities

Supervisors are responsible for ensuring the timely and accurate completion of all performance appraisals. If an employee has been supervised by more than one supervisor, the rating supervisor will confer with the other supervisors.

Completed performance appraisals will be signed and forwarded to the Departmental employee responsible for Departmental personnel matters prior to the "due date."

3.5.3 Probationary Employees - New Employees

All new appointments and promotions into classified positions require a probationary period of six months, except for peace officers who must serve 12 months, as prescribed by state law. Probation periods greater than six months may be established for certain classifications with the prior approval of the Human Resources Director (reference ISU Policies and Procedures).

Evaluations shall be completed on the standard Report of Performance Appraisal Form (available to employees). Officers in the Officer in Training (OIT) Program will receive a daily evaluation during the OIT period.

3.5.4 Counseling - All Employees

All employees will meet with their respective supervisor at the beginning of the rating period. This may be done during the review of the past evaluation period. The counseling shall include:

- A. Tasks of the position occupied. This may include a review of the job description, previous performance evaluations, or job descriptions that have been developed due to a certain job task.
- B. The level of performance required. Supervisors are reminded that employees are expected to "meet job requirements."
- C. Evaluation rating criteria (areas covered on the performance evaluation) as well as any other criteria used by the supervisor to rate employee performance.

3.5.5 Unsatisfactory Performance

Unsatisfactory performance must be coordinated with Human Resources.

Whenever a supervisor deems an employee's performance to be unsatisfactory, and the performance is a continuation, or of such magnitude that if left unaddressed, endangers the rights, safety, or ability of others, it shall be brought to the attention of the employee in writing. The letter shall address the specific unsatisfactory performance as well as the necessary action needed to correct the unacceptable performance.

Whenever a supervisor deems that an employee's performance is unsatisfactory, and will, if left unattended, cause the employee to receive a less than "needs improvement" on his/her next evaluation, the employee shall be notified in writing, at least 90 days in advance of the next performance appraisal.

The notification shall include the performance which is unacceptable and the necessary measures needed to correct the deficiency.

Unsatisfactory performance (meets some but not all or does not meet job requirements) requires an explanation for the rating in the appropriate comment section.

3.5.6 Exceeds or Consistently Exceeds Job Requirements

"Exceeds" or "Consistently Exceeds" Job Requirements in the personal appraisal shall require explanation for the rating in the appropriate comment section. Specific guidelines are outlined in the evaluation manual available in the squad room.

3.5.7 Utilization of Performance Evaluations

Performance evaluations may be used as part of a review for duty assignment, promotion, and to document an employee's past performance in cases of alleged misconduct, personnel issues, or to establish the eligibility for merit pay when authorized.

A copy of the performance evaluation is made for the employee, personnel files, and the Office of Human Resources.

3.5.8 Annual Review of Performance Evaluation System

The Director reviews all performance appraisals and is responsible for evaluating the evaluation system. The Director will review exceptionally high ratings as well as those ratings that are at or below "satisfactory" job requirements.

If the Director believes that a problem with the evaluation system exists, that is a result of the University system, he shall address this point to the Human Resources Director.

Internal discrepancies with the evaluation system shall be addressed between the Director and the individual supervisor.

3.5.9 Contested Evaluations

The evaluation process is important for both the employee and supervisor as it reviews past performance as well as establishes new goals, objectives, and expectations for the future. If an employee is dissatisfied with an evaluation, the following process will be followed.

Employee's Responsibility

Following review of the performance evaluation, the employee should inform his/her supervisor of any areas of disagreement verbally. Following discussion, the supervisor may elect to modify the evaluation. If this occurs, the employee and supervisor shall both initial and date the change.

The employee may also attach written comments to the evaluation form, describing the disagreement with the evaluation.

If the supervisor elects not to modify the evaluation, the employee should follow the established ISU Policies and Procedures, for resolution. The employee has a duty to make his/her supervisor, aware that a specific problem exists in order to afford them the opportunity to remedy the matter.

Supervisor's Responsibility

The supervisor is responsible for evaluating the employee's request and responding within three working days. If the supervisor elects not to change the evaluation, the supervisor must, in writing, inform the employee of the reason(s) he/she will not amend the evaluation.

3.5.10 Formal Grievance Procedure

If the employee is not satisfied with the results of the resolution process, the matter may be grieved in accordance with the Internal Grievance Procedure established in ISU's Policies and Procedures.

In addition to the information contained in the ISU Policies and Procedures the following information should be included in the grievance:

- A written statement of what is being grieved and any facts or information on which the grievance is based.
- A written statement of the wrongful act and any resulting harm.
- A written description of the remedy, adjustment or other corrective action sought by the member by the grievance process.

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TITLE: ADMINISTRATION Retention of Annual Evaluation Reports	CHAPTER: II SECTION: 3.6
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 22, 2001	ISSUE DATE: 07/96

Retention of Annual Evaluation Reports

3.6.1 Statement of Policy

The retention of Performance evaluation reports is important for the Department and the institution, as they reflect an employee's performance during their employment with the University.

3.6.2 Retention of Records - Institution

In accordance with established University policy, the original copy of the Report of Performance Appraisal Form is maintained by the Department of Human Resources Director for as long as the employee is employed by the University.

3.6.3 Department Personnel Records

An employee's internal personnel file, including performance evaluations, is maintained as long as the employee is employed with the Department. The Office Specialist assigned to personnel matters is responsible for the maintenance of the employee's internal personnel file.

The personnel file is maintained in a "terminated employee file" for a five-year period following termination.

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TITLE: ADMINISTRATION Complaints Against the Department and/or Employees	CHAPTER: II SECTION: 4.1
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Complaints Against the Department and/or Employees

4.1.1 Purpose

To maintain an accurate reflection of complaints against the Department or any employee of the Department, the supervisor taking the report will record the type of complaint and the action taken.

4.1.2 Monthly Review

Each supervisor who has received any type of complaint against the Department or its employees, shall by the seventh day of each month, submit to their immediate Lieutenant or supervisor, documentation of the complaints for the previous month.

This monthly report shall include:

- A. Number of complaints.
- B. Type of complaint.
- C. How the complaint was received (telephone, letter, in person).
- D. Disposition of complaint (see Internal Affairs Section 6.1 for classification).

4.1.3 Captain or Supervisor's Responsibilities

After receiving the monthly tabulation of complaints, the Captain or supervisor shall review and forward to the Director a summary for the respective divisions or units.

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TITLE: ADMINISTRATION Crime Analysis	CHAPTER: II SECTION: 4.2
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Crime Analysis

The Records Division in conjunction with the Crime Prevention Unit will be responsible for the collection and dissemination of crime information and analysis of such information.

4.2.1 Records Division - Responsibility

The Records Division will be responsible for the collection, collation and dissemination of monthly, quarterly and yearly statistical information concerning criminal and non-criminal offenses reported to the Department.

The statistical information for the preceding monthly report shall be tabulated and distributed by the seventh day of the month.

4.2.2 Crime Prevention Unit - Responsibility

The Crime Prevention Sergeant will be responsible for the analysis of the crime information collected by the Records Division. Crime analysis will include:

- A. A comparison of crime information for the previous month and year.
- B. Significant increases in a particular crime and subsequent recommendation for reduction.
- C. Significant *modus operandi* or information gathered as a result of an arrest.

This information shall be forwarded to the Captain for review and dissemination to patrol officers.

The Director shall receive a copy of the crime analysis, and shall be kept informed, via published crime statistics, as well as through briefings as to current crime trends and patterns.

Officers are encouraged to analyze the information for incorporation into their routine duties. Officers are further encouraged to provide the Crime Prevention Unit with feedback concerning the information that they are or are not receiving.

All officers are encouraged to pass along any information concerning a specific crime or incident to assist other officers. This may be accomplished via a memorandum to the officer's immediate supervisor. The supervisor should then forward that information to the other supervisor(s).

4.2.3 Documents Used for Crime Analysis

Crime analysis will consist of data obtained from a variety of sources to include but not limited to:

- A. Offense and arrest reports.
- B. Field Interview cards.
- C. Miscellaneous Incident Reports.
- D. Weekly log.
- E. Monthly, quarterly, and annual crime statistics.
- F. The FBI Uniform Crime Report.
- G. Other agency police reports.
- H. Personal knowledge.

4.2.4 Distribution of Statistical Information

The following persons will receive analyzed crime statistical information:

- A. Director
- B. Captain

Results of crime analysis information should be made available to the public, such as the number of crimes and arrests. Information concerning known offenders, suspects, and *modus operandi* will be restricted in accordance with release of information, and on a need to know basis by selected non-criminal justice personnel. The release of this information may be released by the Director, Public Information Officer, and those so designated by the Director.

4.2.5 Documentation of Crime Location and Time

Field Complaint Forms call for the time and date of the incident. If the exact date and time are not known, the time period will be entered into the block. This information can be retrieved from the Spillman computer.

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Captain/Sergeants will maintain a bulletin board in the briefing room as a visual indicator for the following crimes:

- A. Bicycle thefts
- B. Burglary
- C. Burglary from vehicle
- D. Computer thefts
- E. Motor vehicle thefts
- F. Sex offenses
- G. Theft

The temporal and geographical bulletin board will be updated bimonthly.

4.2.6 Use of Crime Analysis Information

The Director may utilize the information gathered from the crime analysis to assist in the formulation of goals, budget preparation, personnel allocation, and strategies to meet the crime prevention needs of the community.

Crime analysis information is also valuable to keep the community informed as to current crime trends.

4.2.7 Evaluation of Data

For the crime analysis function to be effective, feedback from the patrol shifts and investigations is essential. The utility and effectiveness of crime analysis can be evaluated by:

- A. Seeing crime reduced in certain areas as a result of useful crime analytical information.
- B. An increase in arrests in dealing with certain problems identified in the analysis process.
- C. Having specific problems identified by analysis of data gathered through the police reporting system.

Feedback relating to crime analysis data provided to the shift supervisors is an essential part of the evaluation of the analytical effort. Such feedback will provide the Director with information as to whether crime analysis is efficient and whether its products are effective tools for combating the crimes selected by the Department for analysis.

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Supervisors will solicit feedback from their officers on analytical data provided, and share comments at the monthly staff meeting, or via memorandum to the Director.

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TITLE: ADMINISTRATION Allocation of Personnel	CHAPTER: II SECTION: 5.1
APPROVAL:	REVISION NO.: 02
REVIEW DATE: March 21, 2013	ISSUE DATE: 07/96

Allocation of Personnel

5.1.1 Purpose

The Department of Public Safety is authorized an allocation of officers, in addition to its dispatchers and other employees. Authorized personnel staffing levels are dependent on annual fiscal allocation.

5.1.2 Position Management

The employee assigned to personnel duties within the Department is responsible for maintaining an accurate visual display board which provides the following information:

- A. The number and type of positions authorized in the Department's budget.
- B. The location of each authorized position within the Department's organization.
- C. Position status information, whether filled or vacant.

Additional records will be maintained to provide administrative personnel with current information concerning budgetary and position status.

5.1.3 Allocation of Personnel by Assignment

The allocation of personnel within the Department will be primarily directed to support daily field operations. All division/units within the Department will be evaluated annually for reassignment of personnel, to meet the changing needs of the Department. The annual evaluation will occur in May/June.

5.1.4 Allocation by Workload Assessments - Annual

Annually, in May/June, each division commander shall submit to the Director a calculation of personnel availability for the next fiscal year. This calculation should include:

- A. An estimate of time off for each officer - to include vacation, compensatory, holiday, and sick time.
- B. Time off estimated at 24 hours per officer per year for training purposes.

The calculation should be made based on 365 days multiplied by the number of officers assigned to a division compared to the actual personal days available for assignment.

5.1.5 Reassessing Allocation of Organizational Components

The review of personnel allocation is continuous throughout the year. Changes may be made at any time to meet the needs of the Department.

The Director will be responsible for an annual review of all organizational components. The review will include documentation and analysis of staffing levels to determine if changes are needed in staffing to meet the organizational goals and objectives and University needs. In addition, the review will assist the Department in the preparation of budgetary requests.

The analysis and recommendations need to be completed before March first to comply with the budget submission timelines.

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TITLE: ADMINISTRATION Personnel Early Warning System	CHAPTER: II SECTION: 5.2
APPROVAL:	REVISION NO.: 00
REVIEW DATE: March 20, 2013	ISSUE DATE: 03/2013

5.2.1 Purpose

The purpose of this policy is to provide early identification of potential problems affecting an employee's performance and to provide a menu of remedial actions. This will increase the department's accountability and offer members a better opportunity to meet the department's goals and mission statement.

5.2.2 Introduction

The department's Personnel Early Warning System is initiated when certain types of incidents occur, prompting an evaluation of collected material. Such material may include, but is not limited to, performance evaluations, citizen complaints, disciplinary actions, use of force incidents, internal affairs, supervisory and employee reports such as workmen's compensation claims and traffic accidents.

5.2.3 Policy

The Public Safety Department, in keeping with the demands of the community for professional public safety/police services, has established the "Personnel Early Warning System". This system is intended to provide the department the opportunity to quickly intervene when potential personnel problems arise. It is designed to note patterns of behavior that might dictate departmental intervention into a member's performance.

5.2.4 Guidelines

The following types of complaints will be documented by all supervisors and provided to the division Lieutenant who will in turn provide the information to the Captain, who will keep a current list of such reporting. This list is to be made of all sustained complaints or work performance issues as identified.

- Less than satisfactory performance appraisals (evaluations).
- Disciplinary actions, both verbal and written.
- Use of force incidents.
- Internal affairs investigations.

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- Workman's Compensation claims.
- At fault traffic accidents.
- Any pattern identified that indicates unacceptable behavior or performance.

Members who have multiple allegations made against them as described above will be tracked on an escalating pattern list, to be maintained by the Captain. Criteria for being on the list will be as follows:

- Two or more internal investigations within a 12-month period.
- Any sustained allegations against a member totaling three or more within a 12-month period. These can be a combination of internal affairs investigations and/or other complaints.

When an employee has been placed on the escalating pattern list, the Captain will notify the Director of Public Safety, in writing, about the allegations.

Each allegation will be removed from consideration under this policy after a period of one year. The Director of Public Safety will annually review the Captain's Personnel Early Warning System records. The Director will annually review the policies and procedures of this section.

5.2.5 Remedial Solutions

The Captain will notify the member's Lieutenant and Sergeant(s) about the allegations. Those supervisors will then evaluate the circumstances which lead to the member being placed on the escalating pattern list and recommend follow-up with the member.

Actions such as unfounded, counseling, making a referral to the city's Employee Assistance Program (EAP), remedial training, traumatic incident activation, etc., will be considered on a case-by-case basis.

The supervisors handling the inquiry will generate a written response to the Captain. After review and acceptance by the Captain, that written response will be provided to the Director of Public Safety, who will keep it with the members' record. The member will be removed from the escalating pattern list when he/she does not meet the guidelines set forth in this policy.

5.2.6 Conclusion

It is the intent of the department not to be faced with investigating an employee for a serious case of misconduct only to find there was an escalating pattern of less serious misconduct, which could have been abated through intervention by the department.

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TITLE: ADMINISTRATION Notification of Next of Kin	CHAPTER: II SECTION: 6.1
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Notification of Next of Kin

6.1.1 Policy

The Department will on occasion investigate an incident where death, serious injury, or serious illness is involved. The Department has a responsibility to ensure the timely notification of relatives, or emergency contacts. This will be done as soon as possible following notification of the Dean of Student Affairs. This notification will be accomplished in person if possible.

Notification is usually done by the police department, however, Public Safety may be asked to assist or make the notification. **Public Safety will not initiate notification without police approval.**

Due to the nature of the University community, it is further imperative that University personnel be notified of these incidents immediately. ISU Public Safety does not need police approval for these notifications. It is strongly advised that the Dean of Students be notified immediately and that office's directions be followed.

6.1.2 Death - Student, Faculty, or Staff

In the event of a death involving a student, faculty, or staff member, the following procedure will be implemented to ensure a timely notification.

6.1.3 Unattended Deaths

All reports of death and/or the discovery of a deceased body which occurs or is discovered on University property shall be investigated by the city police department and shall be handled as a suspected homicide.

The first officer at the scene shall examine the victim to ascertain if the victim is deceased.

The Pocatello Fire Department Paramedics shall be requested to examine the victim when the chance of life is present. The officer shall be careful not to destroy or alter any evidence which may be present.

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If the victim is obviously deceased, the officer shall exit the scene by the same route used to enter. The officer shall then secure the scene, allowing no one to enter or leave. If paramedics are needed to examine the victim, the officer shall control access to the victim and protect the crime scene.

The officer shall provide communications to the dispatcher. Other notifications are to be made as soon as possible and include the following:

1. The Pocatello Police.
2. The Director of Public Safety.
3. The Dean of Student Affairs.
4. Human Resources Director.

The Public Safety officer will not allow anyone to enter the area, touch the body, or remove or disturb anything in the area until the Pocatello Police have arrived and taken over the investigation. The Pocatello Police will investigate all unattended deaths on the ISU campus.

Public Safety officers will follow any lawful order of the on-scene Pocatello Police officer.

6.1.4 Crime Related/Suspicious Death

Upon determination that the victim is a student, faculty, or staff, the field supervisor shall immediately notify the appropriate division Captain and the Director of the incident.

The Director will ensure the notification of:

- A. The Dean of Student Affairs Office (for students) or the Human Resources Director for Faculty/Staff will request an immediate review of student or faculty information to ascertain:
 - i. The victim's parents' or spouse's names, address, and telephone number.
 - ii. Victim's date of birth.
 - iii. Victim's social security number.
 - iv. Any other pertinent information.
- B. The Public Information Officer shall be notified by the Director to assist the Department with media inquiries.

The Dean of Student Affairs Office or the Human Resources Director for Faculty/Staff will be responsible for administrative paperwork necessary to close the student's file and for notification of Student Affairs, Human Resources, and the President.

In conjunction with the Dean of Student Affairs Office or the Human Resources Director for Faculty/Staff, an emergency response team consisting of crisis intervention personnel will be notified to assist with the notification of student peers, roommates, family members, and parents, if the parents reside in the local community. Parent notification must be coordinated with the local police and Media Relations Information officer.

6.1.5 Office of the Medical Examiner

The Office of the Medical Examiner (OME) will be contacted by the local police. In conjunction with the OME and local officials, it shall be determined when and by whom the relative will be notified.

6.1.6 Next of Kin Notification

The University shall make a timely notification of relatives, in person, if possible.

A representative from the Office of Student Affairs or department head may accompany the officer. Efforts should be made to have support people accompany the officer, i.e., close family member, clergy, close friend.

The officer will coordinate with the local police any attempt to contact the next of kin of a seriously injured student, faculty, or staff member.

6.1.7 Personal Notification

The officer making the death notification shall provide the relatives with the details of the death to include:

- A. Nature of the death, if known.
- B. Approximate time of the death.
- C. Location of the death.
- D. Synopsis of the death.
- E. Location of the victim's remains.
- F. Investigating officer's name and telephone number.

The officer should ask if there is a close family member, a member of the clergy, or friend that may be contacted to assist the family. The officer will attempt to contact the support people and request their assistance with the family. If possible, support people may accompany the officer for notification.

The officer should be comfortable with the next-of-kin's emotional and physical state prior to leaving.

Depending on the emotional and physical state of the relatives, officers may be able to ask questions to aid the Department in the death investigation. Officers should evaluate the situation before proceeding with questioning.

6.1.8 Other Agency Notification

If the next of kin or emergency contact resides outside the local area or it is not possible to make the notification personally, the police officer assigned to the case shall contact the agency of jurisdiction and request that the agency make the death notification. The investigator shall provide the agency with the information listed in the Personal Notification subsection (Chapter II, Section 6.1.7). The investigator shall further request that the next of kin notify him/her for additional details.

6.1.9 Media

The names of death victims shall not be released until the next of kin has been notified. A media release shall be prepared in accordance with the media relations policy.

6.1.10 Seriously Injured Students, Faculty, or Staff

In the event of an accident where a student, faculty, or staff member is seriously injured, the on-duty officer shall contact the appropriate division Captain and the Director, who shall be responsible for notification of the Dean of Student Affairs or the Human Resources Director for Faculty/Staff, to obtain pertinent information for notification of relatives.

6.1.11 Residence Hall Notification

If the victim is a resident of a residence hall, the officer will contact the Hall Director or a representative from the Office of Residence Life and advise them of the injury.

6.1.12 Outside Agency Notification

The on-duty supervisor will coordinate with local police any request that the agency of jurisdiction be notified and request an emergency message delivery to the student's next-of-kin or emergency contact. Confirmation of contact shall either be by telephone or teletype. Information that will be provided to the agency will be:

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- A. Victim's name.
- B. Parent's name or emergency contact.
- C. Residence address.
- D. Synopsis of accident.
- E. Hospital and condition, if known.
- F. Investigator's name and phone number.
- G. A request to contact the investigator.

6.1.13 Sick/Ill Students, Faculty, or Staff

The Department will assist the hospital staff in obtaining information for the notification of students, faculty, and staff members who are ill and being treated at the hospital. The hospital will make the notification to the next of kin.

6.1.14 Seriously Injured

In the event Public Safety investigates an accident where there are serious injuries, the officers will contact the local police.

6.1.15 Sick or Ill

It will be the hospital's responsibility to make notification to the relatives of a subject being treated.

6.1.16 Freedom of Information

Information that is not considered "directory information" may only be obtained from the Dean of Student Affairs - for a student - in the event of a death, or the potential of a death. The Dean of Students may be contacted, and informed of the incident. Ultimately the release of non-directory information is at the discretion of the Dean of Student Affairs Office.

Information concerning employees of the University is also restricted. The Human Resources Director may be contacted and informed of the incident. The release of non-directory information is at the discretion of the Human Resources Director.

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6.1.17 Notification by Another Agency of Death or Injury Involving a Member of the Campus Community in Another Jurisdiction

If the University is notified of a death or injury to a member of the University community, and a request is made by that agency for assistance in locating next of kin or emergency contacts the following procedure shall be followed:

- A. The officer or dispatcher shall check the Faculty, Staff, and Student Directory for the victim's name and address. This information may be given without restriction.
- B. The officer or dispatcher who receives the information shall document the incident on an Incident Report form (See Chapter II Section 6.1.21), with the basic facts of the death or injury. The call will be cleared as an "Information Report."
- C. The appropriate Lieutenant and the Public Information Officer will be contacted and advised by Communications or the on-duty shift supervisor.
- D. If there is no listing in the directory, or more information is needed and the victim is a student, the on-duty field supervisor shall contact either the Dean of Student Affairs or the Associate Dean of Student Affairs and advise them of the incident. The supervisor will give the Dean the officer's name and telephone number for a re-contact.
- E. If the student resides in a residence hall, the Hall Director shall be notified of the death or injury.
- F. If there is no listing in the directory, or more information is needed and the victim is a member of the faculty/staff, the on-duty field supervisor will contact the Human Resources Director and advise the Director of the incident. The supervisor will give the Human Resources Director the officer's name and telephone number for re-contact.

6.1.18 Other Agency Investigations

In cases investigated by another agency, our Department will not normally be the agency responsible for death or injury notification of next of kin or emergency contacts.

6.1.19 Documentation of Contact

Officers shall document in the basic case/supplement report the officer making the notification, time, date, location, and to whom the notification was made.

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6.1.20 Suicide and Attempted Suicide

A Public Safety officer shall be dispatched to an attempted suicide or a threat of suicide call and attempt to stabilize the situation.

Dispatch shall notify the Pocatello Police Department in all suicide, attempted suicide, or threat of suicide calls once the call has been verified by the responding officer. Communications may also refer to the call out list for Campus mental Health, Student Health, and/or Janet C. Anderson Center if it is deemed necessary for the situation.

Officers shall cooperate with the counselors who respond to the scene to assist. The officers, however, shall be responsible for the safety of all persons at the scene.

If necessary, the officer shall take the subject who is threatening or attempting suicide into custody once the situation is stabilized to prevent injuries.

Should the subject commit suicide prior to the arrival of the officer(s), the officer(s) shall seal off the crime scene and initiate a "suspicious death" investigation (See homicide procedures Chapter II Section 6.1.3).

1. Examine the victim to ascertain if the victim is dead. If death is not obvious, call for paramedics and attempt to revive.
2. If a death has occurred, seal off the crime scene and make notifications.

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6.1.21 Incident Report Form

IDAHO STATE UNIVERSITY
Law Incident

Offense(s):	Date/Time of Incident:	Responding Officer(s):	Law Incident #
	Date/Time Reported:	Responsible Officer:	Location:

PEOPLE

Code: S=Suspected Offender; A=Arrestee; V-Victim; W=Witness; C=Complainant

Code:
Name:
Address:
C,S,Z:
Home #: _____ Work #:
DOB: _____ SSN:
Sex: _____ Race: _____ Ht: _____ Wt: _____ Hair: _____ Eyes:
Occupation:
Veh Desc:
Veh Plate:

Code:
Name:
Address:
C,S,Z:
Home #: _____ Work #:
DOB: _____ SSN:
Sex: _____ Race: _____ Ht: _____ Wt: _____ Hair: _____ Eyes:
Occupation:
Veh Desc:
Veh Plate:

Code:
Name:
Address:
C,S,Z:
Home #: _____ Work #:
DOB: _____ SSN:
Sex: _____ Race: _____ Ht: _____ Wt: _____
Hair: _____ Eyes:
Occupation:
Veh Desc:
Veh Plate:

Code:
Name:
Address:
C,S,Z:
Home #: _____ Work #:
DOB: _____ SSN:
Sex: _____ Race: _____ Ht: _____ Wt: _____ Hair: _____ Eyes:
Occupation:
Veh Desc:
Veh Plate:

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Code:
Name:
Address:
C,S,Z:
Home #: _____ Work #:
DOB: _____ SSN:
Sex: _____ Race: _____ Ht: _____ Wt: _____ Hair: _____ Eyes:
Occupation:
Veh Desc:
Veh Plate:

Code:
Name:
Address:
C,S,Z:
Home #: _____ Work #:
DOB: _____ SSN:
Sex: _____ Race: _____ Ht: _____ Wt: _____ Hair: _____ Eyes:
Occupation:
Veh Desc:
Veh Plate:

Distribution _____

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Idaho State University
Department of Public Safety

OPERATIONS PROCEDURES MANUAL

TITLE: ADMINISTRATION Working Overtime Events	CHAPTER: II SECTION: 7.1
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Working Overtime Events

7.1.1 Policy

The working of extra duty events is a privilege that may be rescinded and disciplinary action, up to and including termination may be taken if an employee fails to report for duty, falsifies time worked, violates established policy and procedure, or makes inappropriate arrangements for another agency, department, or individual to work an event.

7.1.2 Reporting for Duty

Any employee assigned to work a special duty assignment shall report for that duty on time and in the appropriate uniform. If an employee is delayed for reporting, a telephone call shall immediately be made to Communications explaining the reason for the delay. Communications shall notify the on-duty supervisor of the delay.

Any employee who fails to report for a scheduled assignment is subject to the loss of overtime event privileges as well as disciplinary action up to and including termination.

No employee shall leave an assignment without first securing supervisory permission or appropriate relief.

7.1.3 Emergency or Illness

If an employee is unable to work a scheduled event due to illness or other emergency, Communications shall be immediately notified, prior to the scheduled shift. Communications shall make the on-duty shift supervisor aware of the call.

It will be the on duty/special event Commander's responsibility to make arrangements for coverage. For smaller scale events, the on-duty supervisor may contact the Sergeant assigned supervision of special events coordination or the Special Events Coordinator to assist with rescheduling.

7.1.4 Requesting of Outside Agencies

No employee other than those designated by the Director shall have the authority to call another law enforcement agency to request overtime law enforcement assistance.

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7.1.5 Radio In Service

All employees working overtime events, where no event commander has been established, shall go in service (10-8) on the radio with their respective identifier and their duty location. At the conclusion of the duty/special event, the employee shall inform dispatch via radio when he/she has completed or is leaving the assignment.

7.1.6 On-Duty or Event Supervisor's Responsibilities

Communications is responsible for periodic checks of employees working special assignments. Communication shall also be given a roster of personnel assigned to overtime activities by the Office Specialist assigned to special event coordination. Communications personnel should be aware of the areas where special duty assignments are scheduled. If dispatchers do not receive communication from an assigned employee after 15 minutes of a scheduled report time, they should check the list and attempt to contact that employee by radio. If no answer is received, the on-duty shift supervisor shall be informed.

7.1.7 Limitation of Hours

Employees shall not engage in outside or overtime events, unless ordered, more than 25 hours in one week unless on vacation or compensatory leave for that entire week.

Employees on vacation or compensatory time engaging in outside employment will have a minimum of eight continuous hours of rest immediately prior to return to duty.

No employee may work more than 20 hours in a single day - to include regular duty and extra duty assignments.

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TITLE: ADMINISTRATION Departmental Fiscal Management	CHAPTER: II SECTION: 8.1
APPROVAL:	REVISION NO.: 02
REVIEW DATE: January 17, 2008	ISSUE DATE: 07/96

Departmental Fiscal Management

8.1.1 Responsibility

The Director is empowered as having the authority and responsibility for the fiscal management of the Department. Funding to the Department is granted by the legislature, and allocated by the President of the University.

8.1.2 Fiscal Management

The Director is responsible for the financial supervision of the Department. The daily responsibilities of budget operation are the responsibility of the Department's Administrative Assistant.

8.1.3 Administrative Assistant - Responsibilities

The Administrative Assistant shall be responsible for assisting with the preparation of the annual budget, daily supervision of internal expenditures, and related controls, as well as serving as the Departmental liaison with the Budget Office, and various Fund Accountants of the University.

8.1.4 Fiscal Management Component

The Department does not have an established fiscal management component.

8.1.5 Budget Preparation

The budgeting process for the University is ongoing. To adequately prepare to meet the changing needs of the Department, the Division Commanders are responsible for assisting in the preparation of the budgeting process as required by the Director to meet the functional goals and objectives of the Department.

8.1.6 Division Commanders - Responsibilities

Division commanders will submit to the Director, via the chain of command, a proposal for an operational budget for their respective divisions. Proposals shall be on a date specified by the Director, and each proposal must include a brief review of the needs of the area of operation as well as justifications for funding.

Division commanders should also include any information they feel is pertinent to retaining a specific program or function. If the division commander feels that a program or function is not worthy of continuing, a justification for the termination request shall accompany the recommendation.

8.1.7 Budget Requests

Division commanders will submit written budget requests based upon the need for equipment for the division(s). Budget requests should also include a justification for each item.

8.1.8 Emergency or Supplemental Funding Requests

Emergency funding requests will be made by the Director. All such emergency requests will be in writing, specifying the need for the supplemental funding and the amount requested.

8.1.9 Purchasing Procedures

Established University purchasing policies will be followed to include:

1. Obtain only the necessary supplies, equipment and services at the lowest cost to the University consistent with quantity, quality and availability of the items at the time of purchase. The departmental requisition officially initiates the purchasing process within our system.
2. To facilitate the purchase of frequently purchased and/or low dollar items, University Purchasing has established mandatory statewide contracts which generate substantial savings. A list of these contracts can be found on the University's Purchasing home Page .
3. Idaho State University uses Purchase Orders exclusively in doing business with vendors.
4. The "petty cash" fund may be used for small purchases under \$100.
5. \$1 - \$300 - A \$300 Purchase Order may be used in acquiring incidental supply or equipment orders placed immediately by the department. The orders may not exceed \$300 (go to the Purchasing home Page for more detailed information).

8.1.10 Criteria for Purchases over \$300

1. **Items of \$301-\$5,000**
 - a. These orders require an electronic requisition in order for Purchasing to issue a Purchase Order.
 - c. These items can also be purchased on a purchasing card if the amount of the purchase is within the cardholders purchasing limit (go to the Purchasing home Page for more detailed information).
 - d. Purchases between \$1500 and \$5000 may be bid at the buyer's discretion.
2. **\$5001 - \$50,000**
 - a. Purchases in excess of \$5000 require a bid process to include at least three vendors' (three of which are from Idaho) quotations. These orders require an electronic requisition in order for Purchasing to issue a Purchase Order.

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- c. The lowest responsible bidder is awarded a purchase order or contract, which in most cases is the same document.
- d. The determination of lowest responsible bidder is based on the lowest price bid for the goods or services meeting the specifications consistent with quality, service and delivery requirements (go to the Purchasing home Page for more detailed information).

3. **\$50,001 and up** - A State of Idaho Requisition will be forwarded to the Division of Purchasing.

8.1.11 Vendor Selection

The Purchasing Department maintains a list of vendors. Invitations to bid are solicited from these vendors to stimulate viable competitive bidding.

Requisitioning departments are encouraged to suggest sources of supply for unusual items. Authority for the final selection of the vendor, however, shall be left to the Purchasing Department, which will make its decision in the best interest of the University.

With a sole source purchase, documentation may be required to justify why the technical characteristics inherent to an item make it essential to a project, thus giving it preference over another brand of lower cost but similar capabilities. Final responsibility in determining whether an item is proprietary and may be purchased from a sole source rests with the Purchasing Department.

For more detailed vendor information visit the Purchasing home page.

8.1.12 Accounting

The director has the approval authority for each program account (i.e., Special Events, Parking, Security, CCTV/Escort, Safety, Bengal Card, etc.).

8.1.13 Account Activity Reports

The University's Accounting Department will generate and provide the director with monthly statements of account activity to include the following:

- a. initial appropriation of each account;
- b. balance of each account at the beginning of each month;
- c. expenditures and encumbrances made during the month; and
- d. the un-encumbered balance.

The University's Banner and Argos systems may be used to facilitate quick retrieval of information on income and expenditures for each account.

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TITLE: ADMINISTRATION Emergency Purchase or Rental of Equipment	CHAPTER: II SECTION: 8.2
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Emergency Purchase or Rent of Equipment

There are times when there will be a need to purchase or lease equipment, after hours, in an emergency situation. This policy will address the proper procedure for procuring such items.

8.2.1 Emergency Situation

The Director must determine that an emergency situation exists, and that procuring such items is necessary for the safety/security of the University or personnel in the institution.

Under no condition will an employee purchase or enter into a rental agreement without first securing authorization from the Director.

8.2.2 Non-Emergency Situation

Under normal conditions, established purchasing policies shall be followed.

8.2.3 Vendors

University approved vendors should be utilized whenever possible in these emergency situations. If the necessary equipment is not available, or the vendor is closed for business, any vendor may be utilized.

8.2.4 Payment or Rental

The Director or his designee will be the only people authorized to make such purchases or rental agreements. Charges should be made to the Department.

If the vendor will not make a direct charge, the Director or his designee may charge the cost of the equipment/rental on his/her credit card, and submit that receipt for reimbursement.

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TITLE: ADMINISTRATION Fiscal Management of Cash	CHAPTER: II SECTION: 8.3
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Fiscal Management of Cash

8.3.1 Maintenance of Funds

Cash is maintained for the purpose of collection of fees from parking, traffic fines, parking registrations, the sale of permits, and payments of fines. These funds are restricted solely for the purposes described above.

Idaho State University Public Safety maintains a "petty cash" fund, a parking booth change fund a day shift change fund and a night shift change fund. Cash funds will be maintained within the Public Safety Office with the exception of the change bag that is transported each day to the Information Booth.

Each day at 1500 hours, all monies will be collected and a Daily Reconciliation Sheet will be completed with receipts to verify balances. Monies will be deposited into the established accounts. Receipts shall be maintained by the Public Safety Office.

8.3.2 Cash Drawer

The amount of cash maintained in each cash drawer, for the purpose of making change shall be:

A. Day shift \$100.00.

B. Night shift \$25.00

8.3.3 Preparation of Financial Statements

Whenever cash or checks are received as payment for parking, traffic fines, parking registrations, the sale of permits, and payments of fines, a transaction shall be entered into the cash register by the employee accepting the money.

The Office Specialist will be responsible for the preparation of deposits and prepare a Daily Reconciliation Worksheet and auditing of funds on a daily basis. Copies of all financial transactions will be maintained in accordance with established records policy.

8.3.4 Authorized Personnel—Cash

The authority for cash disbursement comes from the University's Office of Financial Services. Any employee assigned as Parking Office or Bengal Card staff is authorized to disburse or collect cash for in regards to parking or traffic fines, sale of permits, and sale of Bengal cards. Any employee assigned to Records

Information may accept cash for payment of copying and records related activities. The Director or his designee is authorized to give cash. A receipt shall be completed for each transaction.

8.3.5 Notification of Audit Discrepancy

The Office Specialist conducting the daily audit of funds shall immediately notify the division supervisor of any discrepancy of funds.

The supervisor will be responsible for investigating the discrepancy and submit a report of findings to the Director. The report of findings will include any suggestions for improvement of handling of funds and recommendations for disciplinary action if appropriate.

8.3.6 Receiving Cash for Safekeeping From Other Departments

The following procedure should be followed anytime money is transferred to the Department of Public Safety for safekeeping:

- A. The money is to be counted in the presence of the officer receiving the money and the person relinquishing the money.
- B. When the total is agreed upon by both parties counting the money, a Property Receipt is to be filled out indicating the transfer of money and the amount.
- C. The money is to be immediately placed in an Evidence Locker. A Lost and Found Locker is not to be used.

8.3.7 Cash Obtained as Evidence or Found Property

Cash obtained as evidence or found property may be collected by any employee of the Department and submitted to Property and Evidence in accordance with Property/Evidence Policy (Chapter III, Section 5.6).

The amount of cash shall be printed on the property receipt and the officer shall sign it.

8.3.8 Found Property—Cash

A copy of the property receipt as well as the signature of the finder claiming the money shall be placed in the original case file.

8.3.9 Evidence—Cash

Cash obtained from criminal cases that are ordered by the judge to be converted to the Department shall be placed in the established special account. Copies of the deposit shall be attached to the property receipt and submitted to the original case file.

The cashier will be responsible for the preparation of the deposit and the actual deposit.

8.3.10 **Cash Expenditures**

Cash Vouchers will be issued to customers for overpayment of parking/traffic fines or refunds of parking permits. The customer will be instructed to take the original to the Cashier's Office for a refund. A copy of the Cash Voucher will be kept on file for auditing purposes.

If petty cash funds are used make sure they are signed for and obtain a receipt and any change, where applicable. The petty cash fund will be reconciled on a monthly basis. A Petty Cash Reimbursement Sheet and requisition will be sent Accounting who will issue a check to replenish the fund.

8.3.11 **Audit of Department Fiscal Control Procedures**

ISU's Auditing Services will conduct audits of all Public Safety Accounts, including change and petty cash funds, on an annual basis, or as requested by Auditing Services.

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Idaho State University
Department of Public Safety

OPERATIONS PROCEDURES MANUAL

TITLE: ADMINISTRATION Records Division/General Records Management	CHAPTER: II SECTION: 9.1
APPROVAL:	REVISION NO.: 03
REVIEW DATE: March 22, 2013	ISSUE DATE: 07/96

Records Division/General Records Management

9.1.1 Function

The Records Division shall be the official repository for records, excluding internal affairs and personnel records including medical and psychological records. This unit will report to a supervisor.

9.1.2 Records Responsibilities

Establish and maintain a filing system for all police reports, traffic accidents, traffic citations, traffic warning and equipment repair orders, criminal citations, and warrants of the Department.

- A. Enter all reports, citations, and warrants into a law enforcement computer system.
- B. Prepare the monthly, quarterly, and annual statistical reports as may be required for Departmental analysis.
- C. Prepare case files in response to subpoenas, requests from other criminal justice agencies, University Attorneys, insurance companies, and/or the Dean of Student Affairs Office.
- D. Copy and release reports to victims or other parties of interest.
- E. Prepare a weekly activity summary of agency activity for the President and others designated by the Director.
- F. Retain and destroy records in accordance with the approved record retention policy.
- G. Review each report submitted for entry to the Record Division for accuracy and completeness.
- H. Yearly statistics mandated by the Department of Education through the Clery Act.

9.1.3 Reports

Every incident which is alleged to have occurred at the University shall have a record entry made of that incident. This includes but is not necessarily limited to:

- A. Citizen reports of crime.

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- B. Citizen's complaints (non-criminal or internal affairs).
- C. Citizen's request for services when an officer is dispatched, an employee is assigned to investigate, or an employee is assigned to take action at a later time.
- D. Criminal and non-criminal cases initiated by the Department.
- E. Any incident involving arrests, citations, or summonses.

These reports shall include the following (see Report Writing Manual):

- A. Date and time of the initial reporting.
- B. Name (if available) of the citizen requesting the service, or the victim's or complainant's name.
- C. Nature and location of the incident.
- D. Nature, date, and time of action taken by the Department.
- E. Index of stolen, recovered, found, and evidentiary property.
- F. Crime Prevention and/or Safety Recommendations are to be made on every report that requires them, i.e., thefts, vandalism, personal injuries, etc. Any report that is submitted without required recommendations will be returned to the officer for completion.

9.1.4 Report Forms

The following field reporting forms shall be utilized (see Report Writing Manual):

- A. Minor Service Report/Request for Assistance (MSR) (i.e. Jumpstarts, unlocks) (See Chapter I Section 7.2.6)
- B. Warning Notice form (Citation Form)
- C. Incident Report Narrative form (See Chapter II Section 6.1.21)
- D. Motor Vehicle Traffic Accident form- Accident Report Form
- E. Receipt Inventory for Property (See Chapter III Section 5.6.60)
- F. Use of Force form
- G. Field Contact form
- H. Citation form
- I. Maintenance Request form
- J. Permission to Search form

Report forms shall be accurately and completely filled out. Employees shall gather enough information to accurately reflect the events as related to the officer or employee. Reports shall be written in the "first

person" and in a chronological order of events. The report should be written in clear English and in a manner easily understood by whoever reads the report. Reports should be checked for proper grammar, punctuation, and spelling.

9.1.5 Numbering System

All dispatched calls for service or officer/employee self-generated calls by the Department shall be assigned an incident number by Spillman. The incident numbering system utilized by the Department shall consist of the following:

- 01– to denote the year the case is generated (2001).
- U0– to denote the incident is for ISU.
- 0001– to denote the incident number. This number will begin with 0001 on January 1 of each year.

Example: The first incident number assigned January 1, 2001 will be 01-U00001.

9.1.6 Report Review

Prior to submission to Records for data entry and storage, each report shall be reviewed by a supervisor who will initial the report as reviewed. The Records supervisor or designee will routinely review all reports entered into the computer to insure completeness and correctness. Incorrect reports will be corrected.

Reports shall be completed and forwarded for review prior to the employee's end of duty.

Officers may, with the permission of a supervisor, complete a basic case and narrative describing the incident occurring near the end of the shift provided a physical arrest and booking and/or the crime was not:

- A. A crime of violence.
- B. A racially motivated or "hate" crime.

A lengthy case may be delayed being completed, with prior supervisory approval, until the following day provided the case is not:

- A. A crime of violence.
- B. A racially motivated or "hate" crime.

The entire case must be completed if the officer is beginning his/her days off, vacation, or compensatory time. The case must be completed within 24 hours if a delay is approved by a supervisor.

9.1.7 Reports Not Approved

If a supervisor determines that a report is not satisfactory, it shall be returned to the officer for correction or content.

If a supervisor determines that a report is not satisfactory due to grammatical, punctual, and Spillman omissions, it will be returned to Communications for correction.

If the officer has gone off-duty and is on his/her days off the supervisor shall write "not approved" and initial the report and forward it to Records. A copy of the original report shall be given to the officer with a notation of deficiencies. The case report will be corrected (on a supplemental report) within 24 hours of notification to the officer.

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9.1.8 Report Distribution

Copies of each incident report shall be made each morning. Distribution will be made to the Director and others as specified by the supervisor.

9.1.9 Release of Reports

In conjunction with legal counsel for the University the following policy is established to identify the requirements for release of investigative files and incident reports of the Department of Public Safety and to establish policy and procedure for the release of this information.

- A. Designated Department personnel may release copies of reports to any individual who requests a report, after a Written Request to Examine Records form is completed (See Chapter II Section 9.1.26). A supervisor may directly release the case under the following conditions:
 - 1. The case is being investigated by another agency.
 - 2. The case is a misdemeanor offense with an arrest.
 - 3. The case is non-criminal in nature.
 - 4. The case does not involve any physical violence.
 - 5. The investigation is closed or suspended with no further leads.
 - 6. The case is an Incident Reports.
 - 7. The case is a Field Interviews.
 - 8. The case is a Written Warnings.
- B. The Department will defer the release of reports to the University Attorney's office under the following conditions:
 - 1. The case is being investigated by another agency.
 - 2. The case involves a crime of violence.
 - 3. The case is currently under investigation.
 - 4. The case involves a felony arrest.
 - 5. The case involves narcotics or dangerous drugs in excess of three pounds.
 - 6. The case involves the misuse of public funds or fraud against the University.
 - 7. The case has unique interest to the University.

In such cases as described above, a Request for Public Inspection of Public Documents must be completed by the person making the request, and the request as well as the report will be forwarded to the University Attorney's Office. The University Attorney shall review the case and make a determination as to the release of the report. The report will be released by the Director following review and authorization.

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Reports of accidents, thefts and burglaries will be routinely copied and sent to insurance companies upon their request.

C. Release of Incident and Investigatory Records

1. It is the policy of ISU Public Safety to comply with Idaho Code Section 9-338 (Public Records - Right to Examine), and the ISU Policies and Procedures (Part 5, Section II, Page s 5.2.3 to 5.2.4, Public Access to Records Policy), by promptly making available for public access and copying, at all reasonable times, information controlled by the Department, unless the information is exempted from disclosure by law.
2. The Idaho Public Records Law, Idaho Code Section 9-337 through 9-350, hereinafter "The Act," requires that all records maintained by public agencies be open to the public for inspection and copying at all reasonable times, unless the information is specifically exempted from disclosure by law.

3. Requirements

Section 9-335 exempts certain investigatory records from disclosure if the record would:

- (1) Interfere with enforcement proceedings, i.e., an ongoing investigation;
 - (2) Deprive a person of a fair trial;
 - (3) Be an unwarranted invasion of privacy;
 - (4) Disclose the identity of a confidential source and confidential information furnished by that source;
 - (5) Disclose investigative techniques or procedures;
 - (6) Endanger Department personnel;
 - (7) Public records exempted by federal law or regulation;
 - (8) Information obtained on a person's fitness to be granted or to retain a license, certificate, permit, privilege, commission, or position;
 - (9) Records from other agencies provided to our Department for investigative purposes, such as FBI, state rap sheets, and records of any inquiries into that record are considered intelligence information and not accessible to private individuals.
- b. Records of a person maintained pursuant to Chapter 18, Title 16, Idaho Code (Youth Rehabilitation Act)
- (1) A parent or guardian of a minor child who is under the age of 18 at the time of the request to review the contents of the child's record may do so according to the above guidelines concerning ongoing investigations.
 - (2) Victims of misconduct shall have access to the name of the child, the names of the parents and the address and phone number of the parents and child.

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- c. Members of the Department shall make every effort to follow the Idaho Public Records Law and University policy.
- d. Additional exemptions are listed in the ISU Policies and Procedures, Part 5, Section II, Pages 5.2.3 to 5.2.4 and the Idaho Code 9-340 Sections A-H.

4. Procedure/Responsibilities

a. **Release of Information to Local Law Enforcement Agencies**

If information is released, prepare a Written Request to Examine Records Form with only the name of record, name of officer, and date; or obtain the waiver signed by the subject of inquiry.

No limit on type of information or form in which it is given.

Original documents shall not be removed from department records unless absolutely necessary. If an original document is removed, a face sheet copy shall be made and a note written on the copy indicating who has the original.

b. **Release of Information to OPM, FBI or Other Federal Agencies**

No limits on the type of information or form in which it is given.

Mail or fax inquiries - Original letter or fax attached to copy of reply letter (if made) and placed in the individual's record or attached to the record in the case of single arrests.

Phone inquiries - Information shall not be given over the phone unless the person requesting the information is known and there exists some certainty that he/she is the person calling. A written request form shall be prepared by the clerk and placed in the individual's jacket, attached to the record in the case of single arrests, or attached to the appropriate record.

Inquiries made in person - The federal agency investigator will be required to show identification to dispatch, provide a Release of Information form signed by the subject of the inquiry, and prepare a Written Request to Examine Records form with the name of the subject of inquiry. If no Release of Information form signed by the subject of inquiry can be provided, then Dispatch will contact the Director or his designee for permission to complete the inquiry. Dispatch will look up the person of interest in Spillman for any related ISU incidents (i.e., suspect in a HPV violation, drug offense, etc.). If the person of interest has no record, we will let the federal investigator know. If dispatch discovers the person of interest was involved in an incident, they will ask the investigator for a copy of the waiver signed by the person of interest. Dispatch will make a copy of the waiver and then obtain authority to release the information from Steve or Linda. DO NOT give the investigator the report without authority to release from Steve or Linda.

Once permission to release the information has been obtained, dispatch will make a copy of the report for the investigator. Dispatch will place a copy of the waiver and the written request in the individual's folder, attached to the record in the case of single arrests, or attached to the appropriate record. At the completion of this process Dispatch will give the federal investigator his/her name, title (Dispatcher) and Public Safety's address (921 S. 8th Ave., Stop 8140, Pocatello, Idaho 83209).

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After any agency request, dispatch will then create a "Miscellaneous Involvement" Report in Spillman to record information on who made the inquiry and whether or not any information was found or copies released.

c. **Release of Information to Private Individuals**

A written request form will be provided for all information requests (except accident reports) made in person.

The form will be placed in the folder of the individual whose record is requested, attached to the record to the case of single arrests, or attached to the appropriate record.

Mail inquiries - the letter requesting the information shall be placed in the individual's jacket, attached to the record in the case of single arrests, or attached to the appropriate record.

Phone inquiries - information not subject to exception from disclosure may be given or the person requesting the information may be requested to appear in person depending upon the volume of the request. If the information is given over the phone, a written request form shall be prepared by the clerk and placed in the individual's folder, attached to the record in the case of single arrests, or attached to the appropriate record.

d. **Release of Information to the Media**

Members of the Department shall facilitate the work of media reporters by furnishing them with information in accordance with proper policies and procedures. Please have a cooperative attitude and a courteous explanation. When in doubt concerning the release of information, a request for clarification can be made of:

- (1) The Director of Public Safety
- (2) Any Public Safety Captain
- (3) The Director of University Marketing and Communications
- (4) University Counsel
- (5) The Director of Facility Services
- (6) The Public Information Officer

In the event of items considered highly newsworthy, the Public Safety Director or his designee may arrange for or authorize a press conference.

No member shall release information of a statistical nature unless it has first been approved by the Director.

Members shall not use the media as a means of publicity for personal reasons while in their official capacity.

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e. **Release of Information Concerning Routine Incidents**

The responsibility for furnishing detailed information upon request to accredited members of the media concerning routine Departmental investigations and incidents shall be vested in the Director and the Captains or designated Department members. Routine releases generally contain the following:

- (1) Defendant information - name, age, residence, employment, marital status, and similar identifying information.

Violations - the substance or text of the charges and statutes violated.

- (3) Agency - the identity of the investigation and/or arresting agency and the duration of the investigation.
- (4) Victim information - name, age, and city of residence of the victim, unless in the opinion of the investigation member, the public interest would not be served by such disclosure at the time due to the state of the investigation, the nature of the case or other factors involving the safety or welfare of the victim. Whenever possible, the victim's wishes, or probable wishes, should also be considered prior to release of information concerning the victim.

f. **Release of Information Concerning Incidents not Routine**

The responsibility for furnishing detailed information upon request to accredited members of the media concerning incidents that are not routine shall be vested with the Director of Public Safety, the Director of University Marketing and Communications, the PIO and University Counsel.

g. **Accuracy of Information Released**

Members of the Department who furnish information to any persons concerning police related incidents shall be individually responsible for the accuracy of such information. Members shall, therefore, ascertain that all data describing the case, incident, arrest, identities of involved parties, and investigations is correct. Members shall be careful that such releases do not contain inaccuracies, errors, improper spellings, conjecture, or unauthorized speculations.

h. **Confidential Information**

No member of the Department shall communicate to any nonmember (except to members of the criminal justice system on a need-to-know basis) any information of a nature that might delay an investigation, aid in the escape of a criminal, delay in the apprehension of a criminal, lead to the removal of stolen or embezzled goods or other valuables.

i. **Civil Cases Against the Department or Members**

The sole authority to disclose or release information concerning civil cases involving the Department or its members (when the civil case against a member results from the members' official actions) rests with the President or his designee.

No member shall discuss any civil case involving himself (when the civil case against the member results from the member's official actions), the Department, or the University, or otherwise disclose any information relating to any civil case without the specific permission of the University Counsel. This shall not be

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construed to limit attorney/client relationships between a member and his attorney.

j. **Approval to Release Information**

The release of information other than routine, or written reports, except to law enforcement, must be approved by the Director, a Captain, or the Director's designee.

(1) **Law Enforcement and Criminal Justice Agencies**

Law enforcement and criminal justice agencies are excluded from needing to obtain a Request for Public Inspection provided the case is related to an official law enforcement investigation.

(2) **Risk Management**

Copies of reports may be released to either State Risk Management or ISU Technical Safety upon request.

(3) **Dean of Student Affairs**

Copies of reports may be released to the Dean of Student Affairs upon request, unless the release of such case would jeopardize an ongoing investigation. There is no service fee for the report.

(4) **Residence Life**

Copies of reports may be released to an administrator of residence life, for incidents occurring within the residence halls, unless such release would jeopardize an ongoing investigation. There is no service fee for the report.

9.1.10 Records Personnel Responsibilities

After receiving a Request for Public Inspection, the Director will review the report to see if the case may be directly released, or need to be reviewed by a supervisor or counsel prior to release. When authorized the case may be released and the appropriate service charge collected.

If the case needs to be reviewed, Records personnel shall inform the person making the request that the case will have to be reviewed by a supervisor or the University Attorney's Office and that the case will be available through the Director.

Records will maintain a log of every case distributed as a result of a Request for Public Information.

9.1.11 Director's Responsibilities

The Director will be responsible for the release of all cases.

9.1.12 Subpoena Duce's Tecum

Whenever the Department is notified of a Subpoena Duce's Tecum for the Department, the subpoena should be directed to the University Attorney's Office for service by either the on-duty Records personnel or a supervisor. An attorney will review the subpoena and forward it to our Department. The case will be copied and forwarded to the attorney's office for final review and release.

9.1.13 Custodian of Records

The Director shall designate a Custodian of Records. The President of the University will designate a Custodian of Records for all records of the University.

9.1.14 Media Requests

The Department will continue to provide copies of incident logs for daily review by media representatives. Reports will be available only after review by the Director or a supervisor. Any request for a copy of a report by a member of the media will require the filing of a Written Request to Examine Records Form (See Section II 9.1.26).

9.1.15 Journalism Students

The Department will provide copies of certain reports, those cases which are closed by arrest, or closed with no further action, for review by journalism students. These reports will be made available only through arrangements with a supervisor, during regular business hours, or by appointment.

9.1.16 Ongoing Investigative Reports

Reports which have been assigned for follow up investigation shall have those investigations completed in a timely manner and a record of the investigation progress shall be submitted to Records within five days of the follow up investigation.

9.1.17 Privacy and Security

All records shall be subject to all State and Federal laws and regulations. The privacy and security of Criminal History Record Information (CHRI) shall be in accordance with U.S. Department of Justice Regulations, 28 Code of Federal Regulations Part 20, with regard to dissemination, completeness, access, and review.

9.1.18 CCH Information and Radio Communications

CCH information shall not be broadcast over the radio network. If information is received via the computer concerning a person's previous arrest(s) or contacts, the information provided over the radio channel is restricted.

Communications personnel or employees having information concerning officer safety may provide that information to the officer(s) over the radio. This information is restricted to:

- A. Previous possession of weapons.
- B. Previous acts of violence.
- C. Possession of explosives or narcotics.
- D. Aggressive behavior.

Information shall be relayed in a manner to adequately advise the officer, but without providing unnecessary information.

Example: Adam 45, Code 1 regarding officer safety. Subject has previous contacts for whatever UCR Offense Code or whatever officer safety information needs to be relayed.

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Officers shall not inquire as to the circumstances surrounding the incident over the radio frequency, nor shall that information be relayed over the air.

Officer safety information shall be promptly relayed to the officer(s).

Information concerning past contacts such as field interviews and previous arrests shall not be aired. Communications personnel or employees having information concerning a subject will advise the officer of the information in the following manner.

Example: Adam 45, Code 1. Prior information available Code 11.

This will serve as an indicator to the officer that information is available by telephone or messenger.

Civilian employees shall not request nor receive any computerized criminal history nor conduct 10-27 or 10-29 information on subjects.

9.1.19 Access to Vehicle Registration and Wanted Information

Civilian personnel may request and receive 10-28 and 10-29 information under the following conditions:

- A. Information may be received while performing a public assist in the form of a jump start or key service, to verify vehicle ownership.
- B. While on routine or targeted patrol when they observe a suspicious vehicle/activity and the 10-28 information is necessary to facilitate an attempt to locate, or to provide information to the responding officer. This information may also be used to eliminate a vehicle as being suspicious.

9.1.20 Misuse of Official Records Information

Inappropriate use of official records will result in disciplinary action up to and including termination.

9.1.21 Records Retention

The University has a schedule for retaining records on file with the State and is consistent with all legal requirements of State and Federal law. This schedule is maintained by Records. Hard copies of reports will be destroyed by shredding or burning only with approval from Legal and final approval from the Director of Public Safety. (See ISU Policies and Procedures Part 5, Section V).

9.1.22 Expunging Records - Adults and Juveniles

Upon receipt of an official court order for expunging of an official record, the Records supervisor will be responsible for ensuring the prompt expunging of the record(s) described in the court order.

Juvenile records, after the subject turns 18, are to be purged immediately (except for traffic arrests, tobacco, alcohol, drugs, firearms or when subject is charged as an adult).

9.1.23 Development, Modification, and Approval of Forms

All forms used by the Department shall be approved by the Director. Each form used shall conform with the record maintenance and data processing requirements of the Department.

9.1.24 Cash Handling for Copies of Records

The Records Division routinely accepts money for the cost recovery of copies of records sent to insurance companies, victim's request for records, fees collected for fingerprinting applicants, etc.

A two-part receipt book will be maintained to record the funds as they are accepted. Deposits will be made on a weekly basis. Records personnel will forward the monies to the Cashier's Office, who will make the deposit. The invoice for the deposit will be maintained by the Administrative Assistant, who is responsible for all account maintenance. The Administrative Assistant will audit the receipt book to ensure the balances are correct, as the invoices are reviewed.

Each deposit must reconcile with the receipts for the previous week. Any discrepancy shall be reported, in writing, to the supervisor. No private moneys will be co-mingled with these funds at any time.

The funds are to be kept in a locked container and only Records personnel will have access to the key.

9.1.25 Access to Records Division

Access to Records is limited to personnel assigned to Records, supervisors, and Communications personnel (in extraordinary situations).

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9.1.26 Written Request to Examine Records Form

ISU PUBLIC SAFETY

Written Request to Examine Records

Name: _____ **Phone #:** (____) _____ - _____

Address: _____

City/State/Zip: _____

I request to examine _____ or copy _____ the following record:

Date of Incident: _____ **Incident #:** _____

Signature

Date

For Public Safety Use Only

☐ **Released**

Report reviewed/released by: _____

☐ **Denied**

DO NOT RELEASE CHECKED AREAS							
	Victim	Suspect	Witness	Reportees	Other	Statement	Exhibits
Name							
DOB							
SSN							
Add							
Phone							
Other							

Additional Information:

Released To: _____ **Signature:** _____

Please Print

Date: _____

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TITLE: ADMINISTRATION Records Division Operations	CHAPTER: II SECTION: 9.2
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Records Division Operations

9.2.1 Records Availability

Routinely, access to records information is available by terminal to Communications personnel and supervisors 24 hours daily. On those occasions when records is closed and immediate access is necessary for a paper file not maintained in the computer, the patrol supervisor and dispatch shall have the authority and permission to enter records on an as needed basis.

All records will be maintained in a central repository. This repository will be the Spillman computer owned and operated by the Department. Those few forms that are not adaptable to the computer will be filed in a file folder with the report number noted on the outside of the folder in records and in numerical order.

Each name entered into the records of the Department will be maintained in an electronic master name index in the Spillman computer. This index will include a listing of all documents in which the person has been named. All victims, complainants, suspects, witnesses, investigative leads, arrestees, and anyone mentioned in a report shall have their name entered in the master name index file.

The Spillman computer is capable of indexing activity by location and incident type.

A criminal history file shall be maintained on each person involved in an incident on ISU campus.

A *modus operandi* file may be available through the Spillman computer.

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OPERATIONS PROCEDURES MANUAL

TITLE: ADMINISTRATION Maintenance of Original Records	CHAPTER: II SECTION: 9.3
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Maintenance of Original Records

9.3.1 Policy

All reports including miscellaneous incidents, field interviews, citations, and written warnings will be processed by the end of the officer's normal tour of duty and forwarded for processing. Exception to this policy will be in cases of an accident occurring one hour prior to the end of shift, or the report is of such magnitude, that with prior supervisory approval the case may be written within the following 24 hours. In cases where the report is going to be delayed, the officer must at a minimum complete:

- A. Basic case fact sheet.
- B. Complete a synopsis of the incident listing the basic facts.

The officer must complete the case the next working day, or within 24 hours of the incident. If the officer is scheduled for regular days off, vacation, holiday, or compensatory time off the next day the complete report shall be completed prior to the officer going off-duty.

Officers who are assigned follow-up investigations may retain original supplemental reports in accordance with an ongoing investigation for no more than ten days.

9.3.2 Juvenile Records

All adult and juvenile arrests will be entered into Spillman. The computer maintains partitions among all files. In the event a paper file must be maintained on a juvenile, the file will be maintained in a separate, secure file in the Records Division. Access to juvenile records is limited to officers investigating a specific crime/incident, Records personnel, and the Director.

9.3.3 Records and Records Management

The Records Division shall compile statistical information to be collated into a series of monthly, quarterly, and annual reports.

Reports shall be cleared by the appropriate UCR code. Records personnel are permitted to reclassify inappropriately classified reports to established UCR standards.

9.3.4 Uniform Crime Report

The Department does not participate in the National Uniform Crime Reporting (UCR) System. The local police report data to the state system on a monthly basis for inclusion in the UCR System. The Department will comply with the UCR system requirements. UCR reporting for incidents occurring on campus will be reported by the local police department. Reporting requirements for the Campus Crime and Awareness Act will be a coordinated effort between the Department and the local police.

The Department's statistical analysis shall include all Part One crimes as defined by the Federal Bureau of Investigation - Uniform Crime Report (UCR) as well as other offenses, Part Two crimes are not required by UCR, neither are non-criminal activity reports.

9.3.5 Monthly, Quarterly, and Annual Reports

Information to be calculated shall include:

1. Accidents:
 - a. private
 - b. residential
 - c. occupational
 - d. other
2. Animal Problems
3. Assaults:
 - a. simple
4. Bomb Threats:
 - a. residential
 - b. academic building
 - c. other
5. Civil Matters

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6. Deaths:

- a. accidental
- b. motor vehicle
- c. suicide
- d. suicide attempt

7. Disorderly Conduct:

- a. fighting
- b. noise
- c. other

8. Drug Related Offenses:

- a. possession of marijuana
- b. possession for sale
- c. other

9. Embezzlement

10. False Reports to Police

11. Fires/Explosions:

- a. residential
- b. academic
- c. vehicle
- d. other

12. Fireworks

13. Forgery

14. Fraud

15. Identification Card, Unlawful Use

16. Interference:

- a. educational institution
- b. police officer
- c. all other

17. Juvenile Offenses:

- a. minor in possession (alcohol)
- b. trespassing
- c. skateboarding/bicycle
- d. other

18. Liquor Violations:

- a. Minor in possession
- b. Drinking in public
- c. DUI

19. Motor Vehicles:

- a. civil traffic citations
- b. criminal traffic citations
- c. driving under the influence
- d. written traffic warnings
- e. equipment repair orders
- f. other

20. Offenses Against Family/Children

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21. Sex Offenses:

- a. indecent exposure
- b. lewd/lascivious conduct
- c. all other

22. Stolen Property:

- a. soliciting, sales
- b. buying
- c. receiving
- d. possession

23. Harassment

24. Suspicious Activity:

- a. persons
- b. vehicles
- c. all other

25. Telephone:

- a. annoying/threatening
- b. obscene
- c. 911
- c. all other

26. Traffic Related Offenses:

- a. traffic accidents - surface streets:
 - (1) personal injury
 - (2) property damage

(3) fail to notify/leaving the scene

(4) all other

b. non-traffic accidents - private property:

(1) personal injury

(2) property damage

(3) fail to notify/leaving the scene

(4) all other

27. Trespassing:

a. academic buildings

b. residential

c. other

28. Unfounded Incidents

29. Vagrancy - Loitering

30. Vandalism - Criminal Damage:

a. University property

b. private property

c. other

31. Weapons Violations:

a. carrying

b. possession

c. concealed

d. other

32. "Hate Crimes":

- a. race
- b. color
- c. religion
- d. national origin
- e. sexual orientation
- f. gender
- g. disability

Part Three of the report will include informational or administrative information as follows:

- A. Addendum reports
- B. Blue Light Emergency telephone responses
- C. Building checks:
 - 1. on-campus
 - 2. off-campus
- D. Field Interrogations:
 - 1. on-campus
 - 2. off-campus
- E. Persons Banned
- F. Key Services
- G. Miscellaneous Reports
- H. Money Escorts
- I. Other Agency Arrests
- J. Other Agency Assists

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- K. Property:
 - 1. found
 - 2. lost
- L. Public Assists
- M. Public Hazards
- N. Report Copies:
 - 1. public - insurance companies
 - 2. other criminal justice agencies
 - 3. University community
 - 4. officer for court
 - 5. other
- O. Sick Cared for:
 - 1. physical
 - 2. mental
 - 3. other
- P. Subpoenas:
 - 1. criminal
 - 2. non-criminal
 - 3. traffic
- Q. Statistical - Historical Research:
 - 1. other criminal justice agency
 - 2. Departmental
 - 3. all other

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- R. Telephone Calls Received:
 - 1. emergency direct line
 - 2. emergency 911
 - 3. emergency call box
 - 4. administrative information
 - 5. administrative transfer
- S. Towed Vehicles:
 - 1. by Parking and Transportation
 - 2. all other
- T. Warrants Obtained:
 - 1. criminal
 - 2. non-criminal
- U. Warrants Cleared:
 - 1. arrest
 - 2. quashed by Court
- V. Citations
 - 1. parking
 - 2. moving
- W. Crime Prevention Surveys
- X. Community Contracts
- Y. Warning Notices
- Z. Care follow-up
- AA. Bike mileage

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TITLE: ADMINISTRATION Privacy of Information (FERPA) - Campus Security Act	CHAPTER: II SECTION: 9.4
APPROVAL:	REVISION NO.: 02
REVIEW DATE: July 25, 2005	ISSUE DATE: 07/96

Privacy of Information (FERPA) - Campus Security Act

9.4.1 FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) limits information that a person can receive from an educational institution regarding an enrolled student. This General Order will clarify information that can legally be received by this Department or any other law enforcement agency (see Records Division/General Records Management, Chapter II, Section 9.1).

9.4.2 Directory Information

The University has designated the following information as "public" or "directory information." Refer to the Dispatch Rolodex for current listing or the current class schedule. This information may be released by the Registrar's Office:

- A. Name
- B. Address
- C. Telephone number
- D. E-mail Address
- E. Date and place of birth
- F. Weight
- G. Height
- H. Class Level
- I. Major field of study

- J. Enrollment status (full or part time student)
- K. Participation in officially recognized activities and sports
- L. Member of athletic teams
- M. Dates of attendance
- N. Degree(s) Received
- O. Honors and awards received
- P. Most recent/previous educational agency or institution attended by the student

The above information may be disclosed by the University for any purpose at its discretion.

Enrolled students may withhold disclosure of directory information under FERPA. When this information is "flagged" no information may be received by this Department except in emergency situations (See Emergency Situations, Section 9.4.5).

9.4.3 Exceptions When Not to Disclose Information

- A. When anyone's safety could be jeopardized.
- B. When the integrity of an investigation and/or subsequent prosecution could be jeopardized.
- C. When a confidential source would be revealed.
- D. When limited internal personnel matters are involved.
- E. When release of such information jeopardizes the privacy rights of sex crime victims, juveniles, or persons who are mentally ill.

9.4.4 Parking and Transportation

Information concerning vehicle parking stickers, vehicle registrations through the University, or other records maintained by Parking and Transportation are available to Public Safety and other law enforcement agencies.

9.4.5 Emergency Situations

In cases of extreme emergencies involving the potential of death or a danger to the community information concerning a student may be obtained from student info or the Registrar's Office, during regular working hours or the Dean of Student Affairs Office after hours. Prior supervisory permission from the Director is required before contacting a representative from either office and before releasing any information. It shall be necessary to fully document the exigent circumstances in a case report.

9.4.6 Routine Inquiries for Public Information

The Department employees may utilize "directory information" to aid in an official investigation.

9.4.7 Campus Safety Security Act - Requirements

The University, in compliance with the Jeanne Clery Act (See 20USC 1902f), is responsible for compiling and publishing crime statistics annually for the following crimes and arrests:

- A. Criminal Homicide (murder, non-negligent manslaughter and negligent manslaughter)
- B. Robbery
- C. Sex Offenses (forcible or non-forcible sex offenses)
- D. Aggravated Assault
- E. Burglary
- F. Motor Vehicle Theft
- G. Arson
- H. Liquor Law Violations
- I. Drug Abuse Violations
- J. Illegal Weapons Possession
- K. Hate Crimes

The Director will be responsible for the publishing of this statistical information. These statistics will be published and distributed in the annual report, as well as through handouts available through the Department.

9.4.8 Comparison of Current Reporting Period to Previous Reporting Period

The report shall include a comparison between the present period and the previous time period for the preceding year in a year to date format.

9.4.9 Arrests

The report shall indicate the number of arrests for the period, for the respective crimes.

9.4.10 Timely Warning Policy

The timely warning procedure is to assure the timely dissemination of criminal information reported to Public Safety regarding activities that may represent a threat or may be harmful and unsafe for the university community, and to aid in the prevention of similar threats or occurrence of crimes.

Timely warnings will include crimes that occur:

On Campus -

“Any building or property owned or controlled by the university within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition; that is owned by the institution but controlled by another person, is frequently used by students, and supports university purposes such as food or other retail vendors.”

Non-Campus Building or Property -

“Any building or property owned or controlled by a student organization that is officially recognized by this institution; or

Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, if frequently used by students, and is not within the same reasonable contiguous geographic area of the institution.”

Public Property -

“All public property, including thoroughfares, streets, sidewalks and parking facilities, that are within the campus or immediately adjacent to and accessible from the campus.”

It should be noted that not all crimes are reported to Public Safety. In some instances the report is made to the local police department in which case there may be a period of time before Public Safety becomes aware of the report. Every effort will be made to coordinate with the local police for timely warnings.

Crimes that fall under the Timely Warning Procedure are as follows, but are not limited to:

Homicide
Sex Offenses
Robbery
Aggravated Assault
Burglary
Motor Vehicle Theft
Arson
Negligent Manslaughter
Hate Crimes

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The Public Safety Director or his designee will be notified as soon as possible for concurrence when a timely warning is thought to be in order. The type of media to be used for dissemination and wording of the warning must be approved in advance by the Director or his designee.

Types of dissemination are as follows:

E-Mail

Phone Mail

Public Safety Web Site

Campus Watch Newsletter

Campus Radio Station

Public Notices Distributed by Hand or Posted in Affected Areas of Campus

Timely Warning Procedure

The dispatcher will receive the report of criminal activity and dispatch the officer (reports may be received by other office personnel or personally by the officers).

The officer will report any incidents to the Shift Supervisor that meet the timely warning criteria.

The Shift Supervisor will review the incidents on a shift to determine if they meet the criteria for a timely warning and will contact the Director or his designee for concurrence.

The Director will approve the type of media and the wording for the warning.

The officers and/or office staff on duty will carry out the timely warning in the manner in which the Director or his designee has established.

Timely warnings for incidents that occur in on-campus student residences will be coordinated with Housing.

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TITLE: ADMINISTRATION Disposition of Cases Presented for Prosecution	CHAPTER: II SECTION: 9.5
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Disposition of Cases Presented for Prosecution

9.5.1 Officer's Responsibility

Each officer is responsible for completing a supplemental report following the adjudication or indictment of any person in connection with a Department case.

This supplemental report will include the following:

- A. Date and time the case was presented or heard
- B. Before whom the case was presented
- C. Action taken:
 - 1. Refusal by Attorney to issue
 - 2. Grand Jury result(s)
 - 3. Court decision
- D. Why the action was taken, if known

Supplemental reports will be completed prior to the officer going off-duty.

9.5.2 Cases Presented to the City Attorney

To ensure a quality control of criminal cases presented to the City Attorney's Office, the Department shall adequately document the reason(s) for the Attorney's Office decision to dismiss or not to prosecute cases filed by officers of the Department through the local police.

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A. Case Presentation

When a case is presented to the Attorney's Office in a case presentation, and the case is declined for prosecution, the officer shall:

1. Document in a supplemental report the reason for the decision not to prosecute -- i.e., lack of probable cause, officer misconduct, law enforcement mishandling, lack of jury appeal, or other specified reasons.
2. In cases involving officer misconduct or law enforcement mishandling of a case, an officer's report shall also be completed and attached to a copy of the supplemental report and forwarded through the original officer's chain of command to the appropriate review.

B. Supervisors' Responsibility

Supervisors will read each officer's report and make comments as necessary and forward the respective report through the chain of command. In cases of officer misconduct, the division Captain may request an internal administrative investigation into the misconduct.

C. Dismissal of Charges

In cases that involve the dismissing of charges due to officer or law enforcement misconduct, the same procedure shall be followed as above.

In cases involving the dismissing of charges due to lack of probable cause or lack of jury appeal, the exact reason(s) for dismissal shall be documented in a supplemental report.

D. Review of Supplemental Reports

Supervisors are responsible for review of all supplemental reports. In cases involving dismissal of charges, where there is a question in the approving supervisor's opinion as to a breach of policy/procedure or officer impropriety, the supervisor will make the next level in the chain of command aware of the report for review and possible corrective action if necessary.

E. Policy Review

In cases involving dismissal or failure to file criminal charges due to an improper policy/procedure or training problem, it will be the officer's responsibility to fully document the discrepancy, and will then be the responsibility of the division Captain to take steps to correct the policy/procedure as necessary, or to establish training as appropriate to prevent further reoccurrence.

The Captain will report all such courses of action to the Director.

9.5.3 Disposition of Court Cases

Following any court appearance by an officer, as a result of a criminal case, the officer is responsible for completing a supplemental report containing:

- A. Date and time of the trial
- B. Disposition of the case
- C. Explanation, if necessary

9.5.4 Records Division Responsibility

The Records Division will maintain a record of the disposition of all cases submitted for prosecution.

This may be accomplished by a supplemental report written by the officer responsible for the prosecution or by a notice from the Attorney's Office concerning the case disposition. These records shall be filed with the original case report in the Records Division.

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TITLE: ADMINISTRATION Citations/Warning Notices	CHAPTER: II SECTION: 9.6
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Citations/Warning Notices

9.6.1 Maintenance in Storage

The personnel assigned to Records are responsible for issuing citations/warning notices to the officers.

9.6.2 Policy for Obtaining

Officers in need of citations/warning notices are required to sign for a numbered book of citations. Citations may be obtained from Records, during regular working hours, or from a Sergeant or division commander.

Books of citations may be signed out to Sergeants and Lieutenants. They are responsible for all citations, until they are signed for by another officer.

Citation books issued by a Sergeant or Lieutenant will be further accounted for by being signed for by the officer receiving the citation booklet. The individual supervisors are required to maintain a sign-out sheet of citations issued, and forward that list to Records by the first day of each month for updating of citation records.

9.6.3 Accountability

Each citation shall be accounted for either by being issued to a violator, or voided. Any voided citation shall be returned, with all copies intact, to the Records Division for filing.

Unissued citations will be the responsibility of Records. Citations will be secured in the Records Division until issued.

9.6.4 Annual Audit - Citations

In January of each year, Records personnel will conduct an audit of citations written and voided. Those unaccounted citations will be documented and referred to Records for accounting.

9.6.5 Records Responsibility

Records personnel are responsible for the preparation of citations for delivery through the established system, entry into the computer system, and filing.

All citations shall be entered into the computer and the originals sent through the system in a timely manner.

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TITLE: ADMINISTRATION Accountability of Agency Forms	CHAPTER: II SECTION: 9.7
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Accountability of Agency Forms

9.7.1 Functional Responsibility

Accountability of Departmental forms will be the responsibility of the Records Division.

9.7.2 Departmental Forms

An employee of this section will be responsible for periodic inventory and review of all Departmental generated forms. Ordering of forms should be completed in July, and the quantity ordered should be estimated for a one year period.

9.7.3 Annual Audit of Forms

Annually, in July, forms will be reviewed to ensure that they are current. Those found to be outdated will be deleted from stock.

The procedure to determine if a form is still current will be to check the print date located on the form, and to verify with the issuing agency for validity of the report(s). If the report is no longer being used or has been revised, the old stock on hand will either be returned to the agency of origination or be disposed of by shredding.

Department forms which are no longer applicable will be brought to the attention of Records. Those forms will be replaced with those that are valid. Outdated stock will be shredded.

When directed to modify an existing form, Records will insure the mandated changes are enacted.

9.7.4 Other Agency Supplied Forms

Records personnel will be responsible for securing forms that the Department uses. The division will further be responsible for maintaining a stock of forms in Property.

9.7.5 New Form Development

Proposals for establishing new forms will be brought before staff for review and consideration. When a need for a new or different type of information gathering form is identified, the Director or his/her designee will assign the matter to the supervisor of Records.

The supervisor will determine the personnel best suited for the task based upon the area impacted by the information needed or the statistical facts to be gathered. The supervisor will meet with the assigned personnel and present the needed information.

Once a form is drafted, it shall be returned to the Records supervisor for staff review and approval.

Records will be responsible for having the form proofread, approved by the Director and printed in accordance with established policy. The new form will become part of the Departmental inventory.

Suggestions of ideas for change within the Department concerning a form will be forwarded to the Director via an officer's report. If the idea or suggestion is a valid request, the Director may direct the supervisor of Records to draft a copy for review by staff.

If the impact of the form is complicated, the Director may assign a review committee to review and comment on Departmental impact. Following this review, the Director will determine the need for the creation of a new form.

The Director may introduce a new form at any time.

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TITLE: ADMINISTRATION Traffic Engineering	CHAPTER: II SECTION: 10.1
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Traffic Engineering

10.1.1 Responsibility

The traffic engineering function is the responsibility of Parking and the City Traffic Engineering Department. Public Safety will work closely with these departments, through frequent interaction and sharing of traffic related information.

10.1.2 Review of Traffic Accident Reports

An officer assigned to patrol will be responsible for the monthly review of all traffic accidents occurring upon the roadway. He/she will be responsible for analyzing each accident reported:

- A. Cause of accident.
- B. A need for special enforcement activity to eliminate or reduce traffic hazards/violations. This recommendation should be forwarded to the Captain via the chain of command.
- C. Modification of an existing traffic engineering problem. A recommendation should be made through the chain of command and forwarded to the Captain, who will forward the recommendation to the University traffic engineers.
- D. Prepare a monthly analysis of traffic accidents occurring on University dedicated streets, which will be forwarded to the Parking Office.

The Captain will serve as liaison to the City Traffic Engineers as well as University officials to assist in traffic system management as applicable.

10.1.3 Complaints Concerning Traffic Engineering

If the Department receives complaints concerning traffic engineering deficiencies, suggestions or concerns, the employee receiving the inquiry should refer them to the Parking Office. If the person does not wish to contact that office, the employee may take the information and forward it via memorandum to the Parking Captain.

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TITLE: OPERATIONS Use of Force	CHAPTER: III SECTION: 1.1
APPROVAL:	REVISION NO.: 12
REVIEW DATE: May 29, 2014	ISSUE DATE: 07/96

Use of Force

1.1.1 Statement on Use of Force

Purpose

A Public Safety officer will use, responsibly, the discretion vested in the position and exercise it within the law. The principle of reasonableness will guide the officer's determinations and the officer will consider all surrounding circumstances in determining whether any legal action shall be taken.

Consistent and wise use of discretion, based on professional policing competence, will do much to preserve good relationships and retain the confidence of the public. There can be difficulty in choosing between conflicting courses of action. It is important to remember that a timely word of advice rather than arrest (which may be correct in appropriate circumstances) can be a more effective means of achieving a desired end.

The Public Safety Department recognizes that the use of force is a legitimate, unavoidable part of a law enforcement officer's duties. It is the intent of this chapter to establish a record of procedures for those instances, so that the Department can take a position of openly acknowledging this facet of the job, rather than giving the appearance of concealing it.

The policy and procedures governing the use of physical force are established:

- To inform officers of when they are authorized to use force in the performance of police duty.
- To preclude the unnecessary use of force.
- To protect the lives and property of the public, as well as officers of the Department.

Policy

Generally, officers of the Department can successfully and properly handle encounters with actual or suspected law violators, without employing the use of physical force. However, the Department recognizes that the use of force is an unavoidable part of law enforcement activities. Whenever possible, officers will exercise the use of verbal skills to obtain the necessary cooperation of a law violator in making an arrest.

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Officers shall be firm and steadfast in the discharge of their duties, yet never excessive in the application of force. Officers may use only the minimum degree of physical force necessary to effect or maintain an arrest, or to complete any lawful duty of their office. Whenever possible, officers should maintain their own confidence and a certain psychological superiority, thereby increasing the likelihood of successful resolution of the situation.

It is the responsibility of each officer of the Department to exhaust other practical means before resorting to the use of firearms. However; officers may meet deadly force with deadly force where the use of other force would not be practical or effective, and would not put the officers in mortal danger. The use of firearms shall always be considered to be the use of deadly force.

Physical force may only be used in the performance of Public Safety duty under the following circumstances:

- Officers should use only the minimum amount of force necessary to affect an arrest or control a person. The objective of the use of force is to overcome resistance offered by an offender.
- No officer shall use deadly physical force against a "fleeing felon" or another unless the officer reasonably believes that deadly physical force is necessary in the defense of human life, including the officer's, or in defense of any person in immediate danger of serious physical injury.
- Warning shots are prohibited.
- Officers will not unreasonably or unnecessarily endanger themselves or the public in applying this policy.

This statement of policy and the accompanying rules are for internal Department use only and are not to be applied in any criminal or civil proceedings, nor do they create a higher legal standard of safety or care with respect to third parties. Violations of the rules based on this general order will only be the basis of administrative discipline, while violations of the law will be the basis for criminal and civil penalties in a court of law.

1.1.2 Reporting Use of Force

Any actual use of physical force against an individual, by an officer or any employee acting under the color and authority of office or allegation of injury/death as a result of any type of use of force, by any employee, shall be fully documented in either a case report, addendum, or officer's report. All allegations of injury shall be written to the attention of the Director within 24 hours.

In addition to the above reporting procedures, whenever any force is used against another, a Use of Force Report shall be completed and submitted through the chain of command to the Director for review and notification. The officer shall include a description of the type of force used against the suspect. This form shall be completed by the end of the officer's tour of duty.

When an officer's use of force results in a death or serious physical injury, the officer will be removed from line duty assignment, and be placed on administrative leave. Assignment to administrative duty will be non-disciplinary, with no loss of pay or benefits. The officer will be available at all times for official interviews and statements regarding the case, and will be subject to recall to normal duty at any time after the preliminary investigations.

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In all cases where deadly force (resulting in the death or serious injury to any person) is used by Public Safety Officer, the immediate supervisor will immediately notify the Director of Public Safety and Captain. The Director of Public Safety shall determine that all investigative procedures have been followed.

1.1.3 Supervisory Responsibility

Supervisory Officers shall pay particular and continuing attention to their subordinate's use of force, so as to insure that they act reasonably and follow the guidelines contained in this manual. Supervisory Officers shall implement continuing measures to insure that improper use of force is recognized and corrected through counseling, training, or (if necessary) disciplinary measures.

1.1.4 Authorized Use of Deadly Physical Force

Officers are allowed to carry firearms as authorized by the Director, with the exception of those student officers who have not completed required training as set forth in Chapter III Section 1.2

Requirements for Justifying the Use of Deadly Force:

- The Department authorizes its officers to use deadly force in the discharge of their duty only when the officer has reasonable cause to believe that the suspect has committed a felony which posed an imminent risk of harm to any person, or when the officer has reasonable cause to believe that their own, or any other person's, life is in imminent danger. If a officer can reasonably determine that these conditions are met, and uses deadly force (based upon that reasonable determination), that officer will not be held responsible for acts, later, when justification for the use of deadly force is evaluated.
- As per the United States Supreme Court's decision in *Tennessee v. Garner*, 471 U.S. 1 (1985), when a law enforcement officer is pursuing a fleeing suspect, he or she may use deadly force only to prevent escape if the officer has probable cause to believe that the suspect poses a significant threat of death or serious physical injury to the officer or others.

Physical force may only be used in the performance of police duty under the following circumstances:

- When necessary to effect a lawful arrest.
- When necessary in defense of the officer's or other person's life or safety, when other means have failed or are impractical.

Officers will use deadly force when other means have failed or are impractical. The Idaho Revised Statutes shall be the standard of justification considered by this Department when its officers threaten to use or use deadly physical force (Idaho Code 18-4011; 19-610).

If the suspect is fleeing and does not constitute an apparent danger to the officer's safety or to the safety of others in the vicinity, no deadly physical force shall be used.

1.1.5 Definition of Deadly Physical Force

Deadly force is a degree of force which, if used, is likely to cause death or serious bodily injury to any person. The officer is trained, equipped, and expected to defend themselves or others against deadly force. The

officer may employ deadly force only when it appears reasonably necessary to effect the arrest and/or prevent the escape of a suspect in a felony crime (such as murder, forcible rape, robbery, or assault with a deadly weapon). Deadly force may be used when necessary in defense of the officer's or other person's life or safety, when other means have failed or are impractical, and there is reasonable cause to believe the suspect's escape will pose a serious threat to the safety of the citizens of the community.

Deadly physical force includes:

- A. Discharge of a firearm in defense, whether or not intent exists to kill or inflict bodily injury.
- B. Any force which in the manner of its use or intended use is capable of creating a substantial risk of causing death or serious physical injury.
- C. Justification for the use of physical force and deadly physical force.

Reasonable Belief: A set of circumstances that would lead a reasonable or trained person to draw a logical conclusion that something is occurring or has occurred.

Serious Physical Injury: A bodily injury that involves a substantial risk of death, unconsciousness, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty (18 U.S.C. § 1365(h)(3)).

1.1.6 Extreme Situations

In the extreme stress of a deadly force situation, a officer may not have the opportunity or ability to utilize commonly accepted police procedures and equipment. To require a officer to do so in every instance could increase the risk of harm to themselves or others. This policy is not to be construed as to restrict the officer from employing any means at their disposal in an effort to successfully overcome deadly force or the imminent threat of deadly force against themselves or any other person.

1.1.7 Review of Use of Force

The supervisor assigned to training, and the Captain shall be responsible for a review of all incidents involving the use of force. The purpose of the review is to address patterns and trends that could indicate a need for policy/training modification. The results of the view will be discussed with the Director.

Officers authorized to carry firearms will review Shoot, Don't Shoot training material each year. In addition, officers authorized to carry firearms are to receive annual firearms training at the range during the spring of each year and qualify with firearms during the fall of each year.

1.1.8 Rendering Medical Assistance

Whenever use of force is directed against a person, and there is any evidence of injury or injury is suspected, medical assistance shall immediately be summoned by the officer who used the force, or by another officer at the scene if that officer is unable to make the request.

Appropriate first aid procedures will be used by officers at the scene until the arrival of emergency medical personnel. If the individual refuses medical treatment, this shall be noted in the appropriate police reports. Emergency medical personnel shall make the decision whether or not the individual should be transported to the hospital, and will make a recommendation to the officers as to their recommendation for transport.

If at any time an individual, who had any type of force directed toward them, advises the officer(s) that he/she has been injured, emergency medical personnel shall be immediately summoned to evaluate the suspected injury.

1.1.9 Knowledge of Policy

All officers shall be issued the general order regarding use of force prior to being allowed to carry any defensive weapon(s). The Director shall insure that each certified officer has been issued the Use of Force and Fleeing Felon General Order, and is aware of its contents. A notation shall be made in the employee's respective training file as to the date that the training was provided for each officer.

During each annual re-certification, the Training Officer shall review the Use of Force policy.

1.1.10 Incidents - On or Off-Duty

Whenever an incident occurs involving a firearm, regardless of incident location, actions that result in, or allegedly results in, the injury or death of another person; or applies force to the person through use of lethal or non-lethal weapon by an employee of the Department, the Director may inquire about the incident from the employee(s) involved as well as obtaining all incident reports associated with the incident.

1.1.11 Non-Firearms: Knives

Knives - Officers may carry a folding knife, either in their pocket or in a plain black holster with a securing flap. The holster must be plain black leather or nylon on nylon web gear and shall be worn on the gun belt. The maximum blade length shall not exceed 3.5 inches. The primary use of a knife by an officer will be as a utility tool, not a weapon.

Any use or threatened use of a knife by an officer against a person shall be used in accordance with the departments Use of Force Policy and be fully documented in an officer's report and Use of Force report addressed to the Director via chain of command.

Any use of force will be reviewed by the officer's immediate supervisor unless otherwise directed by the Director.

An officer's report to the Director via the chain of command shall be written by the officer requesting permission to carry the boot knife. The primary use of the knife by an officer will be as a utility tool, not a weapon.

The officer will notify the appropriate supervisor immediately following any incident in which a knife was used. The officer will also complete the Suspect Resistance Form (See Chapter III 1.1.14) along with a detailed incident report.

The incident report will contain the following information:

- A. The facts that encompass the situation including the violation and reasons why the suspect was being controlled or detained.
- B. The actions taken by the officer during the incident.

- C. Why it was necessary for the officer to use force on the suspect.
- D. Any injuries that occurred from using a knife.
- E. What actions the officer took after the incident.

1.1.12 Less-Lethal Weapons - Specifications and Use

Purpose

The purpose of this order is to provide specifications for approved less-lethal weapons, guidelines for their use, and identification of approved techniques.

Policy

It is the policy of the ISU Department of Public Safety that, depending upon an employee's assignment and training, Department authorized less-lethal tools will be obtainable, accessible, and available. Less-lethal is defined as a force application, which meets an operational objective with less potential for causing death or serious injury than conventional police tactics. The application of this force option requires the use of special training, techniques, and tools.

Authorized Use

The use of force by the application of less-lethal options will be individually assessed and will consider the subject's actions, the intended outcome, and the totality of circumstances known at the time the action was taken. In all incidents, the desirable outcome is to minimize injury to faculty, staff and students, and the involved subject(s).

Authorized Types

The Department authorizes and trains its employees to use a variety of less-lethal tools Less-lethal tools currently utilized by the Department are:

1. Baton
2. Other Impact Weapons (Flashlight)
3. Oleoresin Capsicum
4. 12 Gauge Kinetic Energy Projectiles
5. Tasers

Any other type of impact weapon is deemed to be unauthorized and expressly prohibited.

Records of issuance for every weapon and all equipment will be kept by the department on a Member Equipment Issued Sheet and in an electronic database.

1.1.13 Expandable Baton

An expandable baton may be used if empty-hand control techniques have failed or are not possible under the circumstances. When the use of the baton is warranted, employees will attempt to strike the suspect's arms

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or legs. Employees will not purposely strike or jab suspects on the head, neck, sternum, spine, lower abdomen, groin or kidneys, unless faced with a deadly force situation.

- a. Each employee issued the expandable baton shall satisfactorily complete a basic baton course taught by a POST certified impact weapons instructor.
- b. Recruits will receive basic baton training while in the academy.
- c. Employees not previously certified in basic baton usage shall receive basic baton training during their orientation phase.
- d. Employees carrying batons will successfully complete a re-certification course every year and conducted by a POST instructor.

Suspect Care

Employees who have used the baton on a suspect will not leave the suspect unattended and will provide care to the suspect until medical care is available. Fire Department paramedics will be summoned to the scene, and an on-duty supervisor shall be advised of the situation.

Notification

When an Expandable Baton is utilized, an on-duty supervisor will be notified as soon as possible, and the Use of Force Response Option Form shall be completed before the end of the duty shift.

Unnecessary Display

The officer shall not needlessly display the baton in a rude or threatening manner.

1.1.14 Other Impact Weapons: Flashlights

Flashlights are not designed as an impact weapon; however, a flashlight may be used in a baton-like manner if empty-hand control techniques have failed or are not possible under the circumstances. Employees will not purposely strike or jab suspects on the head, neck, sternum, spine, lower abdomen, groin or kidneys, unless faced with a deadly force situation.

1. Training on impact weapons will be conducted by P.O.S.T. Impact Weapons. This training shall be documented in the employee's training file.
2. Employees who have used an impact weapon on a suspect will not leave the suspect unattended and will provide care to the suspect until medical care is available. Fire Department paramedics will be summoned to the scene, and an on-duty supervisor shall be advised of the situation.
3. Notification – When an impact weapon is utilized, an on-duty supervisor will be notified as soon as possible, and the Use of Force Response Option Form shall be completed before the end of the duty shift.

Authorized Flashlights

The authorized flashlight for the Department is a Streamlight Stinger XT standard charge flashlight with Terralux Ministar ST/EX LED Light upgrade.

Any other type of illumination device is deemed to be unauthorized and expressly prohibited.

1.1.15 Less-Lethal: Aerosol Chemical Gas Devices/Oleoresin Capsicum

Tear gas, including Chemical Mace, pepper spray, or other nonchemical spray will be carried by an officer only when authorized by the Director of Public Safety, and upon officer certification. Their use will be only in the protection of life and property when force is necessary and when all other means, excluding firearms, have been utilized without success. They will be used only by an officer who is qualified in the use of chemical and nonchemical agents as required by state law and Department procedures.

No tear gas product, including Chemical Mace, pepper spray, or other nonchemical spray will be purchased, possessed, transported, or used by the Department unless the brand name has been certified as safe for use as required by state law or POST and the officer has been certified to use it.

Any use of these substances will be reported to a supervisor as soon as possible after the incident. A written report and Use of Force Form must be filed in every incident by the officer using tear gas, Chemical Mace, pepper spray, or nonchemical spray before terminating the tour of duty in which the incident occurred. This report will include:

- A. Circumstances leading to the use of the tear gas, Chemical Mace, pepper spray, or nonchemical spray.
- B. Date, time, name(s), and area of the body exposed to such agents.
- C. Date, time, and nature of treatment given persons exposed to the agent.
- D. Steps taken to assure adequate medical treatment (if irritation or other symptoms persist).

OLEORESIN CAPSICUM

AUTHORIZED OLEORESIN CAPSICUM (O.C.)

Department authorized O.C. consists of products containing a 5-10 % solution of oleoresin capsicum, a derivative of cayenne pepper. Product carrier bases and spray patterns shall be optional. CN and CS chemical repressing agents are NOT authorized for department use and are reserved for tactical situations encountered by outside agencies' special tactics and response teams.

TRAINING REQUIREMENTS

Authorization for officers to carry and use O.C. is granted only after successful completion of training. Annual re-certification is required and will be accomplished by attending a refresher course. Failure to meet the above requirements disqualifies officers to carry or use any O.C. product.

ASPECTS OF O.C.

Is it safe?

It is made of natural products. It has no long-lasting effects. The FBI has tested O.C. and stated that it is safe to use.

Distance

O.C. should be applied to subjects from a distance of three (3) feet or more in circumstances over which an officer can reasonably expect to exercise control. The ideal use occurs between 3 and 6 feet, but it can work at longer ranges. O.C. should not be used at less than 3 feet. You are too close to have time to pull your O.C. and you may cause eye damage.

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Effects

Use of the O.C. has an effect that is 30% physical and 70% psychological. What officers are trying to accomplish is to distract, disorient, disrupt activities, disperse and disable.

These are the only reasons to use O.C. Any other purposes can be considered excessive force and the officer can be held liable.

Possible Effects

O.C. can cause acute burning of the skin, eyes will close, gagging and coughing, swelling of the mucous membranes. O.C. may induce asthma, but not any worse than anything else that would trigger an asthma attack. It can aggravate a heart condition. O.C. also works on animals.

Spray Patterns

There are three patterns: the stream, cone and fog patterns.

The stream pattern will go about 5 feet further than the cone pattern. It is more difficult to use and it must make direct contact. The cone pattern allows for more uses, with less waste, than the stream pattern. It is less affected by the wind and/or other outside elements than the fogger. The fogging pattern is highly affected by the wind and gives less control on targets.

Outside Elements Effects

Officers must stand upwind to keep the product from blowing back into their face. Rain may have a limiting effect on the distance the O.C. will travel.

Seventy-two degrees is the ideal temperature for use of O.C. The colder it is, the less effective is the O.C. O.C. should not be stored in vehicles. Storing O.C. at a temperature of 120 degrees or greater can cause the canister to rupture.

Inside Effects

Officers should be conscientious about contamination effects when O.C. is used in indoors. Ventilation systems can cause O.C. contamination in undesirable areas of a building. Officers should not use O.C. inside rooms where central ventilation systems or air exchange units are in use. O.C. may be used indoors only in extreme circumstances where an imminent threat to the safety and security of people exists.

Tactics - How to use O.C.

Keep it simple.

Use it like a can of spray paint and aim for the eyes, nose and mouth.

Do not telegraph your movements or intentions. Do not warn or threaten the subject of O.C. use as they may have time to cover up.

Use a 1 to 2 second burst.

After spraying, move laterally so the subject will not know where you are.

If you have time before spraying, warn other officers in the area of your intention by shouting, "O.C."

Recovery

Recovery will take 15-20 minutes with fresh air and cool water.

Replacement

A can of O.C. should be changed every three years, regardless of whether it has been used or not.

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AUTHORIZED USE

O.C. shall not be used on any person once the person has been subdued, control has been restored and compliance gained.

Great care shall be exercised in using O.C. upon persons who confine themselves in closed spaces from which they refuse to emerge, or from which they resist being moved. Removal from closed spaces shall be accomplished as quickly as possible after the application of O.C.

Officers shall not use O.C. in any type of horseplay nor as a practical joke.

O.C. is effective and authorized for use on wild and domestic animals that present an imminent threat of injury.

USE OF FORCE CRITERIA

Deployment of a chemical weapon on an intended target should be used on a person that fits into the required level of the use of force continuum.

The five steps in the use of force continuum are as follows:

1. Presence
2. Verbalization
3. Physical force (Chances of injury go up.)
4. Impact weapons (Injury almost assured.)
5. Lethal force (Injury is certain with a great likelihood of death.)

O.C. can be used anytime from step 2, "Verbalization", through step 5, "Lethal Force".

PROCEDURES FOLLOWING EXPOSURE TO O.C. (Assailant/Officer)

Persons in police custody who have had O.C. applied to them shall be provided with appropriate treatment as expeditiously as possible. Verbalize to the subject what you want them to do. Assure them that they will be all right and that they will be treated.

First Aid for O.C. includes fresh air and water.

Put running water (cold) on their skin.

Dab with a wet towel. DO NOT rub!

After fresh air and water, soap can be used.

Lotion should never be used because chemicals will become trapped on the skin under the lotion.

Hot water should never be used because it will open the pores in the skin and cause more burning.

Transportation to the hospital is not required unless they request it. Treat affected officers the same way.

It is the responsibility of the officer who applied the O.C. to arrange for the flushing of the suspect's eyes with cold water, and/or exposure to fresh air to counteract the effects of the O.C.

DEPARTMENTAL REQUIREMENTS

The officer will notify the appropriate supervisor immediately after the incident. The officer will complete the Suspect Resistance Form (See Chapter III 1.1.17). The use of O.C. will also be explained in detail in an Incident Report.

The information will include the force used, the action taken, the reason the action was taken, and what was done after the action was taken.

1.1.16 12 Gauge Kinetic Energy Projectiles (Bean bags)

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The use of, or deployment of, 12 Gauge Kinetic Energy Projectiles, also known as the “bean bag,” is an escalating use of force when the expandable baton is not an option and/or distance must be maintained. The following policies and procedures will apply:

- 1.
1. Request a Pocatello Police officer respond to the scene. The weapon should not be fired until a police officer is on scene and authorizes its use. Exceptions are to protect the life of bystanders, the suspect or other officers.
2. Training Requirements – Only employees who have successfully completed the Firearms Training Shotgun Certification and Qualification Course, as well as training in the use of the 12 gauge bean bag projectiles, will be allowed to deploy this firearm.
3. Supervisor Responsibility – All Patrol supervisors and acting supervisors shall carry a bean bag shotgun within their police vehicle during their normal assigned shift.
4. Ammunition Requirements – Only Department issued bean bag projectiles will be used in the bean bag shotguns. Under no circumstances will lethal ammunition be carried on, in, or with the bean bag shotguns.
5. Marking – Bean bag shotguns will be the Department issued Remington 870 Police Magnum 12 gauge. Bean bag shotgun’s stock and for end will be painted orange for easy identification.
6. Storage – Bean bag shotguns will be stored UNLOADED. Any employee who has deployed the weapon will complete an individual inspection of each round prior to loading the weapon to ensure that the shotgun is being loaded with bean bag rounds only. In all cases, the bean bag shotguns will be unloaded prior to being placed back into storage areas or case.
7. If the bean bag shotgun is handed to another employee for deployment, the bean bag shotgun must then be unloaded, the rounds re-inspected, and the weapon reloaded prior to deployment.
8. Bean bag rounds will not be fired through mediums such as glass or chain link fences due to the possibility of the bag tearing and the lead shot being released.
9. Employees should anticipate firing follow-up shots if the prior shot missed or was not effective, and should have a designated arrest team prepared for the arrest.
10. Notification – When the bean bag shotgun is utilized (bean bag is shot at a subject), the Patrol Captain or Patrol Supervisor will be notified as soon as possible and the Use of Force Response Option Form shall be completed before the end of the duty shift.
11. Legitimate Target Areas include:
 - a. Primary Areas
 - (1) Arms below Elbow
 - (2) Lower Abdomen
 - (3) Buttocks

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(4) Legs

- b. Secondary Areas: These secondary areas cover vital body organs and are potentially lethal at close range.
 - (1) Chest
 - (2) Back
- c. Non-Target Lethal Areas: Any intentional impact to these areas is considered deadly force.
 - (1) Head
 - (2) Neck

12. Basic tactics for deployment of a bean bag shotgun:

- a. Lethal force cover will be provided in all deployments of the bean bag shotgun. All officers will be trained in the “L” deployment technique utilizing arrest and cover teams during the annual firearms in-service training.
- b. When an employee deploys the bean bag shotgun at the scene of a call, they will immediately notify on scene units by radio or verbally so all participants are aware of the availability of the weapon and that it has been deployed.
- c. To avoid “contagious live fire,” the shooter should advise all employees that the bean bag will be fired and the operator will be the only designated shooter.
- d. The subject will be advised that they are about to be shot with the bean bag.
- e. Whenever possible, deploy the bean bag shotgun from a position of cover. Communicate all movements, tactics, and directions to the other employees present, including the designation of an arrest team whose weapons will be holstered on physical contact with the suspect.
- f. Employees should anticipate firing follow-up shots if the initial shot(s) missed or were not effective.
- g. Some circumstances may require multiple bean bag shooters be deployed for simultaneous impacts on the target.

13. Handling Suspects after Impact:

- a. Suspects will not be approached until it can be done safely, in accordance with any other high-risk arrest.
- b. Employees should avoid contact with suspects while a shotgun is in their hands.
- c. All suspects will be immediately controlled.
- d. Fire paramedics will be called to examine all subjects impacted by bean bag projectiles.

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- e. The subject shall be transported to a medical facility for examination, and a medical release shall be obtained. Any subject impacted by a bean bag projectile will be booked into jail or other appropriate facilities, including a psychiatric ward if necessary.

1.1.17 TASERS – Specifications and Use

Officers will only carry a department issued TASER and TASER cartridges and equipment. Officers shall not, in any way, alter or modify these weapons.

The TASER shall be worn only in approved holsters on their duty belt, opposite from their duty weapon. The TASER shall be clearly marked to allow for it to be differentiated from the duty weapon.

Records of issuance for every weapon and all equipment will be kept by the department. A separate sheet for each firearm will be kept. A list will be kept of each TASER serial number and the officer it is issued to.

Training

All officers will be required to complete training prior to being issued a TASER. All training will be completed by a P.O.S.T. certified instructor. All training shall be documented and placed in officer's training file. All officers shall go through recertification annually.

Use of the TASER

The TASER may be used to control a violent or physically combative subject when an officer has cause to believe there use would be objectively reasonable force consistent with the Department's policy to protect the subject, other persons or themselves from great bodily harm. The TASER shall not be used against a passively resisting subject.

The TASER should be used to reduce or minimize the chance of injury to the subject, other persons and arresting officer(s). In deciding whether or not to use the TASER, officers must consider the severity of the crime, if any, whether the subject poses an immediate threat to his or her own safety, the safety of officers or other persons and whether the subject is actively resisting arrest or attempting to evade arrest by flight.

Officers shall never draw both their duty weapon and the TASER.

Situations in Which the TASER Shall Not Be Used

- a. Against a suspect already in custody unless physical resistance must be overcome.
- b. A handcuffed person should not be subjected to a TASER unless they are exhibiting active aggression, or to prevent individuals from harming themselves or others and other control methods have failed or are most likely to fail.
- c. The "fleeing" of a subject should not be the sole justification for the use of the TASER. The severity of the offense, threat to one's self, or threat to others should be considered before officers use a TASER on a fleeing person.

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- d. The TASER should not be used against persons displaying passive resistance (passive resistance means a subject offers no physical resistance to arrest, simply goes limp, or makes no overt act of aggressive behavior). This does not preclude the use of "drive stuns" on an individual actively resisting arrest by locking arms or using mechanical devices to impede the arrest procedure at mass arrests.
- e. The actual use of the TASER will require that Pocatello Police be contacted and an arrest made, a citation issued or an investigation conducted by the Pocatello Police Department.
- f. The TASER should not be used when an officer believes flammable liquids or gases are present. If OC spray has been used, it will be deemed that a flammable liquid is present.
- g. Drug Houses where ether is suspected to be in use.
- h. Against a firearm or explosive device, except in extreme circumstances and with appropriate lethal force cover officers in place.
- i. If there is a possibility of serious injury to the suspect or officer(s).
- j. To threaten or attempt to gain information from a suspect.
- k. To wake up a suspected intoxicated person.
- l. As a "Prod."
- m. NO officer shall playfully, maliciously, or intentionally misuse the TASER in a display of power or against an individual except to gain control of a situation. VIOLATION OF THIS POLICY WILL RESULT IN DISCIPLINARY ACTION.
- n. The TASER should not be used on people positioned on an elevated surface because they cannot control their fall (i.e., ledges, balconies, bridges, or steep embankments).
- o. The TASER should not be used on people positioned in water deeper than 1" because they may not be able to keep their airway above the water's surface to prevent the inhalation of water.
- p. The TASER should not be used on the following individuals unless exigent circumstances exist:
 - 1. Pregnant women
 - 2. Young children, which by physical stature and size appear to be under the age of 14
 - 3. Elderly or disabled persons
- q. The TASER should only be used in accordance with training guidelines and should not be aimed at the head and/or neck of a suspect if possible.

Duties after Deployment of TASER

- 1. TASER probes that penetrate the skin should be removed by medical personnel.
- 2. Once the probes are removed and where possible, photographs will be taken of probe impact sites and

any other related injuries and placed into evidence.

3. If the suspect has received a serious injury from the use of the TASER, the probes and cartridges will be logged into property as evidence.
4. If the suspect is not seriously injured the probes and cartridges should be disposed of as biohazard material (blood items/sharps container).
5. Document treatment in the incident report and Use of Force Form.

Reporting Procedures

1. All use of the TASER shall be documented on the Department's Use of Force Form.
2. With the exception of training, any use and/or display of the TASER, including accidental discharges, shall be reported on the Departments Use of Force Form.
3. Mere "display" or pointing of the TASER during an incident does NOT require completion of the Department's Use of Force Form.

Maintenance

Testing and maintenance of the TASER shall be consistent with manufacturer's specification. Officers shall check the TASER at the start of their tour of duty to insure that the weapon has a sufficient battery charge.

1.1.18 Less Lethal Weapon Security

Officers of the Department shall use the utmost care in handling and safeguarding weapons. They shall be responsible for the security of their less lethal weapons. All Departmental weapons shall be secured unless circumstances indicate the possibility of immediate use. Weapons shall not be left in places accessible to unauthorized persons nor shall they be left unattended in public view.

1.1.19 Handcuffs

Handcuffs are an effective tool that should be used by all officers after an arrest. Ideally, all arrestees should be handcuffed, but officers may use their discretion. Only those handcuffs authorized or issued by the Department will be used. All officers will be trained and re-certified annually in when and how prisoners are to be restrained and when, where and how particular restraining devices are to be employed.

1.1.20 Weaponless Restraints

When practical, an officer shall first attempt to restrain or control a law violator who has resisted arrest by applying physical restraint or control techniques intended to neutralize the suspect's resistance or otherwise gain their compliance with verbal commands.

These techniques, when properly applied, are designed to overcome resistance without causing permanent or extensive injury to the subject, while minimizing the hazard to the officer.

These techniques shall never be used indiscriminately, nor shall they be used in the mere threat of violence or resistance. Weaponless restraining techniques should be used when an unarmed suspect resists an attempt by the officer to subdue or take the suspect into physical custody. A greater degree of force may be used when the suspect has attempted to, or demonstrates the intention to, assault an officer or any other person.

1.1.21 Exceptional Techniques Authorized

An officer may employ any means at their disposal to overcome an attacker and gain control of the situation, when:

- There is no opportunity to apply an authorized force technique.
- The officer is overpowered and is unable to successfully employ an authorized technique.

The force used should be the minimum degree of force necessary to overcome the resistance or attack. Non-standard force techniques, implemented under these circumstances, shall be abandoned at the earliest opportunity, to return to the use of authorized techniques. Examples of exceptional techniques include striking, biting, kicking, kneeling, throwing objects, gouging, tearing, squeezing, and cutting.

1.1.22 Traumatic Incident Management

Purpose

The purpose of this policy is to assist any officer dealing with the stress inherent to traumatic incidents. These incidents are defined to include shooting incidents, accidents involving severe injury or death, or any other situation deemed traumatic by the Shift Supervisor, Captain, or Director of Public Safety. Research has shown that an officer may be best assisted by their peers during this time.

Procedure

The Director of Public Safety may employ any, or all, of the following techniques:

- An officer may be placed on administrative leave with pay.
- An officer may request counseling at department expense.
- The Director of Public Safety may request counseling for involved officers.
- The Director of Public Safety may recommend peer support to include:
- Assistance from officers of the department or other persons as requested by the effected officer.

1.1.23 Investigation of Other Modes of Deadly Force

The guidelines for investigation of firearm discharges shall apply to investigation of all incidents involving officers which resulted in the serious injury or death of any person, even when no firearm was involved. Completeness and attention to factual detail, as outlined for incidents involving firearms, should serve as a model for the officer investigating the scene.

1.1.24 Excited Delirium

Purpose

The purpose of this policy is to assist officers in recognizing symptoms of excited delirium or a mentally ill individual and the protocol to handle them.

Procedure

An officer has neither the expertise nor the opportunity in these situations to diagnose the underlying cause or type of delirium in an individual. As a result, when an officer reasonably believes an individual may be in an excited delirium state, the individual is to be treated as a medical crisis and will require medical attention.

Once an officer concludes that an individual may be in an excited delirium state, the incident shall be managed as a medical emergency, in addition to whatever other law enforcement response may be required under the circumstances, including the use of reasonable force.

Officers will complete a Use of Force Form and a detailed written report of the event. In the event a sudden in-custody death occurs, or serious bodily injury results from the controlling or restraining of this individual the situation will be handled in accordance with the investigation of firearms discharge policy (1.1.23 above).

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1.1.25 Suspect Resistance Form (2 Pages)

ISU PUBLIC SAFETY
SUSPECT RESISTANCE FORM

DATE _____
TIME _____

LOCATION
OFFICER

INCIDENT # _____ CASE # _____ NCIC CODE(S) _____

OFFICERS INVOLVED

Name

SUSPECT INFORMATION

Name

Address

SSN

DOB

Location

Charges

WEATHER CONDITIONS

Clear _____ Rain _____ Snow _____ Dry _____ Slippery

LIGHTING CONDITIONS

Daytime _____ Nighttime _____ Street Light _____ Other

INITIAL CONTACT

Felony _____ Misd. _____ Civil _____ Traffic
Other

Violent Crime _____ Non-violent Crime

KNOWLEDGE OF SUSPECT

Known Resistor _____ History of Assault on Officers _____ Known to Carry Weapons

Martial Arts Background _____ Other

SUSPECT'S ACTIONS

Verbal _____ Pushing/Pulling _____ Biting _____ Hands _____ Feet
Fists _____ Elbows _____ Club _____ Knife _____ Gun _____ Knees _____ Other

OFFICER'S RESPONSE

Verbalization _____ Hands-on Escort _____ Control Hands _____ Takedowns

Personal Weapons _____ Hands _____ Feet

Intermediate Weapons _____ O.C.Spray _____ Flashlight _____ Other

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INJURIES

SUSPECT

Injury
Complaint
Place of Treatment
Method of Transportation
Property Damage

OFFICER

Injury
Complaint
Place of Treatment
Method of Transportation
Property Damage

OFFICER

Injury
Complaint
Place of Treatment
Method of Transportation
Property Damage

OFFICER

Injury
Complaint
Place of Treatment
Method of Transportation
Property Damage

DEPARTMENTAL PROPERTY DAMAGE

Reporting Officer Signature/Date

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Idaho State University
Department of Public Safety

OPERATIONS PROCEDURES MANUAL

TITLE: OPERATIONS FIREARMS	CHAPTER: III SECTION: 1.2
APPROVAL:	REVISION NO.: 09
REVIEW DATE: June 1, 2014	ISSUE DATE: 07/96

FIREARMS

1.2.1 STATEMENT ON FIREARMS

Idaho State University regulates the possession and use of firearms on campus and prohibits the possession of firearms in its on-campus residences and within public entertainment facilities with a seating capacity of at least one thousand people. This includes any device which can expel a projectile and/or other dangerous weapons including knives, explosives, or other items which, in their intended use, are capable of inflicting serious injury. Because these items pose a clear risk to persons and property on the ISU campus, violation of the regulations may result in administrative action from the University or prosecution under the appropriate city, state, or federal law. The University will not attempt to regulate weapons that are stored in vehicles unless their storage becomes a safety concern. Such situations will be handled on a case by case basis.

No student, employee or visitor is allowed to carry a weapon openly on campus, except for gun shows and approved activities. The Public Safety Director will grant permission for approved activities. Students, employees and visitors to campus may carry a concealed weapon as specified in Idaho Code 18-3302(2).

The President of the University has authorized ISU Public Safety Officers to carry firearms on duty, subject to the supervision and direction of the Director of Public Safety, who shall determine which officers will carry firearms. This authorization may include, at the discretion of the Director, the carrying of secondary concealed weapons. Officers who are permitted to carry firearms shall do so in accordance with these policies and procedures. ANY CARRYING OR USE OF FIREARMS IN ANY MANNER NOT AUTHORIZED BY THESE PROCEDURES OR APPROVED BY THE DIRECTOR IS OUTSIDE THE COURSE AND SCOPE OF AN OFFICER'S EMPLOYMENT, WILL RESULT IN LOSS OF AUTHORITY TO CARRY AN AUTHORIZED WEAPON, AND COULD SUBJECT THE OFFICER TO LEGAL LIABILITY AND/OR CRIMINAL CHARGES.

This policy has been developed for authorized carry of a firearm. It is the policy of the Idaho State University Public Safety Department to promote the safe and efficient use of firearms, firearms accessories and ammunition carried and used by the officers. Due to the inherent danger of firearms, the Department requires the safe carrying, handling, and safe storage of weapons. Officers will comply with this policy in order to prevent injury to self and others.

1.2.2 PURPOSE AND SCOPE

To establish guidelines and procedures governing Idaho State University Public Safety issued and/or authorized firearms and communication, training, qualification, safety, carrying, care and maintenance. The Director of Public Safety shall approve all weapons ammunition intended for on-duty use, whether personally owned or department issued, before they are purchased and used by any member of this department.

1.2.3 FIREARMS OVERVIEW

1. Only firearms and ammunition which are issued, authorized, inspected and/or trained with by the Department shall be carried while on duty. Only in an emergency, as authorized the Director of Public Safety, can a firearm be utilized by a member who has not qualified with that firearm. (See qualification section).
2. A member will carry firearms and related equipment prescribed by the Department. Firearms/weapons and related equipment will be authorized for use only by officers of Idaho State University Public Safety, with the authorization of the Director of Public Safety.
3. A member will only carry firearms on-duty if authorized by the Director of Public Safety. Members may carry firearms off-duty as authorized by the State of Idaho.
4. The Department will perform maintenance and inspection of all issued and personally owned department authorized firearms on a regular scheduled basis by a Department Armorer or firearms instructor.
5. When a member is issued a firearm, the weapon type and serial number will be noted and this information will be kept by the Public Safety Captain.
6. Once a firearm has been issued to the member, it becomes his/her responsibility to ensure the firearm is safely secured when not on his/her person. See Storage of Firearms at Home below.
7. All firearms not issued to members will be kept in the gun vault located in the Public Safety office and will be inventoried by the Public Safety Captain. All members will have access to the gun vault.
8. It is the officer's responsibility to notify the Department of any damage to a firearm, which would require repair, or if the firearm requires cleaning due to situational, contamination or conditional factors which may affect the performance of the firearm or cause the possibility of damage to the firearm. In these instances the firearm must be inspected by a Department Armorer.
9. A plainclothes member will carry the weapons and related equipment as specified by the Director of Public Safety. If concealed from view, the member must possess a concealed weapons permit issued pursuant to state law.

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10. Members of ISU Law Enforcement program may possess and/or carry firearms as part of the official Law Enforcement program, when authorized by the Director of the Law Enforcement program, in strict accordance with existing regulations.
11. Shotguns, patrol rifles and special weapons may be issued by the Department.
12. On-duty officers shall possess or use only those weapons approved by the Department. Examples of specifically **prohibited** weapons include; metal knuckles, saps, sap gloves, billy clubs, and others which are prohibited by law or not specifically authorized.
13. All members shall register all duty and off-duty firearms which they have been authorized to carry with the department. Such information shall be given, in writing, to the Public Safety Captain. Any exchange, sale, or loss of a registered firearm will be recorded with the Public Safety Captain.
14. It is the officer's responsibility to properly clean all firearms issued to them.

1.2.4 AUTHORIZED DUTY FIREARMS

The authorized handgun is the Glock Model 17 9mm or Glock Model 21 .45 caliber. Any exception will be approved by the Director of Public Safety. The authorized less lethal shotgun is the 12-gauge Remington model 870. The authorized rifle is the AR style 5.56/.223.

Shotguns

Each shotgun shall have attached to the stock, six non-lethal rounds of ammunition and no round in the chamber except during its actual use in tactical situations. When stored, the safety will be in the on position, hammer down, and the slide forward either in the trunk of the vehicle or in a locking device in the vehicle. The shotgun shall be made safe and the rounds removed from the magazine, without undue delay, after the tactical field situation has been stabilized and before returning the shotgun to storage.

Officers will visibly inspect the ammunition every time they take possession of the shotgun to verify that each round is non-lethal. The on-duty supervisor will check the ammunition with the officer each time the shotgun is issued.

The shotgun will have an orange stock and slide identifying it as non-lethal.

Patrol Rifles

Members issued patrol rifles will be trained in the specialized use of the weapon that they are carrying. The weapon will be carried with a loaded magazine in the gun with the bolt forward, the chamber empty, and the safety on either in the trunk of the vehicle or in a locking device in the vehicle.

The weapon will be loaded with department approved ammunition and have at least one additional magazine loaded with department approved ammunition.

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The weapon will be checked monthly by the Public Safety Captain for rust due to the changing weather conditions. The weapon must be maintained in good working condition at all times and any problems will be forwarded to the Department Armorer at once.

The use of the patrol rifle will be dictated by the situation and will only be used in circumstances where a serious and/or violent situation needs to be contained as tactics and training dictate. Deployment of the patrol rifle will be reported on a Use of Force document after the situation has been controlled.

Modifications

Members are prohibited from affixing any attachment, grip, extension, or other equipment, or in any way modifying any department issued or approved firearm without approval. Adjustments and modifications are permissible but must be approved and authorized by the Department Armorer and the Director of Public Safety. An example requiring departmental approval would be reduced trigger weight.

Inventory

The Public Safety Captain will conduct a semi-annual inventory of the arms vault to ensure that all weapons are accounted for and will maintain an inventory record. Any unaccounted weapon will be reported to the Director of Public Safety.

Department Armorer

The member specifically assigned to and trained in the repair of small arms for the Department. The member's duties shall include the inspection and repair of departmental, as well as the member's duty weapons.

NOTE: The Department Armorer shall be exempt from the provisions of this section while inspecting, adjusting, repairing, or otherwise servicing firearms when out of the public view and general employee areas.

Repair of Weapons

Members will report any damage or necessary weapons repair to the Public Safety Captain and Department Armorer. The Public Safety Captain will tag the weapon and arrange the repair.

Weapon Malfunctions

Any weapon malfunctions which occur will be reported to the Public Safety Captain and Department Armorer.

1.2.5 AUTHORIZED SECONDARY FIREARMS

Officers may carry a secondary firearm while on-duty as follows:

1. The request to carry a secondary firearm must be submitted to the Director of Public Safety.

2. Although a firearms instructor will inspect each weapon and ammunition during qualification, supervisors are to ensure the sidearm has not been modified and the ammunition used is authorized.
3. Members must qualify with the firearm.
4. The purchase of the firearm and authorized ammunition is the responsibility of the member.
5. A secondary sidearm is considered to be any on or off-duty department approved firearm carried, holstered and concealed and be used in accordance with this policy.

1.2.6 AUTHORIZED OFF-DUTY WEAPONS

The purpose of this policy is to establish guidelines for the carrying of concealed weapons by members of this department, while off-duty, and to provide assistance to the members in the decision whether or not to carry a weapon off-duty.

It is the policy of the Department to allow members to carry a concealed firearm while off-duty, at the discretion of the member. When making the decision whether to carry an off-duty weapon, members should take into account the following:

- The anticipated activities in which the member will be involved.
- The anticipated location of those activities.
- The reasonable probability for hazard to any person requiring their official intervention.
- Their experience and training in handling off-duty situations, and/or their moral responsibility to take official action in order to prevent the death or serious injury of any person through criminal activities.

Requirements

The following requirements apply to any member who carries an off-duty weapon:

1. The carrying of a sidearm while off-duty shall be the option of the member. The member must possess a valid Idaho or accepted **concealed carry permit**.
2. The member must have their official identification in their possession.
3. A member must qualify, to the satisfaction of the Director of Public Safety, with the weapon they intend to carry off-duty, prior to carrying the weapon off-duty.
4. The off-duty weapon must function properly and have no unsafe adjustments or attachments and be inspected by the Department Armorer annually or after any situation wherein the weapon may have been damaged or changed. This means any alteration readily observable making the weapon different from its factory manufacture. If there are known changes they shall be brought to the attention of the Department Armorer.

5. The weapon must be carried concealed in a carry system that is approved by the Director of Public Safety.
6. No reloaded ammunition is authorized to be carried in any department approved weapon on or off-duty.

1.2.7 AMMUNITION

Ammunition approved for use while on or off-duty is department issued or approved weapons are limited to ammunition approved by the Director of Public Safety.

1. Members are prohibited from using reloaded or remanufactured ammunition in any department approved weapon on or off-duty.
2. Members will be issued fresh ammunition at the scheduled annual qualification for all department issued firearms.
3. Members will periodically inspect their duty ammunition to ensure it is clean and without defect.

1.2.8 ALCOHOL & DRUGS

Members shall not carry any weapon or firearm if they have consumed any alcohol or drugs or in situations where their performance may be impaired. The odor of intoxicants on breath is prima facie evidence of being impaired. Members will report their usage of any prescription medication that could affect performance to the Director of Public Safety.

1.2.9 FIREARMS SAFETY

All members shall be familiar with the following rules and shall practice them in all situations requiring the handling of firearms. All members shall obey all firearms safety rules specified in this procedure, including those reflected in the firearms training plan, posted at the range or as specified by the range instructor.

- When properly checking, unloading, or loading a firearm, the member shall always point the muzzle in a direction which is safe to all persons within range of the firearm.
- Members shall manually and visually check the service weapon, shotgun or rifle to insure that safe conditions exist prior to starting each working shift. This includes checking the bore, cylinder, magazine, chamber, safety device, ammunition, condition (conforming to departmental-specifications), and safe placement of the firearm (upon the member's person or within their vehicle).
- Prior to handing a firearm to any person, the member shall unload the weapon and open the action. Any tactical situation requiring ready access to loaded firearms constitutes an exception to the rule.

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- When accepting a firearm from any person, the member shall maintain the muzzle in a safe direction and shall manually and visually check the weapon to ensure that safe conditions exist.
- Weapons and duty belts will never be left unattended. Members are expected to wear their duty equipment to and from work. No weapons will be housed at the office between shifts.
- No unauthorized weapons are to be carried while on duty by any member. Any personal weapon that a member wants to carry must be approved by the Director of Public Safety and the member must have established training for that weapon.
- Members will follow all departmental policies and procedures with regard to carrying their weapon off-duty. Any member carrying concealed off-duty must possess a valid concealed carry permit.
- Members will abide by all Public Safety weapons policies and procedures.
- Any member involved in a domestic violence offense or arrest that could revoke the right to possess a firearm must report it to the Director of Public Safety immediately.
- Cleaning of weapons is to take place at either the member's private residence or in the area designated. Any time an issued firearm is fired on duty, it must be cleaned before returning to duty.
- Firearms will never be taken from the holster for the purpose of allowing others to handle it, show it off, or play with it. Firearms will only be taken from the holster if required for the performance of your duty, during an inspection, during range training, or for cleaning purposes.
- Firearms needing to be inspected or cleaned will be cleared using the Department bullet trap in the copy room.
- Members will contact the Director of Public Safety for any incidents in which a weapon was involved.

1.2.10 GUIDELINES FOR PROPER DISCHARGE OF FIREARMS

Firearms may only be discharged in the performance of Public Safety duty under the following circumstances. They are also subject to all additional guidelines in or added to this order:

1. At an approved range facility or during approved courses of training requiring the discharge of firearms.
2. For killing seriously wounded or dangerous animals when Animal Control or Fish and Game are not available. Officers must contact the Director of Public Safety prior to dispatching the animal.
3. For the necessary defense of the member's life or the life of another person.

1.2.11 RESTRICTIONS ON DISCHARGE OF FIREARMS

Members shall not discharge firearms under any of the following circumstances:

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1. As a warning.
2. In any misdemeanor offense.
3. From a moving vehicle, at a moving vehicle, or at a fleeing vehicle. An exception is when necessary in the defense of a member's life or any other person's life. Firearms shall not be discharged if the member has reason to believe, based upon attendant circumstances, that the discharge may endanger passers-by or other persons not involved in the commission of the crime from which flight is being made or attempted.

1.2.12 RESTRICTIVE USE OF FIREARMS

In order to maximize safety in the handling of firearms by members of the Department, the following restrictive rules shall apply:

1. The Officer's service sidearm shall not be cocked in single action condition while searching a building for a suspect or in any other comparable situation.
2. The officer shall not display or brandish any firearm in any non-tactical situation, whether in jest or otherwise, in such a manner which may be construed to be careless, threatening, or dangerous.

1.2.13 REPORT OF FIREARM DISCHARGE

Members will immediately report to a supervisor any intentional or negligent discharge of their firearm, except when fired during training. In all other cases, written reports shall be made as follows:

1. If the discharge occurred pursuant to any enforcement action, the member must follow the Use of Force Policy in addition to the incident report.
2. If the discharge occurred off-duty, and is related to any enforcement action or related to any official reported disturbance, the member may be required to submit a written statement of the incident.

1.2.14 Investigation of Firearms Discharge

Firearms Discharge

The Director of Public Safety, at his discretion, shall cause a formal investigation into the circumstances attending every discharge of a firearm other than in practice on a firing range by any departmental Officer acting in any of the duties of their office, according to the following guidelines:

- A complete criminal investigation will be conducted.
- An internal investigation will be conducted to insure compliance with department policy and procedures.
- A separate report for each will be submitted if needed.

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Assignment of Officer Involved

The Director of Public Safety may, in the best interests of the involved Officer and the Department, authorize any of the following actions:

- Administrative leave with pay for a specified number of days.
- Appropriate psychological or religious counseling at departmental expense, designed to minimize the impact of the incident on the involved Officer, if the Officer appears to require such counseling.
- Reassignment of the Officer pending the results of evaluation, investigation, counseling, review, disciplinary or other procedures.

Witness Officer's Responsibility

Every Officer who is witness to the circumstances attending a Officer-involved shooting shall notify the supervisory Officer commanding the scene. The witness Officer shall be prepared to reduce their observations to writing, when so directed by an Officer investigating the incident.

Details Required on Investigation Report

In addition to the routine general and arrest reports, the Officer assigned to investigate the scene of a Officer-involved shooting shall include the following information on an interdepartmental correspondence and route it to the Director of Public Safety:

- Make of firearm.
- Model of firearm.
- Type of firearm.
- Caliber or gauge of firearm.
- Type of ammunition that was fired.
- Ownership of the firearm.
- Serial number of the firearm.
- Barrel length of firearm.
- Description of each round fired, including; the general compass direction of each round fired, the approximate distance from the firearm to the target, the final resting place of the bullet (if known), the area of impact and/or injury to any person, the background behind the path of the round fired.
- Complete list of evidence.
- Complete list of any persons injured, description of injuries, action taken on behalf of injured, and current medical status.

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Officer Responsibility

When any person suffers injury or death as a direct result of an incident involving the discharge of a firearm by an Officer, the Officer shall complete the following tasks:

- Take immediate steps to obtain medical attention for the injured.
- Whenever possible, render appropriate first aid and lifesaving measures to the injured person.
- Cause a supervisory Officer to be notified and immediately dispatched to the scene; and
- If possible, preserve the scene of the incident according to accepted investigative techniques.

Reference to Officer Involved

In initial reports and statements concerning Officer-involved shootings, no reference shall be made to the Officer as "suspect".

In addition, given the frequency of threats made against Officers and their families, the name and address of the involved Officer shall not be released to the media, except that, until such time that the Officer's actions are ruled improper and criminal charges are brought against the Officer. It is recognized that the press is an important constitutional safeguard. It seems likely, however, that the requirement of freedom of the press can be met with a release that includes a report that the incident occurred, the name of the person who was injured or killed, a description of the situation giving rise to the incident, the Officer's involvement, and the disposition of the persons involved.

Seizure of Officer's Weapon

For the purposes of the initial investigation, the immediate seizure of the involved Officer's service weapon as evidence may not be necessary. Sufficient information may be obtained by the investigating Officer, such as recording the firearm's complete description and preservation of all live and spent ammunition from the weapon and from the scene. In some circumstances, the seizure of the Officer's weapon may be necessary, and in those cases, that weapon may be replaced at the discretion of the Director of Public Safety.

Supervisor's Responsibility

When dispatched to the scene of an Officer-involved shooting (which involves the injury or death of any person), the supervisory Officer shall:

- Assume immediate command of the scene.
- Secure the scene for preservation of evidence.
- Provide for initiation of a police investigation of the incident.
- Provide for the removal of the involved Officer from the scene at the earliest opportunity, accompanied by one supporting Officer who is not required at the scene.

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Assistance for an Involved Officer

Anyone assisting the involved Officer shall:

- Remove the involved Officer to a place of solitude without delay, in order that the Officer might regain their composure without interruption.
- Be responsible for the involved Officer's privacy, safety, and general well-being, until relieved by a supervisory Officer.
- Restrict information as to the involved Officer's location to verbal or land-line contact with the supervisor commanding the scene.
- Avoid questioning, interviewing, or debriefing the involved Officer concerning the incident.
- The department will follow the MOU for officer involved shootings and critical incidents as established by the Eastern Idaho Critical Incident Taskforce.

1.2.15 DISPLAY OF FIREARMS

Members should avoid any unnecessary display of their firearms.

1. Members will not display a firearm or remove it from the holster unless justified.
2. Members will not engage in horseplay or intimidations with their firearms.
3. Members may display their firearms in a ready position when situations may require spontaneous or immediate use.

1.2.16 SURRENDER OF FIREARMS

Members should not surrender their weapon.

1.2.17 STORAGE OF FIREARMS

All members will ensure that their firearms and ammunition are safely and properly stored both on-duty and off-duty. This may be accomplished many ways with some examples being trigger locks, cable locks, lockable boxes or gun safes. Members are reminded: it is against Department policy to leave a firearm accessible to a child or an irresponsible person.

1.2.18 FIREARMS QUALIFICATIONS

No member will use or carry any weapon such as duty weapon without satisfactorily completing training provided by a certified trainer. Refresher training will be provided three (3) times per year for duty weapons.

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All members are required to pass an annual qualification course with their issued duty weapon, back-up weapon (if one is carried), Remington 870 less lethal shotgun, and the issued AR 5.56/.223 rifle. The course of fire will be approved by the Director of Public Safety. The course will be reflected in the Department training plan and course outline. The Director of Public Safety, due to administrative duties, is exempt from the annual qualifications. He/she will qualify with a duty weapon if one is carried.

The Public Safety Captain, Training Coordinator, and Firearm Instructors will coordinate firearms qualification and training, as specified in the training plan and at the discretion of Range Officer and may include:

- Classroom instruction
- Practical scenario based training
- Remedial training
- Use of force training
- Annual inspection of the weapons to determine function and reliability
- Proper cleaning of the weapon

Annual Qualification

1. All members will qualify before being authorized to carry a firearm or a weapon while on duty.
2. All new members will be required to qualify a minimum of annually on a department approved qualification course with a department issued or approved firearm.
3. Firearms training may include classroom instruction and practical exercises that comply with the department training plan which may include the Idaho P.O.S.T Academy requirements, the Department Training Coordinator, the firearms instructors and the ISU Law Enforcement Academy Director.
4. All members will qualify annually with all duty firearms and any secondary and/or off-duty firearms.
5. Qualification records will be maintained by the Training Coordinator and placed in each employee's training file.
6. All members must meet the minimum score of 85% with their sidearm(s) as set by the Idaho P.O.S.T. Academy for Peace Officers. Firearms Instructors must have a minimum score of 95%. The department goal is to have all members qualify with a score above the minimum. Additional training may be required as reflected on the department training plan and course outline.
7. All members must meet the minimum score of 70% with the department issued shotgun as set by the Idaho P.O.S.T. Academy for Peace Officers. The Department goal is to have all members qualify with a score above the minimum. Additional training may be required as reflected in the Department training plan and course outline.

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8. All members must meet the minimum score of 85% with their patrol rifle as set by the Idaho P.O.S.T. Academy for Peace Officers. The Department goal is to have all members qualify with a score above the minimum. Additional training may be required as reflected in the Department training plan and course outline.
9. If a member fails to shoot a qualifying score, the member will be scheduled to reshoot the course the same day at the discretion of the Firearms Instructor. The instructor will determine if remedial training is required. If the member qualifies, the instructor will determine if any other training is necessary. See Failure to Qualify.
10. A member will be required to qualify before returning to duty if they have had an extended illness, injury or leave and have missed their annual qualification. The Firearms Instructor or supervisor may require requalification anytime if any of these conditions exist.
11. All firearms training will be conducted by a P.O.S.T. certified firearms instructor.
12. All members will be required to complete quarterly firing drills and meet all the qualifying scores with the designated weapon for the drill, as reflected in the training plan.
13. A firearms training report will be reviewed by the Director of Public Safety.
14. An Idaho P.O.S.T. firearm qualification sheet or a department firearm qualification sheet will be completed for each firearms qualification and will be maintained by the Training Coordinator. Only members who qualify with the department authorized weapons will be approved to carry such weapons.

Failure to Attend

1. A failure to attend required training may result in immediate revocation of the member's authorization to carry a firearm.
2. A member must submit a request to reschedule a qualification as soon as the member becomes aware of a schedule conflict.

1.2.19 FAILURE TO QUALIFY

1. Second Qualification

- a. If a member fails to qualify a second time, the member may be temporarily relieved of their authorization to carry a firearm and will immediately be scheduled for remedial training. The firearms instructor will document any performance issues on a firearm qualification sheet.
- b. The Training Coordinator will schedule remedial training with the firearms instructor. Neither the member nor the supervisor can postpone remedial training.

- c. While members may temporarily be relieved from the authorization to carry a firearm, they are prohibited from taking any action that may jeopardize their safety. They will be assigned other duties.
- d. If the member qualifies, they will be issued their firearm. But, they may be required to complete further training at the discretion of the training instructor.

2. Post-Remedial Training

- a. Members placed in an administrative “no gun” status after failing the initial remedial training are limited to four remedial training sessions to be completed within a 14 day period.
- b. If the member cannot qualify after the remedial 45 day training, they will not be qualified to carry a firearm and will not be assigned enforcement duties until the Department and Human Resources review their training and qualifications, to determine employment status, which may include termination.

1.2.20 RANGE RULES

The following rules shall be observed by members, when using the firing range:

- 1. The member shall unload all weapons in their possession prior to entering the range area. Each member shall manually and visually check each weapon to make certain that safe conditions exist.
- 2. Uncased or un-holstered weapons within the range area shall have the action open and muzzle pointed in a safe direction.
- 3. When authorized to un-holster the weapon by the Range Officer, the member shall always maintain the muzzle in a downrange position.
- 4. Firing on the range is prohibited without the consent of a Range Officer.
- 5. All weapons shall remain in a safe condition, except when a Range Officer authorizes members on the line to dry-fire during preparation periods, load the weapon, or fire the weapon.
- 6. Only members firing on the course and the authorized Range Officer are allowed on the firing line.
- 7. Cross-draw and shoulder holsters shall not be worn on the firing line, except by express consent of a Range Officer.
- 8. Members shall possess only one weapon on the firing line at any one time.
- 9. Members on the line must wear a holster which safely holds the weapon.
- 10. Members shall not smoke, drink, or eat on the firing line.

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11. Members shall restrict talking to the minimum necessary to accomplish the course of fire while on the firing line.
12. Alcoholic beverages are not allowed within the range area.
13. Persons under the influence of alcohol or drugs shall not be permitted within the range area.
14. Only ammunition and weapons which are approved by the Director of Public Safety may be used on the range.
15. Ammunition issued for training shall be fired or returned to the Training Officer. Empty brass remains the property of the Department and shall be collected according to the instructions of a Range Officer.
16. Each member shall qualify with the weapon and equipment that is carried by each member while on duty.
17. Ear plugs and eye protection shall be worn by all members, shooters and non-shooters, when in the general proximity of the firing line or shooting position.
18. There shall be no game-playing, disruptive chatter, or similar distractions on the range proper while supervised firearms and/or defensive tactics training are in progress.
19. The Range Officer shall have the undivided attention of everyone on the firing range at all times. Their instructions are not to be anticipated in advance and are to be carried out explicitly upon command.
20. At the conclusion of the range training, all firearms and magazines will be cleared of all ammunition before proceeding to the firearms cleaning area.
21. No live ammunition will be allowed in the firearms cleaning area.

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Idaho State University

Department of Public Safety

OPERATIONS PROCEDURES MANUAL

TITLE: OPERATIONS Arrest, Citation and Diversion	CHAPTER: III SECTION: 1.3
APPROVAL:	REVISION NO.: 03
REVIEW DATE: April 9, 2014	ISSUE DATE: 07/96

Arrest, Citation, and Diversion

1.3.1 Policy

Public Safety officers are permitted to make citizen's arrests and detain suspects for local police on University property only. Public Safety officers are expected to assist local law enforcement officers in serving criminal process as appropriate by statute and Departmental policy. Citizen arrests are enacted as requested by local police. When off duty, Public Safety officers will not make arrests for or on behalf of the University, unless directed to do so by the Public Safety Director or the responding police officer.

1.3.2 Use of Force - Arrest

Public Safety officers shall utilize only that force that is reasonable and necessary to promptly and safely detain or arrest (per Idaho Code 19-610 and 18-4011; See Chapter III Section 1.1 Use of Force Policy).

1.3.3 Warrant Arrest Policy

Officers will routinely conduct computer inquiries for outstanding warrants on persons they have stopped for traffic violations, field interviews, or for other official purposes. If a person is discovered to have an active warrant, the officer shall notify the local police. Responsibility for confirmation and police notification shall be upon the dispatchers.

1.3.4 Warrants

All warrants issued by the courts will be served by local law enforcement officers. All removal of students from classes shall be carried out by the local law enforcement officers. Law enforcement officers trying to locate students to serve a warrant of arrest do not need an escort to the student location by an ISU Public Safety Officer. However, if contact by local law enforcement, the Public Safety officer may guide the police officer to the appropriate building and room and facilitate contact with minimal disruption of class. The following procedures are recommended when a subject is located:

- 1) The police wait in the Dean's office while the Dean's Administrative Assistant or Public Safety contacts the instructor to identify the subject and have Public Safety accompany the subject to the police; or
- 2) The police wait outside in the classroom while the Dean's Administrative Assistant or Public Safety contacts the student; or
- 3) The police be allowed to determine the appropriate action based on their policy after being advised that our policy is to minimize embarrassment to the student and limit disruption of the classroom.

1.3.5 Arrest Without a Warrant

An officer may, without a warrant, make a citizen's arrest of a person if he/she has probable cause to believe:

- A. A felony has been committed and probable cause to believe the person to be arrested has committed the felony.
- B. A misdemeanor has been committed in his/her presence and probable cause to believe the person to be arrested has committed the offense.
- C. The person to be arrested has been involved in a traffic accident and violated any criminal section of Title 49 (Motor Vehicles Chapter 15 Traffic Infractions), and such violation occurred prior to or immediately following such traffic accident.
- D. A misdemeanor or petty offense has been committed and probable cause to believe the person to be arrested has committed the offense. A person arrested under this paragraph is eligible for release.
- E. A domestic violence has been committed and he/she has probable cause to believe that the person to be arrested has committed the offense, whether such offense was committed within or without the presence of the peace officer.

As a general rule, ISU Public Safety officers will not make a citizen's arrest, unless instructed to do so by a supervisor, peace officer, or in situations where the safety of others, officer safety, or the suspect safety is threatened.

An officer may stop and detain a person as is reasonably necessary to investigate an actual or suspected violation of any traffic law committed in the officer's presence, on university property only.

1.3.6 Arrests

Public Safety officers are authorized to make a citizen's arrest only when it becomes necessary.

Public Safety officers will give consideration to the rights of all persons, including apparent law violators, when making a citizen's arrest.

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Public Safety officers will identify his/her self as a Public Safety officer of Idaho State University, and state the reason for the citizen's arrest. Public Safety officers will immediately notify Pocatello Police that they have a subject in custody, the reason for the arrest, their location, and request that an officer respond to the location.

Juveniles and adults detained for questioning are not deemed as a citizen's arrest. Immediately notify the juvenile's parents of his detention and location.

When possible and appropriate, the Department of Public Safety shall recognize and apply alternatives to arrest and formal prosecution. However; the following offenses will call for notification of Pocatello Police:

1. Anytime arrest/prosecution is requested by the victim (**Officers must ask**)
2. Any felony
3. Theft (misdemeanor) where there is a suspect or serial number
4. Lost or stolen credit, ATM, or bank cards or checkbooks
5. Possible weapons involved
6. Indecent exposure
7. Obscene phone calls
8. Hit and run
9. Vehicle accidents on city streets
10. Vehicle accidents with personal injury
11. No proof of insurance
12. Expired driver's license
13. Misdemeanor crimes involving violence
14. Serious traffic violations, (i.e., DUI, hit and run, etc.)
15. Anytime a bomb threat or other threat information is received.
16. Anytime drugs or drug paraphernalia are detected.
17. Violating a restraining order.
18. Trespassing/Banning from campus property.

1.3.7 Other Offenses

Other offenses may call for the following:

- 1) Written or verbal warnings.
- 2) Referral to the Office of Student Affairs.
- 3) Submission to the County Attorney's Office for review.
- 4) Removal from University property.

1.3.8 Detaining

It is not a violation of an individual's civil rights, nor is it improper to detain if officers have reasonable suspicions that a violation of law was committed and refer the individual to the Student Affairs Office as a result.

1.3.9 Temporary Holding Facility

ISU Public Safety **does not** temporarily detain or hold persons of interest or persons who might be charged with a crime, whether adult or juvenile. The Pocatello Police Department handles this type of situation for Public Safety. The following procedure will only be used in emergency situations as determined by the on-duty supervisor, and when requested to do so by the Pocatello Police Department.

The purpose of the temporary holding facility is to provide Public Safety officers the opportunity to process, interview and complete the necessary paperwork for those persons who might be charged with a crime. It also allows for temporary holding of persons of concern so that officers can ascertain the necessary facts of an incident, and determine if further action is appropriate.

Rooms 104 and 113 at Public Safety have been designated as temporary holding rooms for this department. The rooms may be used as a holding facility in the following circumstances:

1. For persons who have been arrested; and
2. For persons who have been detained within constitutional guidelines, but have not been arrested; and
3. Juveniles who are in custody for status offenses must be kept in an unlocked room, without handcuffs, and with an adult constantly supervising them.

Detainees/arrested persons will be secured by handcuffing with both hands behind their back. A detainee/arrested person may be un-handcuffed only while in the actual presence of an officer.

At no time will any of the holding rooms contain a mix of males and females, or juveniles and adults in any one room. These rooms will provide sight and sound separation.

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While in the holding rooms, all detainees/arrested persons will be provided reasonable access to drinking water, bathroom privileges or other necessary needs.

The amount of time that a person can be held in the holding rooms cannot exceed two (2) hours, without supervisory authorization.

While in the holding rooms, the detainee/arrested person will be under continuous observation. Continuous observation is met when a departmental employee is stationed at or near the door of the holding room. Each person detained in one of the rooms must be visually checked at least once every 15 minutes and it must be so noted on the appropriate log.

Officers will not enter the holding rooms while armed. Armed, for this policy, includes firearms and knives (other than standard pocket knives). All such weapons are to be secured in the appropriate manner.

All detainees/arrested persons will be thoroughly searched prior to being detained in one of the holding rooms. The contents of all pockets will be removed from all detainees/arrested persons and stored in a provided bag. When the detainee/arrested person leaves the facility, the bag containing their property will be returned to them, or to the holding facility to which they may be transferred. All holding rooms will be thoroughly searched before and after each use and will be documented appropriately.

At no time will any of the holding rooms be unsecured without the actual presence of an officer at the door of the holding room.

The holding rooms are to be considered a secure area and administered appropriately. Legal counsel requested by a detainee/arrested person will be facilitated at the discretion of a supervisor.

If any medical emergency arrives, it is to be handled per Chapter III, Section 3.10.22, Page 32 (Operations Section) of the ISU Public Safety Operations Manual.

In the event of a fire, detainees/arrested persons are to be removed per the department evacuation procedure. They will be transported to a location as directed by a supervisor.

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Department of Public Safety

OPERATIONS
PROCEDURES
MANUAL

TITLE: OPERATIONS Alternatives to Physical Arrest	CHAPTER: III SECTION: 1.4
APPROVAL:	REVISION NO.: 02
REVIEW DATE: April 9, 2014	ISSUE DATE: 03/2014

Alternatives to Physical Arrest

1.4.1 Misdemeanor Criminal Offenses

Idaho Statute provides that persons arrested for a misdemeanor offense may be released upon their signed promise to appear in court in lieu of physical arrest. If the person arrested fails to sign the promise to appear they may be physically arrested by a peace officer or a citizen's arrest.

1.4.2 Juvenile Offenders

See Juveniles, Chapter I, Section 8.1.

1.4.3 Written Warnings

An officer may issue a written warning for misdemeanors, petty offenses and student code violations of the law. Written warnings will be issued on the Traffic Report Form (See Chapter III 3.4.10). The officer will be specific on the Departmental copy of the written warnings as to the nature of the warning and specifics surrounding the incident.

1.4.4 Verbal Warnings

Officers may issue verbal warnings for misdemeanor/petty offenses and violations of student code.

1.4.5 Trespass

The purpose of this general order is to establish the authority, processes and procedures for issuance of Trespass Notice(s) to individuals on the campus of Idaho State University. Its purpose is not to identify or discuss all of the criminal statutes pertaining to the various types of trespass.

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General Procedures

Visitors to Idaho State University may use the land, facilities, and buildings under certain conditions. Visitors who violate state laws or University policies or rules have no “right” to be on campus and may be asked to leave.

Even legitimate visitors to the University may be restricted by time, manner, and place of their activities. Depending on the circumstances, it may be necessary to direct visitors to move to another campus location or leave campus.

Essential factors to be considered by an officer in issuing a trespass ban include:

- The nature of the location, i.e., an open area, such as the library, versus a limited access area such as a residence hall or office.
- The time of day, i.e., normal business hours versus late night, early morning, weekend, or holiday hours.
- The conduct of the person.
- The person’s explanation for the conduct.

The United States Supreme Court has decided in the case of Terry v. Ohio (392 U.S. 1, 88 S.Ct. 1968) that an officer may stop and detain a person when the officer has reasonable suspicion that the person is, is about to, or has committed a crime. Reasonable suspicion must be based upon articulated facts and must be more than mere suspicion.

An officer who stops and detains a person when there are articulated facts to suggest that the person is, is about to, or has committed a crime should thoroughly investigate the incident and afford the person the opportunity to explain his or her behavior and/or purpose abroad.

An individual who is not affiliated with the University and refuses to provide an explanation for his or her behavior and/or purpose abroad or is uncooperative with the officer should be asked to leave the University and, if necessary, be escorted from the University.

Officers should remember that individuals have the right to question the reason for their stop. Officers are reminded to be professional in their interactions with all individuals and not to intimidate or threaten arrest simply because the person challenges the officer’s authority or reason for investigation.

If the investigation discerns that there is no evidence that a crime has been or is about to be committed, the officer is to offer a full explanation to the individual as to the reason for the stop and thank the individual for his or her cooperation.

If the individual requests the officer’s name(s), or requests to speak to a supervisor, their request will be accommodated in a professional manner.

A person may be directed to leave the University or a specific area of the University if he or she has:

- been observed prowling around buildings or parking lots without a satisfactory explanation;
- committed any crime on University owned or controlled property;

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- Threatened or interfered with any officer or function of the University community; or
- Violated any University policy or rule.

Non-visitors who are observed engaging in behavior described above shall be investigated and referred to the appropriate University authority, i.e., Student Judicial Affairs, department head, or dean. They may be directed to leave an area at the time of investigation and for a reasonable time thereafter. However, a trespass warning should not be issued until the appropriate University authority has investigated and responded to the event. This does not preclude the officer from arresting the individual when probable cause exists for the commission of a crime.

Trespass Notice

Scope - Trespass Notices will be limited in scope to that which is necessary and reasonable for the protection of the University and its community. In most cases, a simple warning to leave the area will suffice. However, circumstances may require that a person be banned from some or all University property.

Officer Responsibilities

Officers may issue a trespass notice to an individual(s) on campus pursuant to the following policy.

- A. An officer may issue a trespass notice indicating intent to begin a trespass process to an individual.
- B. When an officer feels it is in the interest of Idaho State University, or for the safety of people or property to ban an individual from campus, the officer shall, before issuing a trespass notice, contact the Director of Public Safety for advisement on the notice. The officer shall be prepared to present all relevant information for the Director to give an informed decision.
- C. A copy of the trespass order will be posted on the Public Safety bulletin board.

When an individual who has been banned from campus is found on campus property, the Public Safety officer will detain the subject and contact the Director of Public Safety and the Pocatello Police to issue a citation for trespassing.

A banning order may be vacated only by the person banned from campus meeting with the Director of Public Safety or by obtaining a written instrument issued and signed by the Dean of Student Affairs.

Officers detaining an individual on a banning order will fill out a complete report before completion of the watch or tour of duty during which the incident occurred.

When issuing a Trespass Warning, the officer will explain the following:

- 1. That the person is now being advised the he or she must immediately leave University property or the specified area and may not return for the time specified in the Trespass Notice.
- 2. That the person must immediately leave or be placed under arrest.

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3. That if the person violates the notice, he or she will be arrested and prosecuted.
4. That a record is being made of the Trespass Notice and will be recorded and maintained by the Police Department with a copy being provided to the person.
5. That the person may appeal the Trespass Notice by submitting a written appeal to the Director of Public Safety within 10 business days of issuance of the Trespass Notice. However, the Trespass Notice will remain in effect until the person is notified that the bas has been lifted.
6. That while the person is generally banned from the University for the duration of the notice, the person may request special variances in order to attend certain activities or participate in legitimate business with the University. This variance must be requested through the Director of Public Safety or his designee, at least 24 hours in advance of the function or business.
7. That the person should be asked if he or she understands the Trespass Warning and, if not, further explanation will be afforded.

Trespass Arrest

Arrest may be necessary when a person has been warned and refuses to leave, or leaves and returns during the period of the Trespass Notice.

Trespass Notices that have expired are not to be enforced.

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Idaho State University
Department of Public Safety

OPERATIONS PROCEDURES MANUAL

TITLE: OPERATIONS Patrol	CHAPTER: III SECTION: 2.1
APPROVAL:	REVISION NO.: 12
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Patrol

2.1.1 Management

The Captain shall be assigned to manage the patrol functions. The Captain and Lieutenant assigned shall be responsible for the administrative functioning of their respective division.

2.1.2 Patrol Supervision

Each squad will have a Sergeant assigned. The Sergeant will be responsible for the daily operation of his/her squad. The Sergeants shall report directly to the Lieutenant.

Each shift will have one Senior Officer (Corporal) assigned.

2.1.3 Shift Sergeant

The Shift Sergeants are responsible for the activity of their respective shift at all times. The Sergeant is responsible for the daily operation and administrative responsibilities of the officers and student officers (if any) assigned to the shift, in accordance with established University Human Resources guidelines and in accordance with policy.

2.1.4 Corporals (Officer-Senior)

The Corporals are responsible for assuming some of the duties of the Sergeant, in the Sergeant's absence and/or as assigned.

2.1.5 Patrol Responsibilities

- A. 24-hour visible vehicular, bicycle, and foot patrol.
- B. Enforce violations of the law through behavior modification by arrest, diversion, University Code of Conduct, warnings (verbal and written).
- C. Regulation of traffic flow by issuing citations or warnings as appropriate.
- D. Investigation of traffic accidents.
- E. Investigate initial crime reports and conduct follow-up investigations when appropriate.
- F. Respond to medical emergencies, render first aid, and assist paramedic personnel.
- G. Respond to fires, injury accidents, or other emergencies to take the action necessary to preserve life and property.
- H. Protect life and property within the Department's statutory and Intergovernmental Agency Agreement(s) jurisdiction.

2.1.6 Objectives

The Department has fully embraced the concept of Community Policing. Members are expected to uphold the philosophy "...with Community Policing in mind..." in all contacts with the public. Community policing is not a fad or a buzz word for politicians. We are expected to respect those that have a vested interest in the Department. All officers will keep in mind the following when patrolling campus:

Community Policing is a partnership of law enforcement with the public...sharing the responsibility for protecting and improving the quality of community life through teamwork, creativity and community resources, thus reducing crime.

Community Oriented Policing is a philosophy of policing based on the concepts that police officers and citizens, working together in creative ways, can solve community problems related to crime, fear of crime, and neighborhood disorder. The philosophy is based on the police developing a new relationship with law-abiding citizens, allowing them a greater voice in setting local priorities and involving them in improving the overall quality of life in their neighborhoods. It shifts the focus of police work from randomly handling calls to solving problems.

The overall goal of community policing is to create a cooperative relationship between the Public Safety Department and the faculty, staff, students and campus community, to identify problems that impact the quality of life, to devise strategies to address those problems, and to work together to solve them.

The objectives of patrol are to provide the community with a safe and tranquil environment and to preserve the academic mission of the Department of Public Safety.

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Patrol officers are expected to take the appropriate action to promote the safety and security of the community. To accomplish this task, it may be necessary to identify and/or warn/arrest violators of the law.

Enforcement of the laws of the State of Idaho is left to the discretion of the individual officer. Supervisors are responsible for supervising the actions of subordinates to ensure impartial and equitable treatment of all individuals.

Patrol officers are responsible for reducing the number of traffic violations and accidents within the jurisdictional guidelines of the Department through the active enforcement of the state transportation laws.

Patrol officers are responsible for providing public assistance to members of the community who seek or request information or assistance.

Patrol officers are responsible for assisting in crime prevention through active foot and vehicle patrols, and by identifying areas of particular concern that may constitute a safety hazard or present a crime opportunity.

All officers of the patrol unit are responsible for the public image of the Department.

2.1.7 Organizational Communications

It is necessary for issues of concern and information to be distributed through all units of the Department. Communications and patrol are a vital link in the safety and security of the community. It is important that there is a constant interaction among all units of the Department.

2.1.8 Continuous Patrol Coverage

The Department is a fully operational Public Safety agency. Patrol shall be staffed 24 hours a day.

2.1.9 Patrol Staffing

The minimum staffing level for patrol shall be one officer at all times. In the event personnel levels fall below the minimum level, personnel shall remain on-duty until adequate relief personnel arrive and are able to assume their respective assignments.

If it is necessary to call personnel into work due to personnel shortages, the shift supervisors shall make notification through the chain of command, to the Captain advising him of the details of the incident.

2.1.10 Patrol Shift Hours

The Department provides 24 hour coverage. Officers are assigned to either a ten hour four day or an eight hour five day work week. Patrol Sergeants and Corporals may be assigned to either a 10/4 or 8/5 work week.

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Sergeant's hours are flexible to meet the needs of the squad and the Department. Patrol shifts may be temporarily modified as necessary to accomplish the needs of the Department.

2.1.11 Patrol Assignments

Patrol officers shall be assigned to a shift after successfully completing their field training program. Each shift will be audited periodically to determine shift parity. Shifts found to be lacking in personnel will have those vacancies filled as personnel become available. Consideration given to balancing shifts in areas of tenure, previous experience, or other criteria will be determined by the Captain and Lieutenant.

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2.1.12 Shift Responsibilities

Day Shift Responsibilities	Implementation
<p>Transport deposit to cashiers office and/or bank:</p> <ul style="list-style-type: none">· Public Safety daily deposit to the ISU cashiers office.· Other Departments as requested to cashiers or bank.	<p>Public Safety makes a daily deposit of revenue at ISU cashiers office. Other departments sometimes have large amounts of money and call for an escort to the cashier's office or another financial institution.</p>
<p>Miscellaneous shift duty tasks including but not limited to:</p> <ul style="list-style-type: none">· Take packages to Shipping & Receiving.· Read daily logs, bulletin boards, memos, and e-mail daily.· Take calls for service.· Write reports.	<p>All of these tasks are important to the operation of various department functions and must be performed on a regular basis.</p>
<p>Collect and/or supervise the collection of meter monies:</p> <ul style="list-style-type: none">· Meter money will always be collected by two people.· At least one patrol officer must be present.	<p>Meter money is collected on a bi-weekly basis and should never go longer than two weeks without being collected.</p> <p>Meter money is collected every other Friday and falls on the pay period for the week.</p>
<p>Assigned equipment repair:</p> <ul style="list-style-type: none">· Take vehicles in for repair and service.· Take radios in for repair and service.· Order and pick up equipment as assigned.	<p>This will usually be assigned by the Patrol Captain, Lieutenant or Sergeant.</p>

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Day Shift Responsibilities	Implementation
<p>Vehicle Tows:</p> <ul style="list-style-type: none">· Respond to location of vehicle when tow is confirmed by dispatch.· Relieve ticket writer and stand by until the tow is completed.	<p>The officer will stand by for every tow. If the owner/driver of the vehicle to be towed arrives before the tow is completed, the officer should contact dispatch who will contact the supervisor who authorized the tow. In most cases, if the tow truck has already been dispatched the vehicle will be Towed unless the owner/driver pays the tow truck driver at the scene. The officer should never make the decision not to tow the vehicle.</p>
<p>Provide back up for ticket writers:</p> <ul style="list-style-type: none">· Provide parking/traffic control.· Issue parking citations.· Conduct parking lot surveys.	
<p>Altered/Forged Parking Permits:</p> <ul style="list-style-type: none">· Respond to location of vehicle displaying altered permit.· Take photograph of altered permit being displayed on vehicle.· Retrieve altered permit from owner and place in evidence.· Have suspect fill out a voluntary statement.	<p>The altered permit must not be taken from the vehicle without the owner/driver present. In most cases a ticket writer will be assigned to watch the vehicle until the owner/driver comes out.</p>
<p>Provide follow up on evening cases:</p> <ul style="list-style-type: none">· Write supplement reports.· Follow up on lost and found property.	

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Day Shift Responsibilities	Implementation
Provide escorts:	Safety escorts will be considered a priority call. All officers are responsible to provide safety escorts.
Provide motorist's assists: <ul style="list-style-type: none">· Vehicle unlocks· Vehicle jump starts	Motorist assists require the signature of the owner/driver of the vehicle on a department liability waiver form prior to the officer attempting to unlock or jump start a vehicle.
Routine patrol: <ul style="list-style-type: none">· Radar· Theft prevention in the parking lots· Watch for any suspicious activity	Every effort will be made to run radar during the most congested times on campus.
Make checks of campus buildings: <ul style="list-style-type: none">· Report safety hazards· Make community contacts· Hand out crime prevention materials	Make as many checks as possible and hit the posted check points.
Provide dignitary protection as assigned: <ul style="list-style-type: none">· Monitor dignitary parking· Move barricades	Dignitary protection may include but not limited to State Board of Education Meetings, visits by City, State and Federal Government visitors.

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Day Shift Responsibilities	Implementation
<p>Crime Prevention:</p> <ul style="list-style-type: none">· Assist with crime prevention programs as assigned· Complete crime prevention surveys· Write crime prevention reports <p>Read regular reading assignments:</p> <p>Assist in providing coverage to the University Place campus as necessary.</p>	<p>Crime prevention in all components is an important part of campus safety and should be an element of every responsibility.</p> <p>Reading materials will be assigned for information and training purposes and the officer will be responsible for knowing the material.</p>

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Swing Shift Responsibilities	Implementation
<p>Secure specific campus buildings and grounds:</p> <ul style="list-style-type: none">· Secure Davis Field at dark Monday through Friday.· Secure the Facilities Services compound gates by 2100 hours, unless some activity requires they remain open later.· Secure other buildings and grounds as assigned. <p>Miscellaneous shift duty tasks including but not limited to:</p> <ul style="list-style-type: none">· Read daily logs, bulletin boards, memos, and e-mail daily.· Take calls for service.· Write reports. <p>Read regular reading assignments:</p> <p>Provide safety escorts:</p>	<p></p> <p>Reading materials will be assigned for information and training purposes. Then the officer will become responsible for knowing the material.</p> <p>Safety escorts will be considered a priority call. All officers are responsible to provide safety escorts.</p>

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Swing Shift Responsibilities	Implementation
<p>Provide motorist assists:</p> <ul style="list-style-type: none">· Vehicle jump starts· Vehicle unlocks <p>Routine patrol:</p> <ul style="list-style-type: none">· Radar· Theft protection in parking lots· Watch for any suspicious activity <p>Make checks of campus buildings:</p> <ul style="list-style-type: none">· Report safety hazards· Make community contacts· Hand out crime prevention materials <p>Provide dignitary protection as assigned.</p> <p>Monitor dignitary parking.</p> <p>Move barricades.</p>	<p>Motorist assists require the signature of the owner/driver of the vehicle on a department liability waiver form prior to the officer attempting to unlock or jump start a vehicle.</p> <p>Every effort will be made to run radar during the most congested times on campus.</p> <p>Make as many checks as possible and hit all of the posted check points at least once during the shift.</p> <p>Dignitary protection may include but not limited to State Board of Education Meetings, visits by City, State and Federal Government visitors.</p>

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Swing Shift Responsibilities	Implementation
<p data-bbox="99 191 334 222">Crime Prevention</p> <ul data-bbox="155 268 667 422" style="list-style-type: none"><li data-bbox="155 268 570 342">• Assist with crime prevention programs as assigned<li data-bbox="155 348 667 380">• Complete crime prevention surveys<li data-bbox="155 386 618 417">• Write crime prevention reports.	<p data-bbox="716 191 1300 300">Crime prevention in all components is an important part of campus safety and should be an element of every responsibility.</p>

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Midnight Shift Responsibilities	Implementation
Lighting surveys:	All exterior lights on campus must be checked at least once a month. Lights that are malfunctioning are reported with a request for maintenance.
Emergency phone checks: <ul style="list-style-type: none">· Pocatello blue light phones· Idaho Falls blue light phones· Meridian campus blue light phones	All emergency telephones must be checked once a week. A form is placed in the squad room on Thursday of each week to be completed and placed on the Directors desk each Monday morning. Pocatello is responsible to fax the forms to the Idaho Falls and Meridian campus locations. Idaho Falls and Meridian will complete their blue light phone checks during the day shift.
Miscellaneous shift duty tasks including but not limited to: Read daily logs, bulletin boards, memos, and e-mail daily Take calls for service Write reports.	
Read regular reading assignments:	Reading materials will be assigned for information and training purposes. Then the officer will become responsible for knowing the material.
Provide safety escorts:	Safety escorts will be considered a priority call. All officers are responsible to provide safety escorts.
Unlocking campus buildings as assigned Monday through Friday: <ul style="list-style-type: none">· Weekend unlock is by special request.	Unlocking of campus buildings each weekday morning is shared between Public Safety, Grounds, and Custodial.

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Midnight Shift Responsibilities	Implementation
<p>Provide motorist assists:</p> <ul style="list-style-type: none">· Vehicle jump starts· Vehicle unlocks <p>Routine patrol:</p> <ul style="list-style-type: none">· Radar· Theft protection in parking lots· Watch for any suspicious activity <p>Make checks of campus buildings:</p> <ul style="list-style-type: none">· Report safety hazards· Make community contacts· Hand out crime prevention materials <p>Crime Prevention:</p> <ul style="list-style-type: none">· Complete crime prevention surveys· Write crime prevention reports	<p>Motorist assists require the signature of the owner/driver of the vehicle on a department liability waiver form prior to the officer attempting to unlock or jump start a vehicle.</p> <p>Every effort will be made to run radar during the most congested times on campus from approximately 07:15 to 08:00.</p> <p>Make as many checks as possible and hit all of the posted check points at least once during the shift.</p> <p>Crime prevention in all components is an important part of campus safety and should be an element of every responsibility.</p>

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Day Shift Responsibilities ISU - Meridian Health Science Center	Implementation
Building/safety checks	Walk the building foot patrolling and making contact with different departments and students. Having a show of presence in the building at least every hour of shift. Make checks and report any safety hazards.
Assist Facilities	Assist with routine safety and monitoring of building.
AED \ Fire extinguisher checks	All of these tasks are important to the operation of various department functions and must be performed on a regular basis.
Fire Drills	
Miscellaneous shift duty tasks including but not limited to.	
<p>Read daily logs, ICLEA bulletin's, e-mails, and other memo's.</p> <p>Monitor camera systems within building.</p>	As needed with traffic or safety concerns related to parking.
<p>Monitor entrance connecting the ISU building and Renaissance High School</p>	
<p>Supervise ticket writers. Making contact with them on each shift. Help them with parking related issues.</p>	<p>Attending various meeting to include, but not limited to Campus Safety, Student of Concerns Team, Parking Board, Meridian Incident Command Team, Idaho Crime Prevention Association and county LEPC.</p>
<p>Attend training or meetings.</p> <p>Overseeing Parking violation appeals</p> <p>Assisting with emergency management tasks.</p>	
<p>Develop Emergency Management Department</p>	<p>Work with other skilled staff to develop EM Department at Meridian (i.e., emergency response information for faculty, staff and students, THIRA, developing and implementing 5 Year Exercise Plan, develop IAPs, developing ICS training for Meridian ICS personnel, etc.</p>

2.1.13 Shift Vacancies

When vacancies occur within the shifts, the Lieutenant will issue a Personnel Memorandum stating that there is a vacancy within the shift, and the days off associated with the vacancy. This memorandum shall advise personnel interested in the position to submit an officer's report to the Lieutenant posting the position. Selection for the position will be an administrative review by the squad Sergeants and the appropriate Captain.

2.1.14 Seniority

Seniority will be used to determine days off, vacations, compensatory time, and other issues. Departmental seniority is defined as time from the date of hire with the Department.

2.1.15 Return to Patrol From Special Duty Assignment

Those officers returning to patrol duties from a specialized assignment shall have their shift placement determined by the Department based on the need of the Department, officer seniority, and officer's preference.

2.1.16 Officer Days Off

Days off for patrol officers are predetermined by the Captain.

In a new bidding process for shift assignments and days off, Departmental need shall be the standard.

2.1.17 Beat Assignments

Officers may be assigned to beats within their respective division.

2.1.18 Responsibilities

Once an officer is assigned to a particular beat, the officer(s) will be responsible for providing special checks, foot patrols, or other selective enforcement identified by statistical analysis or other means.

Officers are not to ride together in pairs during a shift. They are to remain in their own vehicle. Exceptions to this are when responding to the same call or when training.

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2.1.19 Flags

- A. Flags at the Administration Building, Applied Technology, and the College of Education, should be raised at approximately 0700 hours and lowered between 1700 hours and 1730 hours each and every regular work day.
- B. Flags will not be raised weekends or on holidays when regular school activities are not conducted.
- C. Flags will not be raised at any time during inclement weather.
- D. Care will be taken to show proper respect for the flags, and after lowering the flags, they will be properly folded and stored. Wet flags may be hung until dried and then folded and stored.
- E. When directed by the University administration, flags may be flown at half-mast.
- F. When raising the flag to half-mast first raise it to full staff and then lower it to half-mast.
- G. When retrieving the flag from half-mast first raise to full staff and then lower, properly fold, and store.

2.1.20 Animal Facility Entrance Protocol

Do not enter any animal facility without contacting the facility manager. If it is an emergency situation, try to contact the manager before entering, if possible. The phone number, which is posted on the outer doors of the facilities, is 251-5166.

Research with animals is being conducted in the facilities. Successful research requires that the environment remain constant. Changes in noise, light, odors, etc. can disrupt research. It can mean that research projects going on for an extended period of time must be stopped. It may require that new animals be purchased. Stopping and starting any research project is expensive. Also, you may not be aware of what research is taking place and it could be harmful to you.

To enter a facility with one of the animal facility staff you must sign the Occupational Health Form which can be found at <http://www.isu.edu/anmlcare/forms.shtml>.

You will be required to wear personal protective equipment which includes booties, head cover, and a yellow gown. Where you need to go will dictate whether a mask and gloves are required. This is for your protection and that of the research animals.

2.1.21 Patrol Building Unlocks

Care should be taken at all times to insure that unauthorized persons are not allowed entrance into areas for which they would not normally be allowed. Officers will identify and file a report on all persons requesting access to buildings after hours.

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Officers shall unlock the following buildings, Monday through Friday between 0600 hours and 0700 hours:

Engineering Building	Building 7
Physical Science Building	Building 3
Administration Building	Building 10
Graveley Hall	Building 15
Hypostyle & Museum	Building 12
Liberal Arts Building	Building 4
Business Administration Building	Building 5
Colonial Hall	Building 35

The following buildings will be unlocked Monday through Friday between 0600 hours and 0700 hours by the Custodial or Grounds Department:

M&O Compound	
Gate at Bus Garage	
Gate at Shipping on Dunn Street	
Biology Building	Building 65
Lecture Center	Building 67
RFC Building	Building 48
Albion Hall	Building 61
Education Building	Building 62

All buildings on campus can be unlocked by a Public Safety Officer on weekends or by the department calling and filing a request for it to be unlocked and locked at certain times. Communications will post the unlock requests on the unlock request clipboard.

2.1.22 After Hours Building Access

Microcomputer Learning Facility, Life Science

Officers will complete after hours checks of the Microcomputer Learning Facility at Life Sciences at least once a shift, and check the identification of all individuals in the facility.

All students must show a valid ISU ID card and an after-hours access authorization card signed by an Academic or Computer Center Administrator.

Faculty and staff need to show only their ISU ID card.

Any individual who is unable to show proper identification will be asked to leave the facility and a Public Safety report completed.

M&O Compound

All after-hours access will be controlled by Public Safety.

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Unless specific authorization is given to the contrary, after hours use should be limited to either the Heat Plant gate or the Humbolt Street gate.

Officers will not loan the key to anyone. People who think they need their own key should be referred to their Department Director to request the keys through the online key request program.

The Compound gates should be closed and locked preferably at 1730 hours, but no later than 1800 hours. During the summer months, when there is no Heat Plant Operator, this includes the large gate by M & O.

During the summer months all gates should be locked at 1630 hours.

If there is a request in writing, Public Safety will open the gate near Shipping and Receiving while a verified ISU employee is monitoring traffic going through it. It will not be left open.

The gate at the Heat Plant may be left open upon request without an employee to monitor traffic. Any exceptions must be personally approved by the Facility Services Director.

The two main gates should be unlocked each regular work day at 0700 hours. During the snow season, the times may be modified.

After unlocking the gates, leave them closed. Facility Services personnel will open them.

General Buildings

The following list of procedures is the policy of the ISU Department of Public Safety with regard to after hour building access.

1. The ISU Department of Public Safety will identify any person that is requesting access to a building, office, or room that is secured.
2. The ISU Department of Public Safety will allow students into secured building or classrooms for the purpose of collecting personal property (i.e., coat, purse, book, etc.)
3. The ISU Department of Public Safety will not allow students access to building for the purpose of group studies without confirmation from the Dean or Chair of the building.
4. The ISU Department of Public Safety will not allow any student access to any faculty, staff, or administrator's office or room without confirmation from the owner of the office or room, except to collect personal property. Confirmation must be live communication and not through a letter or note.
5. The ISU Department of Public Safety will not allow students access to departmental files or tests without confirmation from the owner of the office or room where the property is located. Confirmation must be live and not through a note or letter.
6. The ISU Department of Public Safety will not open a building and allow a student to be left unattended without confirmation from the Dean or Chair of the building.

For any other situation that may arise, the Director of Public Safety should be notified for instruction on a case-by-case basis.

2.1.23 Blue Light Emergency Poles

The ISU emergency blue light poles are required to be tested weekly.

On Friday of each week, the blue light pole check sheets are posted in the squad room. The work sheet must be completed after each pole check. One work sheet is completed for each emergency pole. Any reports of repairs must be indicated on the work sheet. The completed work sheets are to be posted back in the squad room by Monday at 0800 hours.

Officers are required to post “out of order” pole covers on any emergency pole that is malfunctioning.

ISU Main Campus

It is the responsibility of the Monday midnight shift officer to test the serviceability of the emergency blue light poles. This should be completed between 0330 - 0530 hours.

The Pocatello Police Department must be notified before completing the checks.

Idaho Falls University Place

It is the responsibility of the Saturday day shift officer to contact the Idaho Falls University Place officers to ensure serviceability of the University Place emergency blue light pole. Report any repairs in the work sheet in the squad room.

Officers are required to insure the “out of order” pole cover is placed on any emergency pole that is malfunctioning.

2.1.24 Minimum Staffing - Campus Wide

The minimum staffing level for patrol is one officer.

During routine vehicle patrol, officers may cross over into other divisions and beats as necessary to provide a high level of pro-active patrol.

Calls for service will be the responsibility of the assigned shift officer. Non-priority calls will be held until the beat officer clears, in keeping with established Communications guidelines.

Emergency calls should be assigned to the patrol beat officer or another officer if the beat officer is busy.

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2.1.25 Beat Rotation

Daily shift assignments shall be assigned by the shift supervisor. Frequent rotation is intended to allow officers to maintain a community wide perspective of crime problems and concerns.

Rotation of shift assignments will be determined by the assigned shift supervisor. Days off will be determined by the assigned shift supervisor.

2.1.26 Response to Resident Halls

For any incident that occurs at a housing complex, coordination with the complex director is mandatory. If any business involves entering the housing complexes, the housing staff is to be notified unless you are instructed differently by the ISU Director of Public Safety. Do not assume that the complex director has been notified because you are with a resident assistant. Always ask for the director to be notified of your presence.

2.1.27 Response to Domestic Disturbance

When a Public Safety officer is dispatched to the scene of a domestic disturbance, the officer will observe the scene and determine if any of the following has occurred;

19-603 When at the scene of a domestic disturbance there is reasonable cause to believe, based upon physical evidence observed by the officer or statements made in the presence of the officer upon immediate response to a report of a commission of such a crime, that the suspect has committed a violation of assault, battery, domestic assault or battery, stalking, or violation of a protection order (For more information refer to the Idaho Code).

If any of the crimes listed below is determined to exist or have happened, the ISU officer shall:

- A. Take control of the scene and render it safe.
- B. Make immediate notification for aid from the Pocatello Police Department.
- C. Request immediate medical assistance if appropriate.
- D. Request an advocate pursuant to FSA Protocol (An advocate should be called for all situations involving the crimes listed below).
- E. The Public Safety Officer will complete a Danger Assessment Form (can be found on the Public Safety Z (Share) Drive. If there are 10 more "yes" answers on the assessment, the victim is to be considered in severe danger of physical harm or possible death.
- F. Notify the Public Safety Director.
- G. Begin investigatory inquiries and securing any evidence for the Pocatello Police.

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The following definitions are provided to assist officers in quantifying the incident.

- 18-901 Assault:** (1) means an unlawful attempt, coupled with apparent ability, to commit a violent injury on the person of another; or (2) An intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in such other person that such violence is imminent.
- 18-903 Battery:** (1) means a willful and unlawful use of force or violence upon the person of another; or (2) actual, intentional, and unlawful touching or striking of another person against the will of the other; or (3) unlawfully and intentionally causing bodily harm to an individual.
- 18-918 Domestic Assault or Battery:** (1) means the physical injury, sexual abuse, or forced imprisonment or threat thereof of a family or household member. (2) "Family or house hold member;" means spouses, former spouses, persons related by blood or marriage, persons who reside or have resided together, and persons who have a married or have lived together at any time (For more detailed information, see the Idaho Code).
- 18-7905 *Stalking:** means any person who willfully, maliciously and repeatedly follows or harasses another person or a member of that person's immediate family . . . when there is a temporary restraining order or an injunction, or both, in effect prohibiting the behavior described . . . "Harasses" means a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress.
- 39-6312 Violation of a Protection Order:** whenever . . . the respondent or person to be restrained had notice of the order, a violation of the provisions of the order or of a provision excluding the person from a residence shall be a misdemeanor . . . an officer may arrest without a warrant and take into custody a person whom the officer has probable cause to believe has violated an order (violation of order - 39-6312) if, the person restrained had notice of the order.

It is the procedure of the ISU Department of Public Safety to detain a person until the PPD arrives. Arrests are only to be made if directed to do so by a supervisor, the PPD or if the violation occurred in our presence, and an arrest is the only way to detain the suspect until the police arrives.

*If incident is only stalking and nothing else has occurred, refer to Chapter II Section 1.4 for Stalking Incident Procedures

Domestic Disturbance Involving A Public Safety Officer or Sworn Police Officer

The same procedures stated above will be followed, without exception.

2.1.28 Response to Incidents in Idaho Falls

The ISU Department of Public Safety is encouraging those at the facilities in Idaho Falls to contact Public Safety Officers when incidents occur in Idaho Falls. Any calls from the Idaho Falls facilities are to be treated the same as if they had originated in Pocatello by Communications.

The Idaho Falls Police are to be contacted by the Public Safety dispatcher, even if the reporting party in Idaho Falls indicates that they have already contacted them.

Public Safety Officers will not normally respond to Idaho Falls unless they are directed to do so by the Director of Public Safety. However, the officer is to begin a telephone investigation and make a report on the incident when there are no Idaho Falls officers on duty.

2.1.29 Timely Warning Policy

The timely warning procedure is to assure the timely dissemination of criminal information reported to Public Safety regarding activities that may represent a threat or may be harmful and unsafe for the university community, and to aid in the prevention of similar threats or occurrence of crimes.

Timely warnings will include crimes that occur:

On Campus

“Any building or property owned or controlled by the university within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition; that is owned by the institution but controlled by another person, is frequently used by students, and supports university purposes such as food or other retail vendors.”

Non-Campus Building or Property

“Any building or property owned or controlled by a student organization that is officially recognized by this institution; or

Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, if frequently used by students, and is not within the same reasonable contiguous geographic area of the institution.”

Public Property

“All public property, including thoroughfares, streets, sidewalks and parking facilities, that are within the campus or immediately adjacent to and accessible from the campus.”

It should be noted that not all crimes are reported to Public Safety. In some instances the report is made to the local police department in which case there may be a period of time before Public Safety becomes aware of the report. Every effort will be made to coordinate with the local police for timely warnings.

Crimes that fall under the Timely Warning Procedure are as follows, but are not limited to:

Homicide
Sex Offenses
Robbery
Aggravated Assault
Burglary
Motor Vehicle Theft
Arson
Negligent Manslaughter
Hate Crimes

The Public Safety Director or his designee will be notified as soon as possible for concurrence when a timely warning is thought to be in order. The type of media to be used for dissemination and wording of the warning must be approved in advance by the Director or his designee.

Types of dissemination are as follows:

E-Mail
Phone Mail
Public Safety Web Site
Campus Watch Newsletter
Campus Radio Station
Public Notices Distributed by Hand or Posted in Affected Areas of Campus

Procedure

The dispatcher will receive the report of criminal activity and dispatch the officer (reports may be received by other office personnel or personally by the officers).

The officer will report any incidents to the Shift Supervisor that meet the timely warning criteria. The Shift Supervisor will review the incidents on a shift to determine if they meet the criteria for a timely warning and will contact the Director or his designee for concurrence.

The Director will approve the type of media and the wording for the warning. The officers and/or office staff on duty will carry out the timely warning in the manner in which the Director or his designee has established.

Timely warnings for incidents that occur in on-campus student residences will be coordinated with Housing.

2.1.30 Maintenance Requests

When a maintenance call is received, an officer is to respond to the scene to determine if after hours maintenance should be contacted. If tools are needed, contact custodial up until 0000 hours. After this time, if there is no urgency for repair utilize the "out of order" signs. If the repair is urgent, contact after hours maintenance.

Anytime there is a power outage on campus, maintenance is to be contacted.

When submitting a maintenance request with a report, the maintenance request slip is to be stapled to the front of the report. They are not to be paper clipped to the front or back of the report.

2.1.31 Towing Vehicles with Excessive Parking Fines

The following procedure is to be followed when towing a vehicle:

- A. If a ticket writer calls in a license plate to be checked, the dispatcher will check the computer to ascertain outstanding fines.
- B. If the vehicle has \$50.00 or more in unpaid fines and has not received a tow warning sticker within the past six months, the dispatcher will authorize a tow warning sticker be issued to the vehicle. The date for the vehicle to be towed will be three working days from the date of issuance.
- C. In order for a vehicle to be towed, the following must be met:
 - 1. The vehicle must have received a tow warning sticker within the past six months.
 - 2. The vehicle must have received a tow letter within the past six months.
 - 3. The Cashier's Office must be contacted to see if the violator has paid the fines there.
 - 4. The violator must not have a repayment agreement negotiated, unless the violator is in violation of the agreement.
 - 5. The Towing Checklist must be completed and the tow must be approved by the Director or other administrator (See Chapter III Section 2.1.31).
- D. When a vehicle is towed, notification of the tow is to be reported to Pocatello Police (234-6100) by the dispatcher. A notice of the tow and a description of the vehicle, including license plate number and registered owner's name is to be posted in the Parking Office advising where the vehicle was towed to.
- E. Once an individual has received a tow warning, the only place they can park is in the free parking area at Holt Arena. The individual should be advised that if they park in any other area, they will be towed from campus.

2.1.32 Tow Checklist Form

TOWING CHECKLIST

Name: _____ Bengal Card # _____

Plate #: _____ Circle One: Faculty Staff

Student Other

1. Enter the amount of outstanding fines _____
2. Does the violator have a current parking permit? _____
3. If yes, enter permit number _____
4. Where is the vehicle parked? _____
5. Is the vehicle **legally** parked? _____
6. Enter date of tow letter (must have been received within last 6 mos.) _____
7. Enter date of tow warning (must have been received within last 6 mos.) _____
8. Log Entry Narrative checked for special circumstances? _____
9. Have we received payment in office? _____
10. Has a payment been made at the cashier's office? _____
11. Has the violator negotiated a payment agreement? _____
12. Is the violator in compliance with the agreement? _____
13. Does the subject currently have any tickets under appeal? _____
14. Make, model, color of vehicle _____

I have checked the tow letter/warning date against the fine dates & ascertained that the violator has received appropriate notice; i.e.: if the violator has made recent payment for outstanding fines that dropped him/her below the towing limit & then incurred additional fines, he/she has received a tow letter/warning for the new citations.

- A. Approved
B. Not Approved

Dispatcher Signature

I made a courtesy call to the offender.

Signature

Date _____

(initial)

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2.1.33 Snow Closure Procedure

If accumulation of snow is more than 3 inches and/or if wind and snow conditions become a safety concern for campus travel, the Public Safety Office should make sure the grounds crew is on campus by 0400 hours. Contact a grounds supervisor by phone in the following order, if necessary:

Dave Mitchell	221-8769	233-7085	Landscape Foreman
Mike Stallsmith	221-5287	238-2004	Landscape Foreman
Chris Wagner	221-0307	251-8172	Landscape Superintendent

If, in consultation with the landscape supervisors listed above, it is determined that the University cannot safely conduct business, the Public Safety Office should contact the Associate Vice President for Facilities Services and the Director of Public Safety by 0415 hours. The Associate Vice President for Facilities Services will consult with the University President or his designee on the closure decision.

Steve Chatterton, Public Safety Director	221-1785	237-5429
Phil Moessner, AVP Facilities	220-5748	240-6104
Steve Fuger, Director of Facilities Operations	705-04456	237-9021
Dr. Arthur Vailas, University President	406-1282	232-0539
Mary Vagner, Pocatello School District 25	317-2273/237-1074/235-3205	
Idaho Falls Campus - Lyle Castle	241-0436	525-4754
Meridian Campus – Bessie Katsilometes	244-1247	887-5387

Contact ISU Transportation Services Terry French to see if ISU busses are running. If a decision is made to close the University, Dispatch will notify pertinent radio and television stations. Messages are to go out via RAVE using phone, text, email, posted on the University home page, Public Safety Emergency Information page, Facebook and Twitter (Steve will have dispatch do this via RAVE). A message will also be placed on the Closure Phone (ext. 3936).

Terry French	251-1212(cell)	357-7076 (home)
Bus on Call Cell	221-0068	
Transportation on Call Cell	681-8723	

School Districts

Pocatello District #25	232-3567	www.d25.k12.id.us
Alternate #	233-3563	
Idaho Falls District #91	525-7500	www.d91.k12.id.us
Idaho Falls District #93	525-4400	www.d93.k12.id.us
Blackfoot District #55	785-8800	www.d55.k12.id.us
Meridian School District #2	855-4500	www.meridianschools.org
Nampa School District #131	476-9462	http://www1.nsd131.org/web0/default.aspx
Boise School District #1	864-4000	www.boiseschools.org/

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Miscellaneous Numbers

Idaho State Police	236-6066 (Pocatello) 884-7000(Meridian)
Road Report/Road Conditions	Call 511 or 1-888-432-7623: http://511.idaho.gov
Idaho Transportation Dept. (ITD)	208-334-8000 (Boise)
Weather Service (voice)	233-0834: www.weather.gov
Weather Service (recording)	233-0137
Weather Service (unlisted)	232-9316 (ask Steve before you call this #)
Port of Entry McCammon	775-3322 or 775-3311

Television Stations

Pocatello/Idaho Falls

Email for all Southeast Idaho tv/radio stations: noschool@eiradio.com

KPVI Channel 6	232-6666/529-0540	Fox 31	232-3141
KIDK – TV3	233-3333/522-5100/523-8922	KPIF TV	537-5743
KIFI News 8	233-8888/525-8888 or 525-2520		

Meridian

KTVB – Boise 208-375-7277 email: ktvbnews@ktvb.com
KBOI – Boise 208-472-2224 or 208-472-2207 email: news@kboi2.com
KIVI/KNIN – Nampa/Caldwell 208-381-6660 email: news@kivitv.com

Radio Stations

Pocatello/Idaho Falls

KSEI (KMGI)	233-2121	KISU	282-2857/800-543-6868
KZBQ	234-1290/232-2636	KPKY the Rock	233-1133
KLCE***	523-3722/785-1400	KORR 104	235-1041
KWIK	522-5900	KUPI	522-1101
KRXX (Rexburg)	656-8956	KGTM	529-6926
KRIC (Rexburg)	496-2050	Clear Channel	524-5900
KITT K100 (Soda)	547-2500		

***KLCE has the following affiliates: KPLV, Z103, LIVE 105, KCVI, KICN, and KBEAR. We only need to call KLCE and they will inform the other stations.

Meridian

KBOI News Talk Radio 670 336-1821 email: news@kboi.com
KIDO 580 News Radio 344-6353 email: kevin.miller@peakbroadcasting.com
KINF News Radio 99.1 FM and AM 730-Nampa: 465-9966 email: donw@impactradiogroup.com
Boise State Public Radio 426-3663 email: sadiebabits@boisestate.edu

Meridian

A recommendation to close campus in Meridian due to weather will be made by the ISU Administration, Public Safety and Facilities Services, in Pocatello and Meridian, after consulting the various sources listed above for weather information. The ISU President or his designee will make the final decision to close campus. If the Meridian campus is closed a recording will be set up on the student hotline number at 282-7825. In addition, Dispatch will notify pertinent radio and television stations. Messages will also be posted on the University home page, Public Safety Emergency Information page, Facebook and Twitter (this will be done by ISU Dispatch via RAVE).

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NAME	OFFICE	HOME	CELL
Bessie Katsilometes, Dean, ISU Meridian	273-1708		244-1247
Robin Dodson, Advisor to the Dean	373-1705	345-4486	841-4486
Chris Wilson, Facilities Foreman	373-1787	884-0842	991-7512
Patty Tryon, Management Assistant	373-1704	898-0845	860-1295
Ali Crane, Director, Enrollment Svcs.	373-1706		250-0876
Joff Stone, Meridian Public Safety Officer	373-1891		713-5863

Phone Closure Procedure

A. ISU Public Safety Closure Phone (#3936):

The message on the closure line (#3936- located on the console at dispatch) will direct callers on whether the University is open or closed.

UNLESS OTHERWISE DIRECTED BY THE UNIVERSITY PRESIDENT OR HIS DESIGNED, THE MESSAGE WILL STATE THAT THE UNIVERSITY IS OPEN FOR NORMAL BUSINESS.

B. To change the ISU closed message, proceed as follows:

1. From 3936, dial into the phone mail system by dialing "6990".
2. Enter the pin "7669" (7669=SNOW) then "Enter" or "#".
3. Select "4".
4. Select "1".
5. Record closed message as directed by Steve or Michelle.
6. Select "#".
7. Hang up. Phone mail will answer advising that the University is closed.
8. BE CERTAIN THE LINE LIGHT IS FLASHING. IF IT IS NOT, DIAL"#-9-6990" AND HANG UP.
9. Go to another phone and call 3936 to test that the proper message is in place.

C. To change the ISU open message, proceed as follows:

1. From 3936, dial into the phone mail system by dialing "6990".
2. Enter the pin "7669" (7669 = SNOW) then "Enter" or "#".
3. Select "4".

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4. Select "1".
5. Record open message as directed by Steve or Linda.
6. Select "#".
7. Hang up. Phone mail will answer advising that the University is open.
8. BE CERTAIN THE LINE LIGHT IS FLASHING. IF IT IS NOT, DIAL"#-9-6990" AND HANG UP.
9. Go to another phone and call 3936 to test that the proper message is in place.

IF YOU ARE UNABLE TO PROPERLY PROGRAM THE PHONE, CALL MICHELLE OR JAMIE AT HOME.

2.1.34 Snow Closure Policy - Idaho Falls and Meridian

If accumulation of snow is more than three (3) inches or if wind and snow is making driving extremely unsafe, site closure may be implemented as follows:

If Major School District(s) Where ISU Regional Site is Located are CLOSED (e.g., Boise & Meridian):

Action: ISU Dean will contact the Director of Public Safety and/or the AVP for Facilities Services, who in turn will contact the VP of Finance and Administration. The outreach dean will also contact the University President to obtain authority to close campus. The outreach dean will contact the Public Relations Office to provide closure information to local television and radio stations. Notice of closure by e-mail and telephone messaging is to be activated through remote access to the system; it is the responsibility of the ISU Dean to assure that such communication is in place at the regional site.

If Major School District(s) Where ISU Regional Site is Located are Considering Closure and Outlying Area Schools are Closed:

Action: ISU Dean will contact ISU Director of Public Safety and/or the AVP of Facilities Services, who in turn will contact the VP of Finance and Administration to discuss options and determine final action.

If ISU Dean Cannot Make Contact with ISU Pocatello Main Campus Officials by 6:00 a.m. for Public Announcement of Closure in Order to Safeguard the Lives of the Students, Faculty and Staff members:

Action: ISU Dean can make a decision to close for a period of hours up to one day and will notify campus officials after media alert, emergency phone activation and e-mail notification.

ISU Twin Falls is located on the College of Southern Idaho (CSI) campus and would be included in CSI decisions regarding campus closure for snow conditions.

2.1.35 Snow Removal Procedure

Areas of Responsibility and Duties

Public Safety will:

- Monitor all campus properties.
- Inspect for unsafe conditions.
- Notify the proper department for area of concern.
- Confirm condition was corrected.
- Begin process of snow removal by alerting on-call personnel when there is sufficient snow to create a problem.
- Provide snow alert and deficiency reports. Maintain an up-to-date on-call list from the responsible departments.

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TITLE: OPERATIONS Patrol Supervisor Span of Control	CHAPTER: III SECTION: 2.2
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Patrol Supervisor Span of Control

2.2.1 Patrol Sergeant's Responsibilities

The first line supervisor in the patrol section is designated as the Sergeant. The Sergeant is responsible for the dissemination of briefing information, evaluation of subordinates, investigation of citizen complaints, assignment of personnel, review of criminal and non-criminal reports, and supervision of the officers, student employees, and full-time employees on-duty.

Sergeants may delegate certain duties to their respective Corporals on the Sergeant's behalf during absence from regularly assigned duty periods.

2.2.2 Patrol Corporal's (Senior Officer) Responsibilities

The patrol Corporal is responsible for assigning personnel to duty assignments, briefing, review of reports, and supervision of the officers on-duty, in the absence of the Sergeant.

The Corporal may have other responsibilities delegated at the discretion of the Sergeant.

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TITLE: OPERATIONS Patrol Supervisor Response	CHAPTER: III SECTION: 2.3
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 03/97

Patrol Supervisory Response

There are often times when incidents of a serious nature occur that require the presence of a patrol supervisor at the scene of the incident. This response is necessary to authorize a supervisor to deal with the incident.

2.3.1 Required Response

A patrol supervisor shall be required at the scene of the following incidents.

- A. Any serious incident.
- B. Any shooting.
- C. Any actual fire involving a structure.
- D. Any traffic accident involving death or potential death.
- E. Any officer injury.
- F. Any officer-involved accident.
- G. Any organized demonstration that presents the possibility of arrests for civil disobedience or criminal activity.
- H. Any scene where coordination of multiple agencies (i.e. law enforcement or public safety agencies) are involved. This does not include false fire alarms.
- I. Any incident that presents the potential for loss of life or serious physical injury.
- J. Any bombing or attempt.
- K. Racial incidents that turn out to be volatile.

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- L. At the request of any officer.
- M. Any time a bomb threat or threat information is received.

For the purpose of this section a supervisor shall be defined as the Sergeant on-duty. If neither a Sergeant nor Lieutenant is on-duty, the officer shall immediately contact by Page r or telephone a supervisor.

2.3.2 On the Scene Supervision

The on-scene supervision shall be conducted by the first supervisor on the scene until he/she is relieved by a higher authority.

2.3.3 Patrol Priorities

- A. Due to increasing demands for services, calls for services shall be handled in order of priority. The prioritization plan is designed to accommodate the process as well as preserve beat integrity necessary for effective patrol effort.
- B. Calls shall be placed in three categories:
 - 1. Emergency
 - 2. Urgent
 - 3. Routine
- C. Emergency calls shall be dispatched without delay to the nearest unit to the call location.
- D. Urgent calls are of a less serious nature and may be held no longer than 15 minutes unless a supervisor approves longer delay.
- E. Routine calls may be held for a maximum of 30 minutes before a supervisor must be advised. Calls of this nature may be handled over the phone.
- F. The following guidelines shall be used in priority ordering calls:
 - 1. Priority one - Emergencies
 - a. Any reported injury or serious health problem.
 - b. Any threat to life or danger of serious physical injury or major property damage.
 - c. Any felony or violent misdemeanor where the suspect has remained at the scene or may be apprehended in the immediate area.

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2. Priority two - Urgent
 - a. Any incident currently in progress that does not represent a significant threat to life or property.
 - (1) Vehicle accidents not involving injuries or vehicles blocking traffic.
 - (2) Burglaries or auto thefts which just occurred, but where the suspects have fled the scene and there is no reasonable chance of immediate apprehension.
 - (3) Incidents with suspect information or where immediate follow-up is required.
3. Priority three - Routine
 - a. Any incident not in progress involving minor offenses or when the complainant had delayed reporting the incident for more than one hour, such as:
 - (1) Any incident involving non-criminal matters or requests for service.
 - (2) Any incident where there is no likelihood of apprehending the offender.
 - (3) Any incident where no initial investigation is possible because the complainant is not at the scene.
 - (4) Any complaint for insurance purposes.
 - (5) Abandoned or illegally parked vehicles.

G. Calls for service will not be held if an officer is performing a routine patrol task.

2.3.4 Duress Phone Calls

The duress line is the red "emergency phone" in dispatch. Phones at locations on campus such as individual offices have been connected to the duress line. See dispatch manual.

The dispatcher receiving the call is to give it top priority and dispatch an officer immediately.

The officer receiving the duress call is to give it top priority and respond immediately.

The officer will respond quickly but use caution because this type of call has the potential to be dangerous.

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TITLE: OPERATIONS Roll Call Briefing	CHAPTER: III SECTION: 2.4
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Roll Call Briefing

2.4.1 Purpose

Roll call briefing shall be used as a means of informing patrol personnel of issues involving the Department, and for training, as well as making duty assignments.

2.4.2 Officer's Responsibilities

Officers working patrol assignments shall report for roll call briefing in the required duty uniform and shall be prepared to immediately respond to any calls for service.

Officers will record information necessary for their duty assignment.

It shall be the responsibility of the shift supervisor to ensure all personnel working regular duty are briefed with relevant information. The following is a listing of information that shall be covered:

- A. Current (on-duty) shift information.
- B. Departmental Information:
 - 1. Previous shift information
 - 2. Special Orders
 - 3. Memorandums to include subpoenas, attempts to locate (ATL), and intelligence information
 - 4. Training
 - 5. Off-duty work
 - 6. Other information: crime analysis, directed patrols

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C. University Information:

1. Personnel matters
2. Special events
3. Other

D. Inspections:

1. Uniforms
2. Weapons
3. Vehicles

Information for briefings will be obtained from the daily information board and incident box.

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TITLE: OPERATIONS Nuclear Reactor Security Checks and Response	CHAPTER: III SECTION: 2.5
APPROVAL:	REVISION NO.: 02
REVIEW DATE: March 15, 2004	ISSUE DATE: 07/96

Nuclear Reactor Security Checks and Response

2.5.1 Policy

The Department is required to perform periodic security checks of the nuclear reactor located in the Engineering Building. Department personnel are responsible for providing these required checks.

2.5.2 Requirements

The below listed security checks shall be performed at least once during each four hour segment between the hours of 0001 and 2400 every day of the week. The checks shall be separated by a maximum of four hours. The minimum number of checks for this period shall be six.

On weekends, holidays, or other times that the University is closed, one check per four hour period shall still be performed between 0001 hours and 2400 hours. These checks shall be separated by a maximum of four hours. The minimum number of checks for this 24-hour period shall be six.

2.5.3 Areas for Security Checks

The following security checks shall be performed:

- A. A visual check of room 20.
- B. A physical check of the door/lock of room 20.
- C. A visual check of the Reactor Monitoring Device (on/off).
- D. A visual check of room 22.
- E. A physical check of the door/lock of room 22.

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- F. A visual check of room 23.
- G. A visual check of the door/lock of room 23.
- H. Complete security check with bar code read.

During the visual inspections, if unusual activity or situations arise, the person conducting the inspections shall inform the on-duty supervisor and dispatch. The supervisor shall make the determination to contact the reactor personnel.

Items of special concern while conducting the inspection are:

- A. The locked doors of rooms 20, 22, and 23. If they are found unlocked, notification of reactor personnel will be determined by the on-duty supervisor.
- B. There are radiation sensors that will activate upon detection of certain levels of radiation. This alarm is composed of an audible bell and light.
- C. There is a red light outside of room 20. When the light is on, this is an indication that the reactor is in operation.
- D. Any time when the doors to rooms 20, 22, and 23 are open and/or the red light indicates the reactor is in operation, there should be authorized personnel in the rooms and observable from the viewing windows in the doors.
- E. Any unsecured doors shall be reported to reactor personnel immediately.
- F. If the alarm is sounding, immediate notification to dispatch, the supervisor on-duty, and reactor personnel is required.

2.5.4 Emergency Notification Procedures and Lists

Dispatch shall maintain a current notification list. Following is the protocol and call lists for responding to alarms at the Engineering Building:

- G. Immediately dispatch two (2) Public Safety Officers to the scene.
- H. Bring up all cctv cameras in Engineering.
- I. Contact Steve Chatterton and advise him of the situation.
- J. Call Reactor Staff on call out list until someone affirms they will respond and meet the officers at the facility.
- K. Record name of staff responder.

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- L. Communicate name of staff responder to officers at the facility and instruct officers where to meet the responder at the facility.
- M. Any other contacts will be made per instructions from Steve Chatterton and/or the reactor staff responder, or supervising officer on scene.
- N. Use the Phoenix Alarm System to process and log the Event. Phoenix contains the signal data (i.e., Intrusion or Fire alarm), instructions/procedures, contacts and an action log to record every action taken as the Event is processed.

Trouble Alarms

If the alarm resets/restores within 10 minutes, dispatch will complete a maintenance request. If alarm does not restore/reset within 10 minutes or alarms continually, dispatch the on-duty officer and bring up cameras where available. Notify Steve immediately! Notify Maintenance (after hours & on weekends on-call maintenance) ONLY if the officer can't reset the alarm. Dispatch will complete a maintenance request.

NOTE: There is no possible radiation exposure resulting from any emergency at this facility that might be high enough to prevent anyone from providing emergency medical attention to an injured individual within the nuclear facility.

Communications Failures

A Network Communications Failure alarm occurs when there is a communications failure between our alarm notification system and the campus network. It normally resets within minutes. Contact Telecom ONLY if it has not cleared within 1 (one) hour (during normal business hours contact Telecom at ext. 4541; after hours call the NOC line at ext. 6621).

Find out what is wrong and how long it will be down. Notify the Director at this time to let him know what is going on.

If the alarm is going to be down for more than 2 (two) hours notify the on-duty officer to do a security check of the area every two hours.

2.5.5 Security Response

During an incident at the Engineering Building, Public Safety has the responsibility to:

- A. Establish area control and manning of check points.
- B. Traffic control and traffic counting.
- C. Assistance in communications and information dispersal.
- D. Assist state police in the event of a radiation accident.

2.5.6 Response to Intrusion

When an intrusion is determined, two officers shall be dispatched to investigate. Any person found in the area will be detained and required to provide a current valid identification.

Questions concerning a person's authority to be in the area shall be clarified with the Reactor Facility Notification Roster or personnel on site.

2.5.7 Response to Fire Alarms

When a fire alarm is activated at the Engineering Building, key reactor personnel have been instructed to meet on the east side of the building.

Officers should make contact with one of the reactor representatives to determine if the alarm is a result of a problem at the Engineering Building, or an actual fire.

All alarms shall be fully documented on a Miscellaneous Incident Report.

2.5.8 Suspected Exposure to Radiation

If any person is suspected to have been contaminated, Communications shall immediately be advised. It is Communications responsibility to immediately inform the fire department, and Technical Safety. Persons suspected of exposure shall be isolated as much as possible to prevent any further contamination.

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TITLE: OPERATIONS Animal Control	CHAPTER: III SECTION: 2.6
APPROVAL:	REVISION NO.: 02
REVIEW DATE: November 27, 2006	ISSUE DATE: 07/96

Animal Control

No officer shall attempt to physically handle any animal which appears to be wild or vicious. In the event that the Department receives a report of a stray, vicious, or wild animal the following procedure will be followed.

2.6.1 Policy

Upon receiving a report of a wild, stray, or vicious animal, an officer will be dispatched to evaluate the circumstances.

2.6.2 Communications Responsibility

Communications is responsible for evaluation of the call and dispatching appropriate personnel.

2.6.3 Officer's Responsibility

Without a handler:

- A. The responding officer will evaluate the situation and determine whether or not the animal can be handled by our Department.
- B. The responding officer should use the animal restraining pole to capture large animals.
- C. The officer will notify Communications to have animal control dispatched.

2.6.4 Handling Animals and Dogs

- A. In the event that a Public Safety officer responds to a call or witness's actions and or behaviors of an animal or dog which leads him or her to believe the animal is aggressive, a written dismissal from campus shall be given immediately to the owner/handler and the animal shall be removed from campus immediately.

If there is no owner or handler with the animal, the restraining pole will be used to capture and control the animal. Animal Control will then be contacted to come claim the animal and remove it from campus.

- B. The officer will then write a detailed incident report specifying the actions and behaviors displayed by the animal.
- C. Actions which constitute aggressive behavior:
 - 1. Head being lowered, show of teeth, ears flattened;
 - 2. Attempted biting, growling, sneering;
 - 3. Crouched body position, pulling against restraining devices, or stalking behaviors.
- D. These are pre-attack behaviors. A combination of these actions will constitute the animal being judged as aggressive and justify banning the owner/handler from bringing the animal on campus is justified.

2.6.5 Dogs on Bartz Way

Dogs are allowed on Bartz Way without a leash. They must, however, be within their owner's control by voice command and owners may be required to demonstrate control.

Owners will be required to pick up and dispose of their dog's solid waste.

2.6.6 Use of Force

If the animal struggles or tries to attack, and the officer feels they are a threat, use of 5% OC spray may be administered according to the regulations specified in Section III 1.1.13 of this manual.

At no time will an officer physically beat or injure an animal found on ISU property.

2.6.7 Dead Animal Removal

When the carcass of a dead bird is found on campus Public Safety Dispatch will contact Animal Control. If Animal Control cannot be contacted or cannot respond, then Public Safety will contact Grounds. If for some reason Grounds cannot be contacted or cannot respond, then Public Safety will remove the dead bird following these general precautions.

If possible, before disposing of any dead bird, you need to consult with the local Fish & Game to inquire whether dead bird reports are being tallied and if the dead bird in question might be a candidate for WNV (West Nile Virus) or Avian Flu testing. If the dead bird has been dead under 24 hours, Fish & Game will do testing if someone brings the bird to them. If the bird has been dead for longer than 24 hours, it needs to be disposed of. In both cases, Animal Control will pick up the dead birds, depending on how busy their officers are.

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When picking up any dead animal, wear disposable impermeable gloves and protective eyewear, and place the dead animal directly into a plastic bag. Gloves will be changed or not used if torn or otherwise damaged. If gloves are not available, use an inverted double plastic bag technique for picking up carcasses or use a shovel to scoop up the carcass into a plastic bag.

For situations in which the bird carcass is in a wet environment or in other situations in which splashing or aerosolization of viral particles is likely to occur during disposal, safety goggles or glasses and a surgical mask will be worn to protect mucous membranes against splashed droplets or particles.

Animal carcasses will be double bagged and placed in a trash receptacle that is secured from access by children and animals. If the carcass is to be submitted for testing, it will be given to ISU Technical Safety to secure.

After handling any dead animal, avoid touching the face with gloved or unwashed hands.

Any PPE that was used (e.g., gloves, safety glasses, mask) will be discarded or disinfected, and hands will then be washed with soap and water. Use an alcohol-based hand gel when soap and water are not available.

If possible, before disposing of any dead animal/bird, you need to consult with the local Fish & Game to inquire whether dead animal/bird reports are being tallied and if the dead animal/bird in question might be a candidate for WNV or Avian Flu testing. If the dead animal/bird has been dead under 24 hours, Fish & Game will do testing if someone brings the animal/bird to them. If the animal/bird has been dead for longer than 24 hours, it needs to be disposed of. If both cases, Animal Control will pick up the dead birds, depending on how busy their officers are.

2.6.8 Additional Precautions for Dead Animal Removal in High Risk Settings

If it becomes necessary for any Public Safety Officer to collect large numbers of dead animals or in confined indoor spaces, the following additional precautions will be used.

1. Minimize any work activities that generate airborne particles. For example, during the cleanup phase of the bird removal, Do Not washing surfaces with pressurized water or cleaner (i.e., pressure washing) which could theoretically aerosolize Avian Flu viral particles that could then be inhaled. The use of PPE (i.e., a filtering face-piece respirator (N95), coveralls, gloves, shoe covers, and protective eyewear) will be authorized, particularly while repeatedly handling large quantities of dead birds as part of a regular work assignment.
2. If using safety glasses, a mask, or a respirator, do not remove any of these items until after gloves have been removed and hands washed with soap and water. Use an alcohol-based hand gel when soap and water are not available. After PPE has been removed, hands will immediately be cleaned again. Personal Protective Equipment worn (e.g., gloves, mask or clothing) will be disinfected or discarded.
3. Appropriate bio-safety practices and PPE use are available from Technical Safety.

2.6.9 Recommendations for PPE Disinfection

For machine-washable reusable PPE: Disinfect PPE in a washing machine with detergent in a normal wash cycle. Adding bleach will increase the speed of viral inactivation as will hot water, but detergent alone in cold water is also effective. Follow manufacturer instructions for drying the PPE.

Non machine-washable reusable PPE should be cleaned following the manufacturer's recommendations for cleaning.

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TITLE: OPERATIONS Alcohol and Illegal Drug Policies and Procedures	CHAPTER: III SECTION: 2.7
APPROVAL:	REVISION NO.: 04
REVIEW DATE: January 27, 2012	ISSUE DATE: 07/96

ALCOHOL& ILLEGAL DRUG PROCEDURES FOR CAMPUS

2.7.1 Purpose

The purpose of this procedure is to implement the alcohol and illegal drug policies of Idaho State University and the State Board of Education which prohibits the possession and consumption of alcohol in public places on University property, and which prohibits the manufacture, sale, possession and use of illegal drugs on University-owned or controlled property (see the Statement on Alcohol and Drugs in the ISU Policies and Procedures and Student Code of Conduct on Intoxicants and Drugs and the Substance Abuse Policy in the Student Handbook).

Consumption of alcohol is prohibited in general use areas and is permitted in the living quarters of persons of legal age, e.g. individual residence hall rooms, student apartments; and other areas designated by the President with the approval of the State Board of Education. General use areas shall include all University owned, leased or operated facilities and on campus grounds.

The illegal manufacture or attempted manufacture of, the possession, use of or distribution of any illegal drugs, as defined by the laws of the State of Idaho, including, but not limited to, lysergic acid diethylamide (LSD), marijuana, amphetamines, and or distribution of, narcotics on University-owned or controlled property is prohibited.

The Public Safety Director is to be notified on all alcohol and drug violations.

2.7.2 Alcohol Policy Responsibilities

It is the responsibility of all University employees and students to follow the policy adopted by the State Board of Education, and to report violations of the alcohol policy to the Department of Public Safety.

The Department of Public Safety will refer all reported violations of the Alcohol Policy involving University students to the Dean of Student Affairs Office. All reported violations involving University employees will be referred to the employee's supervisor and to Human Resources.

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University groups and/or employees sponsoring public events and those employees responsible for the scheduling of public events on University property are responsible to make notification to those using University property and facilities that the possession and consumption of alcohol is prohibited.

It is the responsibility of Public Safety to coordinate efforts at the University to enforce this policy, and to interface with the Pocatello Police Department where necessary to assist in the enforcement of this policy.

Exceptions to the Alcohol policy for use at special events and in designated areas are permitted pending approval by the University President and the State Board of Education.

2.7.3 Alcohol Use - Public Notices

Entrances to the parking lot at the Holt Arena will be posted with signs advising users of the parking lot that the possession and consumption of alcohol is prohibited. Tickets to University sporting events are also marked advising participants that alcohol is prohibited on the premises, within the Holt Arena, or other areas where sporting activities are held.

Activities or events, outside normally designated areas, where alcohol consumption is permitted, notice will be given to that effect to users and officers.

Holt Arena Parking at Athletic Events

Regular patrol of the area will be conducted. When an officer has reasonable suspicion that a suspect vehicle is being used to violate this policy, contact with the person responsible for the vehicle will be made, and the occupants will be advised of the policy. If alcohol is observed, the officer will follow the steps outlined in the following paragraph.

Adults found in violation will be advised of the policy and requested to dispose of the alcohol, remove it from the premises, secure it in a vehicle, relinquish it to Public Safety or leave the property.

Persons who refuse to comply will be requested to leave the premises. Those who refuse to leave will be advised that they will be subject to arrest.

If they continue to refuse, the Pocatello Police Department will be summoned and the subject will be either escorted from the property or issued a summons for trespassing and/or other violations (i.e., open container) and escorted from the property. Actions taken will be at the discretion of the officers involved, based on the circumstances that exist at the time of the incident.

Persons who comply with the request, but are later found in violation of the policy will be detained for the Pocatello Police, or the Pocatello Police will be notified of the violation and requested to issue a summons for trespass and/or other violations, i.e., open container, and escorted from the property.

Pocatello Police will be encouraged to continue to patrol ISU facilities and to enforce applicable alcohol statutes.

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If the subject is of legal age to possess alcohol and agrees to relinquish any unopened alcohol to the Public Safety officer, they may retrieve it after the event or at a later date at the convenience of the Public Safety Department.

All violations involving ISU employees or students will be reported to the Dean of Students or the employee's supervisor and Human Resources.

General Areas of Campus

Alcohol is prohibited on the General Areas of Campus.

Persons found in violation of the University's Alcohol policy, and being the legal age to possess alcohol in the State of Idaho, may be asked to remove the alcohol from University property or surrender all unopened containers of alcohol to Public Safety Officers.

Refer to Section 2.8.2 for enforcement procedures for Alcohol Policy Violations.

ISU Public Safety will continue to enforce the alcohol policy as they have in the past, i.e., when an officer has reasonable suspicion that a suspect vehicle is being used to violate this policy, contact with the person responsible for the vehicle will be made and the occupants advised of the policy. If alcohol is observed, the officer will follow the steps as outlined previously in this policy. (See section entitled "Holt Arena Parking at Athletic Events")

Persons under the legal age to possess or consume alcohol may be referred to the Pocatello Police. If the subject is of legal age to possess alcohol and agrees to relinquish any unopened alcohol to the Public Safety officer, they may retrieve it after the event or at a later date at the convenience of the Public Safety Department

Persons who refuse to comply with the policy will be requested to leave the premises. Those who refuse to leave will be advised that they will be subject to arrest. If they continue to refuse, the Pocatello Police will be summoned and the subject will be issued a summons for trespassing and/or other violations, i.e., open container, and escorted from the property.

Persons who comply with the request, but are later found in violation of the policy will be detained for the Pocatello Police, or the Pocatello Police will be notified of the violation and requested to issue a summons for trespass and/or other violations, i.e., open container, and escorted from the property.

All violations involving ISU employees or students will be reported to the Dean of Students or the employee's supervisor and Human Resources.

Pocatello Police will be encouraged to continue to patrol ISU facilities and to enforce applicable alcohol statutes.

Designated Areas

Exceptions to the University's alcohol policy are permitted. Permitted uses include within the residence hall rooms, student apartments, the President's home, and other areas designated by the President with the approval of the State Board of Education.

Student Residence's

Alcohol is permitted only in the living quarters of persons of legal age in residence hall rooms and student apartments. The Housing Alcohol Policy can be found at this link:

<http://www.isu.edu/departments/housing/manual.shtml#a>

2.7.4 Alcohol Confiscated (from Residence Halls)

Housing officials specify and enforce their rules, and Public Safety will cooperate with Housing to assist them in enforcing the State Board policy and Housing policies. Housing will provide Public Safety with Housing policies governing the possession and use of alcohol.

Public Safety will secure alcohol confiscated by Housing officials. Unopened alcohol confiscated from student housing and secured by Public Safety may be returned to the students under the following conditions:

- When it is no longer needed as evidence.
- If the person from whom it was confiscated is of legal age to possess or consume alcohol.

When Hall Directors or Resident Assistants confiscate alcohol from residents in the dorms, Public Safety will be called. The officer will meet with the Hall Director or Assistant at the location given.

The officer will obtain the name and other pertinent information regarding the person from whom the alcohol was confiscated and the circumstance under which it was confiscated. The officer will fill out a property receipt and leave a copy with the owner of the alcohol or the Hall Director or Assistant. The officer will make a written report of the incident and place the alcohol in the evidence locker for processing.

Confiscated alcohol may be returned to the owner one day after confiscation provided the individual student presents their identification and proof of legal age.

The Housing Director has requested that confiscated alcohol not claimed by the legal owner be stored and returned to Housing for their yearly training.

2.7.5 Illegal Drug Procedures

Public Safety will notify the Pocatello Police Department and the Public Safety Director whenever any person is in violation of ISU's illegal drug policy. All violations involving ISU employees will be reported to the employee's supervisor and Human Resources. All violations involving ISU students will be reported to the Director of Housing, if applicable, and to the Dean of Students.

It is the responsibility of Public Safety to coordinate efforts at the University to enforce this policy, and to interface with the Pocatello Police Department where necessary to assist in the enforcement of this policy.

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TITLE: OPERATIONS Alcohol and Illegal Drug Policy Enforcement	CHAPTER: III SECTION: 2.8
APPROVAL:	REVISION NO.: 03
REVIEW DATE: February 10, 2009	ISSUE DATE: 07/96

ENFORCEMENT OF ALCOHOL AND ILLEGAL DRUG POLICY VIOLATIONS

2.8.1 Purpose

The purpose of this segment is to set a uniform procedure that Public Safety Officers may use as a guide when handling alcohol and illegal drug violations of the University Substance Abuse Policy contained in the University Student Handbook and the Statement on Alcohol and Drugs in the ISU Policies and Procedures. The intent is to implement these policies in a fair and equitable manner.

2.8.2 Alcohol Enforcement Procedures

Pocatello Police are encouraged to continue to patrol ISU facilities and to enforce applicable alcohol statutes.

Any person uncooperative with University officials during an alcohol related incident will be referred to the Pocatello Police. Any person incapacitated will be checked by paramedics and referred to the Pocatello Police.

Alcohol confiscated may be entered as evidence and secured at Public Safety. **Refer to Section 5.6.27 Alcohol Related Cases, Processing of Evidence and Property.**

- Alcohol confiscated may be returned under the following conditions:
- The alcohol is no longer needed as evidence.
- The owner is of legal age to possess alcohol.
- The person retrieving the alcohol is not intoxicated.

All violations involving ISU employees will be reported to the employee's supervisor and Human Resources. The Public Safety Director will be notified whenever any person is in violation of ISU's alcohol policy.

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ISU Student
Under age 18

- *Confiscate any remaining alcohol
- *Issue verbal warning
- *Refer to the Dean of Students
- *Pocatello Police will be notified if
The subject is uncooperative

1st Offense

- *Confiscate any remaining alcohol
- *Notify parent or guardian
- *Campus ban, not more than 90 days
- *Pocatello Police may be notified
- *Pocatello Police will be notified if a
parent/guardian or responsible
adult cannot be contacted.

2nd Offense

- *Same as for 1st Offense
- *Pocatello Police will be notified

- *Same as for 1st Offense
- *Pocatello Police will be notified

3rd Offense

- *Same as for 2nd Offense

- *Same as for 2nd Offense
- *Indefinite ban from campus

ISU Student

Between ages 18 and 21

- *Confiscate any remaining alcohol
- *Issue verbal warning
- *Refer to the Dean of Students
- *Pocatello Police will be notified if
the subject is uncooperative

1st Offense

- *Confiscate any remaining alcohol
- *Issue verbal warning
- *Campus ban, not more than 90
days
- *Pocatello Police may be notified

2nd Offense

- *Same as for 1st Offense
- *Pocatello Police may be notified

- *Same as for 1st Offense
- *Pocatello Police will be notified

3rd Offense

- *Same as for 2nd Offense

- *Same as for 2nd Offense
- *Indefinite ban from campus

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Over age 21

Over age 21

1st Offense

- *Request Alcohol be removed from University property
- *Confiscate any remaining alcohol, if officer deems warranted
- *Issue verbal warning
- *Refer to the Dean of Students
- *Pocatello Police will be notified if the subject is uncooperative

- *Require any alcohol be removed from University property
- *Issue verbal warning for their behavior

2nd Offense

- *Same as for 1st Offense

- *Same as for 1st Offense
- *Pocatello Police will be notified
- *Campus ban, not more than 90 days

3rd Offense

- *Same as for 2nd Offense

- *Same as for 2nd Offense
- *Indefinite ban from campus

2.8.3 Illegal Drug Enforcement Procedures

The illegal manufacture or attempted manufacture of, the possession, use of or distribution of any illegal drugs, as defined by the laws of the State of Idaho, including, but not limited to, lysergic acid diethylamide (LSD), marijuana, amphetamines, and or distribution of, narcotics on University-owned or controlled property is prohibited.

Public Safety will notify the Pocatello Police Department and the Director of Public Safety whenever any person is found to be in violation of ISU's illegal drug policy. All violations involving ISU employees will be reported to the employee's supervisor and Human Resources. All violations involving ISU students will be reported to the Director of Housing, if applicable, and to the Dean of Students.

It is the responsibility of Public Safety to coordinate efforts at the University to enforce this policy, and to interface with the Pocatello Police Department where necessary to assist in the enforcement of this policy.

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TITLE: OPERATIONS Motorcycle Patrol	CHAPTER: III SECTION: 2.9
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 12, 2009	ISSUE DATE: 12/07

Motorcycle Patrol

2.9.1 Introduction

The police motorcycle is an integral part of the patrol division vehicle operations. The purpose of this procedure is to provide a common set of standards for police motorcycle operation. The standards will promote uniformity and professionalism within the patrol motorcycle unit.

2.9.2 Requirements

Must have one year of experience of patrol with the Idaho State University Department of Public Safety.

Must have a current motorcycle endorsement on his/her Idaho Driver's License.

Previous experience riding a street motorcycle is preferred.

The STAR basic motorcycle course is recommended, but not required.

Selection of new motorcycle officers will be made by the Director with recommendations made by current members of the Motorcycle Unit.

2.9.3 Training

Newly selected motorcycle officers will attend a POST approved basic motorcycle school, taught by certified instructors, prior to riding a police motorcycle. The STAR basic motorcycle course is included in this training.

Department approved refresher training will be conducted each spring by certified instructors of the POST approved basic motorcycle course. If in the previous year, a motorcycle officer rode less than 20 days, POST re-certification will be required.

2.9.4 Longevity

Assignment to the motorcycle unit will be indefinite, but a minimum of two years is required.

2.9.5 Use of Motorcycles

A. Traffic Enforcement

Whenever feasible the motorcycle officer should be used for selective traffic enforcement, high traffic accident areas, high traffic volume areas, etc.

B. Routine Patrol

A motorcycle officer can perform all of the duties of a motor vehicle officer with the exception of transporting prisoners, found bicycles, vehicle unlocks, jump starts, etc.

C. Operation

Motorcycles can be operated in many ways that a traditional patrol car cannot. Where circumstances warrant, a motorcycle can be operated on a sidewalk or on dotted lines dividing traffic.

At all times the motorcycle officer shall operate the motorcycle in a safe manner not to endanger himself or the citizens.

No motorcycle officer will engage in burnout, wheelie, or other inappropriate behavior.

Operation of the motorcycle shall at all times promote the professionalism of the ISU Public Safety Department.

Police motorcycles may be assigned to individual motorcycle officers and may be considered take-home vehicles. The motorcycle officer, upon authorization of the Director may take his assigned motorcycle home. The motorcycle must be stored in a secured covered area, such as a garage, at the officer's home. The motorcycle is to be stored at the ISU Public Safety Department when the officer is on extended leave due to vacation, sickness, injury, suspension, etc.

D. Parades and Special Events

2.9.6 Care of Motorcycles

It is the motorcycle officer's responsibility to have the motorcycle serviced on a regular basis. There are certain areas of maintenance that each motorcycle officer is accountable for.

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- A. Daily
 - 1. Check tire pressure
 - 2. Clean windshield
 - 3. Quick wipe down of the motorcycle
 - 4. Check oil level
 - 5. Check chain for tension and wear
 - 6. Check all emergency equipment
- B. Monthly
 - 1. Complete washing of the motorcycle

The following equipment is to be carried on the patrol motorcycles and will be inspected daily:

- Small first aid kit
- Safety vest
- Emergency lights
- Siren
- Police radio

2.9.7 Motorcycle Uniform

- a. Shirt – Shall conform to the current uniform of the day.
- b. Tie – Shall conform to the current uniform of the day.
- c. Trousers – Shall be the dark colored patrol pant, either blue or black as approved by the Director.
- d. Boots –to be worn inside of pants, black in color. The toe shall be rounded with no seams.
- e. Gloves – Gloves are to be black in color.
- f. Jacket – Shall be black in color, as approved by Director. Patches and other authorized emblems are to be worn on jacket.
- g. Eyewear – Any eyewear which conforms to policy is permitted, but must be worn at all times when operating the motorcycle.
- h. Helmet – Shall be of the authorized type and worn at all times when operating the motorcycle.
- i. Authorized outer wear may be worn as weather conditions warrant. Motorcycle uniforms will not be worn for vehicle patrol.

2.9.8 Pursuit

Motorcycles will not engage in pursuits.

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TITLE: OPERATIONS Emergency Vehicle Operation	CHAPTER: III SECTION: 3.1
APPROVAL:	REVISION NO.: 03
REVIEW DATE: March 16, 2007	ISSUE DATE: 07/96

Emergency Vehicle Operation

3.1.1 Responding to Calls For Service

The ISU Department of Public Safety cannot be aware of every circumstance where law enforcement action or assistance may be required. Citizens of the campus community are needed for this information. In return, the people expect the Department to respond to requests for law enforcement service within a reasonable time and to satisfactorily perform the necessary services. As a practical matter, the extent of the service may necessarily be limited by priority, but regardless of its extent, professional service must be rendered in all cases.

3.1.2 Procedures

During a Public Safety officer's Field Training period, they will receive verbal instruction from the Field Training Officer (FTO) on Patrol Tactics and Emergency Driving. The officer will also receive verbal instruction on the use of vehicle lights and siren as it applies to Department policy. Officer will also receive an understanding of surveillance options and other patrol techniques. At the completion of the FTO phase, officers will sign a Department MOU instructing them on issues of Jurisdiction, Authority and Detention, They will also be required to sign an Acknowledgment form stating they read and understood the Letter of Authorization from the Director of the Idaho Department of Law Enforcement regarding the use of red lights on the streets in Pocatello.

Receiving Calls:

- A. Officers should never consider any call as routine.
- B. Officers should be discouraged from forming definite opinions about the call before arriving at the scene. The circumstances at the scene should determine the officer's actions.
- C. When responding to calls, it is of primary importance that the officer proceed to and arrive at the scene safely. In order to do so, the officer must use caution when operating an emergency vehicle. It is also important that only the necessary number of officers are assigned to or volunteer to go to a call than is needed to maintain control of the officers' response. The

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dispatch operators and/or supervisors must monitor and control the number of officers proceeding to a call for service.

- D. Officers are not to respond to a call for service unless they are dispatched by or receive permission from either the dispatch operator, or the on duty supervisor. An officer may advise dispatch of their location if they are closer than the assigned unit. The supervisor or dispatch operator will make the decision as to who will respond. This requires that the supervisor also closely monitor calls for service.
- E. When responding to a call for service, especially a call requiring the use of the vehicle's emergency lights and siren, the officer is to travel in a safe manner following all written directives, policies and traffic laws. Failure to follow and obey directives, policies and traffic laws will not only lead to disciplinary action, but may result in potential civil action.

When the Communications Center receives a call for service from a non-English speaking individual, the Communications Center will:

1. Dispatch an officer to the call.
2. Advise the officer that the complainant may not speak English.
3. Advise the officer that he/she should notify the Communications Center if an interpreter is needed.

3.1.3 Arriving At The Scene

As necessary, the Public Safety vehicle should be parked at a reasonable distance from the entrance to the location of a call. Officers shall:

Properly park his/her vehicle as close to the curb as possible.

Approach buildings from an angle to reduce the possibility of an attack from the inside.

In cases where the immediate presence of law enforcement is required to protect a person from possible death or injury, the first officer on scene may enter the building after notifying the dispatch operator of his/her intentions.

If a situation requires one or more back-up officers to respond, the first officer on the scene should maintain a safe position until one of the back-up units arrives.

If the officer determines that the complainant(s) cannot speak English, the officer shall contact the dispatch operator and request an interpreter.

3.1.4 Emergency Response to Calls

Responding to emergency calls for service requires the safe operation of an emergency vehicle. The officer responding is to use due caution as well as operate the emergency vehicle according to established policy and law. The following guidelines have been established to govern the emergency response to calls for service.

Level 3 Response - Emergency calls requiring immediate law enforcement response:

- a. These calls involve incidents where there is imminent danger to human life. Included are major in-progress crimes, disasters, injury accidents, life threatening medical, possible suicide attempt in progress, officer "Code 3" assistance requests.
- b. The responding officer would use all emergency equipment, but would have the option of not using the siren if it would compromise the safety of officers or citizens at the scene of the call.
- c. The responding officer's speed will remain reasonable for the existing conditions, but will not exceed 15 (15) miles per hour over established speed limits on campus and will obey all speed limits on city streets.
- d. The responding officer will exercise due caution at all intersections by slowing and/or stopping prior to entering the intersection.
- e. The responding officer will stop at all red lights and stop signs on city streets.

Level 2 Response - Emergency calls requiring urgent response in non-life threatening situations:

- a. These incidents involve in-progress or just occurred crimes where there is a strong likelihood of apprehension and the presence of officers is needed to halt criminal activity and protect the campus community. Included in this response are cases that could lead to violence as in domestic disturbances, and alcohol related fights or incidents. Also included are alarms, property destruction and non-life threatening medical calls.
- b. The responding officer would use all emergency equipment but would have the option of not using the siren if it would compromise the safety of officers or citizens at the scene of the call.
- c. The responding officer's speed will remain reasonable for the existing conditions, but will not exceed ten (10) miles per hour over the establishes speed limits on campus and will obey all speed limits on city streets.
- d. The responding officer will exercise due caution at all intersections by slowing and/or stopping prior to entering the intersection.
- e. The responding officer will stop at all red lights and stop signs on city streets.

Level 1 Response - Non-Emergency calls not requiring an immediate law enforcement response:

- a. Responding officers would proceed at normal speed, obeying all traffic control devices and laws.

3.1.5 “Officer Needs Assistance” Calls

Responding to an “Officer Needs Assistance” call shall be at the direction of the dispatch operator. When the situation is under control or an assisting officer’s services are no longer needed, the officer should immediately notify the dispatch operator and return to service. Only those officers directed to remain at the scene by the supervisor will do so. The on duty shift commander shall be immediately notified.

3.1.6 Use of Emergency Lights on City Streets

The Director of Law Enforcement and the Pocatello Police Chief have given the Department of Public Safety authorization to use emergency lights on city streets within the campus area when officers are responding to emergencies. Public Safety Officers are not to:

- a. Exceed posted speed limits, except as noted under Section 3.1.4 (Emergency Response To Calls).
- b. Make traffic stops
- c. Violate traffic laws
- d. Circumvent traffic devices

The designated streets that emergency lights may be used on are:

- a. 8th Street
- b. 9th Street
- c. Martin Luther King Jr. Way
- d. Terry Street, from 15th to 19th Street
- e. Memorial Street, from Bonneville Street to Martin Luther King Jr. Way
- f. Carter Street
- g. Lovejoy Street
- h. Humbolt Street

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TITLE: OPERATIONS Vehicle Pursuits	CHAPTER: III SECTION: 3.2
APPROVAL:	REVISION NO.: 05
REVIEW DATE: March 13, 2014	ISSUE DATE: 07/96

Vehicle Pursuits

3.2.1 Policy

Any officer initiating a pursuit should take into consideration the requirements of safe vehicle operation existing at the time of the pursuit. Pursuits are authorized only under extreme conditions, as outlined in this policy. **High speed pursuits are not authorized on campus.** The response shall evaluate conditions, circumstances, and hazards, both actual and potential.

Pursuit is justified only when the officer knows or has reasonable grounds to believe that the suspect(s) present a clear and immediate threat of life or serious injury to others, has committed or is attempting to commit a serious felony, such as murder, aggravated assault, kidnaping, or when the necessity of immediate apprehension outweighs the level of danger created by the pursuit.

For purposes of this policy a pursuit is defined as: an active attempt by an officer in an authorized emergency vehicle to apprehend a fleeing suspect who is actively attempting to elude the officer.

No officer shall pursue a fleeing vehicle solely for a traffic violation.

3.2.2 Pursuit Driving - On Campus

Officers will adhere to the following guidelines when operating a vehicle under emergency conditions on campus (Code-3 - red lights or red lights and siren activated).

- A. Officers responding Code 3 to an emergency call or in pursuit of a suspected violator of the law will do so only when it can be done safely.
- B. Officers will evaluate and consider traffic volume, time of day, and type of offense(s) committed before becoming involved in a pursuit.
- C. All officers shall be aware of the inherent danger to the public and to themselves in high speed chases. If immediate injury or property damage becomes apparent during any high speed chase, the vehicle shall be slowed to a safer speed.

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- D. When operating a vehicle Code 3, or in pursuit, the emergency lights and the siren shall be activated. This does not apply to pacing the speed of a vehicle for a traffic offense where no pursuit situation exists.
- E. Nothing in this is intended to suppress the intelligent exercise of initiative by any officer, nor does it eliminate the duty of all officers to enforce any violation.
- F. Nothing in this shall prevent officers from pursuing fleeing criminals or violators at a reasonable, safe speed and using the police radio to transmit description and request assistance.

3.2.3 Pursuit Driving - Off Campus

Officers will adhere to the following guidelines when operating a vehicle under emergency conditions off campus.

- A. Officers responding to an emergency call or in pursuit of a suspect violator of the law will do so only when it can be done safely.
- B. Officers will evaluate and consider traffic volume, time of day, and type of offense(s) committed before becoming involved in a pursuit.
- C. All officers shall be aware of the inherent danger to the public and to themselves.
- D. Officers pursuing a suspect violator on a city street, public road, highway or interstate road shall not exceed the speed limit for that road, unless directed to by the responsible Law Enforcement agency.
- E. Officers **will not activate** red lights or red lights and siren when pursuing a suspect violator on a city street, public road, highway or interstate road, unless directed to by the responsible Law Enforcement agency.
- F. Officers pursuing fleeing criminals or violators must transmit a description of the suspect vehicle and seek permission to continue the pursuit from the Law Enforcement agency responsible for the area of the pursuit.
- G. All pursuits off campus must be authorized by the Pocatello Police Department or the responsible Law Enforcement agency.
- H. Pursuits off campus will be terminated if authorization is not granted by the Pocatello Police Department or the responsible Law Enforcement agency.
- I. It is the responsibility of the officer to get authorization from the Pocatello Police Department or responsible Law Enforcement agency for permission to pursue.
- J. A supervisor must be notified in a timely manner.

3.2.4 Roadblocks

Under certain circumstances, the blocking or barricading of a road by a patrol car may become necessary. Because of the inherent dangers associated with the use of roadblocks, the following policy will be adhered to:

- A. Fixed roadblocks shall be used only as a last resort when all other efforts have failed and the use of deadly force is justified.
- B. Any roadblock used to terminate a pursuit shall be approved and controlled by a supervisor.
- C. Only marked patrol vehicles will be utilized in a roadblock.
- D. In all cases, an avenue of escape will be provided to the suspect.
- E. All personnel shall be clear of the blocking vehicles and shall remain a safe distance from the roadblock.
- F. Discretion shall be used in selecting the position for the roadblock, giving consideration to the safety of the public.
- F. High visibility shall be maintained. Roadblocks shall be well lighted. Overhead emergency lights as well as vehicle headlights will be activated on all patrol cars. Flares, traffic cones and other available equipment will be used as specified by state law (See Idaho Codes 19-620, 19-621, 19-622 and 19-623).

3.2.5 Moving Roadblocks

Moving roadblocks are strictly prohibited. Officers shall not cause intentional contact (ramming) between their vehicles and the vehicle being pursued.

Officers shall not maneuver their vehicles alongside or in front of a vehicle being pursued, or in any position that may result in a collision with the fleeing vehicle unless authorized by a supervisor.

In all situations where a roadblock was used in an attempt to end, or was successful in ending a pursuit, the on-duty supervisor shall prepare an after action report to ensure that this policy was adhered to. This report will be forwarded to the Director via the chain of command before the supervisor ends his/her shift.

3.2.6 Guidelines for Pursuit

In all cases, officers shall observe the following general guidelines when engaging in pursuits:

- A. Officers will not engage in pursuits when the patrol vehicle is occupied by a prisoner, civilian observer, or any person not an officer.
- B. Patrol vehicle windows will be closed when possible, in order to enhance radio communications.

- C. Officers involved in pursuits will maintain continuous and coherent communication with the radio dispatcher.

3.2.7 Primary Unit - Responsibilities

The primary unit will be the unit responsible for the initiation and actual pursuit of the suspect vehicle. The primary unit will establish communications with the radio dispatcher and provide the following information:

- A. Description of the vehicle being pursued.
- B. Description and number of suspects in the vehicle, if possible.
- C. The offense for which the suspect(s) is wanted.
- D. The location, speed, and direction of travel of the vehicle.
- E. Any possible hazards to assisting officers.

No more than one marked vehicle in addition to the primary unit shall participate in a pursuit. The secondary unit shall be responsible for the following:

- A. Assisting with radio communications with initiating unit.
- B. Acting in the role of back-up officer at the conclusion of the pursuit.
- C. Taking over the role of the initiating unit, if necessary. The second unit being a marked patrol vehicle will take over from any motorcycle unit that initiates a pursuit. The secondary unit will continue to control radio communications until another patrol car is able to assume the secondary unit function.
- D. The motorcycle unit may act in a traffic control capacity, stopping traffic and clearing intersection in the path of the pursuit, when possible.

Under the following conditions, a primary unit will reduce the level of pursuit to include termination when:

- A. When another vehicle comes into closer proximity to the suspect vehicle.
- B. When ordered to terminate the pursuit by a supervisor.

3.2.8 Supervisor's Responsibility

Supervisors shall monitor the progress of all pursuits and will avoid becoming involved in the pursuit, unless the supervisor is the initiating unit. Under such circumstances, the supervisor should continue as the primary unit until a patrol unit is able to take over the conduct of the pursuit. Supervisors will be responsible for the following:

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- A. Controlling the conduct of the pursuit, to include:
 - 1. The number of units involved.
 - 2. The type of units involved.
 - 3. Closing the radio frequency, if necessary.
 - 4. Notification of the surrounding or appropriate jurisdiction.
- B. Requesting additional support from within, or outside the Department.
- C. Terminating pursuits that create an undue hazard to the public.
 - 1. Pursuits shall be terminated when the safety of the public is endangered by the conduct or purpose for the pursuit. The potential for imminent damage or injury to any party shall be paramount consideration.
- D. Maintaining post pursuit discipline.

3.2.9 Communications Responsibility

Communications personnel shall be responsible for the following during a pursuit:

- A. Control of radio communications relative to the pursuit.
- B. Activating the alert tone and closing the channel to all but emergency traffic.
- C. Dispatch a second unit as back up.
- D. Compile the information being relayed by the pursuing officer.
- E. Ensure notification of the on-duty supervisor.
- F. Notification to the surrounding jurisdiction of the pursuit, suspect description, and direction of travel.

3.2.10 Use of Deadly Force

Officers shall not discharge firearms from a moving vehicle, at a moving vehicle, or at a fleeing vehicle. No officer shall use deadly physical force against a "fleeing felon" or another unless the officer reasonably believes that deadly physical force is necessary in the defense of human life, including the officers, or in defense of any person in immediate danger of serious physical injury.

Firearms shall not be discharged if the officer has reason to believe, based upon attendant circumstances, that

the discharge may endanger passers-by or other persons not involved in the commission of the crime from which flight is being made or attempted.

Weapons should not be fired until the vehicles are stopped. Then, if necessary to invoke the use of deadly force, the fire will be more effective with less danger to bystanders. This is not to be construed as prohibiting the officer from returning fire if necessary when fired upon, or from discharging their weapon in the preservation of life or to capture a dangerous fleeing felon.

3.2.11 Specialty Vehicles

Specialty vehicles, including unmarked vehicles, motorcycles, and other specialized vehicles designated for highway use and equipped with siren and emergency lights (red) should engage in pursuit only under extreme circumstances and then only until such time as assistance can be obtained for a marked police vehicle with emergency lights and siren.

3.2.12 Jurisdictional Pursuits

When a pursuit that begins in the patrol boundaries of the University, enters another jurisdiction, the primary unit will advise Communications for notification to the affected jurisdiction. Pursuit into another jurisdiction will not occur without that jurisdiction's authorization.

In the event another jurisdiction becomes involved in a pursuit within our jurisdiction, the following guideline shall be observed:

- A. ISU will not become involved in the pursuit unless specifically requested to do so by the pursuing agency, and then only after the request has been approved by a supervisor, if available.
- B. The direction of the pursuit shall be monitored, and Communications will be advised of the conduct of the pursuit.
- C. Units in the path of the pursuit may block or stop traffic at intersections, only to facilitate the safe passage of the pursuit.

3.2.13 Termination of Pursuit

While not necessarily dictating immediate action, continuing consideration should be given to termination of the pursuit under the following conditions:

- A. Environmental factors such as rain, fog, or darkness.
- B. An officer's unfamiliarity with the area and inability to accurately notify communication of the location and direction of the pursuit.

- C. Road conditions are congested by traffic or pedestrians.
- D. When the violator proceeds the wrong way on any divided highway, or one-way street.
- E. When the officer knows, or believes that the fleeing vehicle is being operated by a juvenile who has committed a traffic infraction, misdemeanor, or nonviolent felony and is driving in such an unsafe manner that is obvious he/she does not have the maturity to deal with the danger involved.

3.2.14 Post-Pursuit Administrative Review

The supervisor monitoring the pursuit shall be responsible for ensuring post-pursuit discipline. In all cases, whether the suspect was apprehended or not, an incident report will be completed, entitled "Other Offenses - Other Felonies." The report will contain the following information:

- A. The date, time, and location where the pursuit was initiated.
- B. The violation(s) observed, or reason for the pursuit.
- C. Lighting and traffic conditions at the onset of the pursuit.
- D. Vehicle and suspect description.
- E. The path of the pursuit, including any traffic violations observed.
- F. The manner in which the pursuit ended (terminated, suspect surrendered, accident, etc.)
- G. If the pursuit was terminated, an explanation of why will be included.
- H. A description of lighting and traffic conditions at the end of the pursuit.

3.2.15 Notification of Public Information Officer

If the pursuit results in an accident or injury, if a roadblock was used, if shots were fired, or the nature of the pursuit would generate media interest, the Public Information Officer shall be notified, by the Director.

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TITLE: OPERATIONS In-Car Video Cameras and Personal Duty Video Cameras	CHAPTER: III SECTION: 3.3
APPROVAL:	REVISION NO.: 02
REVIEW DATE: December 12, 2013	ISSUE DATE: 07/96

Patrol Vehicle Video Cameras

3.3.1 Introduction

Eyewitness Video Cameras have been installed in several of the Idaho State University Patrol Vehicles. The cameras have proven to be an effective tool in many aspects of law enforcement. The purpose of this operating procedure is to provide guidance to the officers in the use of the cameras.

3.3.2 Operating Procedure

The video system shall be turned on and checked for proper operation at the start of each shift. Any malfunctions, problems, or damage shall be reported to the Shift Supervisor as soon as possible. The system should be “armed” and ready to record both audio and video any time the patrol vehicle is in use. Tapes which have less than 30 minutes remaining should be replaced at this time.

The following guidelines represent those incidents/situations during which tapes are expected to be made and the minimum point to which taping will continue. The officer can extend the taping beyond these points as the circumstances dictate. There are other situations, beyond those noted, that officers will choose to tape or that should be taped due to their actual or potential significance.

- A. High Risk Stops- Until the situation has stabilized (the suspect is in custody, and all occupants have been properly handled).
- B. Pursuits - Until the situation has stabilized (the suspect is in custody, and all occupants have been properly handled or the pursuit has been terminated).
- C. Emergency Responses - Until the officer has arrived on the scene and the situation has stabilized or the emergency response has been canceled.
- D. “Routine” traffic stops and motorist assists - Until the citizen’s vehicle reenters the roadway or the officer clears the scene.

- E. Accident Scenes - Until the situation has been stabilized
 - a. Injury Accident - Until additional medical assistance (such as ambulance, fire department) has arrived on scene and taken over care of the injured and the officer has made initial contact with all of the involved parties present.
 - b. Property Damage Accident - Until the officer has made initial contact with all of the involved parties present.
- F. Physical Arrests - Until the patrol vehicle has reached a booking facility and the suspect is about to be removed from the patrol vehicle.

Back-up Officers - Back-up officers who arrive on scene to assist another officer and who have audio/video recording capabilities, will make a reasonable effort to ensure their video system is operating properly and recording events in accordance with this Operating Procedure.

Audio Recording - Audio recording shall be made whenever an incident or situation is being taped and shall not be turned off during any portion of the videotaping. The only exception to this would be the deactivation of the recorder and microphone to protect the anonymity of an informant or other confidential source of information or officer safety concerns.

Tape Issuance - Idaho State University Public Safety Department w\issued videotapes will be used in the Department owned equipment and all videotapes generated are the property of the ISU Public Safety Department.

Copies are only to be produced when authorized by the Director of Public Safety or his designee. Proper procedures for requests and authorization shall be followed.

Tape Removal - Whenever approximately 30 minutes of tape remains. Tapes should also be removed whenever the officer deems it necessary for evidence purposes. Tapes removed for evidence purposes shall be processed according to the Public Safety Department's evidence procedures. Tapes removed not for evidence purposes shall be returned to the Shift Supervisor. These tapes will be retained for a minimum of seven days prior to being erased and returned to service.

3.3.3 Personal Duty Video Cameras

Watch Guard and Scorpion Video Cameras have been issued to the Public Safety patrol officer at Idaho State University. The cameras have proven to be an effective tool in many aspects of law enforcement. The purpose of this operating procedure is to provide guidance to the officers in the use of the cameras.

3.3.4 Personal Duty Video Cameras - Operating Procedure

The video system shall be turned on and checked for proper operation at the start of each shift. Any malfunctions, problems, or damage will be reported to the Shift Supervisor as soon as possible. The system should be “armed” and ready to record both audio and video any time the patrol officer is conducting an interview.

The following guidelines represent those incidents/situations during which recordings are expected to be made and the minimum point to which recording will continue. The officer can extend the recording beyond these points as circumstances dictate. There are other situations, beyond those noted; that officer will choose to record or that should be recorded due to their actual or potential significance.

High Risk Stops – Until the situation is stabilized (the suspect is in custody and all occupants have been properly handled).

Emergency Responses – Until the officer has arrived on scene and the situation has stabilized or the emergency response has been cancelled.

“Routine” Traffic Stops and Motorist Assists – Until the citizen’s vehicle re-enters the roadway or the officer clears the scene.

Accident Scenes – Until the situation has been stabilized.

Injury Accident – Until additional medical assistance (such as ambulance, fire department, etc.) has arrived on scene and taken over care of the injured and the officer has made initial contact with all of the involved parties that are present.

Property Damage Accident – Until the officer has made initial contact with all of the involved parties that are present.

Field Interviews – Until the officer has completed the field interview and started to clear from the area.

Backup Officers – Backup Officers who arrive on scene to assist another officer, and who have audio/video recording capabilities, will make a reasonable effort to ensure their video system is operating properly and recording events in accordance with this Operating Procedure.

Audio Recording – Audio recording shall be made whenever an incident or situation is being videotaped and shall not be turned off during any portion of the videotaping. The only exception to this would be the deactivation of the recorder or microphone to protect the anonymity of an informant or other confidential source of information or officer safety concerns.

Video Camera Issuance – Idaho State University Department of Public Safety issued video cameras will be used as Department owned equipment and all videos generated are the property of the ISU Department of Public Safety.

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Copies will only be produced when authorized by the Director of Public Safety or his designee. Proper procedures for requests and authorization shall be followed.

Video Camera Recordings – Videos copied for evidence purposes shall be processed according to the Department's evidence procedures. Video recordings will be retained for a minimum of seven days prior to being erased.

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TITLE: OPERATIONS Stopping Violators	CHAPTER: III SECTION: 3.4
APPROVAL:	REVISION NO.: 02
REVIEW DATE: March 6, 2013	ISSUE DATE: 07/96

Stopping Violators

During all vehicle operations, officers shall exercise due regard for the safety of all persons. At no time should an assignment be of such importance that the principles of safety become secondary.

When officers stop violators for traffic related offenses, the stop should be conducted in a safe location. Proper lighting to warn others of the traffic stop as well as the notification of Communications is vital to insure safety for the officer and the community.

Public Safety officers are under no obligation to enforce traffic rules or make traffic stops on any person that is not affiliated with the University as faculty, staff or student. Further, officers are not required to enforce traffic rules or make traffic stop on any vehicle or individual if the officer feels there is some potential threat to their safety. Some reasons that may affect an officer's decision not to enforce a traffic stop may include but is not limited to: Time of Day, Area of Stop, and Subject's Behavior.

3.4.1 Notification of Communications

For routine traffic stops the officer will notify communications by radio, prior to the actual traffic stop of the following:

- A. License plate - state and number, if possible; and description of vehicle.
- B. Location of the traffic stop.

The officer will then activate the vehicle's emergency lights to affect the stop. If the driver of the vehicle fails to stop for the officer, the siren, horn, or air horn may be used to gain the driver's attention.

3.4.2 Unsafe Location of Stop

The officer shall instruct the driver of the vehicle, either by public address system or in person to move to a safer location, if the stop has occurred in a congested or unsafe location, and then only when practical.

3.4.3 Stopping of Vehicle - Distance

Officers should keep a distance of at least six feet to the rear of the violator's vehicle. Officers will position their vehicle off center, a quarter widths to the left from the violator's vehicle.

3.4.4 Rear Deck Lights

The officer will keep the rear deck lights activated in the police vehicle during the traffic stop.

3.4.5 Other Lighting

The officer may elect to use a combination of the emergency lights, hazardous warning lights, take-down lights and spotlights to illuminate the violator's vehicle during the traffic stop.

In areas of high traffic congestion, officers will keep all emergency lights activated during the traffic stop.

3.4.6 Parking On and Off the Roadway

Vehicles parked in a legal parking place will not need to have any auxiliary lighting.

Vehicles parked in the roadway, will have at a minimum their four-way flashers or hazardous warning lights activated.

3.4.7 Public Address System

The public address system (PA) is intended to address crowds and to facilitate officer safety. The PA system should be used with discretion and is not intended to be a replacement for personal contact by an officer. Officers will not routinely use the PA as part of a routine traffic stop.

If a traffic stop takes place at an unsafe location, the officer may use the public address system to have the stopped driver move to a safer location.

Also, when practical, the public address system may be used to evacuate a building(s).

3.4.8 Spotlights and Alley Lights

These lights are supplements to the lighting systems provided. Spotlights may be used in the course of traffic stops or personal contacts. They may be used to illuminate dark areas while patrolling an area, and to gain attention of others.

Alley lights may be used in the course of an investigation, field contact, or while patrolling areas in need of illumination.

Auxiliary lights are intended to supplement routine patrol, and are not intended to replace active foot patrols.

3.4.9 **Moving Violation Citation**

When a moving violation citation is issued to an offender, the corresponding Idaho Code is to be written on the citation.

3.4.10 Traffic Report Form

Traffic Report

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TITLE: OPERATIONS Driving Under the Influence	CHAPTER: III SECTION: 3.5
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Driving Under the Influence

3.5.1 Driving Under the Influence - Policy

The Department has developed a "zero tolerance" to drug usage and the improper use of alcohol. With this policy, officers may use discretion in the enforcement of the laws. Such discretion may be in the form of physical arrest by local law enforcement or warning - verbal/written.

3.5.2 Idaho Law - Driving Under the Influence

State Statute defines that Driving Under the Influence (DUI) can be either by alcohol or drugs. Officers should be aware that certain medical conditions may be mistaken as alcohol induced.

(See Idaho Code 18-8004).

3.5.3 Procedure

When an officer contacts a driver of a motor vehicle, where the officer believes the driver may be under the influence of alcohol/drugs, the officer should observe and evaluate the symptoms/actions of the individual. Local law enforcement should be notified when a driver is suspected of being under the influence of alcohol/drugs.

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TITLE: OPERATIONS Vehicle Inspections	CHAPTER: III SECTION: 3.6
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Vehicle Inspections

3.6.1 Patrol Vehicle - Emergency Equipment

Patrol vehicles, routinely used for patrol purposes, shall have the following equipment in working order, prior to being used on patrol:

- A. Red emergency lights. The lights may be solid, flashing, or pulsating in the front and back.
- B. An operational siren that can be heard at least 1000 feet to the front of the vehicle in normal traffic conditions.
- C. A mounted radio with all frequencies, or a portable radio with all frequencies.
- D. A public address system.
- E. An external radio monitoring system.
- F. Each vehicle will have a tow strap in the maintenance trunk to be used for pulling out vehicles that are stuck.
 - 1. The officer will be cautious when hooking up to pull a vehicle. Bumpers, steering arms, etc., at not good places to hook on to, and could cause vehicle damage.
 - 2. If the officer does not think the vehicle can be pulled safely, he should not attempt to pull. He will then assist in some other way.
- G. Vehicles may be equipped with flashing headlights, "take down" lights to the front, and alley lights on the side.

3.6.2 Inoperable Equipment

Vehicles that have inoperable equipment such as emergency lighting or siren are not be used on routine patrol. An Automobile Inspection Form (See Section III 3.6.7) shall be completed and placed on the vehicle hook in the vehicle key box. The on-duty supervisor will be made aware of the inoperable equipment.

Employees should try to repair minor problems, such as lights and fuses whenever possible.

3.6.3 Pre and Post Shift Inspection

Employees are required to conduct a pre-shift and a post-shift inspection of assigned vehicles using the Automobile Inspection Form (See Chapter III 3.6.7).

A. Pre-shift Inspection

The pre-shift inspection will include a visual examination of the interior and exterior of the vehicle for any unreported or new damage. Any previously unreported damage shall be immediately reported to the supervisor and documentation made in an officer's report.

The inspection will include:

1. Proper functioning of emergency lighting, radios, and siren.
2. Oil and fluid level including air pressure.
3. Proper functioning of headlights, horn, brake lights, and turn signal indicators.
4. Interior inspection for contraband and cleanliness.
5. Interior inspection for body damage

B. Post-shift Inspection

The post inspection will be to check for any new damage, insure that the gas tank is at least half full, the proper cleanliness of the vehicle and that no contraband was left behind.

3.6.4 Siren Checks

Officers should refrain from conducting siren checks within the compound, or garage compound. Officers may check the PA system from within the compound.

Siren checks should be conducted away from the Department and residences, and should only consist of a short single mode test.

3.6.5 Found Contraband

If contraband is found in the vehicle, the employee shall immediately inform the on-duty supervisor. Documentation of the contraband shall be made on an officer's report. A case and property report will be completed, if necessary, as determined by the supervisor.

3.6.6 Vehicle Maintenance

A daily inspection of Departmental vehicles is the responsibility of each Public Safety officer on each assigned shift and shall be performed prior to the end of the assigned shift.

Each inspection shall include but not be limited to:

- A. Tire pressure
- B. Engine oil
- C. Gasoline level
- D. Body condition
- E. Cleanliness
- F. Missing equipment
- G. Vehicle repair

The results of each inspection shall be recorded on a daily Automobile Inspection Form (See Chapter III Section 3.6.7), one form used for each vehicle per day.

The last officer to use the vehicle each day shall be responsible for providing the completed form to the supervisor.

The supervisor shall review the daily inspection forms in order to detect any problems that may be occurring with the vehicles.

When the supervisor determines there is need for vehicle repair, a sergeant will take the car to the Motor Pool Department; check it in with the mechanics, stating what is in need of repair, and leaving the keys and vehicle with the Motor Pool mechanic until repairs are completed.

The supervisor will also inspect the vehicles on occasion to make sure that proper inspections are being completed.

3.6.7 Automobile Inspection Form

Daily Automobile Inspection Form

DATE: _____

OFR # _____	OFR # _____	OFR # _____	OFR # _____
SHIFT _____	SHIFT _____	SHIFT _____	SHIFT _____
VEH # _____	VEH # _____	VEH # _____	VEH # _____

First Aid Kit				
Blanket				
CSI Kit				
Emergency Equipment				
Flares/Cones				
Extinguisher				
Vehicle Interior				
Vehicle Exterior				
Tire Condition				
Lights/Signals				
Radio Equipment				
Vehicle Unlock Equipment				
Oil Added (Qts)				
Gasoline Added (Gals)				
Power Steering Fluid Added				
Transmission Fluid Added				
Mileage				
Ending				
Beginning				
Total Miles				

- Comments: _____
- Reviewed by: _____ Filed by: _____

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TITLE: OPERATIONS Unmarked Vehicles and Take Home Vehicles	CHAPTER: III SECTION: 3.7
APPROVAL:	REVISION NO.: 02
REVIEW DATE: March 22, 2013	ISSUE DATE: 07/96

Unmarked Vehicles and Take Home Vehicles

The Department will maintain a fleet of unmarked vehicles that will be used primarily by administrative and investigation personnel.

3.7.1 Take Home Vehicles

The Director may authorize members of the Department to have a take home vehicle assigned as directed by University policy. The vehicles may be either marked or unmarked.

3.7.2 Emergency Response - Code 3

Only vehicles equipped with emergency lighting, which may include a portable red light, grill lights, or other emergency lighting and a siren capable of being heard at least 1000 feet to the front in normal traffic may be operated in an emergency, Code 3 response.

Only patrol officers are authorized to drive an unmarked police vehicle in a Code 3 response.

Patrol officers driving an unmarked vehicle in an emergency response shall exercise extreme caution while operating in the emergency response, especially at intersections, and in highly congested areas.

An unmarked vehicle shall be driven Code 3 only when both the emergency lighting and siren are simultaneously in operation.

3.7.3 Undercover Use

Unmarked vehicles may be used for undercover operations, or selective traffic enforcement, or for patrol during a selective enforcement operation.

3.7.4 Traffic Stops - Use of Unmarked Vehicles

Unmarked vehicles will not normally be used to conduct routine traffic stops (except in cases of a specialized enforcement function). This does not preclude an officer from initiating a traffic stop for a traffic violation.

If a traffic stop is affected in an unmarked vehicle, and the officer is not in uniform, the officer will ask for a marked unit to respond and assist.

Traffic stops involving unmarked vehicles should be affected in an area of low congestion when possible.

A. Make traffic stops in the performance of duty under the following guidelines. Personnel utilizing their personal vehicles for traffic stops must:

1. Have ready access to identify themselves as an agent of the Department. Identification must include at least one of the following:
 - a. Badge
 - b. ID card
 - c. Uniform
 - d. Jacket
 - e. Vest
2. Advise dispatch and/or the uniformed officer on-duty of the traffic stop.
3. Exercise all precautions and approach the stopped vehicle in a manner of a uniformed officer in a marked vehicle.
4. Authorized emergency lights and headlights must be activated.
5. Utilize their vehicle in a manner to stop a suspect as long as they exercise the criteria in this section.

B. A driver of an authorized unmarked vehicle may not:

1. Exercise any special privileges with their vehicle when they are not in a situation of performing their duty in emergency situations.
2. Utilize their vehicle in a roadblock except under the following guidelines:
 - a. The criteria in Chapter III, Section 3.2.4 must be established.

- b. The unmarked vehicle must allow the suspect vehicle a means to go around the unmarked vehicle.
3. Utilize any special privileges in driving on a public roadway, street, or highway.
4. Utilize Departmental approved lights in an unmarked vehicle on a public roadway, street, or highway, except in conjunction to assist local authority (Pocatello Police).

3.7.5 Pursuits - Unmarked Vehicles

An unmarked vehicle may initiate or take part in a pursuit only when the escape of the suspect is a detriment to others. Once marked police vehicles engage in the pursuit, the unmarked vehicle shall allow the marked unit to continue with the pursuit, as the primary unit - in accordance with Vehicle Pursuit policy. All pursuits are governed by the Vehicle Pursuit policy (See Section III 3.2).

3.7.6 Transportation of Prisoners

The Department of Public Safety will not transport prisoners unless requested to do so by the local police. In the event they request Public Safety assistance, there are occasions when prisoners may be transported in an unmarked vehicle. Officers should transport prisoners in prisoner transport vehicles whenever possible.

All prisoners coming into custody of officers will be searched by the officer taking custody of the prisoner.

If a prisoner is transported in an unmarked unit, and only one officer is present, the prisoner will be seated in the front passenger seat. The prisoner will be handcuffed and seat belted during transport. The passenger door shall be locked.

If two officers are present, the prisoner will be seated in the back seat.

The prisoner will be handcuffed and seat belted in. One of the officers will ride in the back seat with the prisoner during transport.

The door nearest to the prisoner shall be locked.

3.7.7 Transportation of Civilians

Whenever a victim, suspect, or witness is transported in an unmarked vehicle, a beginning and ending mileage will be given to Communications.

Transportation of civilians other than above will be for official business only. It will be the officer's discretion to call in a beginning and ending mileage in these cases.

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TITLE: OPERATIONS Patrol Vehicle Supplies	CHAPTER: III SECTION: 3.8
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Patrol Vehicle Supplies

3.8.1 Patrol Vehicle Requirements

Every marked patrol vehicle, routinely used for patrol shall be equipped with the following supplies:

- A. One standard first aid kit.
- B. One class ABC fire extinguisher.
- C. One disposable or cloth blanket.
- D. Road flares.
- E. One measuring tape.
- F. Chalk or a can of spray chalk.
- G. Traffic cones.
- H. Vehicle unlock tools.
- I. Jumper Cables.
- J. CPR Face shield.
- K. Hand sanitizer.
- L. Bio-Shield - OC decontaminant.
- M. Report forms.
- N. Crime scene investigation kit that includes:

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1. Latent fingerprint cards.
2. Scissors.
3. Two scalpels - disposable.
4. Jar of black fingerprint powder
5. Two fingerprint brushes.
6. Ample amounts of plastic and paper bags.
7. Five sets of latex or disposable plastic gloves.

Officers are responsible for replenishing supplies as they are used. Supplies may be obtained from Property and Evidence.

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TITLE: OPERATIONS Stolen/Recovered Vehicles	CHAPTER: III SECTION: 3.9
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Stolen/Recovered Vehicles

3.9.1 Stolen Vehicles

All reports of stolen vehicles on campus will be immediately reported to the Pocatello Police Department.

3.9.2 Recovery of Stolen Vehicles

All recovery of stolen vehicles on campus will be reported to the PPD. The PPD will be responsible for processing the vehicle. Public Safety will photograph the vehicle and write a report for the PPD.

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TITLE: OPERATIONS Prisoners	CHAPTER: III SECTION: 3.10
APPROVAL:	REVISION NO.: 02
REVIEW DATE: March 21, 2013	ISSUE DATE: 07/96

Prisoners

3.10.1 Policy

All persons in the custody of officers of the Department will be controlled and secured in order to protect the prisoner, officer, and others. All prisoners will be considered potentially dangerous, regardless of sex, age, or charge against them. The Department of Public Safety will not transport prisoners unless requested to do so by the local police. In the event they request Public Safety assistance, this policy will apply when holding a prisoner while awaiting the arrival of the local police.

3.10.2 Searching of Prisoners

All prisoners coming into the custody of officers will be searched by the officer taking custody of the prisoner.

3.10.3 Transporting Prisoners

The transporting officer is legally responsible for the safety and custody of the prisoner being transported.

It should never be assumed that someone else has searched the prisoner. Prisoners will be searched each time they come into the transporting officer's custody, preferably by a member of the same sex.

Restraining devices are to be employed during transportation. When transporting more than one prisoner, each is to be handcuffed with arms intertwining. A prisoner is not to be handcuffed to any part of the vehicle, such as the door post.

If the transport is for an extended period of time, consult the officer in charge for any other methods of restraint during transporting.

All vehicles used to transport prisoners shall be searched for contraband prior to transporting the prisoner and immediately following a prisoner transport. Any contraband discovered shall be presumed to have come from the prisoner and as a result additional criminal charges may be filed.

3.10.4 Prisoner Transport Vehicles

Certain patrol vehicles have been designated as prisoner transport vehicles due to their protective barrier and the rendering of windows and doors inoperable in the prisoner area.

3.10.5 Assignment of Transport Vehicles

Officers will be assigned prisoner transport vehicles as part of their routine patrol duties. Officers will assume a regular patrol function and respond to calls for service when not engaged in a prisoner transport.

If an officer is needed to transport an arrested subject, calls for service normally assigned to that officer will be reassigned.

3.10.6 Prisoner Vehicle - Specifications

Vehicles that are routinely used for prisoner transportation shall be equipped with a screen, separating the prisoner from the transporting officer.

These vehicles will also be equipped with a plastic/Plexiglas covering that will be mounted over the screen to prevent attack and shield the officer from close contact with the prisoner.

The barrier shall allow airflow and communication to the back of the vehicle.

All vehicles routinely used for patrol shall have the rear door handles and window handles removed.

Prisoners will be transported in a prisoner transport vehicle, unless otherwise approved by the on-duty patrol supervisor.

3.10.7 Seating of Prisoners

All prisoners will be seated in the backseat of the transport vehicle, in the seat opposite the transporting officer. If two prisoners are transported, both prisoners shall be seated in the backseat.

Prisoners will be seat belted into their seats.

No prisoner shall be handcuffed or restrained to any part of the vehicle during transport other than by seat belts.

3.10.8 Transportation of Male/Female, Adult/Juvenile Prisoners

Male and female prisoners shall not be transported together. Adult and juvenile prisoners shall not be transported together.

3.10.9 Handcuffing of Prisoners

All prisoners will be handcuffed. The prisoners will be handcuffed with their hands behind their backs. When transporting more than one prisoner, each is to be handcuffed with arms intertwining. Handcuffs shall be double locked. Prisoners will be handcuffed in a manner consistent with training programs.

Handcuffs may be removed at the officer's discretion.

3.10.10 Violent Prisoners

Violent prisoners may require the use of leg irons or a hobble to prevent injury to the prisoner, officer, or third party, or to prevent property damage. Leg irons and hobbles will be used in their prescribed and intended manner.

All prisoners shall be handcuffed when entering the county jail.

Due to physical handicap or injury of the prisoner, officers may modify the handcuffing requirement, provided safety and security can be maintained.

3.10.11 Observation

Transportation officers and officers responsible for custody of the prisoners shall maintain a constant observation of the prisoner. Excluded are the use of toilet facilities by prisoners of the opposite sex.

3.10.12 Prisoner Meals during Transport

During an extended transport of a prisoner, exceeding four hours or 250 miles, all prisoners are entitled to a meal. The transporting officer shall randomly determine the location where the meal is to be taken, considering safety and security.

3.10.13 Rendering Law Enforcement Services with a Prisoner

A transportation officer, with a prisoner shall stop to render law enforcement services only when failing to do so could result in death or serious injury to a third party, and only when the risk to the prisoner is minimized.

Prior to rendering any such assistance, the officer will inform communications of the action and request a back-up officer respond as soon as possible.

3.10.14 Prisoner Escape - Officer's Responsibilities

If a prisoner escapes from the custody of an officer, the officer shall:

- A. Immediately notify Communications of the following:
 - 1. Location of the escape and direction of travel of the escaping prisoner.
 - 2. Description of the prisoner and whether the prisoner is armed.
 - 3. Description of any accomplices.
 - 4. Injuries to either the officer or prisoner.
 - 5. Pursue the prisoner and provide Communications with constant status reports.
- C. If the escape occurs outside the area of our radio communications, the officer shall immediately contact the nearest law enforcement agency of jurisdiction and inform them of the escape. The officer will then make notification to the ISU dispatcher.

3.10.15 Communications Responsibilities

Upon notification of an escape, Communications shall:

- A. Immediately inform the nearest police agency of the escape with all information available about the escapee as provided by the officer.
- B. Inform the on-duty patrol supervisor.
- D. Direct other officers to assist as practical.

3.10.16 Supervisor's Responsibilities

Upon notification of an escape, the on-duty patrol supervisor shall:

- A. Coordinate apprehension efforts with the appropriate law enforcement agency
- B. Notify the appropriate Captain and the Director.
- C. Document the escape in a case report or addendum.
- E. Ensure that an officer's report is completed by the officer, fully describing the escape.

3.10.17 Communication During Transport

Prisoners shall not be permitted to communicate with anyone, other than police officers during transportation.

3.10.18 Smoking and Eating During Transport

Officers shall not permit prisoners to smoke or eat during transport (except as earlier defined).

3.10.19 Communications - Notification

Officers shall inform Communications when a prisoner is in custody.

Officers shall inform Communications whenever a prisoner is being transported. The officer shall give a starting and ending time and mileage for all prisoner transports.

3.10.20 Detention Facilities

All officers shall comply with each detention facility's rules and regulations regarding prisoner handling and weapons security.

If the facility does not have a prescribed prisoner or weapons policy, the following policy shall be used:

- A. Prisoners shall remain handcuffed (behind the back) until released, accepted by facility personnel, or until otherwise directed by facility personnel.
- B. Weapons shall be retained by the officer, unless otherwise directed. Weapons shall then be secured in provided weapons storage lockers. If secure facilities are not provided, the weapon(s) shall be secured in the trunk of the officer's vehicle.

Prepare the appropriate paperwork required of the detention facility to include booking sheets, signing of warrants, submission of interims, delivering copies of citations, etc.

The officer shall receive the signature of the prisoner on an official document, and will include that with the officer's paperwork.

3.10.21 Security of Prisoners in the Courtroom

If an officer transports a prisoner to court, and the prisoner presents a safety or security risk, the officer shall inform the judge of the facts of the safety/security risk.

3.10.22 Sick or Injured Prisoners

Prisoners who become sick or injured during an arrest will be given immediate medical treatment. If a prisoner needs to be transported for medical treatment, the prisoner may be transported in either a public safety vehicle (with on-duty supervisor's approval) or by medical personnel.

If a prisoner is unconscious, bleeding (that cannot be controlled), suffering from broken limbs, or vomiting, the prisoner shall be transported by medical personnel.

If a prisoner, while being transported becomes unconscious, the prisoner shall be immediately taken to the nearest emergency room facility. Officer discretion will determine if the most expedient manner is by Department vehicle or by medical transport. If the prisoner becomes convulsive, or indicates signs of cardiopulmonary distress, the transport shall be stopped, first aid administered, and medical personnel summoned.

3.10.23 Security at Medical Facilities

The transporting officer is responsible for the security of the prisoner while at the treatment facility. The officer shall observe the prisoner as feasible due to treatment. If the prisoner is required to be admitted to the medical facility, the officer shall immediately inform the on-duty patrol supervisor.

If a prisoner is required to be admitted to a medical facility, the officer will attempt to "field release" the prisoner if the charges are misdemeanors. If the prisoner is able to sign the promise to appear notice, the officer may then leave the prisoner.

If the prisoner is charged with felony offenses, the on-duty supervisor shall be notified.

Arrangements for prisoner security within the medical facility for admitted prisoners shall be handled by the on-duty field supervisor and higher authority.

3.10.24 Handicapped Prisoners

Handicapped prisoners who do not have serious physical/mental impairments will be transported as feasible.

Prisoners who are seriously mentally or physically disabled will be transported by competent medical personnel or mental health agencies.

3.10.25 Escape, Medical, or Suicide Risk

Any officer who is aware of a potential suicide, medical, or escape risk of a prisoner, shall immediately inform the detention facility of this information, and any other police officer having custody of the prisoner.

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TITLE: OPERATIONS Prisoner Escape/Transport– Communications Responsibilities	CHAPTER: III SECTION: 3.11
APPROVAL:	REVISION NO.: 02
REVIEW DATE: March 21, 2013	ISSUE DATE: 07/96

Prisoner Escape/Prisoner Transport–Communications Responsibilities

The Department of Public Safety will not transport prisoners unless requested to do so by the local police. In the event they request Public Safety assistance, this policy will apply when transporting a prisoner who has been taken into custody after an escape.

3.11.1 Prisoner Escape

Upon notification by an officer of an escape, Communications shall:

- Immediately inform the nearest law enforcement agency of all information available about the escape provided by the officer
- Inform the on-duty supervisor
- Direct other officers to assist as practical

3.11.2 Prisoner Transport

Officers shall inform Communications when a prisoner is taken into custody. Communications shall record the time of custodial arrest. The transporting officer is legally responsible for the safety and custody of the prisoner being transported.

It should never be assumed that someone else has searched the prisoner. Prisoners should be searched each time they come in the transporting officer's custody, preferably by a member of the same sex.

Restraining devices are to be employed during transportation. When transporting more than one prisoner, each is to be handcuffed with arms intertwining. A prisoner is not to be handcuffed to any part of the vehicle, such as the door post.

If the transport is for an extended period of time, consult the officer in charge for any other methods of restraint during transporting. Officers shall inform Communications whenever a prisoner is transported. The officer shall give a starting and ending mileage for all prisoner transports.

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TITLE: OPERATIONS Mobile Command Post	CHAPTER: III SECTION: 3.12
APPROVAL:	REVISION NO.: 02
REVIEW DATE: March 20, 2014	ISSUE DATE: 07/96

Mobile Command Post

The Department shall have available a mobile command post for the purpose of establishing a field command for incidents that can be better coordinated from an on-the-scene command center. The mobile command post is a black zippered bag with forms and charts available for use on any emergency or incident. The Black bag is located in the squad room. It can be attached to a vehicle or laid out on the hood of a vehicle.

3.12.1 Use of Mobile Command Post (MCP)

The use of the MCP may include, but not be limited to natural disasters and other events as necessary.

3.12.2 Authorization for Use

The Director may authorize the use of the mobile command post. Under no circumstance will the MCP be used without prior consultation with the Director.

Once the MCP has been established, it shall not be left unattended.

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TITLE: OPERATIONS Vehicle Inventory	CHAPTER: III SECTION: 3.13
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Vehicle Inventory

3.13.1 Purpose

This general order establishes guidelines controlling the conduct of inventories on vehicle(s). Disposition of any crime related evidence or contraband that may be discovered during the course of such inventory must be reported to law enforcement immediately.

3.13.2 Policy

Officers have a responsibility to protect property contained in vehicles which, after all other alternatives have been exhausted, remain in legal custody of the Department after the driver has been arrested, the vehicle obstructs traffic and is to be towed, or the vehicle has been abandoned and is to be towed, and in situation in which the police are not involved.

Inventory of vehicles containing property shall also serve the purpose of precluding accusations of theft by drivers/owners whose vehicles were towed/impounded as a result of arrest or other police enforcement.

Deportation of vehicles related to an arrest or traffic accident are the responsibility of the police.

3.13.3 Officer's Responsibility

Officers shall record the contents of a vehicle and make such record on the Departmental Property Control Form (Property and Evidence Report) (See Chapter III Section 5.6.60) and Automobile Inspection Form (See Chapter III Section 3.6.7) prior to the vehicle being removed by a tow truck for storage or impounded as evidence.

All closed but unlocked containers carried within the vehicle shall be opened and their contents inventoried.

Locked vehicles and locked containers carried within a vehicle shall be opened only if the officer:

- A. Has possession of the keys to the vehicle and/or containers; or
- B. Believes that the contents are valuable and require safe storage; or
- C. Believes that the contents are perishable; or
- D. Believes that the contents pose a threat to the officer's safety or the safety of others.

When a locked container cannot be opened under the criteria listed above and the officer has a reasonable belief that it may contain instrumentalities of a crime, fruits of a crime, contraband, or evidence, the officer shall contact the PPD who shall obtain a search warrant before opening the container.

Valuable personal property to be held for safekeeping shall be recorded as such on a Property and Evidence Form (Chapter III Section 5.6.60) and shall be marked "safekeeping". Instrumentalities, fruits of a crime, contraband, and other evidence shall be recorded as such on a separate property sheet marked "evidence" using the original case number as reference.

If items of evidentiary nature or contraband are uncovered inadvertently during the course of the "administrative" inventory, the officer shall cause the evidence or contraband to be photographed, if practical, and notify the police.

The officer only needs probable cause to believe that what he/she is looking at may be crime related property or contraband in order to seize it. However, the police should be notified before seizure of this property.

3.13.4 Documentation

The goldenrod copy of the property report shall be left in the vehicle following the inventory. The property report shall indicate that the property is for "safekeeping" and shall contain the name and employee number of the officer conducting the inventory. The correct case number shall appear on all Page s of the inventory receipt.

3.13.5 Items Retained for Safekeeping

Items of value that are secured for safekeeping will be properly marked and recorded on a property report. All items, including the remaining copies of the property report, will be submitted to the property/evidence section.

3.13.6 Items Retained for Evidence

Items secured as evidence will be properly marked and recorded on a property report. All items, including the remaining copies of the property report, shall be submitted to the property/evidence section.

3.13.7 Release of Vehicle to Third Party

At the owner/drivers request a vehicle may be released to a third party in lieu of storage or parking the vehicle. In such cases the officer shall obtain valid identification from the third party and properly document the release of the vehicle to the party in a basic case/supplemental report.

In cases of immediate release to a third party, an inventory of the vehicle does not need to be completed.

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TITLE: OPERATIONS Motorist Assistance	CHAPTER: III SECTION: 4.1
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Motorist Assistance

Public service is vital to the safety and security of a community. Occasionally Public Safety and community service personnel will be asked to assist motorists who are requesting directions, assistance with vehicle problems, or other information/services. All employees of the Department are expected to be helpful and courteous when asked to provide these types of public assists.

4.1.1 Directions

When asked for directions, employees should provide the person with the most direct route taking into consideration traffic, intersections, and time of day.

If an employee is uncertain as to a location, Communications should be consulted. If the location is off-campus and the employee is uncertain where a location is, the employee will attempt to locate an address and then provide the person with the major cross streets/telephone number so that they may call for directions.

4.1.2 Disabled or Stranded Motorists

The Department will provide assistance to stranded motorists following established procedures. If an employee transports a motorist to a specific location, away from the vehicle, the location and transportation must first be approved by the on-duty supervisor, and a starting and ending mileage shall be given to Communications.

The employee should ask the motorist if there is someone that they would like telephoned to respond for assistance or to make proper notification.

If the motorist does not wish to be transported to a nearby location to wait for assistance, the employee will advise the motorist to remain out of the roadway, turn on emergency flashers, and await the assistance.

Disabled vehicles will be removed from the roadway, as conditions permit. Officers will not endanger themselves or others while removing a disabled vehicle.

Whenever an officer or employee comes into contact with a disabled vehicle, the license plate and location will be relayed to Communications prior to contact.

Persons requesting assistance with a vehicle problem shall be helped as far as practical.

Whenever vehicle assistance is rendered the officer will have the subject complete the Request For Assistance Report Form. [MSR Form] (See Chapter I Section 7.2.6)

Officers will not render assistance of any kind if the Request For Assistance Form is not filled out and signed.

The officer will use the proper tools and equipment intended for unlocking or jump starting a vehicle that are provided by the Department with instructions on their use.

Officers may be requested to go several blocks off campus to assist ISU motorists.

4.1.3 Pushing of Vehicles

Some vehicles are equipped with push bumpers, to assist the officer and the public in removing vehicles from the roadway. Vehicles may be pushed with the push bumpers, only after the officer has explained to the motorist how the push bumpers work.

A. Officer Instructions

1. Officers shall inform the driver of the following:
 - a. That the vehicle should be in neutral.
 - b. The driver shall keep his/her foot off the brake while the two vehicles are together.
 - c. The driver should not apply the brakes until the officer has "pushed off" from the disabled vehicle.
 - d. The driver of the vehicle will follow the officer's instructions as they are relayed over the public address system.
2. The officer will push the vehicle only as far as necessary to remove it from the roadway, or to reduce the hazard.
3. Officers shall not attempt to push a vehicle with push bumpers, unless the bumpers match up.
4. Officers should get behind the vehicle, square up to the disabled vehicle and slowly begin pushing the vehicle. Care and caution shall be exercised at all times.
5. Officers should avoid exceeding ten miles per hour, while pushing another vehicle.

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6. The officer shall activate the vehicle's emergency lights while pushing a vehicle. All traffic control devices shall be observed, unless another officer is present to assume manual traffic control.
7. Any damage as a result of pushing another vehicle, shall be immediately reported to the on-duty supervisor.
8. Flares, reflective traffic cones, as well as police vehicles may be used to alert motorists of the pending traffic hazard.

B. Pushing vehicles with patrol vehicles with air bags

The Department of Public Safety has patrol vehicles that possess air bags. Because these bags can be activated with as little as 500 pounds of pressure, it is important that officers use extra caution when providing a push to another vehicle.

Whenever possible a vehicle not possessing an air bag should be used for providing pushes. However, when using a patrol vehicle that does possess air bags the officer should:

1. Check the height and distance from the patrol vehicles bumper to the patrons vehicles bumper.
2. If possible, use a second officer or available person to signal when contact between the two vehicles is about to be made.
3. Approach the vehicle to be pushed at a very slow speed so that there is no bump that may activate the air bag.

In pushing the dead vehicle the officer should:

1. Instruct the patron not to ride the brake.
2. Instruct the patron not to brake until the patrol vehicle has pushed and backed away from the vehicle being pushed.
2. If contact is broken, the officer should stop and then approach the dead vehicle in the same manner as before. The officer should never attempt to catch the dead vehicle in motion to continue the push.

4.1.4 Vehicles Not Blocking Traffic

If the vehicle is not blocking traffic, the employee will render assistance as practical. It will be at the officer's discretion whether or not to remove the vehicle from the roadway.

Flares, reflective traffic cones, or vehicles may be used to alert motorists of the disabled vehicle.

4.1.5 Mechanical Repair

The Department will not provide any type of mechanical repair to disabled vehicles. Employees may, and are encouraged to, assist with changing of tires or notifying automobile associations for assistance.

4.1.6 Vehicle Unlocks

Officers may provide "slim jim" services.

Employees shall have a MSR/Request For Assistance Form (See Chapter I Section 7.2.6) signed by the driver of the vehicle prior to performing any such service. Vehicles that have electronic locks will not be slim jimmied. Extreme care shall be taken while performing this service. Whenever possible an Automobile Association or locksmith should be contacted to perform this service, at the request of the driver.

The vehicle owner is to be asked to make sure that they have not contacted a locksmith to unlock the vehicle. If the owner has contacted a locksmith, they will have to wait for the locksmith.

4.1.7 Battery Jump Starts

- A. The Department may provide battery jump starts. A MSR/Request For Assistance Form shall be signed prior to any jump start.
- B. When jump starting a vehicle, officers should have ready access to proper equipment and have the knowledge of the proper procedures to be followed in the course of the jump start. Officers should have the following:
 - 1. Ready access to safety glasses and/or safety goggles.
 - 2. A good set of cables, free of corrosion.
 - 3. Request For Assistance Form.
- C. Officers should never:
 - 1. Attempt to jump start a vehicle that is touching the patrol vehicle.
 - 2. Allow sparks, flames, or cigarettes to come near the battery of either vehicle.
 - 3. Never jumpstart a vehicle if uncertain of the proper procedures.
- D. Jump starting: The following is the method all Public Safety officers will follow when providing a vehicle jump start.

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1. The officer must advise the requesting party of the potential of damage to the battery and or alternator.
2. The person requesting the jump start should sign a MSR/Request For Assistance Form prior to the officer working on the vehicle to be started.
3. The patrol vehicle must be parked away from the vehicle to be jump started.
4. The positive cable is hooked to the positive connection of the vehicle to be jump started.
5. The negative cable is then hooked to a metallic ground (the engine or car frame) on the vehicle to be jump started. Never attach the negative cable to the battery, as this may cause a spark.
6. Make sure the cable is clear from fan blades and moving parts.
7. The adapter cable is then connected to the patrol vehicle.
8. The officer then starts the patrol vehicle.
9. The subject needing the jump start then starts their vehicle.
10. If the jump start is not successful, the officer should put on glasses and/or safety goggles before approaching the dead battery for a check on the cable connection.
11. After a successful or unsuccessful jump start, the officer is to disconnect the adapter cable from the patrol vehicle.
12. The officer then disconnects the negative cable from the ground of the jump started vehicle.
13. The officer then disconnects the positive cable from the jump started battery.

E. Battery Acid

1. In the event of battery acid getting in the officer's or patron's eyes:
 - a. Force the eyes open while flushing with copious amounts of water.
 - b. Get medical assistance.
2. In the event of battery acid getting on the officer's or patron's clothes:
 - a. Rinse with water.
 - b. Change clothing as soon as possible.
 - c. Get medical assistance if irritation persists.

4.1.8 Motorists Who Need Fuel

It will be the officer's discretion, and with supervisory approval to take a motorist to the closest service station for fuel. Officers should provide dispatch with the beginning mileage, and the location where they will be going. Once at the service station an ending mileage should be given. When returning a beginning and ending mileage will be given. A plastic fuel container is maintained in the garage at Central Operations.

4.1.9 Towing Service

Each vehicle will have a tow strap in the maintenance trunk to be used for assisting vehicles that are stuck.

The officer will be cautious when hooking up to pull a vehicle. Bumpers, steering arms, etc., are not good places to hook on to and could cause vehicle damage.

If the officer does not think the vehicle can be pulled safely he should not attempt to pull it, and may assist in some other way.

Employees assisting motorists needing a tow service, will provide Communications with any specific request for such service. Employees should also inquire from the person, if they belong to any automobile associations.

If there is no specific request, and if the motorist requests the use of the University contract tow service, the request will be made to Communications who will contact the current contracted tow company.

4.1.10 Emergency Assistance

In the event of an emergency, such as a fire or medical emergency, the employee shall:

- A. Immediately notify Communications of the location and the type of emergency.
- B. Provide first aid and emergency care as appropriate, while not unjustly endangering themselves or others.
- C. Direct emergency response personnel to the scene.

Communications shall be responsible for:

- A. Immediate notification of fire/medical or other law enforcement jurisdictions if applicable.
- B. Dispatching additional units to the scene.
- C. Notifying the on-duty supervisor of the incident.
- D. Coordinate response of police and emergency personnel.
- E. Maintain accurate logs of events.
- F. Make notifications as necessary.

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4.1.11 Stuck Vehicles

When requested to assist a vehicle that is stuck, the following is to be observed:

- A. When using the Blazer, use the tow hooks when towing from the front and the receiver hitch when towing from the rear.
- B. Do not hook the tow strap to any of the push bumpers mounted to the front of some of the patrol vehicles.
- C. Do not use any of the Taurus's to tow vehicles.

4.1.12 Damage to Vehicles

When any employee, in the act of their duties, causes or thinks they may have caused damage to an individual's property, or an individual believes that the employee has caused damage to their property, the employee is to write a detailed report and give the subject a State of Idaho Claim Form.

4.1.13 Debris or Hazards on the Roadway

Employees observing hazardous conditions, such as: (list not inclusive)

- A. Debris in the roadway.
- B. Downed power lines.
- C. Missing manhole covers.
- D. Inoperable traffic lights.
- E. Missing traffic control devices.
- F. Vision obstructions, including campaign materials. Campaign materials or notices are not to be removed from campus buildings without approval. If these materials are found in questionable locations, the Student Government Office, Student Affairs, or the Facility Services Director are to be notified.
- G. Will notify Communications of the incident and the location and take the necessary action to eliminate or reduce the hazard.

Officers should try to remove debris from the roadway. If the debris is too large, the officer will advise Communications and the proper authority, Facilities Management for on-campus problems, the Pocatello Police Department, Bannock County Sheriff's Department, or Idaho Department of Public Safety for off-campus problems will be contacted.

Officers should secure the area to prevent injury or accident. If outside ISU jurisdiction, the agency of responsibility will be contacted and requested to respond to assume control.

Inoperable traffic lights will be reported to Communications, who will in turn notify Pocatello Police Department.

Facility Management problems, such as street lights being out, will be reported to Communications who will report the discrepancy to Facilities Services.

Missing traffic control devices within ISU jurisdiction, which constitute an immediate hazard, shall be reported to Communications, and in turn Facilities Services. If necessary, an officer will be assigned to provide point control until the sign(s) is/are replaced.

4.1.14 Hazardous Materials

Officers or employees viewing or notified of hazardous materials in a roadway will immediately notify Communications of the condition.

Officers will respond and identify the problem, and immediately request the response of the Pocatello Fire Department and ISU Technical Safety for incidents on campus. Communications will be responsible for such notification.

The on-duty supervisor shall be immediately notified by Communications and shall respond to assume control and establish a command post. Efforts shall be taken to identify the hazardous materials, however no employee shall intentionally or unnecessarily endanger themselves in identifying suspected hazardous materials.

Additional personnel shall be dispatched to coordinate emergency efforts.

If there are gases involved and escaping, wind direction should be determined and if necessary, efforts made to begin evacuation procedures. All such commands will come from the command post.

Traffic, both pedestrian and vehicle, will be diverted away from the scene to permit emergency response and clean up.

4.1.15 Arrival of Fire and Technical Safety

The fire department assumes primary control of the emergency scene upon their arrival. Technical Safety personnel also will have concurrent control with the fire department for on campus incidents. No hazardous materials will be secured at Public Safety.

4.1.16 Abandoned Vehicles on the Roadway

Officers observing an abandoned vehicle within ISU jurisdiction will make an effort to ascertain the owner or driver.

If there is no indication that the owner/driver is in the area, the officer will request Communications contact the registered owner to ascertain if the owner knows of the vehicle's location. If no answer is received, and the vehicle is in the roadway after 30 minutes unless creating an immediate hazard, the vehicle may be removed from the roadway by the contract towing company.

Any vehicle towed or stored will require that the vehicle be entered as a stored or abandoned vehicle. Communications personnel will be responsible for making this timely entry.

Records personnel shall be responsible for sending a letter to the registered owner of the vehicle the next business day. The letter shall inform the owner where the vehicle was either abandoned or recovered, that the vehicle is being stored, and that it is the owner's responsibility to pay for all associated charges. A copy of the letter shall be maintained for two years.

If the vehicle is not within ISU jurisdiction, the agency of jurisdiction shall be contacted and informed of the abandoned vehicle. Officers may stand-by until the agency of jurisdiction arrives, for hazardous conditions, or may place flares, or reflective cones around the vehicle to alert motorists of the hazard.

4.1.17 Abandoned Vehicles in Parking Lots

Parking is responsible for the removal of abandoned vehicles from parking lots.

4.1.18 Documentation of Stored or Impounded Vehicles

Whenever a vehicle is stored or impounded, a Vehicle Report shall be completed. This report will be completed prior to the towing or impounding of the vehicle.

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TITLE: OPERATIONS Bicycle Operations	CHAPTER: III SECTION: 4.2
APPROVAL:	REVISION NO.: 02
REVIEW DATE: August 12, 2009	ISSUE DATE: 07/96

Bicycle Operations

4.2.1 Policy

The Department is committed to providing the community with a safe and tranquil environment. To accomplish this mission, the Department will maintain a bicycle unit consisting of specially trained Public Safety and community service officers. These employees will be assigned to their respective shifts.

The duty of these officers with respect to their bicycle functions, will be to patrol the campus, control traffic and pedestrians, and answer routine calls for service.

4.2.2 Qualifications - Officers

To qualify for a bicycle assignment the applicant shall be:

- A. Have a medical waiver from a licensed medical doctor stating that the officer can perform required duties on a bicycle.
- B. Successfully complete a command interview.
- C. Successfully complete the training program.

4.2.3 Objectives

The bicycle program is intended to provide a high visibility patrol, to enforce the transportation laws, criminal laws, and University administrative sanctions through violator behavior modification, and to respond to calls for police service in an expeditious manner.

Bicycles may also be used for parades, athletic events, crime prevention demonstrations, and any other events as may be deemed appropriate.

4.2.4 Responsibilities

Bicycle officers are primarily responsible for the enforcement of the transportation and criminal laws of the state and University administrative sanctions. Officers are expected to respond to calls for assistance whenever on-duty.

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4.2.5 Hours of Operation

Operation of bicycles will be the same as that of other patrol functions.

4.2.6 Obedience to Traffic Laws

Officers will obey all traffic laws, rules and regulations of the University while riding a bicycle.

4.2.7 Designator - Officers

While working a bicycle shift assignment, the officer will be known as a "BIKE" unit.

4.2.8 Maintenance

All bicycle units will be expected to keep their bicycles clean and well maintained. Any major repairs will be done by designated personnel.

Bicycles will be inspected on a regular basis using the Bicycle Inspection Form (See Section III 4.2.21). Any personnel, including Public Safety or community service officers, who are determined to be in violation of the maintenance policy are subject to disciplinary action.

4.2.9 Security of Bicycles

When the bicycle is not in use it will be secured. Bicycles will be secured in the bicycle compound when not being used on-duty.

4.2.10 Deployment

Bicycle patrol may be utilized at supervisory discretion. Bicycles will not be operated in weather conditions deemed unsuitable or hazardous by the bicycle officer or supervisor. The bicycle officer should advise the on-duty patrol supervisor if and when the conditions do not permit safe operation of the bicycle. In these situations the officer will be assigned to regular patrol or security duties.

Officers should not unnecessarily endanger themselves or others while responding to calls for service. Bicycles will not be ridden in buildings, planters, or through washes or arroyos that are running swiftly.

4.2.11 Transportation of Prisoners/Others

Bicycles used by this Department are intended to carry only one person, the operator. Prisoners shall be transported in accordance with the Prisoner Transport Policy (See, Section III 3.9.3). There shall be no passengers transported on a bicycle.

4.2.12 Pursuits by Bicycle Officers

Bicycles used by the Department are not equipped with emergency sirens. Pursuits by bicycle units are not permitted. This does not preclude the chasing of other bicycles or suspects on foot. Caution will be exercised at all times while riding a bicycle.

4.2.13 Bicycle Markings

Department bicycles shall have Department emblems placed on each side of the top cross bar.

4.2.14 Equipment

Each bicycle will be a mountain type bicycle with a minimum of 18 speeds. Bicycles may be equipped with:

- A. An operational headlight.
- B. Water bottle and rack.
- C. Rear book rack.
- D. Bike bag.
- E. Toe clips and kick stand.

4.2.15 Uniforms

In addition to the regularly issued Department uniforms, each bicycle officer shall be issued authorized uniforms and equipment for use while operating as a bicycle officer. Bicycle uniforms shall not be worn as part of the regular police uniform. Bike uniforms will not be worn for vehicle patrol.

4.2.16 Helmet (Bicycle)

The Department issued/approved helmet shall be worn when riding a Departmental bicycle.

4.2.17 Glasses

Whenever a bicycle is in operation eye protection shall be worn.

4.2.18 Qualifications - Student Officers

To qualify for the assignment, the following qualifications must be met:

- A. Have a medical waiver from a licensed medical doctor, stating that the Public Safety officer can perform the required duties on a bicycle.
- B. Successfully complete a command interview.
- C. Successfully complete the training program.

4.2.19 Objectives - Public Safety Officers

To provide assistance to units in non-hazardous situations, to provide high visibility patrol, to enforce bicycle violations on University property, to assist patrol officers by reporting criminal activities, hazardous, and unusual situations, and to provide security services to the University community.

4.2.20 Responsibilities - Student Officers

To perform assigned duties of Public Safety officers, in addition to the enforcement of University rules and regulations concerning the operation of bicycles on University property.

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4.2.21 Bicycle Inspection Form

ISU PUBLIC SAFETY
Daily Bicycle Inspection Form

INSTRUCTIONS: This form is to be completed for each bicycle used by patrol. Each officer is to use one form until form is complete.

DATE: _____

BIKE # _____

OFFICER # _____	DAY SHIFT	EVENING SHIFT	NIGHT SHIFT
0700-1700	1600-0200	2200-0800	

INSPECTION: Note any deficiencies/malfunctions in comments section. If the equipment is functioning properly, etc., mark "OK" in the box.

First Aid Kit	_____	_____	_____
Light (Batteries?)	_____	_____	
Tire Lever	_____	_____	
Spare Tube	_____	_____	
Hex Keys	_____	_____	
Condition			
Drop Test	_____	_____	
Headset	_____	_____	
Skewers	_____	_____	
Saddle Height	_____	_____	
Saddle Alignment	_____	_____	
Chain			
Tightness	_____	_____	
Oil Needed	_____	_____	
Front Tire	_____	_____	
Rear Tire	_____	_____	
Tour Miles	_____	_____	

Any needed repairs should be indicated in this section.

Comments:

REVIEWED BY:

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OPERATIONS
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TITLE: OPERATIONS Traffic Enforcement	CHAPTER: III SECTION: 4.3
APPROVAL:	REVISION NO.: 05
REVIEW DATE: June 8, 2011	ISSUE DATE: 07/96

Traffic Enforcement

4.3.1 Policy

Officers of the Idaho State University Department of Public Safety will only enforce traffic laws and University rules on University property. Violations off-campus will be reported to the PPD. **Traffic stops initiated on campus will be terminated if the stop leaves University property.** If the violation is serious, the PPD will be notified. If directed by the PPD, the officer may continue to follow the violator until the police arrive. However, unless directed by the PPD the following vehicle will turn off any overhead lights, obey all traffic laws, and must not create a hazard by its presence if they continue to follow the suspect vehicle.

Public Safety Officers are under no obligation to enforce traffic rules or make traffic stops on any person that is not affiliated with the University as a faculty, staff or student. Further, officers are not required to enforce traffic rules or make traffic stop on any vehicle or individual if the officer feels there is some potential threat to their safety. Some reasons that may affect an officer's decision not to enforce a traffic stop may include but is not limited to: Time of Day, Area of Stop, and Subject's Behavior.

4.3.2 Purpose of Enforcement

Enforcement of the motor vehicle laws and parking rules are to ensure that the campus community is protected from unsafe driving, riding, and pedestrian practices. Officers may use discretion in the enforcement of these laws.

4.3.3 Officer's Responsibilities

In any incident in which a person is to be arrested and/or cited by an officer for an offense that is a misdemeanor, civil, or a petty offense, the arresting officer will notify the PPD immediately and prepare a case report of the incident.

4.3.4 Officer-Violator Relationship

Officers shall conduct themselves in a professional and courteous manner at all times. Officers should greet the violator with the officer's name, title, or Department, followed by a request for the necessary paperwork. Do not ask for a Social Security number from anyone who is an ISU student or faculty/staff employee. If someone claims to be an ISU student or faculty/staff employee, ask instead for their ISU

Bengal Card ID number. If they do not have the ID with them or claim not to know the number, call Dispatch. Dispatch can look up the Bengal Card number either in student info or CS Gold and verify student or faculty/staff status.

Officers will inform violators of the reason for the traffic contact, and will inform them of the action that the officer is going to take. During the contact with the violator, the officer should be looking for indications of physical impairment, alcohol or drug abuse, or other evidence of a crime or offense.

If the officer suspects alcohol/drug abuse, the officer will begin an investigation to determine the violator's inability to safely operate a motor vehicle and will notify the PPD.

Officers should be prepared to complete the necessary citations or warnings in a timely manner.

Good officer safety dictates that the officers check the computer for the violator's driving status as well as for wants and warrants.

Following the completion of citations, the officer will explain the violation(s) to the violator, but will not engage in a disagreement about the offense(s). The officer will inform the violator of the court date, etc. as described above under **Officer's Responsibilities**.

4.3.5 Stopping of Vehicles

A. Emergency Lighting and Use of Siren - Traffic Stops

Officers shall utilize either red or a combination of red emergency lights in order to affect a traffic stop. Initially officers should allow a reasonable time for the driver to respond to only the lights.

If there is no attempt to stop or no apparent reaction to the emergency lights, then a short burst(s) on the siren will be used to draw the driver's attention. The vehicle's spotlight will be used in order to illuminate the driver's compartment during times of darkness or low visibility.

Once a vehicle is stopped, all lighting to the rear of the patrol vehicle shall remain activated in order to warn traffic coming from the rear. A minimum of a solid illuminated red light shall remain activated to the front of the patrol vehicle at all times during a traffic stop.

B. Use of Public Address System

Officers may direct drivers via the public address system to remain in the vehicle or move the vehicle to a less congested location. The public address system should be used sparingly.

4.3.6 Stopping the Violator - Initiating the Stop

Upon recognition of a traffic violation, the officer will decide where to initiate the traffic stop, taking into account traffic conditions, lighting, and officer safety.

The officer will advise Communications before the traffic stop of:

- A. State and license plate of the vehicle, if known.
- B. Location of the traffic stop.

If no plate is legible the officer will provide communications with a description of the vehicle and the number of occupants. At a minimum the description should include:

- A. Make of vehicle.
- B. Color of vehicle.
- C. General description i.e., 4-door, van, etc.

Determine a safe location to affect the stop that will not unnecessarily impede other traffic and will provide illumination during hours of darkness.

Activate emergency equipment.

Officers should keep a distance of at least six feet to the rear of the violator's vehicle and position the car off center, approximately three feet, unless the situation warrants otherwise.

During hours of low visibility, spotlights/take down lights will be used to illuminate the vehicle's interior.

4.3.7 Driver Contact

The officer will approach the vehicle from the rear, and should carry only those items necessary for the contact such as flashlight and citations.

Officers will be attentive to the actions and movements of the driver/passengers and approach with caution. Officers will ask for assistance from other officers if the actions are suspicious or unusual.

Officers should position themselves outside the violator's vehicles, to the left, and slightly behind the driver using the vehicle's window pillar as cover. If the driver begins to exit the vehicle, the officer will either direct the violator to remain in the car, or direct him/her to the side of the roadway and out of the traffic flow.

4.3.8 Officer Conduct During the Stop

During the initial contact, the officer shall ascertain vehicle ownership, driver's license information, registration, insurance, and other information relevant and appropriate to the stop. Do not ask for a Social Security number from anyone who is an ISU student or faculty/staff employee. If someone claims to be an ISU student or faculty/staff employee, ask instead for their ISU Bengal Card ID number. If they do not have the ID with them or claim not to know the number, call Dispatch. Dispatch can look up the Bengal Card number either in student info or CS Gold and verify student or faculty/staff status.

Once this information is obtained, the officer may request the driver or passengers to exit the vehicle.

Officers will return to their vehicle for completion of the appropriate paperwork. Officers are discouraged from completing citations and warnings while seated inside a vehicle during a traffic stop. Officers will maintain visual contact with the vehicle occupants during the traffic contact.

4.3.9 Re-approaching Violator's Vehicle

Upon completion of the appropriate paperwork, the officer will return to the violator. The officer will be attentive while returning to the vehicle and should avoid walking between vehicles or directly behind the violator's vehicle. The officer may approach the driver from the right side passenger window, if desired, or may ask the driver to exit the vehicle to complete the paperwork.

After the officer has explained the violation (see **Officer's Responsibilities 4.3.3**, above), the officer will return to his/her car and remain there with the appropriate emergency lighting on, until the violator has departed. The officer will then advise communications that he/she is back in service.

4.3.10 Enforcement Practices

Officers in marked vehicles are expected to enforce the motor vehicle laws as necessary. Officers are to enforce traffic laws within ISU jurisdictional boundaries which are defined as the property boundaries of ISU, owned or leased buildings and land. Specific areas may be targeted for increased enforcement activity to help reduce traffic offenses, prevent traffic accidents, deter unsafe driving, or as directed by a supervisor.

Officers in patrol cars, should not intentionally conceal themselves for the sole purpose of traffic enforcement, unless the enforcement is a covert activity. Officers should position themselves to prevent an unobstructed view by either the officer or the violator.

No officer should intentionally endanger him/herself to prevent the officer from being seen by the motorists while monitoring traffic. Unmarked vehicles may be used in traffic enforcement, however vehicle usage is established in Operations Unmarked Vehicles (Chapter III Section 3.7).

4.3.11 Vehicle Pursuits - Traffic Offenses

Vehicle pursuit is justified only when the officer knows or has reasonable grounds to believe the suspect presents a clear and immediate threat to the safety of others; has committed or is attempting to commit a serious felony, or when the necessity of immediate apprehension outweighs the level of danger created by the pursuit. See Vehicle Pursuit Policy (Chapter III Section 3.2).

4.3.12 Enforcement - Outside Designated Patrol Area

The Pocatello Police Department will be notified whenever a pursuit exits the University boundary.

4.3.13 Hazardous Traffic Violations

Hazardous traffic violations on non-University property within the designated patrol area must be handled by PPD officers.

4.3.14 Non-Hazardous Traffic Violations

Minor non-hazardous traffic violations on non-University property within the delineated patrol area are not a priority of this Department and will not be enforced unless connected with an additional more serious violation providing sufficient reason for reporting the violation to the PPD.

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4.3.15 **Violators**

All violators will be treated with impartiality, courtesy, and respect by the officer at all times.

4.3.16 **Juveniles**

Juvenile traffic violators will be issued a University citation. If the violation is a state code violation PPD will be notified.

4.3.17 **Non-Residents**

Non-residents will be cited for violations as would any other violator. Officers should utilize discretion for minor traffic violations and equipment repair violations.

4.3.18 **Explanation of Violation**

At the time a motorist is issued a traffic complaint, the issuing officer will advise the violator of the violation which the violator is being cited.

Officers will advise the violator of the following:

- A. Date, time, and location of the court appearance.
- B. The consequences of not appearing or making arrangements for an alternate court date.
- C. The possibility of mailing in the fine or entering a plea via the postal service.
- D. To read the back of the violator's copy of the summons for additional information.

The violator will be given a copy of the citation.

4.3.19 **Multiple Violations**

Officers encountering multiple violations during a traffic contact will consider hazardous violation enforcement over nonhazardous enforcement. Citations for multiple non-hazardous violations will not be issued along with hazardous violations except for cause.

Officers will consider verbal or written warnings for those non-hazardous violations encountered during stops for hazardous violations.

4.3.20 **Driving Under the Influence of Alcohol or Drugs**

All suspected violations of traffic law concerning DUI will be reported to the PPD.

4.3.21 Speeding Violations and Hazardous Moving Violations

Speeding violations and other hazardous moving violations pose an immediate threat to the motoring and pedestrian public. Officer's enforcement of these violations should be directed to those areas which directly affect the safety of those person(s) utilizing the University.

Officers should take into consideration the time of day, traffic flow, and previous history of violations to determine the most appropriate method of enforcement. Enforcement may be accomplished with the use of written warnings, verbal warnings, University citations, or state citations.

4.3.22 Felony Violations

When an officer determines there is probable cause to believe that a felony motor vehicle statute has been violated, the officer will notify the PPD.

4.3.23 Misdemeanor Violations

Misdemeanor traffic violations originating on University property may be enforced through citation or verbal or written warning. State citations can only be issued by the PPD.

4.3.24 University Violations

University violations occurring on University property may be enforced in a manner to modify the driver's behavior. This may be through University citation or verbal or written warning.

4.3.25 Equipment Violations

Officers should pay attention to those equipment violations that pose a hazard to motorists. Such violations may include non-functioning head, tail, or brake lights. The goal of the officer during this type of enforcement is to make the driver aware of the problem and the hazards of continued operation of the equipment while faulty. Officers may elect to utilize a verbal warning or a written warning.

Violators will be given a copy of the written equipment repair warning.

4.3.26 Warnings - Verbal

Officers at their discretion may use a verbal warning for violations of the motor vehicle laws. First offenses should be a verbal warning unless circumstances present a serious safety issue. The seriousness of the issue must be reflected in a report.

4.3.27 Warnings - Written

Officers may issue written warnings for violations of the motor vehicle laws. All written warnings shall be on the approved warning citation. The officer will complete the appropriate sections of the warning and request the violator to sign the warning. The violator will be given the last Page of the warning. If the violator refuses to sign the warning, the officer shall issue the warning without a signature.

4.3.28 Suspended Driving Privilege

Officers who discover a motorist operating a vehicle while their license is suspended or revoked shall confirm through DMV queries an updated status on the person. If it is determined the license is suspended or revoked, officers will notify the PPD. If a violator is in possession of a suspended or revoked driver's license, the officer will notify the PPD.

4.3.29 Speed Enforcement

Officers will use their certified speedometer to gauge the speed of a suspected violator. The officer should maintain a constant speed for at least two blocks to measure the speed of a suspected violator.

All Public Safety officers are encouraged to utilize the radar and make traffic stops. However, for officers not certified on the radar, stops are a courtesy only to advise people of their speed.

4.3.30 Traffic Education

All officers are responsible for education of the motoring public. Each year the legislature and the University enacts and amends traffic law that may not be immediately available to the public. Officers will consider utilization of verbal or written warnings for a reasonable period of time to allow motorists to adjust their driving habits.

A Sergeant, Lieutenant, Captain, or Director may order a period of warnings for certain offenses of the traffic laws, such as the beginning of semesters, and when new traffic control devices have been installed.

4.3.31 Physical Arrests

All persons arrested will be held for the PPD.

4.3.32 Report Preparation

A case report will be necessary for the following offenses:

- A. Driving under the influence.
- B. Reckless driving.
- C. Drag racing.
- D. Custodial arrest as a result of a traffic violation.
- E. As necessary to accurately document a traffic violation.

Citation narratives may be used by the officer to make comments to assist the officer at a later time for all other traffic violations.

All citations, warnings, and case reports will be completed and turned into the supervisor prior to the officer going off-duty.

4.3.33 Traffic Citation Accountability

Citations are maintained by the Parking Division. All citations are numbered in numerical order. The officer will record the series of citation numbers whenever citations are issued.

The Parking Records Division will be responsible for accounting of all issued citations. Citations that have been voided will be forwarded to the Parking Division for filing.

All citations are to be turned into the Parking Office at the end of a shift. The citations are to be in numerical order and if any of the citations have been warned or voided, they are to be stamped with the appropriate stamp.

4.3.34 Audit

Supervisors will periodically conduct an audit of their employee's citations. Parking will be responsible for a monthly audit of the citations issued to officers.

4.3.35 Citations Needing Amending

After issuance of a citation, if the officer discovers that an omission or correction is needed, the officer will prepare an officer's report detailing the omission or error and state the correction in the officer's report. The officer's report will be reviewed by a supervisor and will be attached to the citation for transmittal to the Parking Office.

4.3.36 Lost or Damaged Citations

Officers shall immediately report the loss or damage of any citations to their immediate supervisor via officer's report. Parking shall be informed of the loss or damage for their respective records.

Officers are subject to disciplinary action for the intentional or reckless abuse of citations.

4.3.37 Removing Violators from Vehicles

Officer discretion may be used during a traffic contact whether to have the violator or occupants remain in or exit the vehicle. Officers should take into consideration officer safety, weather conditions, traffic conditions, and other physical or environmental concerns.

If the violator or occupants exit the vehicle, the officer shall direct them to the sidewalk, shoulder of the road, or somewhere away from the flow of traffic and from between the vehicles.

Officers and violators should not stand between the vehicles, nor should the violator or occupants be allowed to wander about during the traffic contact. Officers should direct violators and occupants in a firm but friendly manner.

4.3.38 Officer Identification

If an officer conducts a traffic stop out of uniform, the officer shall immediately display his/her badge and commission card to the violator as well as verbally identify his or herself. An officer in plain clothes should request that a patrol officer respond to assist with the traffic contact (Chapter III Section 3.7.4).

4.3.39 Public Assists - Motorists

Officers will, as a course of routine patrol, provide motorist assistance. It may become necessary for the officer to position his/her vehicle in a traffic lane to warn other motorists of a stalled vehicle, or other hazard.

Officers will activate all emergency lighting to the rear of the patrol vehicle, and if necessary the lighting to the front of the vehicle, while conducting these activities.

4.3.40 Vehicle Pushes

If officers' conduct vehicle pushes all emergency lighting shall be activated. Officers may use the public address system to instruct the driver during these motorist assists (Chapter III Section 4.1.3).

4.3.41 Bicycle Enforcement

Patrol officers are expected to enforce traffic laws on human powered vehicles.

Human powered vehicle operators may be issued a University citation for traffic offenses occurring upon University property.

Officers may notify PPD for offenses occurring upon roadways outside University control or for offenses occurring upon the roadway on University controlled property.

4.3.42 Bicycles and Human Powered Vehicles

- A. Human powered vehicles are defined as vehicles that include but not limited to bicycles, skateboards, roller skates, roller blades, or scooters. Persons operating wheelchairs are considered to be pedestrians as defined under Idaho Code. (Wheelchairs must be operated in a safe and courteous manner.)

The University desires to create an environment of personal safety for students, faculty, staff, and guests, and to lessen the potential for property damage.

Human powered vehicles will, at all times, be operated in a safe and courteous manner. Operators of human powered vehicles are responsible for being aware of their own safety and the safety of those around them.

Skateboards and scooters are not to be ridden within 20 feet of any building where glass windows are less than 3 feet above the level of the ground. There is to be no skateboarding under the Hypostyle nor on the sidewalk near any building entrances nor the Dillon Street side of the Hypostyle.

All bicycles and other human powered vehicles shall:

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1. Not be secured to handrails or impede the ingress or egress to any building or create a safety hazard.
 2. Not be operated in areas where sign/s prohibit their use.
 3. Not to be used in any building not designated for their use.
 4. Not to be used to leap upon or over objects.
 5. Not to be used on stairs.
 6. Travel at a reasonable rate of speed on all university sidewalks and property.
 7. Not race except in an authorized racing event with a designated route.
 8. Yield to all pedestrian traffic.
 9. Give an audible signal before passing a pedestrian.
 10. Obey all applicable traffic laws as contained in the Idaho Traffic Code, IC Title 49.
 11. Obey all rules as promulgated by ISU Parking.
 12. Not carry more than one person. An adult rider on a bicycle may carry a child securely attached to his person in a backpack or sling or in a child carrier attached to the bicycle.
 13. Not cling to moving vehicles.
 14. Be operated with appropriate lights and reflectors as contained in Idaho Traffic Code, IC Title 49.
 15. Not carry articles, packages, or bundles which prevent the safe operation of the vehicle or prevent the operator of the bicycle from using at least one (1) hand in the control and operation of the bicycle.
- B. The following steps are to be taken when dealing with Human Powered Vehicle violations:
1. Subject's 1st violation:
Issue the subject a verbal warning and a copy of the ISU Human Powered Vehicle Policy.
 2. Subject's 2nd violation:
Issue the subject a written warning and a copy of the ISU Human Powered Vehicle Policy.
 3. Subject's 3rd violation:
Issue the subject a trespass notice, a 30 day ban from campus, and a copy of the ISU Human Powered Vehicle Policy.
 4. Subject's 4th violation:
The subject is to be cited by Pocatello Police and issued a ban from campus for up to 90 days. The ban may be extended under serious circumstances. If unsure how long to set the ban, contact the Director.

ISU students cannot be arrested by Pocatello Police for trespassing. They should instead be cited for disturbing the peace or destruction of private property if there is evidence.

In the event a subject has been stopped for a 3rd violation and the officer decides not to issue a ban, the Director must be contacted and advised of the situation before the subject is released.

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Attitude and the seriousness of the incident are key issues. A written warning or trespass notice with a campus ban can be issued on the 1st or 2nd violation if it is warranted. Flagrant misbehavior should be dealt with by firm enforcement.

- C. Roller blades are not prohibited under the Hypostyle unless their actions are unsafe or destructive. The restrictions of the Hypostyle, Dillon Street sidewalk, building entrances, and glass windows near the ground are specific to skateboards only.
- A. Subjects bringing their own ramps to campus for the purpose of jumping skateboards and roller blades are restricted by the Human Powered Vehicle Policy. If subjects are observed on campus using a homemade or store purchased ramp, they should be given a verbal warning for their behavior, a copy of the Human Powered Vehicle Policy, and asked to remove the ramp from campus. The only exception to this is in the parking lot across the street from the Public Safety Office (G01 lot), and only if the actions are safe.

4.3.43 Pedestrian Enforcement

The Idaho Legislature has specifically provided statutes concerning pedestrians. Officers may use their discretion in enforcing these statutes (**Idaho Code Title 49 Chapter 7**).

4.3.44 Off-Road Vehicle Enforcement

Unlicensed off-road vehicles (i.e. dirt bikes, mini-bikes, ATV's) being operated in the traffic way may be cited.

Vehicles being operated in "no motorized vehicle areas" may be cited or issued trespass notices.

Applicable University property has been posted "NO MOTORIZED VEHICLES," according to city and county codes, on undeveloped property belonging to or controlled by Idaho State University.

ATV's may be ridden on parts of campus not posted as long as they are not ridden on the sidewalks or grass, or in some way damaging ISU property, and as long as the vehicles are being driven safely and the driver is aware that the University assumes no liability.

Officers will confront persons who are in violation, and the city police will be called.

A citation for trespassing or other appropriate citation should be issued.

A report of the contact and a copy of the citation shall be completed prior to the end of the shift or tour of duty the incident occurred on.

Off-road vehicles include, but are not limited to, motorcycles, all-terrain vehicles, snowmobiles, or similar motorized vehicles.

4.3.45 Parking Enforcement

Officers will enforce University parking rules.

4.3.46 Towing of Vehicles

Vehicles that are towed by ISU will only be towed by the company awarded the current University contract unless a specific company is specified by the vehicle owner.

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Department of Public Safety

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TITLE: OPERATIONS Traffic Accident Investigation	CHAPTER: III SECTION: 4.4
APPROVAL:	REVISION NO.: 02
REVIEW DATE: August 12, 2003	ISSUE DATE: 07/96

Traffic Accident Investigation

Notification to law enforcement officials is required when an accident occurs resulting in death or injury. This policy will establish procedures for investigation of traffic accidents on University property. All vehicle accidents on the city streets will be investigated by Pocatello Police. Public Safety officers will stand by to direct traffic prior to the arrival of the city police and render assistance at their request.

4.4.1 Accidents - Public Roadway

Any accident involving a motor vehicle upon University property that results in one of the following will be investigated by a police officer:

- A. Bodily injury or death
- B. Damage to property in excess of \$500.00
- C. Impairment (due to drugs or alcohol)
- D. Major traffic congestions
- E. Disturbances or fights
- F. Towing of vehicles.
- G. Hazardous materials involved
- H. Failure to notify (Hit and Run)
- F. An investigative request by any of the parties involved

They shall be properly documented by interviewing persons including persons involved and witnesses. Reporting shall be documented in writing on the appropriate form approved by the State and the Department.

4.4.2 Officer's Responsibility

Officers will conduct an investigation in order to determine cause of the accident, violation(s), and whether or not local law enforcement should be notified.

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In the event of death, serious physical injury, or major property damage, the on-duty supervisor shall be notified.

Public Safety officers will investigate all other vehicle accidents occurring on campus property.

- A. Upon arrival to the scene of an accident the officer will secure the area with cones, barricades, flares, etc., when needed to prevent further damage to property or injury to people.
- B. Every effort will be made to obtain all pertinent information. The following should be requested:
 - 1. Driver's license of each driver.
 - 2. Proof of insurance from each vehicle.
 - 3. Registration of each vehicle.
- C. Names, address, and phone numbers of any witnesses will be recorded by the officer.
- D. Name, address, phone number, and seating position in vehicle of any passengers.
- E. Voluntary Statement Forms (See Chapter I Section 6.1.6) will be given to each driver and any passengers or witnesses to fill out. The written form will be filed with the officer's report.
- F. When a state vehicle is involved, the driver of the other vehicle will be given the green State Claim form, and advised on how to submit a claim with the State.
- G. Each driver will be given the Accident Report Insurance Form (See Chapter III 4.4.20) to fill out and the officer will assure there is an exchange of insurance information between the drivers.
- H. A photograph of any damage to either vehicle or to property should be taken.
- I. In the event that gasoline is spilled onto the road or parking lot, Grounds will be notified to wash down the area.
- J. When it is necessary to tow a vehicle from the accident scene, the involved parties' choice of tow trucks should be honored.

All accident investigations and reports shall be completed by the officer before completing the tour of duty during which the accident occurred. All follow-up shall be performed and reported on adequate forms as a supplement to the initial report.

The walk-in report may be used by clerical personnel when persons present themselves at the counter to make a "late report" of an accident wherein only minor damage occurred. Care should be taken to screen persons submitting this report to see if the report should merit a full investigation.

4.4.3 Records Responsibility

A copy of each accident investigated shall be kept by the Department.

4.4.4 Accidents - Private Property

Accidents involving a motor vehicle(s) upon private property, such as a parking lot, will be investigated upon the request from any of the parties involved. This investigation may be on-scene or off-scene. The investigating officer shall have the drivers involved complete an Accident Report Insurance Form (See Chapter III Section 4.4.20) and document the accident on the Accident Report Form (provided by officer).

Any private property accident that is a hit and run, involves alcohol or illegal substances, or is an injury accident, will be investigated by the Pocatello Police. Public Safety officers will stand by to direct traffic and may assist in other areas when requested by the city officer.

4.4.5 University Vehicles

Any accident involving a motor vehicle owned by any governmental entity shall be investigated and a written report made.

4.4.6 Failure to Notify Accidents

Accidents that result in a failure to notify will be investigated in the following manner:

A. Upon a public roadway

The accident shall be reported to local law enforcement.

B. Upon private property

The accident shall be documented on a case report or accident report. It will be the officer's responsibility to gather pertinent information and evidence and determine if the local law enforcement should be notified.

4.4.7 Hazardous Materials

Any accident involving a vehicle with hazardous materials shall be promptly investigated. The accident shall be documented on either a form approved by the State for accidents involving injury, death, or governmental vehicles, or on a case report form for private property damage.

In hazardous material accidents, the local fire department will be responsible for the emergency scene. University Technical Safety must be notified. No hazardous materials will be stored at Public Safety.

4.4.8 Hazardous Materials Accident Scene

Hazardous materials accident scenes are very dangerous. When investigating a hazardous materials accident, officers must exercise extreme caution. When hazardous materials are suspected the officer shall:

- A. Request immediate assistance from the local fire department and University Department of Technical Safety.

- B. Gather information as to the materials involved (see DOT Hazardous Materials Guide Book) from an upwind observation point, determine placard number if observable, and give with climate data to dispatcher (temperature, wind direction, wind speed).
- C. Contain the area to prevent unauthorized entry.

Officers shall use discretion in entering an area where hazardous materials are present. The officer's primary responsibility in this case is not rescue, but rather containment of the affected area and keeping personnel from entering this potentially dangerous environment. Entry may incapacitate the officer or cause permanent injury or death.

4.4.9 Telephone Reports

Accident reports may be taken over the telephone for property damage accidents if both parties have left the scene. A case report shall be completed with as much detail as possible.

4.4.10 Walk-In Reports

If any one of the parties involved in an accident comes to the officer, and wishes to file a report, the officer will document the accident as accurately as possible on the appropriate form.

4.4.11 Officer's Response

Upon notification of an accident an officer shall respond to the scene when:

- A. The accident involves death or injury.
- B. The accident involves hazardous materials, spilled gasoline, diesel, or fire.
- C. The vehicles involved are blocking or impeding the flow of traffic.
- D. There is a disturbance or physical altercation as a result of the accident.
- E. When requested by any party.
- F. Property damage involving safety hazards such as downed power lines or poles.
- G. The accident involves hit and run.
- H. The accident involves impairment of an operator due to alcohol or drugs.
- I. The accident involves damage to vehicles to the extent towing is required.

In less serious accidents response may be delayed due to call priority.

4.4.12 Officer's Responsibility - Investigation

The officer dispatched as the primary responder shall be responsible for the accident scene and shall be responsible for directing the investigation unless relieved by a higher ranking officer or local law enforcement.

The first officer at the scene should provide guidance to other officers by directing them to perform specific jobs in order to protect the accident scene or reroute traffic. Utilization of flares, reflective cones, barricades, emergency vehicles with activated emergency lighting, or the physical presence of an officer directing traffic may meet this need.

Vehicles should be removed from the roadway, as quickly as possible giving consideration to the preservation and collection of evidence.

Prior to taking investigative action officers shall determine whether there are injuries, summon medical assistance and administer first aid as necessary.

Officers will:

- A. Gather statements from all parties involved including witnesses.
 - 1. Witness statements will be obtained as soon as possible following an accident from drivers, passengers, and witnesses, describing the sequence of events leading to and including the accident.
 - 2. Statements will be written on the Voluntary Statement Form (See Chapter I Section 6.1.6). Officers shall also accept a signed statement from an affected party on non-department forms.
 - 3. Verbal statements may be obtained and included in the accident report for all other accidents. Nothing in this policy will prohibit an officer from requesting written statements for any accident.
- B. Examine and record damage of vehicles and property involved.
- C. Document any unusual conditions.
- D. Fully and accurately report the accident on the appropriate form(s).

4.4.13 Measurements

Accurate measurements shall be taken in cases of serious injury or death, or where there is extensive damage to property.

Measurements may be estimated for minor accidents.

4.4.14 Photographs

Photographs may be taken to assist in the investigation. Photographs shall be taken where:

- A. Death or serious injury occurs.
- B. Where there is extensive property damage.
- C. When directed by a supervisor.
- D. At the discretion of the officer.

All photographs of an investigation are to be clearly identified both in the report and next to the photograph on the printed exhibit sheet along with the officer's initials. Vehicles are to be photographed so that the damaged portion along with the license plate is visible, together, in at least one photograph.

4.4.15 Evidence Collection

Officers shall make every effort to collect and preserve evidence on the scene that would determine the cause(s) of the accident. In order to recreate the accident, evidence such as debris, skid marks, paint transfer, and other items which may be of evidentiary value shall be preserved.

All physical evidence collected shall be entered into the Property/Evidence Division, with documentation on the appropriate Property and Evidence Form (See Chap. III Sect. 5.6.62) and in the basic case or accident report.

4.4.16 Technical Assistance

Accidents involving death, serious physical injury, or extensive property damage, shall require a specially trained accident investigator. An officer from the Department may be utilized, if qualified, or the Director or his designee, may request the assistance of another agency with such specially trained investigators. It shall be the on-duty supervisor's responsibility to advise the Director for the need of outside technical assistance.

4.4.17 Accident Reconstruction

Accidents involving:

- A. Death.
- B. Serious, life threatening injury.
- C. Or other accidents ordered by the Director.

An accident will be reconstructed by a certified and trained traffic accident reconstruction officer. If the Department does not have a qualified officer, the Director will request the assistance of a traffic investigator, trained and certified in accident reconstruction from the local police department.

4.4.18 Arrests or Other Enforcement Action

If during the course of an investigation of an accident an officer discovers a violation of Criminal law(s); Transportation laws; and probable cause exists to satisfy the elements of the violation enforcement action, the officer will contact Pocatello Police Department.

4.4.19 Personal Property of Victim(s)

The officer in charge of the investigation shall ensure that any property belonging to an accident victim(s) is protected from theft. This may be accomplished by the officer removing the property for safekeeping, or it may be released to a third party approved by the victim. Any property that is secured for safekeeping or released to a third party (other than immediate family) will be inventoried and properly documented in the report/addendum.

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4.4.20 Accident Report Insurance Form (4 color copy form)

Accident Report Insurance Information

This report is to be filled out by the drivers of vehicles involved in accidents on ISU Campus. After it is completed, give it to the operator or owner of the other vehicle. This will give you the information needed for your insurance company.

Y o u r V e h i c l e	DRIVER'S FULL NAME (LAST, FIRST, MIDDLE)				ADDRESS		CITY	STATE
	DATE OF BIRTH			MALE FEMALE	DRIVER'S LICENSE NUMBER	STATE	PHONE NUMBER	
	MO.	DAY	YR.					
	OWNER'S FULL NAME				ADDRESS		CITY	STATE
	YEAR	MAKE	MODEL	BODY TYPE	LICENSE PLATE NUMBER	STATE	YEAR	

Signature _____ Date _____

Address _____

AUTOMOBILE INSURANCE INFORMATION

YOUR _____ Company _____ Policy Number _____ Broker/Agent _____

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TITLE: OPERATIONS Traffic Functions	CHAPTER: III SECTION: 4.5
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Traffic Functions

4.5.1 Selective Traffic Enforcement

Priority for selective enforcement will be given factors that have been shown to create high incidence of accidents, based on an analysis of accident data.

Selective enforcement may be based upon one or a combination of the following factors:

- A. Temporal factors such as time of day and day of the week.
- B. Geographic factors.
- C. Type of violation.

The designated traffic accident investigator or motor officer will be responsible for collecting accident data from sources inside and outside of the Department. An analysis of the data will be made in an attempt to identify areas of concern and used to develop a plan of action for selective enforcement to reduce the incidence of accidents and traffic violations causing the accidents.

Copies of the plan will be distributed to the Lieutenant assigned to oversee patrol and all patrol supervisors. The plan will be evaluated quarterly and revised as necessary.

Officers will be deployed to areas identified as having the greatest incidence of accidents and accident-causing violations with consideration given to available manpower and temporal and geographic factors reflected by accident information data.

Officers may also be deployed to areas for selective enforcement based on an analysis of traffic-related calls for service covering the past year and analysis of heavy violation areas based on types and number of traffic citations issued by officers.

Distribution and allocation of personnel will consider the following factors:

- A. Seasonal variation of traffic volume.
- B. Variations due to weather conditions.
- C. Population shifts.

The primary purpose of assigning personnel to such areas will be to take enforcement action against accident-causing violations. Selective enforcement activity may include the use of radar as governed by current policy (See Chapter VII Section 1.5).

Selective enforcement activities may also be scheduled for violations occurring off the roadway. This assignment will be made by the supervisor to control human powered vehicles traffic in highly congested areas as identified through bicycle route monitoring and citation tally analysis.

4.5.2 Procedure

Officers working selective enforcement activities may work individually as assigned or by group. One officer may identify a violator while the other may make the traffic contact and issue the citation or written/verbal warning.

Officers should remain visible during such enforcement activities and avoid "hiding" behind signs, shrubbery, or other items.

If radar is utilized to determine speed, the violator, upon request, will be allowed to view the display.

All Public Safety officers are encouraged to utilize the radar and make traffic stops; however, for officers not certified on the radar, stops are a courtesy only to advise people of their speed.

Vehicles with certified speedometers may be used to verify a violator's speed.

4.5.3 Reports

Monthly activity reports will be submitted to the respective division Lieutenant when selective traffic enforcement functions are conducted. This report will include an analysis of any selective enforcement action taken during the month.

4.5.4 Radar Patrol

All Public Safety officers are encouraged to utilize the radar and make traffic stops. However, for officers not certified on the radar, stops are a courtesy only to advise people of their speed.

4.5.5 Training

All officers using the radar must be trained by a certified radar instructor. Recertification is required yearly.

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TITLE: OPERATIONS Traffic Direction and Control	CHAPTER: III SECTION: 4.6
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Traffic Direction and Control

4.6.1 Purpose

Traffic direction and control are necessary to provide an uninhibited flow of pedestrian and motorist traffic under emergency or special conditions.

Officers will have the discretion to perform traffic control (point control) whenever they deem appropriate or when ordered to by a supervisor.

Point control may be initiated for:

- A. Accidents
- B. Stalled motorists
- C. Fire or other emergencies
- D. Reducing congestion
- E. Special events
- F. Training and practical exercises

Only trained officers will perform point control. This does not exclude students and other officers from staffing a barricaded street and providing directions. Non-trained personnel will not stand in the middle of an intersection or city roadway and actually direct traffic unless under the supervision or direction of a police officer.

4.6.2 Non-Certified Uniform

Non-certified employees stationed at a traffic point location will wear the Public Safety officer uniform and/or reflective vest.

4.6.3 Need for Traffic Direction

Point or traffic control is not done on a daily basis.

Manual direction of traffic will be determined by the officer on the scene of an incident or at the direction of a supervisor. Manual direction is appropriate for accident scenes, special events, road improvements, traffic hazards, or for training. It will be the local law enforcement officer's discretion to manually override a traffic light.

4.6.4 Use of Traffic Vest

Officers directing traffic will wear reflective traffic vests whenever working traffic point control. Officers shall wear the reflective vest during darkness or low visibility.

4.6.5 Use of Whistle

Officers performing point control may use a whistle to alert motorist and pedestrian traffic.

Officers will signal "stop" with an extended single blast from the whistle.

Officers will give two short blasts to indicate "go."

4.6.6 Hand Signals

Hand signals should be used to direct motorists to conform to the officer's commands. Hand and arm signals shall be deliberate and simple.

Officers should extend one or both hands out in front to indicate "stop".

A single hand signal, with the palm or index finger extended and the arm coming up toward the officer will indicate "go".

Officers should verbally communicate with pedestrians to re-enforce the officer's directions.

A flashlight will be used to facilitate traffic control in hours of darkness or low visibility.

4.6.7 Traffic Overrides

Officers may use manual traffic overrides when they are directed or when they believe it to be necessary to assist in traffic flow after receiving permission from the local law enforcement.

No officer shall use the override system until receiving instruction from a law enforcement supervisor in the proper use of the device.

4.6.8 Temporary Traffic Control Devices

The Department does not routinely use traffic control devices. They may be used for special events such as athletic events, concerts, and parades.

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Temporary traffic control devices will be established following discussion with City of Pocatello Traffic Engineers, and local law enforcement.

4.6.9 Construction Areas

Officers may be used to assist in the flow of traffic around a construction area. This may be initiated by the officer or at the order of a supervisor.

If there is a need for long term traffic control around a construction scene, the construction engineer for the University will contact the Department to arrange for off-duty officer coverage.

4.6.10 Annual Parking Survey

The Department is responsible for parking services at the University.

4.6.11 Special Events

Traffic direction for special events will be coordinated by a Captain in conjunction with Parking and local law enforcement.

Traffic pattern adjustment on city streets will be approved by the city police.

Parking at special events shall be controlled by Department special events staff.

4.6.12 Traffic Direction at Fire Scenes

Traffic direction and control at fire scenes will be determined by the on-duty shift supervisor, the fire captain/battalion chief, and the local law enforcement.

Officers will be positioned at specific traffic locations to facilitate traffic flow around the fire scene and to provide the fire department maximum accessibility to the fire scene. These specific locations will be determined by the on-duty supervisor upon arrival at the fire emergency.

4.6.13 Traffic Direction - Inclement Weather

Traffic direction and control can be initiated by the patrol supervisor or by officers whenever there are inclement weather conditions which adversely affect traffic flow on the University. If necessary, the shift supervisor may request, through the Facilities Services, barricades to prevent motor vehicle and pedestrian traffic from entering a specific area.

Officers should not unnecessarily endanger themselves during inclement weather traffic control.

Emergency lighting should be activated whenever an officer is directing traffic during inclement weather.

4.6.14 Working Relationships with Traffic Engineers

Traffic surveys may be requested by the Director to the University Traffic Engineers via the Vice President of Facilities Services for on-campus streets. The Director may request a traffic study on city streets through the City of Pocatello Traffic Engineers. The Department will work closely with construction engineers and the City whenever possible in determining community needs to improve traffic control on campus.

4.6.15 Law Enforcement Escort/Convoy

The Department shall not escort civilian vehicles in a medical emergency. Officers advised of a medical emergency will notify dispatch of the emergency and request that paramedics respond to the location.

The Department may provide dignitary escorts/convoys to safeguard the safety of the dignitary and expedite the convoy. Escorts will be handled with a marked vehicle in front of the convoy, and if necessary, the use of emergency lighting and siren. Unless an intersection has been specifically closed for the event, the convoy shall slow, and if necessary stop before entering an intersection against a traffic control device.

The local law enforcement must authorize escorts/convoys that involve use of emergency equipment on city streets.

Coordination with the other agencies involved will take place prior to the escort and the on-duty supervisor and communications section will be made aware of the escort/convoy.

Department vehicles may be used to escort hazardous material vehicles, wide load vehicles, or vehicles containing evidence. For these escorts two marked vehicles will be necessary. One vehicle shall be in the lead and the other following the last vehicle.

Tight escort/convoy will ensure maintenance of the group.

4.6.16 Vehicles Used for Roadblocks

Department vehicles may be used to block an intersection at scenes of emergencies. If at night or in low visibility, emergency lighting will be activated. City street intersections will not be blocked unless directed to do so by local law enforcement.

Department vehicles will not be used for roadblocks to prevent the escape of fleeing suspects.

Traffic check points may be established by order of the Director. In such situations the roadblock will be a fixed position. Designated lanes will be established by use of flares and traffic cones to direct vehicles into the appropriate lanes. Officers conducting roadblocks shall wear their reflective traffic vest.

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TITLE: OPERATIONS City Road or Lane Closures for ISU Maintenance Projects	CHAPTER: III SECTION: 4.7
APPROVAL:	REVISION NO.: 01
REVIEW DATE: September 9, 2009	ISSUE DATE: 06/2007

4.7.1 Purpose

The purpose of this policy is to provide a step by step process for any maintenance projects which involve closing or blocking portions of city operated road ways through campus. Main streets through campus are not part of ISU property and any road closure or detours must be approved by, and meet the requirements of, the City of Pocatello Traffic Engineering Department. Prior to conducting any work on ISU property that might influence the traffic flow on the city streets, the following steps must be taken by the departments in charge of conducting the work.

4.7.2 Scope

This section will outline the requirements for each department requesting blockage or closure of a city street. It includes the responsibilities of not only the department conducting the work, but for the Department of Public Safety as well. Included in this section are the minimum requirements that must be met by the department conducting the traffic control for the blockage or closure of the specific city street. The Pocatello Traffic Engineering Office is located at 1040 So. First Street and the phone number is 234-6194. The Department of Public Safety is located at Bldg. 27, 625 E. Humbolt, phone number 282-2515.

4.7.3 Requirements for Campus Departments

Contact Public Safety with the date, time and location of the project. Pick up the needed signs and cones or barricades from the city traffic engineering office, Facilities Services or Public Safety or make arrangements to have the needed signs, cones or barricades delivered to the project site. Coordinate with Public Safety to make sure adequate personnel are assigned to traffic control positions.

At a minimum, the following requirements must be met for road closure:

- Make sure all individuals have an orange vest or shirt.
- There must be at least two signs indicating that there is a road closure/work ahead.
- These signs must alert drivers coming in both directions on the roadway.
- Any other requirements that are required by the City Traffic Engineer depending on the exact location and road closure requirements.
- Make arrangements with Public Safety if officers are needed to assist with traffic control. If off-duty officers have to be brought in, there may be a charge for additional officers.
- All arrangements should be made by the department at least 1 week (7-10 days) before the work is scheduled to begin. This should provide time for all proper traffic control plans to be in place and for all proper notifications to be made.

Signs can either be purchased by the individual departments conducting the work, or arrangements can be made with the City Traffic Engineering Department, Facilities Services or Public Safety to rent or obtain the needed equipment.

4.7.4 Requirements for Public Safety

Contact the City Traffic Engineering Office to make arrangements for the road to be closed.

Develop a traffic control plan with the City Traffic Engineers that meets the requirements set by their department.

Contact the Pocatello Police Department and advise them of the road closure.

Coordinate with the requesting department to ensure that they have the proper equipment and staff for the project. Public Safety will assist in coordinating the equipment and manpower.

Have the on-duty officer assist the department to ensure that all policies and safety procedures are being followed.

The on-duty Public Safety officer may not be able to be solely responsible for traffic control. Therefore, the requesting department may need to provide additional traffic assistance.

Provide training to requesting department staff.

See the Campus Barricades Policy (Chapter III, Section 4.8) for ISU parking lot closures or ISU road closures.

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TITLE: OPERATIONS Campus Barricades	CHAPTER: III SECTION: 4.8
APPROVAL:	REVISION NO.: 0
REVIEW DATE: September 14, 2009	ISSUE DATE: 09/2009

4.8.1 Purpose

The purpose of this policy is to provide a step by step process for the use of campus barricades that may be required by any maintenance projects, special events or hazards on the ISU campus. The Grounds wooden barricades will be used for closing or blocking off portions of the parking lots, road ways or grounds areas as needed.

4.8.2 Scope

This procedure will direct the actions required by campus departments and others to secure the closure of sections of University roadways, parking lots or University property and the actions required by Grounds and Public Safety.

4.8.3 Requirements for Campus Departments

Notification will be made to Public Safety and Grounds of the date, time and location of the area(s) to be secured. Notification should be timely. Do not wait until the last minute. If the notification is not timely, the requestor may be required to assist in the set up. Grounds and Public Safety will coordinate special assignments and related activities for the event.

The ISU Grounds department will be responsible for securing and housing 8-12 wooden barricades. These barricades will be used for the purpose of blocking parking lots, road ways or grounds areas when necessary for maintenance projects, special events or hazards.

The Grounds department will be responsible for dropping off the barricades at the necessary locations. If the barricades are requested while the Grounds employees are available, the Grounds department will be responsible for setting up and taking down the barricades.

If the barricades are requested at a time when the Grounds employees are not going to be available, the barricades will be dropped off at the requested location by Grounds for Public Safety or the requesting department/entity to place in the proper location and configuration.

Anytime barricades are required, the Grounds department should be notified in order to schedule a time and place for the delivery of barricades. In the event there is short notice and the barricades are needed immediately, Public Safety will coordinate with the requesting department/entity to retrieve the barricades and set them up as needed.

When the barricades are no longer needed for the project, the Grounds department will be responsible for picking them up and transporting them back to the Grounds facility. If there are no Grounds employees available when the project is completed, the Public Safety department will take down the barricades and set them off the side of the roadway until Grounds can pick them up on their next work shift.

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TITLE: OPERATIONS Solicitors on Campus	CHAPTER: III SECTION: 4.9
APPROVAL:	REVISION NO.: 01
REVIEW DATE: June 25, 2007	ISSUE DATE: 07/96

Solicitors on Campus

4.9.1 Solicitors

According to the University Legal Counsel, solicitors cannot be prohibited from public places on campus. However, they are not allowed in the posted resident housing. If they are located there, they are to be arrested by Pocatello Police for trespassing. Solicitors are also not allowed in offices in the buildings on campus. They can be in public areas of campus.

If solicitors are found annoying people or if someone complains about their actions, Pocatello Police are to be notified to sign a complaint.

If solicitors are found in buildings soliciting sales and disrupting our normal business, issue them an ISU Trespass Notice. The exception to this would be the Student Union Building, unless they are disturbing the peace in the Student Union Building and a complainant is willing to sign a complaint. If this is the case, detain the subject(s) and contact Pocatello Police.

When solicitors are found on campus, officers should obtain the subject(s) name, social security number, date of birth, and other pertinent information. Officers should also determine where the solicitors are staying, who they work for, and their supervisor. Officers should also ask to see the sales receipt book for the names of students who have purchased from the solicitors. The students listed should be contacted to determine if they were pressured or deceived into purchasing.

If solicitors have left housing complexes, the solicitors are to be located and issued an ISU Trespass Notice, be banned from campus, or be cited by Pocatello Police as appropriate.

4.9.2 Flyers on Vehicles

No agency or person may place flyers/advertisements on vehicles parked on campus property without first gaining permission from the Director of the Facilities Services.

If flyers are found on vehicles, an attempt to contact the persons passing them out will be made. The Public Safety Officer will inquire their name and if they have received permission to hand them out. If so, a check will be done through Communications and Facility Services to confirm that permission. If permission was granted, they may continue placing the flyers on the vehicles.

If permission was not granted, the solicitors will be asked to discontinue placing the flyers and leave campus property. If they do not comply, they may be cited for trespassing as above.

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TITLE: OPERATIONS Preliminary Investigation by an Officer	CHAPTER: III SECTION: 5.1
APPROVAL:	REVISION NO.: 06
REVIEW DATE: February 25, 2014	ISSUE DATE: 07/96

Preliminary Investigation by an Officer

5.1.1 Investigations

Public Safety officers shall be responsible for all investigations not involving the city police on the ISU campus, and/or assisting city police in any way requested once the police have taken over the investigation. The Director of Public Safety and the Pocatello Police have agreed upon PPD officers being called in for the following types of investigations:

- A. Anytime it is requested by the victim
- B. Any felony
- C. Theft where there is a suspect or serial number and/or exceeds \$400.00
- D. Lost or stolen credit, ATM, or bank cards or checkbooks
- E. Possible weapons involved
- F. Indecent exposure
- G. Obscene phone calls
- H. Hit and run
- I. Vehicle accidents on city streets
- J. Vehicle accidents with personal injury
- K. No proof of insurance
- L. Suspended/Expired driver's license
- M. Misdemeanor crimes involving violence
- N. Serious traffic violations (i.e., DUI, hit and run, etc.)
- O. Any time bomb threat information or threat information is received
- P. Domestic Violence
- Q. Narcotics (Drug) Violations (See Chapter III Section 5.6.22-23)
- R. Alcohol (See Chapter III Section 2.7 and Chapter III Section 5.6.27)
- S. Missing Persons

When conducting investigations, officers shall respect the civil rights of all persons involved and conduct the investigation in a professional manner. Officers shall use every legal means available to conduct investigations, including:

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- A. Collection and processing of physical evidence
- B. Fingerprinting
- C. Interviewing of witnesses
- D. Interviewing of suspects
- E. Observation/Photographs/Video recording
- F. Other legal means lending to the solution of a crime

Individuals will be referred to the Pocatello Police on-line report system for the situations below. The reports are reviewed by Pocatello Police and if there is something to follow up it is assigned to a PPD officer to contact the individual. A report number will be emailed to the individual after the report is review.

- Gas Drive Offs
- Lost Property
- Private Property Accidents
- Misdemeanor Thefts and Vandalisms when there are no suspects or leads
- Harassing phone calls unless they are threatening or border on stalking

5.1.2 Notification of Supervisors

It is the policy of the ISU Department of Public Safety to notify the Director of all serious situations, which include, but are not limited to:

- A. Any arrest/citation
- B. Any felony
- C. Deaths
- D. Death Threats
- E. Bomb Threats
- F. Missing Persons
- G. Fire Alarms and Fire Watches or when A Fire Alarm Panel is non-operational
- H. Sex Offenses
- I. Suicide
- J. Suicide Threats
- K. Building Evacuation
- L. Battery
- M. Bans/Trespassing
- N. Alcohol and/or Drug Violations
- O. Welfare Checks

In the case of assaults and/or batteries, the following guidelines are to be enforced:

Assault:

If an assault has occurred, the officer must contact the Director, Management Assistant, Security supervisor, or shift supervisor. The officer will advise the supervisor of the situation, and the supervisor will make the determination of whether the case will be handled internally or referred to the Pocatello Police Department.

The victim's wishes are an important consideration. If the victim wants the Pocatello Police notified, do so immediately. The officer must provide the victim with a crime prevention packet and contact an advocate from the Family Services Alliance. This is to be indicated in the Crime Prevention section of the officer's report.

Battery:

If a battery has occurred and there is no injury or slight injury, the officer must contact the Pocatello Police. If the victim does not want the Pocatello Police notified, advise the Pocatello Police of this and allow them the discretion of their response. The Director and Management Assistant or Crime Prevention supervisor must be notified of the incident and informed of the Pocatello Police response. Any victim with slight injury must be offered an ambulance or an escort for medical attention. Paramedics will not be dispatched if refused by the victim. The officer must provide the victim with a crime prevention packet and contact an advocate from the Family Services Alliance. This is to be indicated in the Crime Prevention section of the officer's report.

If a battery has occurred and there is a serious injury, or if a serious injury may develop from the battery, the officer must notify the Director and the Administrative Assistant or Crime Prevention supervisor of the incident, as well as the Pocatello Police and paramedics. The officer must provide the victim with a crime prevention packet and contact an advocate from the Family Services Alliance. This is to be indicated in the Crime Prevention section of the officer's report.

In both cases above, the Public Safety Officer will complete a Danger Assessment Form (can be found on the Public Safety Z (Share) Drive. If there are 10 more "yes" answers on the assessment, they victim is to be considered in severe danger of physical harm or possible death.

5.1.3 Notification of Idaho State Police

At the request of the Director, Kevin Johnson of the Idaho State Police is to be notified of any serious crimes committed on campus. Serious crimes are to include felonies and any cases that are likely to receive media attention. Misdemeanors are not reportable.

5.1.4 Suspected Crimes

Officers shall be dispatched to calls believed to be criminal in nature. If an officer determines that the incident is not of a criminal nature, and other priority calls are pending, the call may be reassigned for the completion of the appropriate paperwork. Officers shall complete the necessary paperwork in all cases.

5.1.5 Non-Criminal Calls

Calls that are clearly non-criminal in nature will be initially assigned to the on-duty officers, such as lost/found property, key services, public assists, and fire alarms.

5.1.6 **Discovery of Criminal Offense**

If during the investigation of a suspected non-criminal incident, it is determined that the incident is criminal in nature, and the investigation is being conducted by a non-police officer, the employee investigating the incident shall inform Communications and request that a police officer respond to conduct the investigation.

Proper preliminary investigation of an incident is vital to the successful conclusion of an investigation. The responsibility for preliminary investigation rests with the patrol officer initially assigned the call, unless otherwise directed by a supervisor or a detective at the scene.

5.1.7 **Officer's Responsibility**

Responding officers at the scene will:

- A. Provide emergency care and first aid to victims.
- B. Observe all conditions of the event(s).
- C. Maintain the integrity of the crime scene - protect evidence.
- D. Identify and locate all possible witnesses or suspects.
- E. Notification of supervisor as required or necessary.
- F. Direction and coordination of the incident and ensuring that all forms and reports are completed.
- G. Accurate documentation of the incident and ensuring that all forms and reports are completed.
- H. If probable cause exists, then PPD will be notified.

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TITLE: OPERATIONS Investigations	CHAPTER: III SECTION: 5.2
APPROVAL:	REVISION NO.: 02
REVIEW DATE: January 31, 2012	ISSUE DATE: 07/96

Investigations

5.2.1 Purpose

The Investigations section, also known as Detectives, is responsible for follow-up of criminal cases, special investigations, and for incidents involving long-term follow-up.

5.2.2 Supervision

A Lieutenant shall oversee the Investigations unit and shall be responsible for the administrative functioning of the section.

5.2.3 Sergeant

The Sergeant assigned to Detectives is responsible for the daily activity of the unit, the assignment of personnel in accordance with established University guidelines, and for the review and when appropriate, assignment of cases for investigative follow-up. Additional duties may be included as necessary.

5.2.4 Corporal (Officer, Senior)

The Corporal(s) assigned to Investigations is/are responsible for assuming some of the duties of the Sergeant in the Sergeant's absence and/or as assigned.

Positions within Investigations are of the same pay grade and rank title as all other positions within the Department. Certified officers assigned to the unit may be referred to as either "Detective" or by their appropriate rank.

5.2.5 Supervision

The Detective section shall have a Sergeant assigned. The Sergeant is responsible for the daily operation of the section and shall report to a specified Lieutenant.

Other officers may be assigned on a temporary or permanent basis as determined by the Director.

5.2.6 Investigations Responsibilities

- A. Follow-up reported crimes
- B. Interview affected parties
- C. Secure evidence
- D. Process evidence
- E. Coordinate follow-up of other police personnel
- F. Liaison with the court prosecutors and other law enforcement agencies

5.2.7 Uniform

An assignment to Investigation is normally a plain clothes assignment. Detectives are required to maintain a serviceable uniform at all times. Detectives may be called upon for temporary uniform assignments, and must be able to conform to the uniform regulations. Detectives will dress in business attire and will maintain the same grooming standards as all other officers.

5.2.8 Case Assignment

The Sergeant assigned to Detectives or the Lieutenant will assign specialized cases to officers who have the expertise or skill in the type of crime or incident being investigated.

5.2.9 Specialized Cases

Specialized cases that can normally be investigated in-house are (list not inclusive):

- A. Misdemeanor cases that do not have a suspect
- B. Violations of student code of conduct
- C. Violations of University policy
- D. Communicable Diseases (See Chapter III Section 5.7)

5.2.10 Case Management

On a daily basis, with the exception of holidays and weekends, the Sergeant/Lieutenant will review all criminal reports to determine which cases are to be assigned for follow-up investigation.

5.2.11 Case Follow-up

Each case assigned for follow-up investigation will be entered onto a case assignment card. Case cards will contain:

- A. Case number
- B. Type of incident
- C. Date of occurrence/reported
- D. Victim(s) names(s)
- E. Suspect(s) name(s) and/or suspect information
- F. Location of the incident
- G. Date assigned
- H. Officer assigned
- I. Suspense date

Cases that are found to have follow-up value either by the Solvability Ratio Index (SRI Model), or an incident that is of special interest, or has a high dollar value, (in excess of \$5000.00) will be assigned for follow-up purposes.

5.2.12 Case Responsibility

Each assigned officer will be responsible for the maintenance of their respective cases and will assure that their cases are accessible to other Detectives or administrators within the Department for review.

Officers assigned to a case for follow-up will be considered the case coordinator. The case coordinator is responsible for the proper investigation of the incident. More than one officer may be assigned to assist in the investigation of a case.

Officers may use photocopies as their working files. Personal notes regarding the case may be maintained by the officer and will be purged from the file when the case has been closed, and are no longer necessary.

Officers may possess an ongoing original supplemental report, in their active case file, for not more than 14 days.

5.2.13 Follow-up Investigation

Follow-up on certain crimes is vital to the successful identification of suspects, recovery of property, and identification of witnesses or investigate leads to ensure that the case has been brought to a logical conclusion.

5.2.14 Responsibilities of Follow-up Officers

Detectives or officers who are assigned to a case investigation will, as a minimum, complete the following steps as a check list in resolving cases:

- A. Review previous reports pertaining to the case or other cases having similar methods of operation (MO).
- B. Conduct interviews with witnesses, suspects, or officers involved and review investigative leads.
- C. Perform background or criminal history checks as appropriate.
- D. Submit evidence to the state forensics examiner. Confer with County Attorney's/City Attorney's Office and city police for advice on cases.
- E. Collect physical evidence at the scene of an incident, or as it becomes crucial to the investigation. Package and properly mark evidence.
- F. Complete photo line-up with victim(s) and witness(es) when required.
- G. Review entire case with supervisor.
- H. Disseminate case information to other criminal justice agencies, when appropriate, and when of interest to the agencies.
- I. Assist in prosecution of cases.

5.2.15 Case Review

Any case remaining open and active for a period of 30 days or longer shall be reviewed with the officer/detective assigned and the Sergeant or appropriate Lieutenant. A determination will be made by that supervisor whether or not to continue with the investigation or close the case following the review.

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Officers are responsible for the completion of the follow-up investigation by the assigned due date. If an extension is necessary, the officer will request the extension in a memorandum, addressed to the appropriate supervisor stating the reason(s) for the request as well as an anticipated length of extension. The supervisor will be responsible for approving the request.

5.2.16 Case Report Clearance

Cases will be cleared by one of the following closures:

- A. Cleared by Arrest:
Either “adult” or “juvenile” when the suspect has been arrested for the offense associated with that particular case report.
- B. Cleared Exceptional:
If the following questions can all be answered “yes,” the case may be cleared exceptional:
 - 1. Has the investigation definitely established the identity of the offender?
 - 2. Is there enough information to support an arrest charge and turning the case over to the court for prosecution?
 - 3. Is the exact location of the offender known so that the subject could be taken into custody now?
 - 4. Is there some reason outside law enforcement control that precludes arresting, charging, and prosecuting the offender:
 - a. When the victim chooses or is unwilling to proceed with prosecution of the case and the first three questions have been answered “yes?”
 - b. When the suspect cannot be prosecuted due to death or serious illness?
 - c. When the case is determined to be false in nature?

The above list is not all encompassing; refer to the Uniform Crime Reporting Handbook for additional information.
- C. Inactive - Cases will be inactivated when there are no further leads, identity of the suspect cannot be determined, does not meet the SRI model, or when the case has been suspended by a supervisor. A case that has been inactivated may be reopened if additional leads or information are developed.
- D. Unfounded - When a case or incident was reported and upon investigation it is determined that the crime or incident did not occur.

5.2.17 Background Investigations

Background investigations will be conducted in accordance with the policy concerning background investigations.

5.2.18 Preliminary Investigation

All patrol officers are responsible for the preliminary investigation of crime or incidents occurring within the assigned geographical area, unless otherwise directed by a supervisor.

The on-duty shift supervisor will evaluate the crime or incident and notify the appropriate division Lieutenant when there is, in the opinion of the shift supervisor, a need for a Detective (See Detective Call-Out).

5.2.19 Accident Investigation (Personal Injury)

- A. All personal injury accidents occurring on campus property will be investigated by Public Safety.
- B. A report of a serious accident resulting in loss of sight, hearing, limb, or life, will be immediately reported to the Director of Public Safety who will supervise the investigation.
- C. The first concern of the responding officer to a personal injury accident is to ascertain what medical treatment may be needed.
- D. In the event that treatment is needed it shall be obtained at the earliest opportunity from the most appropriate medical facility.
- E. When appropriate medical treatment has been rendered, the officer will obtain the following:
 - 1. The status of the injured person, i.e., student, employee, guest of campus.
 - 2. Personal information of the injured, i.e., name, address, phone number, Bengal Card number if student or employee, social security number if guest or visitor on campus, date of birth.
 - a. The location where the person was injured.
 - b. What the person was doing when they were injured.
 - c. A list of all injuries sustained and how each occurred.
 - d. Information on and statements from person(s) witnessing the incident.

- e. If the injury was work related:
 - 1. Was a supervisor present?
 - 2. Was safety equipment required?
 - 3. Was safety equipment provided?
 - 4. Was safety equipment being used?
 - 5. Had the injured party been trained in the job that was being performed and/or to use the equipment being used?
- F. The officer will check the area where the injury took place to make sure there are no immediate hazards that need to be taken care of to prevent further injuries. Example: The injury was caused from tripping over a broken curb or sidewalk. Does a barricade need to be placed over the broken area until it can be repaired? Can the hazard be removed?
- G. The officer will conduct a safety survey of the area, or a job task analysis, and include in his report what safety precautions may be taken to prevent this accident from reoccurring.
- H. All personal injury investigations and reports shall be completed by the officer before completing the watch or tour of duty during which the injury was reported. All follow-up shall be performed and reported on adequate forms as a supplement to the initial report.

5.2.20 Procedure for Investigating Stolen/Lost Computers/Laptops

If you receive a report of a stolen/lost computer/laptop, obtain the following information from the victim:

- 1. Name and ISU ID #.
- 2. Local Address.
- 3. Phone Number.
- 4. ISU username - With this information ISU's Information Technology Security can check how many MAC addresses are linked to this person and hopefully one of them will be the stolen computer/laptop and it can be tracked if it is used on campus.
- 5. Ask the victim if they obtained a Wi-Fi account from ISU. If they did, this information will be in the ITS database.
- 6. MAC Address of the victim's lost/stolen computer/laptop - Without the MAC address, their chances of getting the computer or laptop back are slim.
- 7. Serial Number of computer/laptop, if available - Does the victim have a receipt or warranty card? They should look for anything that might have the serial number on it.
- 8. Investigate as usual and send an email to Eric Mickelson (mickeric@isu.edu), Information Technology Security Engineer (ext. 5544) *similar* to the *example* below:

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Laptop Reported Stolen — Our LI #11-U02658

Eric: We have an open theft case of a Dell laptop, no known serial number (he bought it in Saudi Arabia). The person's user name, from the ISU Directory, is as follows:

Aldakhil, Abdulrahman D

Junior, Civil Engineering

Local Phone: (801) 673-6469 E-Mail Address: aldaabu@isu.edu

5.2.21 Re-contacting Victims and Witnesses

An officer assigned to a case for follow-up will re-contact the principals in the case (victim(s), witness(es)), within three working days, to see if any other information about the incident can be obtained. Officers will seek clarification of any information contained in the case report as well as to check on the victim(s) or witness(es) wellbeing.

All re-contacts will be documented in an addendum report.

5.2.22 Temporary Assignment to Investigations

Officers may be assigned to Detectives for a temporary period of time.

Temporary assignments to Detectives will take place when there is a need for personnel or as personnel allocation permits from other units/division of the Department.

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Department of Public Safety

OPERATIONS PROCEDURES MANUAL

TITLE: OPERATIONS Follow-up Investigations	CHAPTER: III SECTION: 5.3
APPROVAL:	REVISION NO.: 01
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Follow-up Investigations

The procedures used in a criminal investigation will vary, as each incident creates its own special requirements. All investigations require the development and use of information. The manner in which this information evolves is normally the result of interviews, interrogations, and the collection, preservation, and use of physical evidence.

Further evolution of information is accomplished through the use of follow-up investigations. As related to follow-up investigations, certain steps must be taken in order to insure the successful conclusion of the case and any prosecution of suspects.

The first officer dispatched to an incident is the assigned case officer. As such, he/she is responsible for the interviews, inventories, and all case follow-ups until relieved of the assignment.

5.3.1 Initial Responsibilities

Follow-up investigation may be conducted by an assigned investigator or other officer as determined by the Director or Captain assigned to Investigations. The initial responsibility of the follow-up officer will be to review the original report and draw out the information that can be followed up on. The report will include the following:

- A. Location of occurrence.
- B. Time of occurrence.
- C. Identity of any victim(s).
- D. Type of crime and what happened.

Other information that may be available could include but is not restricted to:

- A. Review of laboratory examinations and results.
- B. Other Departmental records identified in the original case.

- C. Additional information from witness(es), informants, investigative leads, uniform officers, or other persons with knowledge of the incident.
- D. Criminal history of identified suspects.

5.3.2 Interviews and Interrogations

To further develop information, follow-up officers may conduct additional interviews of witnesses or initial interviews of recently identified witnesses. Officers should contact people to be interviewed, and review the case to gain any additional insight to its occurrence.

When the follow-up officer develops new suspect information, arrangements should be made for interrogation/interviews by the local police.

The follow-up officer may also develop new information that presents a need to interrogate once again an already identified suspect(s). The officer should contact the local police with such information.

5.3.3 Physical Evidence

The information developed from evidence will greatly depend on several factors that govern its use during an investigation. Follow-up officers should, upon development of new information, collect, preserve, and use physical evidence.

The following should be considered in this process:

- A. The legality of its seizure.
- B. The manner in which it is collected and preserved.
- C. The chain of custody.
- D. Its analysis (what it proves and disproves).

5.3.4 Suspects

During follow-up investigation it is often found that suspects are identified as being involved in other crimes. In order to eliminate any confusion, the appropriate agency of jurisdiction shall be contacted to insure mutual cooperation among the agencies involved, and the timely exchange of information.

5.3.5 Court Preparation

Upon completion of investigation and suspect arrest, it will become necessary for the assigned officer to prepare their case for court presentation. This may be coordinated with the prosecuting attorney's or city attorney's office. The officer will organize and present the case in written form including all documentation generated during the investigation and final outcome in the areas of arrests or property recovery.

The investigating officer may assist in the prosecution of the case at the request of the prosecuting attorney in areas such as additional follow-up to include interviews and interrogations or any other matter as required by the attorney and approved by a supervisor.

5.3.6 Information Dissemination

Any information disseminated concerning any case under investigation or investigation concluded will be coordinated through the Public Information Officer.

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TITLE: OPERATIONS Criminal Investigations Checklist	CHAPTER: III SECTION: 5.4
APPROVAL:	REVISION NO.: 02
REVIEW DATE: February 25, 2014	ISSUE DATE: 07/96

Criminal Investigations Checklist

5.4.1 Purpose

The criminal investigations checklist contains questions which should be addressed when conducting criminal investigations, as well as specific questions relating to different offenses.

The checklist is not intended to be all-inclusive, but to serve as a guideline in conducting investigations, in preparing reports related to those investigations, and in the supervisory review of such reports.

Public Safety officers arriving at a crime scene shall secure the area to prevent the destruction of any evidence.

Any persons at the crime scene shall be identified, and the officer shall determine the person's relationship to the crime scene.

Officers shall notify the field supervisor, who will notify the Director of Public Safety immediately if the crime committed involves violence, sexual assault, extensive damage to University property, serious injury, or death. In the absence of a field supervisor, the officer will notify the Director as soon as possible.

If the crime scene involves a large area or crowd, the officer shall notify the field supervisor of the need for additional assistance.

The first responding officer is assigned to control the crime scene, and shall control access to any person requesting entry, when entry of that person could damage or destroy any evidence not yet processed.

On arrival of city officers, the investigation will be turned over to the city officer and the Public Safety officer shall assist as directed.

Officers shall take photographs of crime scenes involving damage to University property, extensive damage to personal property, burglaries, crimes of violence, and any other crime in which photographs might aid in the investigation of the crime. All photographs of an investigation are to be clearly identified both in the report and next to the photograph on the printed exhibit sheet along with the officer's initials.

Officers shall attempt to obtain latent fingerprints when possible. Latent fingerprints which are collected shall be processed and impounded as evidence.

All evidence collected at the crime scene shall be marked and packaged in a container appropriate for the preservation of evidence. The package will be immediately impounded.

5.4.2 General Investigative Questions

- A. Who is involved?
 - 1. Who is the victim(s)?
 - 2. Who is the suspect?
 - 3. Who is the witness?
 - 4. Who reported the case?
- B. What happened?
 - 1. What took place?
 - 2. What offense was committed?
 - 3. What are the elements of the offense?
 - 4. What was the object of the attack?
- C. When did it happen?
 - 1. When in time did the occurrence take place?
 - a. At what hour(s)?
 - b. On what day?
 - c. In what month?
 - d. In what year?
 - 2. Was it day or night?
 - 3. Was it clear or cloudy?
 - 4. Was it foggy, misting, raining, smoggy, snowing, hailing, sleeting, etc.

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D. Where did it happen?

1. Where did the offense occur?
2. Where was the object of the offense?
3. Where is the object of the offense now?
4. Where was the object of the offense found?
5. Where was the perpetrator of the offense?
6. Where is the suspect now?
7. Where was the suspect when apprehended?
8. Over what area did the offense extend?
9. Where were the witnesses in relation to the crime scene?
10. Where are the witnesses now?

E. How did it happen?

1. How was the offense committed?
 - a. What preparation was made to commit the offense?
 - b. What was done to avoid detection?
2. How was the property or person attacked?
 - a. What method was used to induce the victim to give up his/her property?
 - b. What means were used to overcome resistance of the victim?
 - c. What means or instruments were used in the preparation of the attack?
3. How did the offender act?
 - a. What did the perpetrator do in response to the actions of the victim?
4. How did the victim act?
 - a. What did the victim do in response to the actions of the perpetrator?

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5. How did the situation assist in the commission of the offense?
6. How did the offender enter the crime scene?
7. How did the offender leave the crime scene?

5.4.3 Crimes Against Persons

Robbery, assault, homicide, kidnaping, abduction, sex offenses, extortion.

The first Public Safety officer at the scene of a suspected sexual assault shall attempt to ascertain if a sexual assault has, in fact, occurred. If the officer determines that a sexual assault has occurred, the officer shall notify the city police that a sexual assault has taken place. An advocate from Family Services Alliance shall also be notified.

The officer shall obtain as much information from the victim and any witnesses as possible including:

- A. The suspect's name, if known, or description.
- B. Weapons used, if any.
- C. Suspect's direction and mode of travel.

The officer shall ascertain if the victim needs medical attention. If emergency treatment is necessary, the officer shall request paramedics. If required, the officer shall have the victim transported by ambulance to the nearest medical facility.

The Public Safety Officer will complete a Danger Assessment Form (can be found on the Public Safety Z (Share) Drive. If there are 10 more "yes" answers on the assessment, the victim is to be considered in severe danger of physical harm or possible death.

The officer shall secure the crime scene and wait for the arrival of the city police.

As soon as possible, the officer shall notify the Director of Public Safety that a sexual assault has taken place and any other information that has been obtained.

- A. How did the perpetrator approach the victim?
 1. What device, trick, ruse, method, did the perpetrator use to gain access to the victim?
- B. What did the perpetrator say?
 1. What exact expressions were used?
- C. What in detail did the perpetrator do?
 1. How did he/she act?

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D. What means of force did he/she use?

<input type="checkbox"/> gun	<input type="checkbox"/> knife	<input type="checkbox"/> bodily force
<input type="checkbox"/> club	<input type="checkbox"/> intoxication	<input type="checkbox"/> seduction
<input type="checkbox"/> promise	<input type="checkbox"/> blackmail	<input type="checkbox"/> poison
<input type="checkbox"/> scissors	<input type="checkbox"/> razor	<input type="checkbox"/> chemical
<input type="checkbox"/> missile	<input type="checkbox"/> badge	<input type="checkbox"/> request
<input type="checkbox"/> other: _____		

E. What preceded the offense?

<input type="checkbox"/> quarrel	<input type="checkbox"/> attack	<input type="checkbox"/> accusation
<input type="checkbox"/> self-defense	<input type="checkbox"/> breaking and entering	
<input type="checkbox"/> robbery	<input type="checkbox"/> burglary	
<input type="checkbox"/> impersonation: _____		
<input type="checkbox"/> other: _____		

F. What was the victim doing immediately preceding and at the time of the offense?

<input type="checkbox"/> opening or closing premises	<input type="checkbox"/> going to the bank (Bursar)
<input type="checkbox"/> walking	<input type="checkbox"/> riding in vehicle
<input type="checkbox"/> at residence	<input type="checkbox"/> preparing to leave residence
<input type="checkbox"/> arriving at residence	<input type="checkbox"/> parking automobile
<input type="checkbox"/> other: _____	

G. Were there accomplices?

1. Complete personal descriptions.
2. What did the accomplices do?
3. How did they participate in the crime?
4. What was said?
5. How many were there?
6. Did they arrive with the perpetrator?
7. Did they leave with the perpetrator?

H. How did the perpetrator arrive and depart?

<input type="checkbox"/> on foot	<input type="checkbox"/> taxi	<input type="checkbox"/> automobile
<input type="checkbox"/> bicycle		
<input type="checkbox"/> other: _____		

I. What other facts surrounding the occurrence could be used to identify the perpetrator and accomplices?

5.4.4 Crimes Against Property

Burglary, theft, fraud, checks cases, arson, embezzlement:

A. Burglary

1. Precisely what type of premise was entered?
2. Where was the point of entry?
3. Where was the point of departure?
4. What instruments were used to gain entry?
5. What was done by the investigator to preserve evidence of entry and exit?
6. What acts were committed by the perpetrator at the scene?

____ eating ____ drinking ____ defecation/urination
____ criminal damage ____ smoking ____ use of matches
____ disturbance of materials
____ other: _____

7. Where were the occupants of the premises?
8. Exact location.
9. How did the perpetrator arrive and depart?
10. Any facts or acts that can be used to identify the perpetrator?

B. Larceny

1. From what place was the property stolen?

____ auto	____ basement	____ closet
____ counter	____ display stand	____ kitchen
____ locker	____ lobby	____ mailbox
____ meter	____ porch: front/back	
____ room - specific type	____ showcase	
____ store	____ telephone box	____ rest room
____ toolbox	____ trunk	____ vehicle
____ window	____ yard	
____ other: _____		

2. Were there occupants on the premises?

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3. Where were they?
4. What means were used to take the property?

☐ carry away ☐ shoplifting ☐ trick and devise
☐ bodily force
☐ other: _____

C. Worthless Checks

1. How were the checks written or otherwise prepared?

☐ pen ☐ pencil ☐ typewriter
☐ check writer ☐ raised ☐ rubber stamp
☐ amount

2. What type of paper was used?

☐ printed check form ☐ printed pay check
☐ counter check ☐ money order ☐ personal check form

3. How were the checks returned?

☐ not sufficient funds (NSF) ☐ improper endorsement
☐ no such account ☐ forged ☐ fictitious

4. What purpose was to be served by the check?

☐ cash, money ☐ jewelry ☐ clothing
☐ merchandise, type: _____ ☐ vehicle
☐ other: _____

5. What claim was made by passer to establish authenticity of check?

☐ making purchase as customer ☐ impersonation
☐ exhibits checkbook, bank deposit book, driver's license, etc.
☐ references to well-known person or persons
☐ pretends to live in area ☐ used bogus letter of credit
☐ other: _____

6. Was victim able to note description of check passer?

7. What caused particular notice?

8. What did passer say when presenting check to victim?

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9. What time of day was check passed?
10. How did the check passer arrive and depart?
11. Other pertinent factors?

D. Embezzlement

1. What was the subject of the embezzlement?
2. What was the value of the property?
3. Who had ownership?
4. Who had possession at the time of the conversation?
5. Under what circumstances was the property received or held?
6. How was the loss discovered?
7. Where was the property recovered?
8. Who had possession at the time of recovery?
(Questions under worthless checks, thefts, larceny may be applicable to embezzlement)

E. Arson

1. How was the fire reported?
____ telephone ____ pull station
____ other: _____
2. Who reported the fire?

Name, address, telephone number, occupation, description, circumstances causing person to note fire.
3. When was the fire discovered?

Exact time or inclusive period if time not determinable
4. Who discovered the fire?
 - a. Name, address, telephone number, occupation, description, etc.
 - b. Under what circumstances was the fire discovered?

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- c. Where was the person who discovered the fire?
- d. How did he/she happened to be there?
5. What type of structure or property was set on fire?
____ number of stories
____ approximate dimensions and number of rooms.
6. Construction of building:
____ brick ____ frame ____ iron
____ factory ____ warehouse ____ garage
____ stucco ____ fireproof
____ other: _____
____ residence hall ____ Greek affiliation ____ academic building
____ other: _____
7. Was the building vacant?

Length of time vacant:
8. Source of information.
9. Name and address of last inhabitant.
10. Was the building inhabited?
11. Were person(s) in the structure at the time of the fire?
12. Who occupies the building now?
- a. What type of business
- b. Names, address, telephone numbers, description of owner(s)
- c. How long has this department/business been at this location?
13. Names, telephone numbers, etc. of all building occupants (if practical)
14. Who owns building?

Name, address, age, telephone number, description, when building acquired.
15. How was the fire started?
- a. What materials, accelerates and devices were used?

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- b. What was the value if the property was destroyed?
 - c. What were the findings of the arson investigator?
 - d. What evidence, traces on clothing of suspect or clue materials at the scene, associated the suspect with the scene?
16. What actions of the suspect offered evidence of criminal intent?
- ____ removal of valuable items ____ substitutions
 - ____ ill-feeling, animosity, hostility, hatred toward owner or occupants
 - ____ unfriendly relations between suspect and occupants
 - ____ absence of any effort to extinguish fire or turn in alarm.

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Idaho State University

Department of Public Safety

OPERATIONS PROCEDURES MANUAL

TITLE: OPERATIONS Investigator Call-Out Duties And Equipment	CHAPTER: III SECTION: 5.5
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Investigator Call-Out Duties and Equipment

5.5.1 Investigator's Response

If an investigator is called to respond to the scene of an incident, the scene shall remain secured by the patrol officer until the investigator arrives, unless otherwise directed by a supervisor or investigator. Upon arrival, the investigator assumes the responsibility for the crime scene and the investigation unless relieved by a higher authority.

5.5.2 Call Out of Investigators

The Lieutenant assigned to manage the investigation unit, or in his/her absence the Sergeant, shall be notified of the following incidents:

- A. All shootings.
- B. Any incident that involves critical injuries or death.
- C. An incident that is likely to be of international interest or may have far reaching repercussions for the University or Department.
- D. Burglaries involving extensive evidence, or where an immediate follow-up is required and the patrol unit does not have the capability to conduct the follow-up.
- E. Any burglary or theft in excess of \$5000.00.
- F. Armed robberies.
- G. Bombings and explosions.
- H. Arson where there is extensive evidence or extensive damage.

- I. All reports of sexual assaults or child molestations.
- J. Aggravated assaults with serious injuries.
- K. Serious gang related activities.

The Investigator will respond to any of the following: A, B, D, E, F, G, H, I and as directed by a higher authority. Notification to PPD will be implemented as soon the incident is determined to include A-K.

5.5.3 Surveillance

Surveillance activities may be conducted for the purpose of identification, apprehension, or questioning of suspects in a criminal matter. Surveillance activities will be conducted in a safe and prudent manner, avoiding unnecessary physical risk to the officer and general public.

5.5.4 Investigator's Responsibility - Use of Equipment

All investigators shall become familiar with the equipment available and become proficient with the use of the equipment.

5.5.5 Operating Instructions for Fuji Discovery Camera

Loading the Batteries:

- 55. Open the battery compartment cover (located on bottom of the camera).
- 56. Insert the batteries, placing with the correct polarity. Close cover.

Loading the Film:

- 1. Open the camera back. The back lock is located on the back of the camera.
- 2. Drop the film in gently.
- 3. Adjust protruding film so the tip of the film lies within the film tip marks.
- 4. Close the camera back.
- 5. Position the first frame. Open the lens cover and press the shutter release. The exposure counter will change to "1".

Taking a Picture:

- 1. Open the lens cover.
- 2. Center the camera on the object to be photographed. The area inside the square will be photographed.
- 3. Focus the camera by placing the auto-focus spot on the subject to be photographed.
- 4. Hold the camera still and press the shutter release.
- 5. The film will automatically advance when the shutter release is released.

Using the Auto-Focus:

- 1. Make sure the subject to be photographed is in the center of the view-finder. (If the auto-focus spot is aimed at an empty spot, the subject to be photographed will not be clear.)

2. Focus the camera by placing the auto-focus spot on the subject and press the shutter-release half-way down. The auto-focus light should come on. Take the picture.

Using the Auto-focus Lock:

1. To focus on an object through a window pane or at an angle, point the camera at another object the same distance away.
2. Press the shutter release half-way down and focus on the other object and then move back to the original object and finish taking the picture. (NOTE: do not let up on the shutter release while moving the camera back to the original object.)

Taking Flash Pictures:

1. In dim light the flash will automatically turn on and fire to take the picture.
2. The shooting range of the flash differs with the speed of the film. The faster the film the greater the shooting range.
3. After the flash has fired, you can take the next picture as soon as the camera-ready light blinks.

End of Film Roll:

1. Rewind the film by pushing the film-rewind switch toward the arrow.
2. Stop the motor after the film transport signal has come to a halt by pushing the film-rewind switch back to its original position.
3. Unload the film by opening the camera back and removing the film.

5.5.6 Operating Procedures for Video Camera

Loading:

Battery Pack

4. Pull down the battery pack release lever.
5. Align the battery pack over the outline on the battery pack mount and slide the battery pack into place.
6. Push up the battery pack release lever until it locks into place.

Video Cassette

1. Open the cassette holder by pressing the Eject button.
2. Insert the cassette with its label facing outward.
3. Close the cassette holder.

Unloading:

Battery Pack

1. Pull down the battery pack release lever and slide out the battery.
(Do NOT store the battery in the camera.)

Cassette

1. Press the Eject button.
2. Unload the cassette.
3. Close the cassette holder.

Date/Time Setting:

1. Switch the unit power on and press the pause/monitor button. Date and time will blink.

2. On the bottom of the camera, press the date/time select button. The year will blink.
3. Press the date/time button to choose the correct number.
4. Press the date/time button to select the next item to change. Items will be changed in the following order: Year, Month, Day, Hour and Minute.
5. Repeat steps 2 and 3 to set all items. Press the date/time select button and items will stop blinking and will return to normal operation.

Recording Operation:

1. Remove lens cover.
2. Set the control panel cover to the REC position. (down)
3. Set the SP/EP mode switch as required.
4. Power switch to on. The aimed-at scene will appear in the viewfinder window. See the section on "Focusing" below.
5. Press the recording start/stop button. The recording mode indication will appear and recording will start.
6. To stop recording, press the recording start/stop button.

Focusing:

Auto-Focus

1. A small area around the center of the picture, which varies depending on the zoom or the focus conditions, is used to detect focus. (No indication is shown on the screen.)

Manual Focus

1. Press the focus button to release the auto-focus mode.
2. Zoom in on the subject using the "T" button.
3. Focus by turning the manual-focus ring.
4. Determine the composition by pressing the "W" button.

Date/Time Recording:

1. The date, time, or date and time can be displayed and recorded according to the selected mode. Press the date/time mode button on the left side of the camera to cycle through the modes in the following order: date/time display, date display, time display, auto date record display and on-screen display.
2. Press the date/time button when you do not wish to record the date/time. This will remove the date/time indications from the viewfinder. Press again to record the date/time.
3. Auto date -record-. This function allows the date to be automatically recorded for about five seconds following the first operation of the recording start/stop button. The viewfinder indication shows the date during the initial 5 seconds, then changes to "auto-date".

Installation in Vehicle:

1. Install camera to mounting bracket.
2. Connect monitor cables to the camera's DC connector, 8-pin connector and MIC input if you want to use the wireless mike. Leave unplugged if you want to use the camera microphone.
3. Turn on power to system starting at the bottom, monitor first, then camera. Make sure monitor is set to "VHF--low". Fine tune the monitor to get a picture and then focus as necessary to get the correct picture.
4. Follow recording procedures to record.

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Wireless Body Microphone:

1. Activate the wireless microphone by sliding the power-on switch to the “on” position.
2. Make sure the audio-on switch is on.
3. Turn on receiver in monitor, power membrane switch, transmit indicator should light up.
4. The wireless microphone should be carried anytime the camera is recording an event involving the officer outside the vehicle.
5. The microphone wire should be stretched out for best reception. Do not fold antenna. Do not wrap the antenna around the microphone.

Using the Cassette Adapter:

1. Open the cassette adapter by pressing the slide button.
2. Insert the VHS cassette into the adapter, with the arrow toward the lid hinges.
3. Close the cover and insert it into a VHS player and follow the player instructions.
4. If the cassette cover will not open or close properly, the battery may need to be changed. The battery is “AA” type and is located above the red lever on the left side.

5.5.7 Operating Procedure for Digital Camera

Loading Battery

1. Open battery compartment (located on the right side of the camera).
2. Insert the batter, placing with the correct polarity.
3. Close cover on compartment.

Loading Disk

1. Make sure 3.5 floppy disk is clean before using.
2. Insert disk in floppy drive located on side of camera making sure the front of the disk is facing the front of the camera.
3. Close the cover over the disk drive.

Taking Pictures

1. Turn the switch to the picture position on top the camera.
2. Open the lens cover.
3. Center the camera on the object to be photographed.
4. Focus the camera by holding the shutter button half way down.
5. Hold the camera still and press the shutter-release button.
6. Wait for the camera to record the picture before proceeding to take another picture.

Using Auto-Focus

1. Make sure the object to be photographed is in the view finder.
2. Press the shutter release button half way down until the object in the view finder becomes clear. Take the picture.

End of Disk Capacity/Investigation

1. Once the disk is full, or the investigation completed, the disk it to be removed from the camera,
2. Open the disk compartment on the camera.
3. Press the eject button to release the disk.
4. Pull the disk out and close the compartment.
5. Shut the lens cover, and turn the switch to the off position on top the camera.
6. Turn the disk into Communications as part of the report.

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Idaho State University

Department of Public Safety

OPERATIONS
PROCEDURES
MANUAL

TITLE: OPERATIONS Processing of Evidence and Property/Evidence Division	CHAPTER: III SECTION: 5.6
APPROVAL:	REVISION NO.: 05
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Processing of Evidence and Property/Evidence Division

The timely collection and preservation of evidence is vital to the integrity of a case and the "chain of custody." This policy will establish guidelines for the collection and storage of evidence. All property and evidence collected will be stored in the Property/Evidence Division.

5.6.1 Evidence

- A. All statutory and judicial rules pertaining to the seizing and handling of evidence will be abided by.
- B. Any officer seizing any item for evidentiary purposes will complete an evidence/property tag, and/or evidence receipt.
- C. An officer taking evidence will see that a chain of possession is maintained and that any evidentiary item(s) seized are not unnecessarily handled.
- D. Any items seized and tagged shall be placed in the evidence locker by the officer who seized it, and the locker shall be locked with the padlock provided.
- E. The evidence custodian (the patrol supervisor) shall remove all evidence from the evidence lockers on a daily basis and shall store the same in the evidence room.
- F. The evidence custodian shall record for positive identification purposes, all evidence placed in the evidence room.
- G. The evidence room will be cleaned monthly or biweekly when necessary by the evidence custodian.
- H. Any evidence to be returned to the owner should be returned as soon after the case is completed as possible.
- I. Evidence may be checked out for review by the prosecutor or case officer, mailing to the crime lab for use in a court or under lawful order of a court, or to be released to another agency.

- J. Evidence that is destroyed must be done with the approval of the Director of Public Safety, and in the presence of the evidence custodian and at least one other officer.
- K. No evidence may be stored in any other location unless approved by the Director of Public Safety.
- L. Officers will complete a report of the incident and the evidence seized before completing the watch or tour of duty during which the evidence seizure took place.
- H. Special care shall be taken when seizing computers or hard/software possibly used in crimes. Critical data can be lost when electronic devices are accessed or unplugged. A properly trained computer expert, such as an employee from the Computer Center, or other qualified person shall be consulted prior to opening files or attempting to download or view any data.

5.6.2 Processing Property and Evidence

Any time property or evidence is taken by a Public Safety officer, a Property and Evidence Report Form (See Chapter III Section 5.6.60) and a property tag must be completed for the property. The person from whom the property is taken from should receive the pink copy of the Property and Evidence Report Form (Property Receipt). The yellow copy of the Property Receipt should be attached to the property and the property tag should be also be attached. If there is no one to receive the pink copy, the copy should be placed in the Property Receipt book at dispatch. If the pink copy is given away, a copy of the original Property Receipt should be placed in the Property Receipt book. The original property receipt should be attached to the report.

Evidence is to be secured in Evidence Lockers #13 through #18. Lost and found property is to be secured in the Lost and Found Locker #14. The key for the Lost and Found Locker is in the lockbox in the squad room. Found property that will be placed in Locker 14 will include: jewelry, money, things of real value, and items identified to an owner. Items of low or no value are maintained in the cabinet by the Parking Counter. Property is to be secured in a locker even if the owner of the property has been contacted and will be in to pick it up. Property is not to be left unsecured under any circumstances.

5.6.3 Processing Evidence at Crime Scenes

The first officer at the scene of an incident will be responsible for securing the crime scene until the local police arrive. The officer assigned to the call will be responsible for the collection of evidence at the scene, unless otherwise directed by a supervisor, or the investigation has been assumed by another officer, Pocatello Police Department, or other law enforcement agency.

Processing of crime scenes may include:

- A. Photographs
- B. Fingerprinting

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- C. Securing of evidence
- D. Diagrams and sketches
- E. Other as directed or necessary

5.6.4 Processing in the Field

Each patrol unit is assigned an evidence collection kit. This kit contains bags, fingerprint powder and brushes, scissors, scalpels, fingerprint cards, and measuring devices.

Officers are cautioned to use protective gloves when dealing with bodily fluids and while fingerprinting, to avoid contamination of evidence and the possible infection of diseases.

5.6.5 Crime Scene Sketches

Crime scene sketches are an asset in some investigations. In cases of homicide, suicide, sexual assault, aggravated assault, serious injuries, fatality traffic accidents, or potentially life threatening injuries, a crime scene sketch is necessary. In some cases of property crimes, a sketch may benefit the investigation.

Crime scene sketches will include the following:

- A. Case number.
- B. Dimensions.
- C. Relationship of the crime scene to other buildings, roads, or geographical features.
- D. Addresses, room number as appropriate.
- E. Location of significant features such as the victim, weapons, contraband, or evidence.
- F. Date and time of sketch.
- G. Name of the person drawing the sketch.
- H. Indication of the direction north.

Sketches may be to scale, however some indication must be made on the drawing. Measurements may be indicated on the sketch or documented in the case/supplemental report.

Final drawings shall become a permanent part of the case report.

5.6.6 Crime Scene Processing - Call Out

For crime/accident scenes requiring extensive processing or expertise beyond the patrol level, the on-duty patrol supervisor/officer will make the request for the assistance via the appropriate division Captain.

5.6.7 Pending Arrival of Crime Scene Processors

Pending the arrival of a crime scene processor, either Departmental or local police, the crime scene shall be secured.

Officers shall maintain the crime scene's integrity while conducting basic fact finding for reporting purposes. The crime scene processor may issue specific assignments prior to arriving at the scene.

5.6.8 Packaging of Evidence

Chain of custody is vital in a criminal investigation. Officers shall insure the integrity of all evidence.

Evidence will be collected and packaged in a manner that will allow the officer to easily identify the evidence in the future.

Serial numbers should be included on the property report whenever possible.

Items will be packaged individually.

All evidence collection bags will contain:

- A. Item number
- B. Case number
- C. Date/Time
- D. Officer's initials or name

Other items of identification may be added to the package, to help identify the evidence.

Bags will be sealed in a manner to prevent tampering. Sealing of packages may be accomplished by sealing plastic bags with evidence tape, and initialing across the seal. Paper bags may be sealed by taping across the fold and initialing across the seal. Envelopes will be sealed and initialed across the seals.

Plastic bags may be used when the property/evidence being submitted is not perishable, wet, clothing, or needed for fingerprints. Plastic bags permit the Evidence Technician to visually inspect the items to verify accountability.

5.6.9 Marking of Evidence

Items with serial numbers will not be marked. Items without serial numbers will be marked in a manner to allow the officer to identify the item at a later time. Marking of the items shall be done in a manner not to damage or devalue the item.

Firearms may be marked by removing the grips and marking on the butt of the weapon.

Each package of evidence will be marked with the item number, case number, date, time, and officer collecting the evidence. Item numbers will correspond to the Property and Evidence Form. (See Chapter III Section 5.6.62).

A sticker or tag attached to the item will be used when appropriate.

No stocks, bonds, or US currency shall be marked.

An accurate description of the item shall be recorded on the property form.

If multiple items are seized by different officers, a numbering system shall be designed to prevent duplication of number, and to allow for easy identification of each item.

Example:

RJS1, KH1, RA1

5.6.10 Documentation

Any employee who processes a crime scene or accident scene, or collects any evidence shall fully detail their action in either the case report or a supplemental report.

Evidence collected shall be recorded in the case/supplemental report. The case/supplemental report shall contain a description of the item recovered, where the evidence was collected and by whom.

Crime scene officer/employees shall include in their report the date and time of notification of their action, as well as the starting and ending time of the collection and crime scene processing.

The report shall further contain a disposition of the evidence by the crime scene officer.

Example:

BS1 9 mm caliber stainless steel Smith and Wesson model 6906, Serial #1234567. Placed into evidence.

5.6.11 Documentation of Uncollected Physical Evidence

When physical evidence is not collected, the officer processing the crime scene or investigating the incident, shall document in his/her case or supplemental report the physical evidence at the scene as well as an explanation for the reason for not collecting the evidence.

5.6.12 Photographs

Photographs will be taken at all serious crime scenes such as:

- A. Death/serious assaults
- B. Arson
- C. Sexual assault
- D. Robberies

Photographs may also be used during search warrant executions, to document the location of evidence, as well as to serve as a record of the conditions of the area prior to being searched.

Photographs of safety hazards and injury industrial accidents should be taken for documentation. Photographs of other accidents may be taken, if in the officers opinion the photographs would be of substantial value.

Investigations involving vehicles are to be photographed so that the damaged side along with the license plate is visible together in at least one photograph.

Photographs are intended to document the incident and those involved. Photographs should be taken in a logical order, and that order documented in the case/supplemental report. The information to be documented is:

- A. Frame number and description of photograph.
- B. Time and date of photograph.
- C. Location of photograph.

Photographs of evidence should include a long range photo, as well as a close-up. A scale of reference should be included in the photograph when appropriate.

Prior to photographing any crime scene, search warrant, or evidence collection, the first frame of the film will contain the case number of the incident.

The last frame should also contain the case number.

After the photographs have been taken, the officer doing the photography is responsible for rewinding the film and submitting it for processing.

All photographs of an investigation are to be clearly identified both in the report and next to the photograph on the printed exhibit sheet along with the officer's initials.

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Digital camera photographs will be turned into Communications on a disk. Communications will then rename each picture with incident number,(i.e. 01-U00001A1, A2, etc.), save to the S: drive, and print out with enough space under each picture for the officer to write comments and notes. The printed pictures will be stapled to the report.

5.6.13 Processing

Processing procedure includes:

- A. Rewinding film.
- B. Completion of film processing envelope to include: case number, date, and officer submitting.
- C. Special instructions for processing (otherwise the film will be processed into negatives only).
- D. Place the film in the film envelope and deposit into the specified film processing container.

Property/Evidence Division personnel will have the film delivered for processing within 48 hours, excluding weekends and holidays.

5.6.14 Videotaping

In addition, videotaping of the crime scene may be utilized to help record the condition of the scene, the condition of the victims/suspects, or as evidence is being secured.

Videotapes will contain:

- A. Case number.
- B. Date and time on the video, if possible.
- C. Narrative of the scene being videotaped.

Documentation will be made in the case or supplemental report by the officer taking the videotape.

Videos of crime scenes shall supplement still photographs, but shall not be the sole photographic documentation.

Film shall be submitted to the evidence section for processing. Film will only be developed at the request of the officer assigned, otherwise the film will be processed into negative form.

If photographs are not taken at a scene of a major incident, as described above, proper documentation must be made in the case or supplemental report.

5.6.15 Photographs - Other

In situations where photographs might be required, the following policy will be followed:

- A. Seek supervisory permission to photograph.
- B. Load the camera with the film at the scene, after the number of photographs is determined. Use the smallest number of exposure film per scene.
- C. The first and last frame should include the case number either on the numbering board or written on a piece of paper in bold writing.
- D. Do not use the same roll of film/or same disk (digital camera) for multiple cases.
- E. Put the exposed film in the processing envelope, with the case number printed on the envelope. Put the envelope in the evidence bin.
- F. Do not mark the film processing envelope for prints unless approved by a Sergeant or higher-ranking authority.

5.6.16 Perishable Items

Perishable items shall not be impounded, but shall be photographed and released to the owner. Perishable items should not be confused with items of "biological evidence" described later. The owner shall sign for the property. The photograph shall show the case number, date, time, and location of the photograph.

5.6.17 Biological Evidence

Biological evidence is defined as any evidence which originated from a living body/organism. This includes but is not limited to: blood, semen, hair, skin, saliva, etc.

Items of biological evidence from the same case and the same owner, which are to be transported to the crime laboratory, may be listed on the same property control report. Other types of evidence shall be listed on a separate property control form.

In most cases, an item of biological evidence shall be packaged individually in a new (never used), paper bag, envelope, or sterile plastic container and transported to evidence storage. Evidence that needs to be frozen will require that an evidence technician be involved.

5.6.18 Blood and Urine

Special caution shall be taken when handling bodily fluids. Protective gloves shall be worn. Caution should be exercised to avoid any type of contact with blood, urine, semen, and vaginal fluids (See Chapter III Section 5.7).

Urine containers and blood vials must be sterile prior to being used for collection of blood and urine samples.

A supervisor must be contacted before securing bodily fluids.

5.6.19 Evidence From Sexual Assaults

A. Sexual Assault Kits

Sexual assault kits will be handled by the local police and medical personnel.

B. Clothing and Bedding

Clothing and bedding shall be marked to properly identify the evidence at a later date. The items shall be placed in the Department evidence refrigerator. This type of evidence shall be stored individually in new paper bags, envelopes, or other paper containers. A property report shall be completed for each item of evidence. If refrigeration is not available follow the steps in C, *Wet Clothing or Material*.

The clothing shall remain refrigerated until the laboratory processing has been completed. After the examination there is no further need for refrigeration.

It shall be the responsibility of the officer assigned to the sexual assault to complete the appropriate laboratory request forms, for evidence requiring laboratory examination.

C. Wet Clothing or Material

Evidence such as blood soaked clothing, wet clothing, or other materials that are wet, need to be air dried before being packaged. Clothing from certain cases may contain trace evidence, so extreme caution should be taken to prevent the loss of the trace evidence. If necessary the items may be hung in property/evidence to dry. Brown paper bags will be placed under the items to collect any items that might fall from the garments.

5.6.20 Blood - Pooled

Pooled blood will be collected by either the use of clean cotton swabs, cheese cloth, wooden stick, or scalpel. Blood may also be collected by use of a sterile syringe.

Blood samples will be sealed in a sterile container, and then transported to evidence storage where the sample will be secured into the evidence refrigerator.

Employees will wear latex or plastic gloves while collecting these samples. See caution in Syringes and Needles (Chapter 7.3 1f).

Blood - Medical Sample

Blood taken as evidence in a police investigation shall be taken from the person only by qualified medical personnel. Blood samples will be marked and secured by local police in their evidence refrigerator for storage.

5.6.21 Urine Samples

Urine shall be collected by local police in a sterile container, and then marked and secured in the evidence refrigerator.

5.6.22 Latent Fingerprints

Evidence collected for laboratory processing or processing for latent fingerprints, will be packaged in paper bags or in boxes to prevent contamination. Plastic should be avoided to wrap or cover items that need to be fingerprinted.

Evidence submitted for fingerprinting shall be clearly marked. Processed latent fingerprints are to be secured in an envelope and submitted to evidence. A property report shall be completed, separate from any other evidence. The case or supplemental report will identify the area(s) where the latent prints were located.

Officers should exercise caution when fingerprinting items, to prevent damage to the item, or needless disarray. Officers should advise the owner of the item(s) fingerprinted, and that warm soapy water will help remove the fingerprint powder.

Procedure for latent fingerprint processing:

- A. Determine if the object to be fingerprinted is capable of retaining fingerprints.
- B. Determine if the item(s) to be processed, will be permanently damaged by fingerprint powder or chemicals used to develop the latent prints. If there is a possibility, officers will check with the owner(s) prior to processing.
- C. Processing should be initiated utilizing appropriate type of powder or chemical agents.
- D. Latent prints that are to be transferred from an object to a fingerprint card, will be transferred by fingerprint tape and secured to a latent print card, or another type of plain white paper.
- E. The latent print card or paper shall contain:
 - 1. Case number.
 - 2. Officer's name and number.

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3. Date and time the fingerprint was developed.
4. A description of where the fingerprint was lifted.

5.6.23 Narcotics and Marijuana

Any member coming into possession of narcotics or marijuana shall contact local police and follow their direction.

5.6.24 Narcotics

Narcotics should be separated and individually packaged according to type whenever possible.

A separate Property and Evidence Form (See Chapter III Section 5.6.60) shall be completed for any suspected narcotic substance.

All narcotics or marijuana being submitted as evidence shall either be weighed or counted by the officer submitting the evidence. Scales are provided by the Pocatello Police Department.

The narcotics/marijuana shall be sealed in an envelope, bottle, vial, or container, and the seal initialed by the submitting officer. A corresponding number to the property report shall also be found on the package or container.

If the seal is found broken or tampered with, the Evidence Technician shall immediately notify the Sergeant. An inquiry will be initiated to determine why the seal was broken. If necessary, the item(s) will be re-weighed and re-examined by laboratory personnel for verification purposes.

Not all narcotics, marijuana, or dangerous drugs received will have a qualitative analysis completed. Only those cases required for court or investigative purposes will be subject to qualitative analysis.

5.6.25 Marijuana

Marijuana seizures in excess of 25 pounds will require the notification of the property/evidence technician to respond and secure the marijuana directly into the evidence section. Marijuana weighing less than 25 pounds may be secured in a temporary property/evidence storage bin(s).

5.6.26 Evidence From Toxic Vapor Cases

Items containing toxic vapors or paint soaked cloth that is evidence will be sealed in an airtight jar or clean unlined paint can.

5.6.27 Glass Containers

Items of evidence such as glass containers (for example, those from alcohol related cases like, Minor in Possession, Drinking in Public may be photographed and properly disposed of). The field camera will be used.

Glass items which are instruments of a crime will be retained and properly packaged, like any other piece of evidence (e.g., a beer bottle used as an assault weapon).

5.6.28 Alcohol Related Cases

The Idaho State Board of Education policy prohibits the possession and consumption of alcohol in general use areas of campus with the exception of student residence hall rooms, student apartments, and other areas designated by the University President with the approval of the State Board of Education.

Pocatello City ordinance prohibits the possession and consumption of alcohol in public except as designated in their ordinance. Refer to Chapter III Section 2.7.3 ENFORCEMENT OF ALCOHOL POLICY VIOLATIONS.

There is no requirement to place alcoholic beverage containers into evidence after making an arrest for "Drinking in Public, Minor in Possession, or Furnishing Liquor to a Minor." The container may be photographed. **Alcohol will be confiscated from violators under the legal age to consume alcohol under Idaho law.**

In cases in which an alcoholic beverage is the only required evidence, a sample of the beverage for analysis is all that is needed for evidence processing purposes. After the sample is obtained (and any photographs taken), the remainder of the beverage may be discarded, and the open container(s) retained as evidence by the officer taking the sample. Common sense should dictate what the officer does with any unopened containers of an alcoholic beverage. For example, an adult with one open container and five unopened cans, who is cited for "DIP," may be allowed to keep possession of the five unopened cans, unless circumstances exist which would make this inappropriate. The adult would be required to secure the five unopened containers in their vehicle while on campus. **Continued possession of the unopened containers of alcoholic beverage would not be appropriate if the person to be cited is a juvenile.** These will be secured in evidence by the officer or turned over to the police.

Subjects with repeat violations may be requested to secure the alcohol in their vehicle and remove their vehicle from campus property, or they may release the alcohol to the Public Safety officer and claim this property when they are prepared to leave campus.

Subjects refusing to secure their alcohol may be referred to local police and may be banned from campus property. In violations where Public Safety removes the alcohol from the owner, the alcohol will be secured into evidence and the owner will receive a copy of the Property and Evidence Form (See Chapter

III Section 5.6.60).

ISU students involved in alcohol violations will be referred to the Dean of Students.

Proper documentation of the action taken with respect to taking the sample(s), and the disposition of any container shall be made in a police report.

5.6.29 Chain of Custody - Evidence Receipt

The Property and Evidence Form (See Chapter III Section 5.6.60) shall be considered the official "chain of custody" for all evidence and property. The Property and Evidence Form shall be complete to include serial numbers, model numbers, and an accurate description of the property/evidence.

All property/evidence that leaves the custody of the Property/Evidence Division shall be signed for, in the appropriate spot on the form. There shall be a valid reason for the removal of property/evidence. Upon return, the Evidence Custodian shall sign the Property And Evidence Form, following verification of the return of the items, and return the item(s) to the proper location within the secured area.

Whenever evidence is transferred from one person to another, prior to being submitted into evidence, the chain of custody shall be maintained by proper documentation in the case or supplemental reports.

Whenever property/evidence is released to the owner or agent of the owner, the item number being released shall be noted on the Property and Evidence Form and the person shall then sign for the items.

When all property has been permanently released from the Property/Evidence Division, the original property report shall be submitted to Records for filing with all other official case records.

5.6.30 Money

Money will be placed in an evidence bag along with any other relevant evidence. The amount of money will be written on the Property and Evidence Form, along with the other identifying requirements above. The employee securing the money will sign the Property and Evidence Form. The seal will not be broken by evidence personnel.

The following procedure should be followed anytime money is transferred to the Department of Public Safety for safekeeping:

- A. The money is to be counted in the presence of the officer receiving the money and the person relinquishing the money.
- B. When the total is agreed upon by both parties counting the money, a Property and Evident Form is to be filled out indicating the transfer of money and the amount.
- C. The money is to be immediately placed in an Evidence Locker. A Lost and Found Locker is not to be used.

5.6.31 Money - Security

Money in excess of \$10.00 shall be stored in the evidence safe, after having been logged into evidence.

5.6.32 Crime Scene Kits

Each patrol vehicle shall have a crime scene evidence collection kit. It shall contain envelopes, paper and plastic bags to include:

- A. Fingerprint powder.
- B. Fingerprint brushes.
- C. Scissors.
- D. Scalpel.
- E. Measuring tape. (A ruler of at least six inches shall also be included in the kit.)
- F. Bags - plastic and paper.
- G. Envelopes - various sizes.
- H. Paper, pencils, measuring tapes, and other items necessary to sketch a crime scene.
- I. Photographic equipment.

Officers assigned to the patrol vehicle are responsible for maintenance and replenishing of the crime scene evidence kit.

A mobile van may also be utilized to provide shelter, lighting, and a generator at the scenes of major incidents.

5.6.33 Laboratory Analysis

Evidence collected for laboratory analysis will normally be taken to the State Forensic Laboratory by the local police for examination. Public Safety may submit evidence to the lab also. Other laboratories such as the FBI, DEA, or U.S. Department of the Treasury, may also be used. Items for submission to the forensic lab shall be indicated on the property report.

Property for examination by the state lab will be transported by either a member of the evidence section, or the investigations officer. Any evidence taken to the lab for examination shall have a Request for Analysis Form completed prior to being submitted. The officer in charge of the investigation will be responsible for completing this form.

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Property for analysis will be taken to the laboratory normally within 48 hours, excluding holidays and weekends. In a major investigation, evidence may be taken directly to the laboratory following identification and collection.

All evidence submitted to the lab shall be done in a manner consistent with current lab policy.

The officer/investigator assigned to the case shall be responsible for ensuring the appropriate evidence has been identified and the proper paperwork obtained.

5.6.34 Evidence Transported to Other Laboratories

Evidence for analysis by other laboratories shall be either hand delivered or mailed via certified mail with a return receipt requested. All evidence submitted to an outside laboratory shall be accompanied with a cover letter, a list of the evidence submitted and a synopsis of the case.

5.6.35 Control Samples

Control samples will be submitted to the laboratory as soon as possible after being received.

5.6.36 Laboratory Results

Verbal results may be used by the investigators in the course of their investigation, however written results of laboratory examination shall be required. A copy of the laboratory analysis shall be given to the officer assigned to the investigation and a copy of the results shall be placed into Records for filing with other case documents.

5.6.37 Training for Evidence Collection

All officers receive training in crime scene/accident investigation during their basic training.

Periodic Department in-service training will be provided relating to evidence collection and photography. This training may include:

- A. Latent print recovery.
- B. Recovery of foot, tire and tool impressions.
- C. Photography of accident or crime scenes.
- D. Crime/accident scene sketching.
- E. Collection and preservation of evidence.

Officers assigned to the investigation duties will receive additional training in crime scene investigation as available through POST and other professional seminars. Officers assigned to other areas may also attend these classes. Priority shall be given to the investigation personnel.

5.6.38 Food and Medicines

The Department will not hold perishable food as evidence or as safekeeping. The Department shall not release to the owner any opened bottles of narcotics or medications. If a bottle or container has not had its seal broken, the property may be returned to the owner.

Documentation by the officer securing open medications, narcotics, or perishable food items, shall be noted in a case report including the method used and time of disposal of these items.

5.6.39 Bicycles - Evidence/Found

Bicycles secured as evidence in a criminal case shall be tagged and transported to the Property/Evidence Division holding area until released to local police.

A case report and property report shall be completed. The property report will be attached to the bicycle, until it is released to the local police.

If a bicycle is found attached to a handrail that is used by pedestrians and/or disabled persons, a yellow bicycle warning is to be attached to the bicycle.

5.6.40 Bicycles - Found

If a bicycle is found off campus, the employee will notify Communications of the location and a description of the bicycle. Communications will then be responsible for making notification to the law enforcement agency of jurisdiction.

5.6.41 Found Property

Found property may be turned into the Department by a member or the public for return to the true owner. A member will not convert to his own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence in connection with an investigation or other Public Safety or police action, except in accordance with established Departmental procedures, IPC 19.A.1.a., A.1.b.

If the owner's identity is known, the employee taking the report will attempt to notify the owner of the recovery. If the owner cannot be notified, the officer assigned to the Property/Evidence Division will send a notification card to the owner.

If the employee releases the found property to the owner without entering the property into evidence, the employee will document the date, time, and location of the release on the Property and Evidence Form (See Chapter III Section 5.6.60), and in an Incident Report Form (See Chapter III Section 6.1.21). A case report shall be completed by the employee taking the report.

If the owner cannot be contacted, or the owner is unknown, a basic case and property report shall be

completed. Owners claiming found property must show positive ID, be able to identify the property, and sign the property report as the person accepting the property.

The property report and the found property will be secured into the property holding bins.

Items found will be tagged and placed in the lost and found lockers and locked with the padlock provided.

Idaho code 55-403 requires that the found property be held for six months, unless there is information about the identity or location of the owner. Code 55-403 does not require that the Department attempt to find the owner of personal property.

Found property will be held for six months. If after six months the owner has not been located or come for his/her property, the found property may be converted for Departmental use, destroyed, or sent to surplus property.

No Idaho Statute or case law declares the rights of a finder of personal property. However, in the absence of any other owner, under common law the finder is the one entitled to possession of found personal property.

When the finder signs a receipt for the returned property, that finder is responsible for compliance with any legal requirements regarding the property.

The person, other than a Department employee, may after six months claim the found property, provided it is not illegal to possess or contraband.

Contraband may be immediately destroyed at the request of the local police. The local police will be notified when contraband is discovered.

5.6.42 Lost and Found

When a person finds lost property and turns it over to the Public Safety Office, the officer accepting the property will see that a receipt is completed, a chain of possession is maintained, and that found items are not unnecessarily handled. The officer will also note in the report and on the property receipt whether or not the finder wishes to claim the property if the owner is not found.

Items found will be tagged, placed in the lost and found lockers, and locked with the padlock provided. All cash over \$20.00 and any jewelry will be placed in the evidence safe.

When the item is identified to an owner, the owner will be contacted as soon as possible to pick up the found property.

Owners claiming found property must show positive ID, be able to identify the property, and sign the Property and Evidence Report Form (See Section III 5.6.60) as the person accepting the property.

Department members returning found property to the owner must complete the Property and Evidence Report Form and file it with the original report.

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The evidence custodian shall remove all unclaimed found property from the lost and found lockers on a regular basis and shall store the same in the evidence lock up.

Idaho code 55-403 requires that the found property be held for six (6) months. Unless there is information about the identity or location of the owner, 55-403 does not require that the Department attempt to find the owner of personal property.

After six months the Department shall notify the finder that the property is unclaimed. **Firearms will not be returned to the finder**, but will be transferred to the Pocatello Police Department to be disposed of pursuant to Idaho Code.

No Idaho statute or case law declares the rights of a finder of personal property. However, in the absence of any other owner, under common law the finder is the one entitled to possession of found personal property.

When the finder signs a receipt for the returned property, that finder is responsible for compliance with any legal requirements regarding the property.

No unclaimed property under any circumstances will be returned to any Public Safety personnel.

After six months the property will be destroyed or sold at auction, and the money deposited into a Public Safety account. Cash or coin will be deposited into a Public Safety account after six months.

5.6.43 Firearms

All firearms submitted as evidence, safekeeping, or found property shall be unloaded, with the slide locked, or the cylinder open. No student shall be permitted to carry firearms or other weapons, concealed or not concealed, with or without a concealed weapon permit, while upon properties owned or controlled by the University without permission from the Director of Public Safety. Ammunition shall be separated from the weapon.

A student residing in an on-campus residence area who wishes to bring a hunting or target weapon with him/her to school should check it in with the ISU Department of Public Safety immediately upon arriving at school and may check it out just prior to its use. AT NO TIME SHALL A WEAPON OR FIREARM BE IN ANY UNIVERSITY OWNED OR OPERATED HOUSING UNIT.

Firearms storage facilities are available at the Public Safety Office on campus. Residents must complete a Firearms Storage Request form (forms may be picked up at the Public Safety Office - See Chapter III, Section 5.6.43, Page 47). prior to storing any weapon inside the University storage facility. Weapons, ammunition, and/or any other types of explosive material are strictly forbidden inside University owned housing units.

The ISU Department of Public Safety reserves the right to refuse to relinquish any firearm to an individual if at the time of pick up the individual is under the influence of any drug or intoxicating substance, or if the officer believes the individual's judgment to be impaired to the extent that the person may pose a threat to him/her or others. The Department of Public Safety is not responsible for items damaged or lost.

5.6.44 Officer's Responsibility in Taking Firearms for Storage

Any officer taking possession of a firearm from any faculty, staff, student, or visitor of the Idaho State University campus, for the purpose of storing the firearm, must adhere to the following guidelines.

A. To receive a firearm:

1. The officer must verify the person's identification through a valid picture form of identification. The owner does not have to be present to release the firearm for storage.
2. The officer must inspect the firearm for ammunition.
 - a. No weapon will be accepted if it contains ammunition.
 - b. If the weapon contains ammunition, take it to the bullet trap, place it on the weapons frame, and have the owner unload it.
3. The officer must have the person fill out the Firearms Storage Request Form (See Chapter III Section 5.6.43, Page 47).
4. The officer must inspect the firearms for any damage or defect. Any weapon that shows evident damage or a defect must be so noted on the firearms storage request.
5. The officer must have the person sign the weapon storage receipt and property tag before taking possession of the firearm.
6. The officer must give the pink copy of the receipt to the individual after taking possession of the firearm.
7. The officer must put the white copy of the receipt in the receipt book and the yellow copy in the report tray in the squad room.

B. To release the firearm:

1. The officer must verify the person's identification through a valid picture form of identification.
2. Only the owner of the weapon may pick up the firearm.
 - a. Exceptions will be made in the event of the owner's death or other serious situation.
 - b. A supervisor must be notified prior to releasing a weapon to someone other than the owner.
3. The officer must have the person sign the release portion of the firearm storage request and property tag before releasing possession of the firearm.
4. The officer must inspect the weapon to insure that it is not loaded. If the weapon contains ammunition, place it in the bullet trap and unload it.

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5. The officer must allow the person to inspect the weapon for any damage or defect. Any damage or defect must coincide with what is listed on the Firearms Storage Request Form (See Chapter III Section 5.6.43, Page 47). Any person finding what they believe to be new damage or defect to their firearm must file a report before taking possession of the firearm.
 - a. A supervisor must be notified if the person claims new damage or defect to their firearms.
 - b. The officer must file a miscellaneous service report on the incident.
6. The officer may refuse to release the firearm if they believe the person:
 - a. Is under the influence of any drug or intoxicating substance.

NOTE: The person does not have to be intoxicated before the officer refuses to relinquish the firearm.
 - b. Has the odor of alcohol.
 - c. Is a threat to him/herself or others, which may be evident by:
 - (1) Hostile attitude
 - (2) Verbal threats
 - (3) Troubled or unusual behavior
 - d. Any officer refusing to relinquish a firearm must notify a supervisor.
 - e. Any officer refusing to relinquish a firearm must write an incident report justifying his/her actions.
7. Any officer releasing a firearm must complete the release portion of the Firearms Storage Request Form (See Chapter III Section 5.6.43, Page 47).

The gun safes are located in the evidence room. The combinations are in a sealed blue campus envelope in the equipment drawer in the squad room. After the combinations are used, they are to be resealed in another envelope and put back in the equipment drawer. An MSR must be completed each time the envelope is opened (See Chapter I Section 7.2.6).

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5.6.45 Firearms Storage Request Form

ISU PUBLIC SAFETY
WEAPONS STORAGE REPORT

Name _____ Home Phone _____
Address _____ Work Phone _____
CSZ _____ DOB _____
Driver's Lic.(State & No.) _____ ID/SSN _____
Sex ____ Race ____ Hair ____ Eyes ____ Height ____ Weight ____

FIREARMS INFORMATION

Transaction # _____

1. Make _____ Model _____ Serial No. _____
Caliber _____ Type _____ Barrel Length _____ Action _____
Scope description _____ Condition/Identifying Marks _____

Transaction # _____

2. Make _____ Model _____ Serial No. _____
Caliber _____ Type _____ Barrel Length _____ Action _____
Scope description _____ Condition/Identifying Marks _____

3. Make _____ Model _____ Serial No. _____
Caliber _____ Type _____ Barrel Length _____ Action _____
Scope description _____ Condition/Identifying Marks _____

4. Make _____ Model _____ Serial No. _____
Caliber _____ Type _____ Barrel Length _____ Action _____
Scope description _____ Condition/Identifying Marks _____

ISU PUBLIC SAFETY IS NOT RESPONSIBLE FOR DAMAGES THAT MAY OCCUR DURING STORAGE.

Item No.	Date	Relinquished By	Received By	Purpose of Change of Custody
		Print Name	Print Name	
		Signature	Signature	
		Print Name	Print Name	
		Signature	Signature	
		Print Name	Print Name	
		Signature	Signature	

5.6.46 Release of Firearms

When firearms are released to private individuals, the weapons shall be empty, with the cylinder or slide opened. Ammunition shall be separate and not loaded in magazines or speed loaders.

Photo identification shall be required prior to releasing any firearm.

5.6.47 On Campus Weapons Authorization Form

Persons bringing weapons on campus for specified reasons, must obtain permission from the Director of Public Safety prior to bringing the weapon on campus.

Permission shall be obtained by the following procedure:

- A. A Weapons Authorization Form will be issued to the individual for completion before bringing the firearm on campus.
- B. A Public Safety Officer will identify the owner of the weapon and verify that the Weapons Authorization form has been completed.
- C. The Officer will check for ammunition loaded in the gun, and remove any if found.
- D. The Officer will place safety equipment on the weapon.
- E. The Officer will issue a carrying case for the weapon.
- F. The Officer will lock the weapon in the case with issued padlock, and issue a key for that padlock to the student.
- G. Upon return, Public Safety will remove all safety equipment and return the weapon to the owner.

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The following is the form to be issued when a request is made to bring a firearm on campus.



ISU PUBLIC SAFETY

Campus Box 8140
Pocatello, ID 83209
(208) 282-2515
FAX (208) 282-4204

Weapons Authorization

Date of Request: _____

Name of Requestor: _____

Date of Class Presentation: _____

Location of Presentation: _____

Course Title: _____

Description of Weapon: _____

Name of Course Instructor: _____

Signature of Course Instructor: _____

(Signature authorizes the use of the described weapon as part of a class requirement)

Public Safety Signature: _____

Signature of Requestor: _____

WARNING

The requestor agrees to the following conditions:

- O. The Requestor will ONLY bring the weapon to campus on the date and time specified.
- P. Requestor will not tamper with or remove any safety device attached to the weapon by Public Safety.
- Q. The Requestor will keep the case in his/her possession at all times and keep it locked except at the time and location of the demonstration.
- R. The Requestor will follow all safety rules for the safe handling of the described weapon.
- S. The Requestor will attach a list of safety rules to be followed during the demonstration, to this form.
- T. The Requestor will not load the weapon with live ammunition/projectile.
- U. Parent signature is required if Requestor is a minor.
- V. The Requestor will return the case and weapon to Public Safety after the presentation has concluded.

5.6.48 Safekeeping

Property that is secured for safekeeping should be kept to a minimum. Circumstances must be such that no other means of safeguarding the property is reasonable, and the circumstances must be documented.

When deciding if property should be placed in safekeeping, officers should consider;

- A. Is the seizure necessary?
- B. Is there any other way to secure the item?
- C. Can the property be released to another person with the owner's permission?

The officer securing the property for safekeeping shall:

- A. Prepare a case report.
- B. Complete a property report.
- C. Give the owner the goldenrod copy of the property report as a receipt.
- D. Advise the property owner of the location of the property and the hours of the Property/Evidence Division, 0800 hours to 1500 hours Monday through Friday.
- E. Properly package and tag the property. Secure the Property and Evidence Form (See Chapter III Section 5.6.60) and the property in a holding storage area.

The Evidence Custodian will be responsible for sending a Property Notification Card to the owner of all found/safekeeping property. This card will inform the owner of the case number and the necessity to claim the property. Property retained after six months may be subject to disposal, conversion, or transfer to surplus property for auction.

The Evidence Custodian will note the date that the notification card was sent on the property report.

Separate property reports will be completed for those items designated as evidence, safekeeping, and found property.

5.6.49 Disposition of Evidence and Property

The determination to release or hold evidence stored in the Evidence Unit will be the responsibility of the Captain or the officer to whom the case is assigned. All cases involving evidence shall be reviewed within six months of the evidence being submitted. All property not needed for court or further investigation will be released as soon as possible to the rightful owner.

The Evidence Technician will periodically distribute a Request For Disposition Form to officers. These forms shall be marked appropriately and returned to the evidence section within ten days. If an officer is aware that a case has been adjudicated, he/she will notify the Evidence Section via memorandum, authorizing the disposition of the evidence held.

5.6.50 Photograph and Release of Evidence

To facilitate the release of property, the evidence section, with the consent of the assigned officer, may photograph and release evidence to the rightful owner(s). Exceptions to this rule would be homicides and other crimes of a sensitive nature, such as sexual offenses, aggravated assaults, etc. In these cases, authorization shall be obtained from the City/County Attorney prior to release of the property.

If evidence is disposed of pursuant to this procedure, and later found to have been essential to the trial case, the personnel of the Evidence Unit will not be held responsible.

5.6.51 Release for Court

An officer needing evidence for a pending court case should provide the Property/Evidence Division 24 hours' notice prior to the actual date needed.

The requesting officer will sign the property report only for those items needed for court. The property report shall remain in Property/Evidence.

5.6.52 Narcotics for Court

Narcotics evidence is normally retained by local police. Normally the release of narcotics or dangerous drugs for court purposes requires a Subpoena Duce's Tecum. If a subpoena is unavailable, narcotics may be released by the Evidence Custodian upon verbal permission from a supervisor. The officer receiving the narcotics shall be responsible for signing the Property and Evidence Form (See Chapter III Section 5.6.60) and for its timely return to evidence.

5.6.53 Release and Retention of Evidence by the Courts

If the property is retained by the courts, the officer introducing the evidence shall require a receipt from the court for the evidence. That receipt shall be returned to the Property/Evidence Division for inclusion with the property report.

5.6.54 Court Ordered Release of Property

Upon receipt of an official court order, the Evidence Custodian will inform the officer assigned to the case. If the officer believes that the release of the property should be delayed until the investigation is completed, the officer shall contact the City/County Attorney and explain the situation and request an order to withdraw the order until a later date.

If the court does not grant the request, the property shall be released in compliance with the order. A copy of the order shall be attached to the property report.

The person receiving the property shall be required to sign for the item(s) and produce a valid form of identification, prior to receiving the property.

5.6.55 Release of Property - General

Whenever property is released to an owner/representative the following shall be required:

- A. Have a valid form of identification.
- B. Sign for each item received.
- C. Date and time of the release.

No property/evidence will be released to a third party without a letter of authorization from the owner. The exception to this policy will be an immediate relative of accident victims or victims of crimes, who are unable to authorize the release.

A juvenile's parents or legal guardians may claim a juvenile's possessions without the permission of the juvenile, provided the juvenile has not been emancipated.

5.6.56 Destruction of Property

Upon accumulation of sufficient evidence or property for destruction, or upon court order, the Evidence Technician will compile a list of items to be destroyed including the case number(s).

The property to be destroyed will be divided into burnable and non-burnable items.

Water soluble items such as pills and capsules will be dissolved in a bucket of water and then flushed.

Alcoholic beverages may be disposed of by pouring down the drain.

Knives, smoking pipes, bongs, or other dangerous instruments will be made unusable. These items along with the other nonflammable items will then be buried at a local landfill.

Items that can safely be destroyed by burning will be destroyed in this manner.

5.6.57 Integrity of Property/Evidence Room

There are only two sets of keys to the Property/Evidence Division. One set shall be assigned to the employee designated as the Evidence Custodian, the second set shall be retained in the lockbox in the Captain's office. The Evidence Custodian, Captain, and the Director have access to the lockbox.

Access into the evidence room is limited to the above three individuals. Other law enforcement personnel may enter the room under escort, but shall not be left unattended.

5.6.58 Requirements for Submission of Evidence/Property

Evidence/property submitted for storage shall have a Property and Evidence Form (See Chapter III Section 5.6.60) completed and accompanying the property evidence. The report form shall include:

- A. Case number.
- B. Owner'(s) name(s), address(s), and telephone number if known.
- C. UCR code.
- D. Itemized number for each piece of evidence/property.
- E. Detailed description of each item to include color, serial number, manufacturer, and condition.

Sealed items shall remain sealed. No seals will be broken by evidence personnel to verify quantities or content. Evidence personnel will open unsealed bags, or items to verify the accuracy of the documentation.

If the property and the property report correspond, the person taking custody of the property/evidence shall sign their name, date, and time in the appropriate blanks. A bin location shall be placed on the original copy of the property report.

The property/evidence shall be marked with the case number or an evidence tag attached and the item filed in the appropriate bin. Any evidence tag or label will be filled out completely, see A-E.

The original copy of the property report shall be maintained by the Property/Evidence Division, until such time as all of the property has either been released, destroyed, or for some reason is no longer in Department custody. The original copy will become a permanent part of the case file in Records.

The remaining copies of the property report will be distributed in accordance with the Records distribution policy.

5.6.59 Discrepancy in Report and Evidence/Property

In the event the property report and the property/evidence do not correspond, the Evidence Custodian shall immediately notify the Director. The Evidence Custodian will note on the property sheet the discrepancy, and retain all property evidence without signing the property report.

The Evidence Custodian will then follow-up with the officer/employee submitting the evidence to verify the discrepancy. If the officer/employee indicates that the amount was documented incorrectly, the property report shall be corrected and initialed by the submitting officer/employee.

If the officer states that the report is accurate, the Director and/or Sergeant shall be notified, for a possible internal affairs investigation.

5.6.60 Storage of Firearms, Jewelry, Money, Narcotics and Hazardous Materials

Most items of an evidentiary nature will be handled and/or stored by the investigating agency. Money (above \$20.00), firearms, jewelry (including gems), and narcotics/drugs will be secured in the Evidence Section safe, once the items are accepted into evidence.

Hazardous materials will not be brought into the Property/Evidence room. Hazardous and flammable materials will be stored by the Technical Safety Office in their Hazardous Waste Building or in the Public Safety paint trailer. Explosives will be handled and/or stored by whatever agency is called out to deal with the explosives.

The combination to the safe will be known only to the Custodian and those employees assigned to Property/Evidence Division duties. The combination will be changed whenever a new Custodian is appointed or whenever a person previously assigned to the section leaves the unit.

5.6.61 Inspections

A. Unannounced Inspections - Director

Unannounced inspections of the Property/Evidence room will be conducted as directed by the Director of Public Safety.

A memorandum will be drafted to the Director stating any deficiencies, discrepancies, or comments about the inspection. The report should also include recommendations to correct any problem areas.

B. Semi-Annual Inspection

The Captain will semi-annually conduct a spot inspection of the Property/Evidence room. The purpose of the inspection is to verify that the facility is secured and the items in storage are accounted for. The Captain shall prepare a memorandum to the file with the findings of the inspection, and the date and time of the inspection.

C. Supervisory Inspection - Inventory

The Director shall order an inspection of the Property/Evidence Division annually. This inspection shall be conducted by a supervisor who is appointed by the Director and who is not part of the property control function. A written report of finding should be prepared within 10 days of the inspection and forwarded to the Director. The purpose of this inspection is not to require accounting of every item, but rather to ensure that policy and procedures are being followed within the section.

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D. Complete Inventory

Whenever a new Property/Evidence Custodian is designated, a complete inventory of all evidence, found property, and safekeeping cases in the Property/Evidence Division shall be required.

This inventory shall involve the new Custodian, a Sergeant and one other employee selected by the Sergeant. The inventory shall be completed within 30 days of the new Custodian's appointment. Discrepancies shall be documented and forwarded to the Director.

5.6.62 Property/Evidence Custodian

The Property/Evidence Custodian will be the Public Safety Captain. In the event of the Captains absence the Director of Public Safety will be his designee. In addition to other duties, the Captain shall be responsible for the daily operation of the Property/Evidence Division.

Duties will include: (list not inclusive)

- A. Daily removal of property and evidence from the temporary holding bins.
- B. Logging of all property, evidence, and safekeeping items into the secured property/evidence room.
- C. Verification of property report to actual property received.
- D. Security of property-evidence room.
- E. Transportation of evidence to crime lab as necessary.
- F. Timely release and destruction of property, evidence, and safekeeping items.
- G. Call-in as necessary to secure special crime related evidence and property.
- H. Periodic spot inspections to ensure standards and integrity of the evidence section.
- I. Preparation of destruction, conversion, and surplus property items.

5.6.63 Personal Custody of Property/Evidence or Safekeeping Items

No employee shall maintain in their possession any item of evidence, found property, or safekeeping, longer than necessary to complete the necessary paperwork for submission into Property/Evidence. All property/evidence will be secured into either an evidence storage locker or the evidence section prior to the end of shift.

Unauthorized conversion of any property or evidence will be grounds for disciplinary action up to and including termination.

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5.6.64 Property and Evidence Form

ISU PUBLIC SAFETY
Property Inventory Receipt

Date _____

Incident No. _____

Case No. _____

Name/address from whom property is obtained		Purpose for which collected <input type="checkbox"/> Lost <input type="checkbox"/> Found <input type="checkbox"/> Evidence
Location from where collected		
Item #	Quantity Amount	Description

Received by _____ Witnessed by _____

Chain of Custody

Item No.	Date	Relinquished By	Received By	Purpose of Custody Change
		Print Name	Print Name	
		Signature	Signature	
		Print Name	Print Name	
		Signature	Signature	
		Print Name	Print Name	
		Signature	Signature	
		Print Name	Print Name	
		Signature	Signature	

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OPERATIONS PROCEDURES MANUAL

TITLE: OPERATIONS Communicable Diseases	CHAPTER: III SECTION: 5.7
APPROVAL:	REVISION NO.: 03
REVIEW DATE: April 23, 2013	ISSUE DATE: 07/96

Communicable Diseases

This procedure establishes guidelines for the proper investigation of incidents that involve individuals who have, or are suspected of having, a communicable disease. This procedure shall:

1. Establish safety procedures to reduce the risk of a Public Safety officer contracting a communicable disease during the performance of his or her duties.
2. Establish procedures to be followed when an officer has a line of duty exposure to a communicable disease.
3. Acknowledge the legal rights of victims with communicable diseases in regard to the following:
 - a. Nondiscrimination
 - b. Confidentiality

5.7.1 Policy

It is the responsibility of ISU Public Safety to ensure that its employees, especially Public Safety officers and student officers, are able to perform their duties in a safe and effective manner and to make certain that its employees provide every person the same quality of service, regardless of a person's state of health.

The safe performance of daily operations has recently become threatened more than ever before by life-endangering communicable diseases, the most notable being Human Immunodeficiency Virus (HIV), the causative agent of Acquired Immunodeficiency Syndrome (AIDS). Therefore, it shall be the policy of ISU Public Safety to continuously provide employees with communicable disease information and up-to-date safety procedures which will assist in minimizing potential exposure, while increasing their understanding of the nature and potential risks of communicable diseases.

It shall also be the policy of ISU Public Safety to ensure that every person, regardless of his or her state of health, receives equal police, fire, and emergency services.

5.7.2 Definitions

1. Bodily Fluids: Liquid secretions include, but are not limited to, blood, semen and vaginal fluids or secretions that might contain these fluids, such as saliva, vomit, urine, or feces.
2. Communicable Diseases: Those infectious illnesses that are transmitted through direct or indirect (including airborne) contact with an infected individual, including, but not limited to the bodily fluids of the infected individuals.
3. AIDS (Acquired Immune Deficiency Syndrome) – is a blood-borne and sexually transmitted disease that attacks and destroys the body's immune system. It makes people susceptible to infections, malignancies, and diseases not generally life-threatening to persons with normal immune systems. AIDS also causes disorders of the central nervous system. There is no vaccine against the virus. Members are advised that AIDS is not transmitted through any of the following (according to the Centers for Disease Control):
 - Sneezing, coughing, spitting;
 - Handshakes, hugging, or other non-sexual physical contact;
 - Toilet seats, bathtubs, or showers;
 - Various utensils, dishes, or linens used by persons with AIDS;
 - Articles worn or handled by persons with AIDS, i.e., doorknobs, pens, or cups;
 - Being near someone with AIDS frequently or over a long period of time;
 - Riding the same transportation;
 - Eating in the same public place with an AIDS-infected person; or
 - Working in the same office.
4. HIV (Human Immunodeficiency Virus) – is the virus that causes AIDS. HIV infects and destroys certain white blood cells, undermining the body's ability to combat infection. (Also named HTLV-III or LAV). Technically speaking, this general order aims to reduce the chance of HIV transmission, the virus that causes AIDS.
5. Hepatitis B (HBV) – is a viral infection that can result in jaundice, cirrhosis, and, sometimes, cancer of the liver. The virus is transmitted through exposure to blood, semen, or vaginal secretions. Vaccines are currently available against hepatitis B. A series of three vaccinations is needed for protection.
6. Infectious Diseases - Infectious diseases are disorders caused by organisms — such as bacteria, viruses, fungi or parasites. Many organisms live in and on our bodies. They're normally harmless or even helpful, but some organisms under certain conditions may cause disease. Some infectious diseases can be passed from person to person. Some, however, are transmitted via bites from insects or animals. Others are acquired by ingesting contaminated food or water or other exposures in the environment. Many infectious diseases, such as measles and chickenpox, can be prevented by vaccines. Frequent and thorough hand-washing also helps protect you from infectious diseases.
7. Tuberculosis – is spread primarily by inhaling airborne droplets from infected coughing people. It is an airborne disease and it primarily causes lung infection. Tuberculosis bacteria may also invade

other parts of the body such as bone or kidneys, although this type of TB is rarely contagious to others. Although no vaccine against tuberculosis exists, medications are available to treat the disease

5.7.3 PROCEDURE

1. Communicable Disease Prevention

- a. In order to minimize potential exposure to communicable disease officers must assume that all persons are potential carriers of a communicable disease.
- b. Officers must cover all open cuts and abrasions with waterproof bandages prior to reporting for duty.
- c. Disposable latex gloves shall be worn when handling any person, clothing, or equipment with bodily fluids on them, or when the officers anticipate becoming involved in assaultive behavior through which the officer may potentially become exposed to blood or bodily fluids containing blood.
 - (1) Gloves should not be reused, and a new pair should be put on before handling a different person or touching uncontaminated items.
 - (2) When leather or cotton gloves are worn for crime scene work, latex gloves can be worn underneath for added protection.
 - (3) In appropriate circumstances, more than one pair of latex gloves shall be worn to protect against exposure, where a single pair might be damaged and be unable to provide adequate protection.
- d. When appropriate protective equipment is available, masks, protective eye goggles, and protective disposable coveralls should be worn where bodily fluids may be splashed on the person, or where airborne contamination of a communicable disease is anticipated.
- e. Plastic mouthpieces or other authorized barrier/resuscitation devices shall be used whenever an officer performs CPR or mouth-to-mouth resuscitation.
- f. All sharp instruments such as knives, scalpels, and needles shall be handled with extraordinary care and should be considered to be contaminated items.
 - (1) Leather gloves shall be worn when searching for or handling sharp instruments.
 - (2) Officers shall not place their hands in areas where sharp instruments might be hidden. An initial visual search of the area should be conducted using a flashlight and/or portable metal mirror where necessary.

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- (a) When searching a suspect's pockets, officers should exercise careful hand movements and should try to pull the pockets inside-out from the top edge of the pocket, instead of inserting a hand into the pocket.
 - (b) When circumstances allow, the suspect should empty his or her own pockets by pulling the pocket inside-out.
- (3) A search of a purse can be accomplished by carefully dumping the contents onto a flat surface.
- (4) Needles shall not be recapped, bent, broken, removed from a disposable syringe, or otherwise manipulated.
- (5) Needles or similar sharp edged instruments shall be placed in a puncture-resistance, non-porous container when being collected for evidence or disposal purposes. The container shall be marked accordingly, to show contents.
- g. Officers shall not smoke, eat, drink, or apply makeup around body fluid spills or when wearing protective gloves.
- h. Any evidence (contaminated with bodily fluids) shall first be air dried, then double bagged in plastic bags and marked to identify suspected or known communicable disease contamination.
 - (1) Department-issued sealable evidence bags shall be utilized. Stapling of evidence bags should be avoided.
 - (2) Department-issued tongs shall be utilized to assist in gathering contaminated evidence.

2. Transport and Custody

- a. Where appropriate protective equipment is available, no officer shall refuse to interview, assist, arrest, or otherwise physically handle any person who may have a communicable disease. Should an officer encounter a circumstance where appropriate equipment is not available, the officer shall immediately contact his/her supervisor and request assistance.
- b. Officers shall not put their fingers in or near the mouth of an unconscious person. Officers utilizing protective gloves can, if need be, insert their finger into the mouth of an unconscious person in an attempt to clear a blocked airway. This action should be performed in accordance with prescribed foreign body airway obstruction procedures.
- c. Individuals with bodily fluids on their persons shall be transported in separate vehicles from other individuals.
- d. During a transfer of custody, officers have an obligation to notify, in a discreet manner, relevant support personnel that the suspect/victim has bodily fluids present on his person

or has stated that he/she has a communicable disease. Reasonable care should be taken that the information is not transmitted to the general public or to those who have no need for that information.

- e. Suspects taken into custody with bodily fluids on their persons, and not in need of medical attention, shall be directly placed in the designated holding area for processing. The holding area shall be posted with an "Isolated Area-DO NOT ENTER" sign.
 - (1) The shift commander shall be immediately advised of the suspect's status.
 - (2) The officer shall document, in the remarks section of the "Prisoner Log," that a suspect taken into custody has bodily fluids on his or her person or has stated that he or she has a communicable disease.
 - (3) All officers entering the isolated area shall be equipped with protective gear that is dictated by the circumstance.
 - (4) The suspect, his contaminated clothing, and the holding area shall be controlled and/or disinfected in accordance with established Prisoner-Detention Facility Guidelines.

3. Disinfection

- a. Any unprotected skin surfaces that come into contact with bodily fluids shall be immediately and thoroughly washed with hot running water and soap for a full minute before rinsing and drying.
 - (1) Alcohol or antiseptic wipes may be used where soap and water are not available.
 - (2) Disposable gloves should be removed inside out, with the contaminated side not exposed. The hands and forearms should then be washed.
 - (3) Hand lotion should be applied after disinfection to prevent chapping and to seal cracks and cuts on the skin.
- b. Officers should remove clothing that has been contaminated with bodily fluids as soon as practical.
 - (1) Officers should cleanse any contacted skin area in the prescribed fashion (showering if necessary) prior to putting on clean clothing.
 - (2) Contaminated clothing should be handled carefully and machine laundered with detergent and hot water in the normal fashion.
- c. Disinfection procedures shall be initiated whenever bodily fluids are spilled, or when an individual with bodily fluids on his or her person is transported, in a state vehicle.

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- (1) The supervisor shall be notified and the vehicle shall be taken out of service.
 - (2) A "Do Not Use-Possible Communicable Disease Contamination" sign shall be posted on the steering wheel of the vehicle.
 - (3) The affected vehicle shall remain out of service until it has been disinfected by washing the contaminated areas with a commercial disinfectant.
- d. Non-disposable items such as handcuffs, PR-24 batons, etc., should be disinfected with either a bleach solution (one part bleach to nine parts water), rubbing alcohol, or commercial disinfectant. Contaminated shoes and boots, including soles, should also be disinfected with an approved disinfectant.
- e. All disposable contaminated materials shall be placed in approved biohazard disposal bags and disposed of in accordance with current, date-approved, state policy.

4. Supplies

- a. Each division commander is responsible for maintaining and storing in a convenient location an adequate amount of communicable disease control supplies for the division.
- b. All police and emergency service vehicles should be continuously stocked with the following communicable disease control supplies if possible:
- (1) Disposable coveralls, aprons, and shoe coverings in appropriate sizes.
 - (2) Disposable latex gloves and leather gloves.
 - (3) Puncture-resistant containers and sealable plastic bags.
 - (4) Barrier resuscitation equipment, protective eye goggles, and surgical face masks.
 - (5) Disposable wipes (70 percent isopropyl alcohol).
 - (6) Waterproof bandages.
 - (7) Absorbent cleaning materials.
 - (8) "Isolation Area-Do Not Enter" signs.
 - (9) "Do Not Use-Possible Communicable Disease Contamination" signs.
 - (10) Bio-hazard disposal bags.
 - (11) Portable metal mirrors.

(12) Non-porous tongs.

- c. Officers using supplies stored in Public Safety vehicles are responsible for their immediate replacement.
- d. Officers are required to keep disposable gloves in their possession at all times.

5. Line of Duty Exposures to Communicable Diseases

- a. Any officer who has been bitten by a person, or who has had physical contact with bodily fluids of another person, while in the line of duty, shall be initially considered to have been exposed to communicable disease.

(1) Reports of direct air contact to communicable diseases shall be evaluated on the merits of the particular incident by the Departmental health care officials.

- b. The officer's immediate supervisor shall be contacted and all appropriate injury forms shall be completed.
- c. Immediately after exposure, the officer shall be transported to the appropriate health care facility for clinical and serological testing for evidence of infection. The health care officials shall evaluate the test results, along with the circumstances surrounding the incident, and make a final determination as to the extent, if any, of exposure to a communicable disease.
- d. Any person responsible for potentially exposing the officer to a communicable disease shall be encouraged to undergo testing to determine whether the person has a communicable disease.
- e. Officers who test positive for a communicable disease may continue working as long as they maintain acceptable performance and do not pose a safety and/or health threat to themselves, the public, or the Department.

(1) The Department shall make all decisions concerning the officer's work status solely on the medical opinions and advice of the Department's health care officials.

(2) The Department may require an employee to be examined by the Department health care officials to determine if he is able to perform his duties without hazard to himself or others.

- f. All personnel shall treat employees who have contracted a communicable disease fairly, courteously, and with dignity.
- g. The Department shall afford any employee who has occupational exposure to Hepatitis B the opportunity to take the HBV vaccination series at no cost to the member. The vaccination should be provided only after the employee has received departmental training in communicable diseases, is medically fit for the vaccinations, and has not previously received them.

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6. Legal Rights of Victims of Communicable Diseases

Victims of communicable diseases have the legal right to expect, and officers are duty bound to provide, the same level of service and enforcement as any other individual would receive.

- a. Officers assume that a certain degree of risk exists in Public Safety services work and accept those risks with their individual appointments. This holds true with any potential risk of contracting a communicable disease as surely as does the risk of confronting an armed criminal.
- b. Any officer who refused to take proper action in regard to a victim of a communicable disease, when appropriate protective equipment is available, shall then be subject to disciplinary measures along with civil and/or criminal prosecution.
- c. Whenever an officer mentions in a report, that an individual has or may have a communicable disease, he shall write "contains confidential information" across the top margin of the first Page of the report.
- d. The officer's supervisor shall ensure that the above statement is on all reports requiring that statement at the time the report is reviewed and initiated by the supervisor.
- e. The supervisor disseminating newspaper releases shall make certain the confidential information is not given out to the new media.
- f. All requests (including subpoenas) for copies of reports marked "contains confidential information" shall be referred to the Director of Public Safety.
- g. Prior approval shall be obtained from the Director of Public Safety before advising a victim of a sexual assault that the suspect has, or is suspected of having, a communicable disease.
- h. All circumstances not covered in this policy that may arise concerning releasing confidential information regarding a victim or suspected victim, of a communicable disease shall be referred directly to the Director of Public Safety.
- i. Victims of communicable disease and their families have a right to conduct their lives without fear of discrimination. An employee shall not make public, directly or indirectly, the identity of a victim or suspected victim of a communicable disease.
- j. Whenever an employee finds it necessary to notify another employee or health care provider that a victim has or is suspected of having a communicable disease, this information shall be conveyed in a dignified, discreet, and confidential manner. The person to whom the information is being conveyed should be reminded that the information is confidential and that it should not be treated as public information.
- k. Any employee who disseminates confidential information in regard to a victim, or suspected

victim, of a communicable disease is in violation of this policy and shall be subject to serious disciplinary action and/or civil and/or criminal prosecution.

7. Required Training

This Communicable Diseases policy and the CD entitled "Blood borne Pathogens: HIV & HBV, An Interactive Training Course for Law Enforcement Officers," will be required reading and viewing for every Public Safety Officer. The reading of this policy and viewing of the interactive CD will be completed during in-house training.

Copies of the above listed materials are available from the Associate Trainer. The Associate Trainer will be responsible for giving all personnel an opportunity to read and digest the above listed data within fifteen days of issuance. Employees shall sign issued acknowledgment forms, indicating the date they completed reading this policy and viewing the specified CD, which will then be placed in their training folders. These listed reference materials shall remain available for each employee's future reference.

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TITLE: OPERATIONS Field Interviews	CHAPTER: III SECTION: 5.8
APPROVAL:	REVISION NO.: 04
REVIEW DATE: April 20, 2005	ISSUE DATE: 07/96

Field Interviews

5.8.1 Purpose

A field interview (FI) is intended to be a brief stop of an individual or individuals for the purpose of identification and determining the reason for the individual(s) in the specified area of campus.

Field interviews will be conducted when the behavior of an individual creates reasonable suspicion that criminal activity has occurred, is occurring, or is about to occur. A field interview shall not be made merely on the basis of random selection, ethnicity, or unusual personal appearance or personal beliefs. A greeting, an offer of or a request for assistance, or a casual conversation is not a field interview.

5.8.2 Personal Contact

Field interviews shall be conducted in a courteous manner. The officer may ask the individual for identification to verify identity and determine the purpose for their presence in the area. The officer will tell the individual(s) at the conclusion of the FI why the FI was initiated.

5.8.3 Field Interview Records

Each officer will use a pocket notebook to record field interviews and keep their individual pocket notebooks at their desks for easy reference. Each officer's radio history from the Spillman records software program will be used as the official record of any field interview they conduct, and will include the officer's name and number, the name of the person contacted, the date of birth, social security number, if possible, current address, a physical description, and a synopsis of the contact. If someone claims to be an ISU student or faculty/staff employee, ask instead for the ISU Bengal Card number. If they do not have the ID with them or claim not to know the number, call Dispatch. Dispatch can look up the Bengal Card number either in student info or CS Gold and verify the status of students, or faculty/staff. If an individual is warned for some type of criminal activity, that warning and the appropriate statute shall also be included.

5.8.4 Authority to Conduct Field Interviews

All officers may conduct field interviews in the performance of their duty.

5.8.5 Apprehension of Individuals

Officers shall use reasonable and prudent care in pursuing individuals for the sole purpose of conducting a field interview. If the officer has reasonable belief or probable cause to believe that a criminal violation has been committed, or is in the course of being committed, the officer must evaluate the circumstances before continuing the pursuit.

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TITLE: OPERATIONS Informants	CHAPTER: III SECTION: 5.9
APPROVAL:	REVISION NO.: 02
REVIEW DATE: March 1, 2013	ISSUE DATE: 07/96

Informants

5.9.1 Informants

The Department realizes the need for informants who can provide a valuable source of information. This directive is to ensure that the identity of informants is kept confidential, when possible, and to provide for the protection from possible repercussions from suspects and witnesses.

The intent of this policy is to provide control of paid informants, or informants that are known to have engaged in past criminal activity, or have a special interest as a result of an investigation. Nothing in this policy is intended to prevent a citizen from providing information to an officer/official of the University.

All information of a criminal nature will be immediately given to the Pocatello Police Department

5.9.2 Informant Identification

Each informant will be given a code number. The number will be assigned by the investigating unit supervisor. This information will not be released to anyone except the Director, or officers who have a need to know, and who are working on an active case involving the informant.

Case reports based on information obtained from a confidential informant shall not include the informant's name.

The informant's name shall not be used in any official report. The informant shall be referred to only as the "CI." No dates or times shall be given in conjunction with the informant.

5.9.3 Identification Format

Informant identification information will be kept on a 5"x 8" index card. The information contained on the card will include:

A. Informant's name and alias.

- B. Address.
- C. Physical description.
- D. Telephone number.
- E. Personal information that may help to locate the informant.
- F. Date of birth.
- G. Place of birth.
- H. Family members' names.
- I. Associates.

The file will also include a reliability code, a scale of 1 to 5, (with five being highly reliable), previous contacts, cases worked, place of employment, and a complete criminal history background.

5.9.4 Juvenile Informants

Juvenile informants will be given the same confidentiality as any other informant.

5.9.5 Contacts with Juvenile Informants

Juvenile informants should never be contacted in person at their residence, at their school, or place of employment.

5.9.6 Informant Funds

The University does not have specific funds available to pay informants.

Informants will be asked to call CRIME STOPPERS. The informant will be given a confidential number for identification through CRIME STOPPERS.

5.9.7 Use of Informants

Informants may be private citizens who wish to provide information to the police, previous violators of the law, or persons seeking financial gain through providing information to law enforcement.

Informants are most often used to provide information to law enforcement officials regarding violations of the law. More specifically informants are used to:

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- A. Make observations or perform surveillance in areas where strangers would be suspect.
- B. Furnish information from a source not readily available to the investigator.
- C. Conduct **controlled** negotiations with or introduce undercover officers to criminal suspects.
- D. Testify at legal proceedings.
- E. Gather intelligence, i.e., determine "street prices" for weapons, drugs, and other contraband.

The above list is not meant to be all inclusive. Depending on the investigative situation, informants may be appropriately utilized in a variety of ways.

5.9.8 Control and Handling of Informants

The officer identifying and working with the informant will direct and control the investigation.

Officers shall avoid promising monetary payments, or making other promises that cannot be kept or are outside the authority of the officer to make. Officers advising informants of potential judicial dispositions such as probation and reduced sentences, are examples of an officer making promises beyond their authority.

Officers should maintain frequent personal contact with the informants. When personal contact is not possible, telephone contact should be maintained.

Officers shall not pay an informant.

Officers will meet informants in a secure location, avoiding when possible, public buildings and police facilities. It is suggested that an officer meet an informant with another officer present to serve as witness.

5.9.9 Receiving Information

Maintenance of information received from an informant is essential for documentation of an informant's reliability and case conclusion.

As new information is received from an informant it shall be placed in the individual informant's file and identified as to which particular case it is associated with if applicable. The date, time, and officer receiving the information will be included.

It will be the responsibility of the Sergeant assigned to Investigations to periodically check each file to ensure all necessary information is documented.

5.9.10 Informants of the Opposite Sex

An officer meeting with an informant of the opposite sex will have another officer present during the contact. If it is not possible to have another officer present, the meeting between the officer and the informant should be in a location that will provide the officer with security from allegations of misconduct.

5.9.11 Protection of Informant's Identity

Every officer has a professional and ethical obligation to safeguard the identity of informants. Officers will not place an informant in a situation where the informant's identity is likely to be exposed unless the officer has previously explained this possibility to the informant in exchange for his/her cooperation.

5.9.12 Violations of the Law by the Informant

Officers will advise the informant that violations of the law will not be tolerated or condoned. Officers shall tell informants that they are not immune from any law due to their cooperation.

5.9.13 Termination of Informant's Association

The fact that an informant has been used and is no longer considered in good standing shall be documented on the Informant Identification Card. The officer shall include a reason for the termination of use and the date that the association was terminated. He/she shall also note that the informant was so advised.

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TITLE: OPERATIONS Polygraph Examination	CHAPTER: III SECTION: 5.10
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Polygraph Examinations

5.10.1 Policy

Idaho State University Department of Public Safety will on occasion employ the use of polygraphs for the detection of deception in criminal and internal investigations. The Department will use the local police department Polygraph Unit. Only as necessary, and approved by the Director and the President, will a private polygraph service be utilized.

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TITLE: OPERATIONS Special Operations	CHAPTER: III SECTION: 6.1
APPROVAL:	REVISION NO.: 03
REVIEW DATE: May 9, 2013	ISSUE DATE: 07/96

Special Operations

6.1.1 Purpose

On occasion Public Safety will engage in special operations that will draw from all units within the Department. In addition to the use of in-house personnel, it may become necessary to utilize outside agency resources. In these situations orders will be given to those involved either verbally or in writing via the chain of command. One or more Public Safety supervisors and supervisors from the outside agency(s) shall work as a unified group for the duration of the special assignment.

All supervisors within the Department will be duly notified of the activity, length, and location of the activity and the supervisor(s) in charge of the operation. In each of these situations, the supervisors of the special operation will report directly to the Director.

The outside agency supervisor in consultation with the Department supervisor shall be in charge of the operation. All other units and employees of the Department will assist and support the needs of the special operation as appropriate.

The Director of Public Safety or his designee will annually review, and when necessary, update this policy, along with the established procedures for handling special operations which may include but are not limited to: Fire/Intrusion Alarms, Anthrax Reports, Civil Disturbances, Bomb Threats, Special Events, Barricaded Suspects, Active Shooter/Hostage Situations, Hazardous Material Situations, Nuclear Reactor Response, and Dignitary Protection.

6.1.2 Critical Incident Protocol

Purpose

The intent of this protocol is to clarify procedures when responding to a critical incident at Idaho State University. The term critical incident is taken to mean any violent incident in which lives are in danger. Examples of critical incidents are active shooter, barricaded suspects, hostage situations, bomb threats, etc.

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Command Protocol

- Once PPD personnel arrive at the scene of a critical incident they should obtain and maintain complete operative control of the incident.
- On scene ISU Public Safety personnel should be contacted immediately.
- The first officer on scene shall take command until relieved by a ranking officer.
- Command must be clarified and announced when a commander is relieved.
- Command of the incident shall follow Incident Command procedures.
- A Command Post (CP) shall be set up and the location announced.
- Though PPD must maintain operational control of a critical incident, a Unified Command should be implemented. Unified Command should include the PPD Incident Commander (IC), an ISU Public Safety supervisor, and a Pocatello Fire Department commander.

Actions

Action at the scene shall follow guidelines from PPD policies on critical incidents such as:

Policy 414 – Hostages and Barricaded Subjects

Policy 424 – Crisis Deployment

Policy 408 – Immediate Response Unit

Media Communications

Media releases must be jointly constructed and approved by PPD and ISU personnel. PPD personnel shall follow Policy 346 – Media Relations.

After Action Considerations

Once a critical incident has come to a conclusion the Unified Command must determine what steps shall be taken. Some of the issues to be considered are:

- When and how to release the scene to ISU personnel
- When and how to notify affected ISU staff and students that the incident has concluded.

An after action debrief should be done after all incidents. This may be an on scene discussion after a very minor incident or a scheduled meeting with PPD and ISU staff, with a published After Action Report submitted to all agencies involved.

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TITLE: OPERATIONS Special Operations Resources	CHAPTER: III SECTION: 6.2
APPROVAL:	REVISION NO.: 03
REVIEW DATE: March 20, 2014	ISSUE DATE: 06/96

Special Operations Resources

There are times when the Department will respond to situations where the necessary resources are outside of Public Safety's capabilities. In these unique situations, it is necessary for personnel to know where and how to obtain the necessary resources.

6.2.1 Special Purpose Vehicles

Special purpose vehicles are considered vehicles other than those commonly used by the Department. These may include: armored vehicles, hydraulic lift vehicles ("cherry pickers"), a bomb disposal trailer, bulldozers, and personnel carriers. This list is not inclusive.

6.2.2 Officer's Responsibilities

Upon the arrival at an unusual situation where the officer determines that the resources are outside of the immediate capabilities of Public Safety, the officer will:

- A. Immediately inform the on-duty supervisor and request his/her response.
- B. Provide emergency first aid as practical.
- C. Request and direct additional units for perimeter security.
- D. Request additional emergency service response as necessary.
- E. Keep Communications informed.

6.2.3 Supervisor's Responsibilities

The on-duty supervisor will respond and assume the command of the unusual situation. Upon arrival the supervisor will:

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- A. Evaluate the situation and make necessary assignments to maintain the health and safety of others.
- B. Request assistance via Communications from the local police department or other agency, if necessary.
- C. Inform the Director and provide a list of resources necessary.

The on-duty supervisor may request the use of special vehicles, such as bulldozers, or the cherry picker from Facility Services. The use of outside law enforcement special equipment must come from a request made by the Director.

6.2.4 Armored Vehicles

Armored vehicles may be obtained from the local police department. They may be used to shuttle officers to scenes and provide an effective moving barrier to permit officers to move on foot to strategic locations.

6.2.5 Cherry Picker

A cherry picker may be used to conduct rescues from an elevated area, or to effectively move personnel into elevated areas for observation, staging, or perimeter security. The use of University owned equipment may be authorized by the on-duty supervisor, after a request to the Director of Facility Services. The use of the fire department's hydraulic lift must come from the Director. No Department personnel will use the cherry picker without first obtaining permission and direction from the on-scene Public Safety supervisor.

6.2.6 Bomb Disposal Vehicles

Bomb disposal vehicles may be obtained through the local police department. The use of these vehicles is governed by their own departmental regulations. Request for use of these vehicles may be found in the Bomb Threat Policy (Section I 7.4).

6.2.7 Bulldozers and Earth Moving Equipment

Bulldozers and earth moving equipment may be obtained from the University Grounds Department. Permission to use such vehicles must be authorized by the on-duty supervisor and must be requested through the Director of Facility Services.

Earth moving equipment may be used in the event of debris in the roadway, to provide barriers, to re-enforce an area eroded due to storm damage, or to gain access to someone who has been buried or trapped.

No Department personnel will operate any vehicle in which they are not trained to operate.

6.2.8 Mobile Emergency Operations Center (EOC)

ISU Public Safety's Mobile Command was created for use as either an Incident Command Center or a Mobile Emergency Operations Center during an emergency. It is also used as a Command Center for operations during special events. It would be used as an EOC if none of the primary locations are available.

The interior includes four workstations with multiple monitors that can be used to view ISU's CCTV camera system, Spillman and the Ten33 program for dispatch, WebEOC for connection to outside agencies, national and local news, weather, road reports, etc.

In addition it contains day/night work lighting throughout the interior, numerous radio systems, network capabilities, land-line hook-ups, and more. The exterior consists of an awning, outside briefing area, and monitor/TV. It is capable of being hooked up to a building's electrical input or can operate from a generator. The Mobile EOC is stored in the Heat Plant garage area until needed.

6.2.9 Search and Rescue

Incidents arising on campus requiring rescue techniques will be coordinated with the police and fire department.

For University property outside of the city limits, the Sheriff's Department will be requested to assist and manage the search and rescue mission.

6.2.10 Searching

Canines are capable, under certain conditions, to track and search for persons and items. If this action is requested, the area to be searched will be secured as well as possible to prevent contamination of the scents.

The area will remain secured until the canine and handler have arrived. Once they have begun the search, the canine handler will coordinate the movements of other law enforcement personnel.

The Director of Public Safety will authorize use of a canine unit. Requests will be made to the Pocatello Police Department Canine Unit and/or the Bannock County Canine Unit. Both of these units have attained P.O.S.T. certification for canine units.

Searching techniques for lost or wanted persons will be coordinated by the on-duty supervisor, from an established command post.

In all incidents, officers and other Department personnel will be directed by the Department supervisor. In joint operations with other law enforcement agencies or emergency services, the local police or fire departments will manage the overall operation.

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TITLE: OPERATIONS Active Shooter/Barricaded Subjects/Hostage Situations	CHAPTER: III SECTION: 6.3
APPROVAL:	REVISION NO.: 05
REVIEW DATE: November 19, 2008	ISSUE DATE: 07/96

Active Shooter/Barricaded Subjects/Hostage Situations

6.3.1 ISU Public Safety

The University relies upon the Pocatello Police Department's special units for active shooter(s), barricaded persons, hostage negotiations, and any need for SWAT activities. **The Pocatello Police Department is notified of the aforementioned incidents and any other violent or active criminal behavior.** At the request of the Director, Kevin Johnson of Idaho State Police will also be notified.

If one of the above-mentioned incidents occurs the on-duty supervisor will:

- A. Immediately determine available resources within ISU Public Safety and notify the Director and Captain. If neither the Director nor Captain are available, then the next highest ranking supervisor shall be notified.
- B. **Contact the University President or available senior staff to approve and coordinate a timely campus notification as specified in ISU's Emergency Response Plan.**
- C. Request needed emergency resources such as fire and medical units.
- D. Assign available resources to perimeter security, to secure the area, protect bystanders, evacuate if necessary, and render first aid to victims, without jeopardizing the life of the officer(s) and bystanders.
- E. After consultation and approval of the highest ranking officer, request the assistance of specialized units through the police department or other agencies as outlined above.
- F. Coordinate with the police and fire departments to establish a command post.

Once the immediacy of the incident has been stabilized, the highest ranking officer of the outside agency and a Captain/supervisor on-scene shall jointly work together and command their respective forces as needed based upon the advice and recommendation of the appropriate SWAT and hostage negotiation leaders.

6.3.2 Media

The University Public Information Officer shall immediately be informed of any such activity. The PIO will respond and coordinate the dissemination of information concerning the operation to the media in accordance with University policy.

6.3.3 Response To Hostile Intruder Or Active Shooter

6.3.4 Emergency Action Plan

There has been an increase in not only the number but also the severity of violent incidents in schools in the past few years. It is apparent that campuses of higher education need to be prepared in case there are similar incidents at the university or community college level.

We (Public Safety) have been trained in many different areas for response to specific situations. The events and the incidents of the past several years have given us the opportunity to review and revise policy and procedure in reference to the response to a hostile or aggressive intruder. Time is of the essence and an officer's quick and decisive actions may very well be the difference between life and death for one of our community members. The community as a whole must be prepared to put this plan into effect and minimize the damage that a hostile intruder can evoke.

The ultimate goal is to neutralize the threat. In any circumstances, time is very important and the responding officer(s) must take quick and decisive action to stop the violence as soon as possible. Any delay could mean additional deaths and injury to the community by the hostile intruder(s).

- A. Pocatello Police will be notified and requested to respond. The Pocatello Police will be given the most current information on the situation so that they can respond with the appropriate personnel and equipment. All Public Safety personnel will assist the Pocatello Police by any means available and will be subject to their direction throughout the duration of the incident.
- B. Public Safety will respond to the scene. Since it is likely that we will arrive before the police we must be observant and cautious. Our presence should not further jeopardize the safety of others or the officer.
- C. Do not sound the fire alarm to evacuate the building. Person(s) may be placed in harm's way when they are attempting to evacuate the building.
- D. Be aware that persons should be locking themselves in classrooms and offices, or evacuating the area by the safest route.
- E. If the intruder can be contained, or the violence stops, or the situation has stabilized then the officer(s) will have two options:
 - 1. Continue to contain the situation and await further assistance.

2. Apprehend the subject if officer safety can be maintained.

F. A decision to intervene and the level of intervention by a Public Safety officer must be based on their training, experience, the current circumstance, the arrival time of the police, existing department policy regarding the use of force and whether or not the officer(s) safety can be maintained.

6.3.5 Intruder in an academic building actively causing deadly harm or the threat of imminent deadly harm to persons:

A. Pocatello Police will be notified and requested to respond. The Pocatello Police will be given the most current information on the situation so that they can respond with the appropriate personnel and equipment. All Public Safety personnel will assist the Pocatello Police by any means available and will be subject to their direction throughout the duration of the incident.

B. Officer(s) are dispatched to the location where the hostile intruder has been reported.

C. The dispatcher must ascertain as much information about the situation and relay it to responding officer(s), both Public Safety and the Pocatello Police.

D. If upon arrival, the responding officer(s) is confronted with the fact that the intruder is actively harming or killing individuals, the officer will have to consider their own capabilities in any attempt to control the situation or stop the intruder. The officer may determine:

8. That they are able to confront, contain and are able to subdue and apprehend the intruder with the use of less lethal force, without injury to the responding officer.

2. That they are able to contain the subject to a location and no further deadly harm is actively being inflicted upon members of the community or the Public Safety officer.

3. That they are unable to confront or contain the subject and that they can best serve as a resource to provide perimeter security, protect bystanders, evacuate if necessary, and render first aid to victims, without jeopardizing the life of the officer(s) and bystanders, until the Pocatello Police are on scene.

6.3.6 Hostile intruder in a residence hall actively causing deadly harm or the imminent threat of deadly harm:

A. Follow same procedure as the academic building.

B. Some students may have to be locked in other students' rooms if they are caught in the hall and away from their rooms.

6.3.7 Hostile person is on the campus grounds actively causing deadly harm or the imminent threat deadly harm:

- A. Pocatello Police will be notified and requested to respond. The Pocatello Police will be given the most current information on the situation so that they can respond with the appropriate personnel and equipment. All Public Safety personnel will assist the Pocatello Police by any means available and will be subject to their direction throughout the duration of the incident.
- B. After receiving the call, approach this outside location with extreme caution.
- C. When you arrive, a scenario may exist with an extraordinary amount of confusion, disbelief and panic. People could be running in all different directions.
- D. Try to choose a cover location for yourself so you will not be in the path of the hostile intruder.
- E. If the hostile intruder is actively trying to kill people on the grounds and the subject continues to pose a threat of death or serious physical injury, the officer will have to consider their own capabilities in any attempt to stop the hostile intruder. The officer may determine:
 - 1. That they are able to confront, contain and are able to subdue and apprehend the intruder with the use of less lethal force, without injury to the responding officer.
 - 2. That they are able to contain the subject to a location and no further deadly harm is actively being inflicted upon members of the community or the Public Safety officer.
 - 3. That they are unable to confront or contain the subject and that they can best serve as a resource to provide perimeter security, protect bystanders, evacuate if necessary, and render first aid to victims, without jeopardizing the life of the officer(s) and bystanders.
- F. Officers must be aware of their own capabilities and potential injury to themselves in any attempt to apprehend a subject in this type of situation.
- G. If you contain the subject, warn the public to stay clear.
- H. Be prepared for the subject to attempt to flee during the containment process.

6.3.8 After-Action Report

The Incident Commander is responsible for the completion of the After Action Report that will include significant events, personnel assigned, hours worked, equipment utilized, any actions taken to include arrests summaries of types and numbers, criticism and recommendations for future events, and any other information deemed pertinent to improve or document the incident. The Director may also contribute to this report and will forward a complete report as deemed appropriate by the Director.

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TITLE: OPERATIONS Dignitary Protection	CHAPTER: III SECTION: 6.4
APPROVAL:	REVISION NO.: 02
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Dignitary Protection

6.4.1 Visiting Dignitaries

The University campus is visited by dignitaries (VIP) of various levels.

Frequently campus visits are held in conjunction with the Metropolitan Area Federal Law Enforcement Staffs and a multi-agency responsibility is necessary. Public Safety will work with the appropriate protective details of the Pocatello Police Department, Department of Public Safety, Bannock County Sheriff's Department, and any other agencies that may be involved.

6.4.2 Coordination

The Director will coordinate all scheduled assignments and activities involving the VIP visit.

The Director or his designee will be responsible for all activities and will utilize the investigative unit and Public Information Officer extensively. In addition, a selected portion or the entire Department may be required to participate in VIP protective assignments.

In the event other law enforcement agencies are involved, every effort will be made by the Department to coordinate all activities, share communications, and provide continued multi-agency law enforcement efforts.

6.4.3 Medical and First Aid Facilities

Bannock Regional Medical Center will be alerted prior to the visit by the Director.

The fire department paramedics will be alerted and advised of the pending visit, and advised of the most direct route to respond in the event of an emergency.

6.4.4 Uniforms for VIP Protection

Unless specified otherwise by the Director, all officers, when involved, will be in a Class A uniform with appropriate Departmental issued equipment.

6.4.5 Plain Clothes

Officers and civilians working the event in a plain clothes capacity will be identified by a lapel pin issued by the Department or another agency, such as the Secret Service.

6.4.6 Body Armor

The Director will require officers working the event to wear their issued body armor.

6.4.7 Vehicles

The Department will utilize whatever vehicles necessary to work the event.

6.4.8 Assignments

The Director will generally assign a Captain to oversee the field activities including:

- A. Motorcade - primary and alternate routes.
- B. Emergency routes and facilities.
- C. Liaison with other local agencies.
- D. Site control and coordination of the University Crisis Management Team.

The investigative unit will generally be responsible for site protection, intelligence gathering, and close-in personal protection.

The Public Information Officer will be responsible for all news media related activities, Departmental news releases, and assignments of news media personnel in conjunction with the University Marketing and Communications Office.

In the event that only the University is involved in a site visit, the Department will have sole responsibility of on-site coverage and may request supplemental assistance from other agencies. If the Secret Service is involved, every effort will be made within the Department's resources to assist the Secret Service and fulfill their needs and expectations.

6.4.9 Communications

Prior to the visit, a radio channel will be designated as the working channel for the event. All officers working the event will be required to remain on this channel.

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TITLE: TRAINING Training	CHAPTER: IV SECTION: 1.1
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Training

1.1.1 Purpose

The three main purposes of training are:

1. To prepare members of the Department to act decisively and correctly in a broad spectrum of situations,
2. To promote greater productivity and effectiveness within the Department, and
3. To promote cooperation and unity of purpose.

The goals of training within the Department are to increase the level and quality of services that are authorized or required by law as well as those required by the function of the Department within a University community. Training further promotes the goals and objectives of the Department.

Training provided by the Department will be job task oriented and is intended to enhance an employee professionally and personally.

1.1.2 Supervision - Training Function

The training function shall report to the Management Assistant. In conjunction with this task is the coordination of all FTO programs, which is the responsibility of the supervisor in charge of the FTO program.

1.1.3 Responsibilities

The duties of the unit will include:

- A. Posting of training classes sponsored by the Idaho Peace Officer Standards and Training.

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- B. Maintaining POST required training files, to include background investigations, diplomas, certificates, birth certificates, and other documentation as required by the council.
- C. Coordinate and schedule officer training as required.
- D. Coordination and scheduling of officers for POST and other classes.
- E. Videotaping of training as required.
- F. Assist in other facets of training as necessary.
- G. Ensuring that POST and other training courses are attended by receiving a copy of the certificate and filing that copy in the proper training file(s).
- H. Serving as liaison between the POST academy staff and the Department while Department officers are attending courses at the academy.
- I. Coordination of in-service training for employees.
- J. Maintenance of all in-service training records.
- K. Update Departmental personnel as necessary concerning training issues and concerns through development of training programs and informational updates.
- L. Plan and develop training programs for employees.
- M. Ensure that required training sessions are attended as required.
- N. Selection of instructors for training sessions.
- O. Evaluation of in-service training programs.
- P. Maintain research statistics and data files on equipment.
- Q. Liaison with city/county training coalition.
- R. Assist with coordination of continuing officer training activities.

1.1.4 Posting of Training

The POST training calendar is available from the Associate Trainer. A copy of the training calendar will be distributed to each Patrol Captain.

Special training opportunities will be announced through the Associate Trainer. A posting of special training opportunities will be found on the Departmental announcement board in the briefing room.

1.1.5 Training Development

It will be the responsibility of all employees to bring to the attention of their immediate supervisor recommendations for changes or the need for additional training. Supervisors may, and are encouraged to provide training as necessary for their respective units as a result of evaluations, or observed needs.

The Associate Trainer will be responsible for the coordination of all events other than POST classes.

1.1.6 Attendance at Training Events

Employees will attend all mandatory training. Exceptions to this will be as a result of:

- A. Illness.
- B. Previously scheduled vacation, compensatory, or holiday time.
- C. Work related activity.
- D. As approved by the Director.

Documentation for attendance by employees at training sessions will be a sign in attendance sheet. Employees are responsible for signing in and the course instructor shall certify the attendance.

1.1.7 Training Make-up - Requirements

Employees who are excused from attending the scheduled training session shall be responsible for coordination with the Associate Trainer for making up the missed session. The Associate Trainer is responsible for ensuring that all employees have received the appropriate training within a month following the original training date.

Attendance at training sessions shall be documented and maintained on file for a minimum of two calendar years.

Any employee who fails to attend a scheduled training make-up session without just cause and timely notification will be subject to disciplinary action.

1.1.8 Reimbursements for Training

With prior consent employees are allotted a per diem for training in accordance with established travel policy of the University.

1.1.9 New Hire Officer Training

The purpose of this procedure is to detail how a new Public Safety officer will be administered new hire training. This training must be successfully completed prior to the issuance of any uniform or equipment, and before any other training is given.

The new hire training will be coordinated by the Patrol Supervisor and the Associate Trainer. It will be assigned by the Patrol Supervisor to the Patrol Sergeant to administer to the new hire. The Patrol Supervisor will oversee the Sergeant and keep the Training Officer informed.

Responsibility of the New Officer

1. The newly hired officer is required to successfully complete new hire training prior to being issued a uniform or being introduced to the required FTO Program.

Responsibility of the Patrol Supervisor

1. To coordinate new hire training with the Associate Trainer.
2. To assign a newly hired officer to a Sergeant for new hire training.
3. To oversee the new hire training and keep the Management Assistant informed.

Responsibilities of the Training Officer

1. To oversee and ensure the coordination of training is being done efficiently and effectively.
2. To keep the Director informed.

Responsibilities and Duties of the Patrol Sergeant

1. To administer the new hire training to the newly hired officers.
2. To ensure the new hire training is completed in a timely manner as indicated on the IACLEA New Officer Training Form.
3. To administer the tests at the end of each chapter of new hire training.
4. If only one or two answers are wrong on the test, the Sergeant may assist the officer in finding the correct answer.
5. If too many answers are wrong, the Sergeant will have the officer repeat that chapter until the officer can pass the test.
6. The Sergeant will keep the Patrol Supervisor informed of the progress of the new hire training.

Responsibilities and Duties of the Associate Trainer

1. To coordinate with the Patrol Supervisor and schedule new hire training of the new officer.
2. To maintain training records, certificates, files and other documentation as required.
3. Assist in other facets of the training as necessary.

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1.1.10 Annual Training

The purpose of this procedure is to establish how annual training for Public Safety officers will be administered. This training must be successfully completed by each officer to ensure their position in the Department.

Public Safety officers must keep current on all required annual training. Additional training may be requested by the officer or assigned Patrol Supervisor as it becomes available.

Responsibilities of the Patrol Officer

1. To make sure they are current on all required training by attending scheduled training sessions.
2. Officers that cannot attend a scheduled training must have the permission of the Patrol Supervisor to be absent.
3. Missed training must be made up as soon as possible and in some cases at the officer's expense and on his/her own time.

Responsibilities of the Patrol Supervisor

1. To coordinate annual training with the Associate Trainer.
2. To insure that missed training is made up as soon as possible.
3. To oversee the annual training and keep the Management Assistant informed.

Annual Training will consist of the following:

Operations Manual Reading	Legal Updates
Reactor Training	Hazmat Training
Use of Force Training	Arrest Techniques
Firearms Training (3 times per year)	Firearms Qualifications (Fall)
Impact Weapons	TASER Training
Weapons Retention	OC Review
Evac Chair Review	Bike Patrol
Patrol Procedures – Arrest, Search & Seizure	
HR Training (Customer Service, Respectful Workplace and Hazmat)	

1.1.11 Outside Resources In Training Development

The Department works closely with the Office of Employee Relations and Human Resources. These two departments provide a variety of training for employees concerning University related issues and topics. The Department also utilizes members of the community such as the Law Enforcement Training Network (LETN), POST, Crime Prevention Association, local police department, and other local, federal, and state law enforcement agencies, as well as members of the faculty and staff of the University.

1.1.12 Course Outlines - Objectives

Course outlines are established to provide the instructor and students with a clear idea of the material in the lesson plan. The outline should include a specified method of instruction.

All in-service training programs will have a formalized course outline approved by the responsible Sergeant.

All outlines shall have at a minimum:

- A. An established set of objectives.
- B. A method of evaluation - either verbal or written.
- C. A course evaluation by the participants.

All Department training programs presented will include:

- A. A formatted lesson plan.
- B. Statement of performance objectives.
- C. Specific training information.
- D. Method of instruction.
 - 1. Lecture
 - 2. Role play
 - 3. Group activity
 - 4. Other
- E. Evaluation Criteria

1.1.13 Testing

Competency-based testing shall be used to measure participant knowledge in job related skills. In agency administered programs, the basis for testing will be written, verbal, demonstration, or a combination thereof. It shall be a requirement that designated officers satisfactorily pass re-certification as established in the Use of Force Policy (See Chapter III Section 1.1).

Use of Force Policy

In other agency administered training, the basis for testing and measurement of participant knowledge will be outlined in the course lesson plan.

For training outside the Department, testing and measurement will be mandated by POST standards.

Any grade associated with testing will be recorded in the employee's training record.

1.1.14 Training Certification

Any employee attending training where a certificate is issued shall make a copy of the certificate and forward that copy to the training office for inclusion into the employee's permanent training record.

If no certificate is presented, the employee shall write an officer's report and submit it to the training office via the chain of command detailing:

- A. Who sponsored the class?
- B. Class title.
- C. Classroom hours of instruction.
- D. Dates and location of the class.

1.1.15 Defensive Driving

Any employee who routinely operates a motor vehicle as a part of their regular job responsibilities shall be required to attend a defensive driving training program every two years.

Employees who fail to satisfy minimum requirements for proficiency will have their driving privilege suspended until such times as proficiency is demonstrated.

Remedial training for defensive driving shall be scheduled within ten days. Employees who fail to demonstrate proficiency may be subject to disciplinary action up to and including termination.

1.1.16 Training Records Update

Following completion of any training program, in or out of the Department, the training record maintained by the training officer shall be updated. Copies of all certificates for training shall be placed in the appropriate training file. If proficiency testing is conducted, the results of the testing shall become part of the appropriate training files.

1.1.17 Release of Training Records

Training records may be released only after receiving written authorization from the Director, for inspection by POST, or upon receipt of a subpoena issued by a court of law.

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TITLE: TRAINING Training Development	CHAPTER: IV SECTION: 1.2
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Training Program Development

1.2.1 Requirements

During the development of training programs, instructors will ensure the curriculum is job/task related, with respect to time allotments and content.

1.2.2 Performance Objectives

Performance objectives will be developed to acquaint the training participant with the information they are required to know, the skills that must be demonstrated, and the circumstances under which the skills will be used. Performance objectives should be based on the elements of job task analysis for which formal training is needed, and provide the following:

- A. Provide clear statements of what is to be learned.
- B. Provide the basis for evaluating the participants.
- C. Provide a basis for evaluating the effectiveness of the training program.

1.2.3 Lesson Plan Policy

In the development of lesson plans the instructor should ensure that the subject to be covered in training is addressed completely and accurately.

Guidelines and formats for lesson plan development will be provided to the instructor when lesson plans are required. (Lesson plans will be required for all training courses.)

Lesson plans will be developed in a cooperative effort between the instructor and supervisor assigned to training.

Personnel developing lesson plans will utilize the standard lesson plan format and submit it to the supervisor assigned to training for approval.

Prior to approval of any lesson plan the supervisor shall review the lesson plan for the following content:

- A. Statement of performance objectives.
- B. Content of training.
- C. Instructional techniques.
- D. Evaluation techniques.
- E. Existing POST requirements.
- F. Current agency policy compliance.

Upon approval the training supervisor will copy and file the lesson plan for use in Department training.

1.2.4 Recruit Training

The Idaho State University Department of Public Safety does have a basic officer recruit/new hire training program. Officer recruits are required to complete the recruit/new hire training prior to entering into the FTO Program (See Chapter IV Section 1.1.9 of this Manual). Attendance at a recognized training academy is strongly recommended for recruits who do not possess a valid certification.

The Director may provide input and guidance for recruits attending training academy programs. Course content and training needs or other concerns will have weight concerning the attendance of a desired training academy.

All recruits attending an academy shall abide by all academy rules and regulations as well as Departmental rules and regulations.

1.2.5 Training Curriculum

Current minimum training curriculum will be based upon the following subject areas.

- A. Introduction to Law Enforcement:
 - 1. Introduction to Criminal Justice
 - a. History of Law Enforcement
 - b. Criminal Justice System

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2. Law Enforcement Services
3. Supervision and Management
4. Ethics and Professionalism
5. Appearance

B. Law and Legal Matters:

1. Introduction to Criminal Law
2. Criminal Law
3. Liquor Laws
4. Police Liability
5. Laws of Arrest
6. Search and Seizure
7. Rules of Evidence
8. Civil Process (Summons and Subpoenas)
9. Administration of Criminal Justice
10. Judicial Systems
11. Juvenile Laws and Procedures
12. Courtroom Considerations:
 - a. Courtroom Demeanor
 - b. Courtroom Procedures
 - c. Courtroom Observation
13. Constitutional Law
14. Search and Seizure Practical:
 - a. Search Warrants

- b. Violator Directed Patrol/Vehicle Searches

15. Escalation/De-escalation of Force

C. Patrol Procedures:

1. Patrol and Observation

2. Arrest Techniques:

- a. Stop and Approach Practical

3. Domestic Disputes and Crisis Intervention:

- a. Domestic Violence Statutes

- b. Domestic Violence Tactics

- c. Domestic Violence Role Play

4. Crimes in Progress:

- a. Handling Crimes in Progress

- b. Officer Survival - Building Search

- c. Building Search Practical

- d. Search Warrant Entry

- e. Deadly Errors

- f. Officer Safety Traffic and Unknown Risk Stops

- g. Officer Safety Traffic

- h. Traffic - High Risk Felony Stops

- i. Traffic Stop - Nighttime Practical

5. Crowd and Riot Control

6. Bomb Threats and Disaster Training:

- a. Hazardous Materials

b. Bomb Threat/Explosives

c. Hostage Incidents

D. Traffic Enforcement and Investigation:

1. Drug Recognition

2. Driving Under the Influence Cases

3. Driving Under the Influence Field Tests

4. Driving Under the Influence Practical

5. Traffic Citations:

a. Police/Violator Relations

b. Mechanics

6. Traffic Accident Investigation:

a. Traffic Accident Manual

b. Accident Investigation - Class

c. Minor Accident Practical

d. Accident Investigation Practical

7. Techniques for Directing Traffic

8. Traffic Law

E. Criminal Investigation:

1. Crime Scene Processing

2. Crime Scene Practical

3. Collection and Preservation of Evidence

4. Function of Crime Lab

5. Interviewing and Interrogation

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6. Organized Criminal Activity
7. Preliminary Investigation
8. Assault Investigation
9. Burglary Investigation
10. Auto Theft Investigation
11. Robbery Investigation
12. Sex Crimes Investigation
13. Death Investigation - Patrol Response
14. Death Investigation - Medical Examiners
15. Narcotics and Dangerous Drugs
16. Fingerprinting

F. Community and Police Relations:

1. Police/Public Relations
2. Crime Prevention
3. Human Communication
4. Minority Relations/Diversity Awareness/Bias-Based Profiling
5. Street Gangs
6. Cults and Deviate Groups
7. Silent Witness Program (88-CRIME)
8. Cross-cultural Program
9. Social Psychology - Victim/Witness:
 - a. Social Psychology
 - b. Crisis Intervention

c. Crisis Communication

G. Records and Reports:

1. Report Writing and Nelson-Deny
2. Report Writing - Accident Narrative
3. Records, Files, and Systems

H. Proficiency Skills:

1. First Aid
2. Firearms Training:
(Will be provided by the ISU Law Enforcement program using P.O.S.T. Certified instructors.)
 - a. Legal and Moral Aspects
 - b. Firearms - Classroom
 - c. Firearms - Range
3. Physical Conditioning:
 - a. Physical Assessment
 - b. Physical Training
4. Defensive tactics:
 - a. Physical Control Techniques
 - b. Baton Training
5. Defensive Driving:
 - a. Class
 - b. Pursuit Driving
 - c. Night time

I. Administrative and Elective Time:

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1. Orientation
2. Drill and Ceremony
3. Examinations:
 - a. Weekly Exams
 - b. Exam Review
4. Stop and Approach Briefing
5. Stop and Approach Debriefing
6. Shooting Review Boards
7. Graduation Prep and Ceremony
- J. Elective Time:
 1. Mental Conditioning
 2. Police Stress:
 - a. Self-Hypnosis
 - b. Work Related Stress
 3. Criminal Psychology
 4. Intoxilyzer Training/Certification
 5. Post Shooting Trauma
 6. Officer Involved Shootings
 7. Nutrition

1.2.6 Curriculum - FTO

The Field Training Officer (FTO) Program will be based on job task analysis. The job task analysis is based upon areas of performance criteria as identified and updated.

1.2.7 Evaluation Techniques

Various evaluation techniques may be utilized to measure recruit officer competency.

A recruit may demonstrate competency in any of the performance areas by meeting minimum performance standards outlined in the FTO manual.

Performance may be measured by observation of a behavior in an actual field situation, and by rating the recruit on a Daily Observation Form (available for training employees) from satisfactory to unsatisfactory.

Evaluation of required skills, knowledge, and ability may also be accomplished through the use and documentation of role play, written and verbal testing and remedial training.

In all evaluations of skills, knowledge, and ability, the rating officer (FTO) shall follow performed criteria, standardized guidelines, and evaluation criteria for each of the 30 performance areas as outlined in current field training manuals.

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TITLE: TRAINING Training Instructors	CHAPTER: IV SECTION: 1.3
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Training Instructors

1.3.1 Selection

Basic instructor certification is a regular training item offered by POST. Dates may be found in the training calendar. Officers wishing to become instructors must first submit a request for training to their immediate supervisor for approval. That request will then be forwarded to the training section for processing and then forwarded to the Director for approval.

Only officers with a current evaluation of satisfactory or above, not currently on any type of disciplinary probation, and with the interest in teaching will be considered.

Officers serving as instructors either in-house or outside the Department shall be POST certified instructors. This basic certification allows the instructor to teach any POST approved lesson plan. Those officers wishing to instruct in specialized areas shall, in addition to basic instructor certification, be certified as proficient in the area by POST.

1.3.2 Tenure of Training Instructors

Certified instructors will attend updated training classes in their area of expertise as required by POST.

Instructors may be utilized for as long as they remain updated and certified on the material they teach. Instructors may be relieved from future instruction by the Director for just cause or upon the request of the instructor.

1.3.3 Outside Instructors

Utilization of instructors from other law enforcement or public sector agencies will be coordinated through the training section. Only those instructors that are certified by POST or are recognized experts in their field will be utilized. Outside instructors will be selected after an evaluation of training needs.

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TITLE: TRAINING Certification Process	CHAPTER: IV SECTION: 1.4
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Certification Process

1.4.1 Purpose

All employees will receive instruction on the certification process. New employees will be given a certification overview during their orientation to the Department. Certification updates will be given periodically during the self-assessment phase, as well as during the recertification period either at roll call or through Departmental meetings.

1.4.2 Requirements

All members of the Department will attend a review of the certification process prior to the on-site assessment or reassessment.

Annual training will be recorded in personal training files and the dates of completion of each required course. A note indicating complete certification for all required courses will be placed in the training files following required course completions per individual, for that year.

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TITLE: TRAINING Inter/Intra Agency Training	CHAPTER: IV SECTION: 1.5
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Inter/Intra Agency Training

1.5.1 Purpose

A cooperative effort among different law enforcement agencies in conducting training can increase effectiveness, improve coordination, and promote a better understanding among criminal justice agencies. This type of training and cooperation is encouraged and should be implemented.

1.5.2 Inter-Agency Training

Training programs sponsored by the University will be instructed by POST certified instructors.

All training outlines/lesson plans must have prior approval by the police supervisor assigned to training.

Inter-agency training will be approved by the Director and coordinated with the Associate Trainer. The Associate Trainer will coordinate the following.

- A. Agencies to be invited
- B. Number of slots available
- C. Any associated costs

1.5.3 Intra-Agency Training

Any training program sponsored by an outside agency may be attended by a member of this Department.

Participation shall require approval of the requesting employee's supervisor. Any associated fees or expenses must have prior approval.

Any training requiring extended travel, per diem, and lodging will receive reimbursement in accordance with established travel policies.

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TITLE: TRAINING Field Training Program / Officer In Training	CHAPTER: IV SECTION: 1.6
APPROVAL:	REVISION NO.: 02
REVIEW DATE: March 15, 2013	ISSUE DATE: 07/96

Field Training Program/Officer in Training

1.6.1 Field Training Program

The Department shall utilize a Field Training Program to provide new officers and Officers in Training (OIT) with "on the street" experience.

1.6.2 Officer In Training Program (OIT) - Duration

The Officer in Training (OIT) program shall be for a period of ten weeks. The program may be extended to ensure satisfactory performance. The field training program shall be a required part of the probationary period.

During the field training program, the OIT will participate in a minimum of three training phases. Each phase will cover specific topics and will be administered by a Field Training Officer. Guidelines shall be set forth in the Field Training Manual.

1.6.3 Days Off

OIT will assume the same days off as their current FTO.

1.6.4 Rotation of Field Training Officers

During the field training period the OIT will be rotated to a different FTO after every phase of training. Rotation should include, when possible, all three patrol shifts. This rotation will enhance the recruit officer's knowledge of the changing conditions within the community.

1.6.5 Evaluation of Recruits

Evaluation of recruits shall be governed by the Performance Criteria and Standardized Guidelines of the FTO manual.

Recruits shall also receive University performance appraisals at the end of their probationary period. The standard Personnel Performance Appraisal shall be used for these evaluations. The Sergeants are responsible for the timeliness of these evaluations.

1.6.6 Selection of Field Training Officers (FTOs)

Officers interested in attaining FTO status shall complete an officer's report indicating their interest and qualifications. The officer's report shall be forwarded through the chain-of-command to the FTO Coordinator.

Immediate supervisors may include their recommendations or any other information they believe would assist in the evaluation of the officer.

1.6.7 Qualifications for Field Training Officers

To be considered for a FTO position, officers must have three years of officer experience or related experience as determined by the Director. (See General Order Specialized Assignments Section 5.1).

Officers selected shall be required to attend an approved Field Training Officer school.

1.6.8 Selection

Field Training Officers will be selected by use of a command interview. The interview will include:

- A. Director
- B. Captain
- C. FTO Coordinator
- D. (Optional)

During the command interview, the officer's personnel file, employee's performance records and other items specific to the position may be reviewed. See General Order Specialized Assignments.

1.6.9 Supervision of Field Training Officers

Field Training Officers will be supervised and evaluated by the squad supervisor to whom they are assigned. During the periods of active training, the squad supervisor will be the primary supervisor with collaboration between the supervisor and the FTO coordinator.

1.6.10 Training Requirements for Field Training Officers

Officers selected for FTO status shall complete a basic 40 hour Field Training Officer's school sponsored by or approved by POST or the School of Applied Technology Law Enforcement.

Upon completion of the basic FTO school, the officer shall complete a minimum of four hours of Departmental in-service training conducted by the FTO coordinator. The in-service training shall cover the Department FTO program and the specific program's administration.

Field Training Officers may attend the Basic Instructors Course sponsored or approved by POST as well as other courses designed for supervision and training methods.

Officers in a Field Training Officer status will maintain a minimum of eight hours per year training either through in-service or POST schools in order to remain proficient in teaching methods, police procedures, and traffic, constitutional, and criminal law.

1.6.11 Supervision of Officers in Field Training

The Field Training Officer is responsible for the daily evaluation of the OIT. Any inquiries concerning specific training problems or deficiencies from an OIT shall first be addressed by the respective FTO. If the FTO is unable to resolve the problem he/she will direct the training inquiry to the FTO coordinator, only after advising the immediate supervisor of the problem or deficiency.

Officers in Training shall follow the chain of command.

1.6.12 Recruits Attending Basic Probationary Training

Recruits attending basic training shall meet the requirements as established for graduation and certification. Recruits failing to meet these requirements may be terminated.

While attending training, the training officer will be responsible for serving as liaison between the recruit and Department. The training officer shall keep the appropriate Captain informed in writing of specific difficulties with the recruit while he/she attends basic training.

Liaison with training staff concerning specific training problems or deficiencies and the FTO program may be accomplished by the FTO coordinator, after advising the Captain.

The FTO coordinator will remain current with POST training guidelines and course curriculum or the University law enforcement course curriculum.

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TITLE: TRAINING Advanced Management or Technical Training Programs	CHAPTER: IV SECTION: 1.7
APPROVAL:	REVISION NO.: 02
REVIEW DATE: March 19, 2013	ISSUE DATE: 07/96

Advanced Management or Technical Training Programs

1.7.1 Program Types

There are a number of advanced management programs which include the POST and University programs available to Department supervisors.

1.7.2 Requirements

To attend one of the advanced management classes, the officer must be of a rank of at least Sergeant, not on any type of disciplinary probation, and must have completed the most recent evaluation with an overall "meets job requirement." Requests to attend one of these executive seminars shall be submitted to the Director, via chain of command, by an officer's report, explaining the need and benefit of attending the seminar. The Director will make the final recommendation for attendance.

1.7.3 Assignment Following Training

Personnel will be assigned to their prior assignment upon return from training, or may be reassigned to another position based upon need and availability.

1.7.4 Training Following Promotion

Once the selection process has resulted in promotion, the Department provides training to prepare newly appointed supervisors and commanding members for their added responsibilities. Dependent upon the level of supervision or management involved, an attempt is made to familiarize individuals with problems that they may face and to assist them in developing suitable responses to those problems.

Training will be conducted for all promoted personnel as applicable to the new work assignment. Supervisory, managerial, and other positions will successfully complete at least 40 hours course criteria pertaining to the new work assignment, appointment, or promotion within two years of appointment or promotion.

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TITLE: TRAINING Specialized Training - Requirements	CHAPTER: IV SECTION: 1.8
APPROVAL:	REVISION NO.: 02
REVIEW DATE: April 5, 2007	ISSUE DATE: 07/96

Specialized Training - Requirements

1.8.1 Specialized Assignments

Certain areas within the Department require specialized skills or training. An employee who fails to meet the minimum qualifications will not be considered eligible for the assignment. An employee who fails to maintain a satisfactory performance level may be relieved from the assignment.

1.8.2 Skills Required

Special skills are required for the following positions:

- A. Field Training Officer
- B. Bicycle Officer
- C. Public Information Officer
- D. Motorcycle Patrol Officer
- E. Defensive Tactics Instructor
- E. Radar Patrol Officers

1.8.3 Proficiency

Officers assigned to these areas must maintain proficiency and knowledge within their respective fields. Bicycle Officers will be required to demonstrate proficiency at re-certification annually.

1.8.4 Defensive Tactics

Defensive tactics instructors shall maintain proficiency and receive updated instruction in the area as mandated by the Department, POST, or other certifying authority.

1.8.5 Radar Training

All officers using the radar must be trained by a certified radar instructor. Recertification is required yearly.

1.8.6 Management and Supervision

Management, administration, and supervision of the specialized assignments are established in General Orders (Section 5.1) concerning the position. Officers shall become familiar with the duties and responsibilities associated with the individual area of specialization.

1.8.7 Performance Standards

Performance standards of the specialization will be established by the supervisor in charge of the unit, and remain consistent with Departmental goals and objectives. Officers assigned to specialized assignments shall receive on the job training when first assigned to the unit, and will receive continued on the job training for the duration of the assignment.

1.8.8 Time Periods for Training

Training will be provided for all specialized areas within 30 days of assignment, with the exception of the Public Information Officer. Specialized training for this position will be provided as soon as possible following appointment. No other officer will actively participate in this assignment until he/she has satisfactorily completed an approved training course.

1.8.9 Communications Personnel

Communications personnel shall receive training in accordance with the Communications training program, to include (but not limited to):

- A. Radio operation
- B. Emergency procedures
- C. Public relations
- D. Use of the computer and emergency phone systems
- E. Report Corrections and Filing

1.8.10 Records Personnel

Records personnel shall receive training with the operation of the computer system, filing and reporting process. Personnel shall further become familiar with the release of information as governed by state and federal statutes. Records personnel shall receive training in any updated UCR requirements and reporting procedures.

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TITLE: TRAINING Remedial Training	CHAPTER: IV SECTION: 1.9
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Remedial Training

1.9.1 Requirements

Remedial training provided must have a training outline prepared and approved for the specific type of remedial training to be given. These training outlines must be approved prior to conducting the training.

Remedial training may be provided when:

- A. An employee's performance has been evaluated as "needs improvement" or "unsatisfactory" in any work performance category or rated as "needs improvement overall" on annual or special evaluations by a supervisor.
- B. A specific incident or overall performance indicates a special need for training or upon recommendation of the employee's supervisor(s).
- C. Recommendation of a Board of Inquiry or Accident Review Board.
- D. Performance in a critical area of any training program is rated as "not satisfactory." Critical areas are defined as:
 - 1. OC
 - 2. Arrest Techniques
 - 3. Driving
- E. As an alternative to or in conjunction with disciplinary action upon approval of the Captain.

Any remedial training will be coordinated between the employee's supervisor, the Lieutenant, and the training officer. Recommended and remedial training will be forwarded to the Lieutenant. The recommended remedial training will have a clear timetable indicating when the training will be completed.

Remedial training shall occur within the following timetable:

- A. OC—7 days
- B. Arrest Techniques—7 days
- C. Driving—10 days

Supervisors will also be responsible for providing and documenting any instruction offered within the practical limitations of roll call training. All methods of improving performances shall be documented by the appropriate trainer. Results and recommendations on the success of the remedial training shall also be documented.

1.9.2 Failure to Report for Remedial Training

Any employee who fails to attend a scheduled remedial training session without just cause and timely notification will be subject to disciplinary action.

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TITLE: TRAINING Roll Call Training	CHAPTER: IV SECTION: 1.10
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Roll Call Training

1.10.1 Purpose

Roll call training is intended to keep all officers updated and informed of current law enforcement techniques and information and other information as needed.

Roll call briefings may include roll call training. The purpose of roll call training is to update officers between formalized training sessions, in such areas as:

- A. Changes in Departmental rules and regulations
- B. Changes in criminal and civil statutes
- C. The Law Enforcement Training Network (LETN)
- D. Officer safety techniques
- E. New investigative techniques and procedures
- F. Critical incident management
- G. Safety issues

1.10.2 Coordination

Roll call training will be coordinated through the training officer. Individual supervisors may submit proposals and requests for training and evaluation of past roll call training.

Instructional methods will be standard methods which may include audio/visual, lecture, and participatory interaction.

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Planning for roll call training will be coordinated through the training officer. Supervisors are not limited to just those training sessions. Individual supervisors may conduct training session they feel are needed to meet individual needs. All officers are encouraged to utilize LETN when available as an on-going supplement to regularly scheduled training.

Nothing in this policy will preclude an employee from presenting information received as a result of recent training or knowledge.

The Departmental liaison will, upon identification and implementation of new training at POST, provide that new information to the Department through roll call training.

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TITLE: TRAINING Training Reimbursements	CHAPTER: IV SECTION: 1.11
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Reimbursements for Training

1.11.1 Purpose

The Department will at times utilize training programs outside the general service area to provide needed training to Department employees.

Certain expenses such as transportation, lodging, meals, and other fees may be eligible for reimbursement to the employees under University guidelines.

1.11.2 Department Requirements

All receipts submitted for reimbursement will be presented to the Administrative Assistant within three working days, upon return from the training exercise.

1.11.3 University Guidelines for Reimbursement

The University will reimburse costs for transportation, lodging, meals, registration, and other related business expenses which are approved by the state legislature.

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TITLE: COMMUNICATIONS Communications	CHAPTER: V SECTION: 1.1
APPROVAL:	REVISION NO.: 02
REVIEW DATE: December 8, 2004	ISSUE DATE: 07/96

Communications

1.1.1 Operations

Communications shall be a unit within the Department and will be staffed 24 hours daily. Communications is under the direction of a Captain. Communications may also be referred to as Dispatch or Operations.

Each patrol Sergeant is responsible for the daily interaction between patrol and Dispatch. Dispatchers will report to the assigned supervisor for the administrative functioning and operation of Communications.

1.1.2 Communications Personnel Responsibilities

Communications personnel are responsible for:

- A. Dispatching by radio or phone emergency and non-emergency calls for service, prioritizing calls, and the dispatch of appropriate Public Safety units to the incident or scene.
- B. Relay pertinent information in a factual, concise manner; relay instructions or inquiries to police, Public Safety, fire, medical units, and Facilities Services/Public Safety directors. (SNOW CLOSURES, see Dispatch or Chapter III Section 2.1.25).
- C. Monitor fire and intrusion alarms and dispatch accordingly.
- D. Type incident logs reflecting activity during a shift, house and collate reports, and store until reviewed and filed.
- E. Monitor scanner and security cameras, and relay campus information.
- F. Confirm warrants.
- G. Serve as the main switchboard for ISU Public Safety.
- H. Confirm stolen vehicles and articles.

1.1.3 NCIC and Local Computerized Information

ISU contracts with the PPD for NCIC and Idaho Criminal Justice Information. All inquiries will go through the PPD.

1.1.4 Federal Communications Commission (FCC) Guidelines

To maintain the applicable FCC license, radio transmissions, and the use of the radio must be in compliance with established FCC regulations (Found in Code of Federal Regulations Title 47).

1.1.5 Recording and Reviewing Radio and Telephone Transmissions

All radio communications and telephone conversations to and from the Communications Center will be recorded. All incoming and outgoing telephone conversations in the Communications center will also be recorded on the dispatch log. Recorded radio communications and telephone conversations will be retained for a minimum period of 30 days. The recordings will be kept on the hard drive of the Voice Logger computer system, unless otherwise requested by a supervisor. Reviewing of recorded radio communications and telephone conversations will be done only at the request of a supervisor.

Reviewing Procedures

This task should only be performed by the dispatcher on duty, and only with authorization from a supervisor. To review or play back recorded radio and telephone transmissions:

1. Double click on the Login bar (the lock icon)
2. Hit enter (there is no login or password)
3. Double click the device you want to review (i.e. Dispatch 1 Phone, Public Safety Radio, etc.)
4. Select the time period you want to review.
5. Click to play - make sure your speaker is on and the volume is up

1.1.6 Operations- Telephones

The Department maintains business telephone lines in Communications which are used for business and emergency use. In addition, Public Safety maintains an emergency telephone system. The lines are toll-free lines intended for emergency service between 07:30 and 24:00 Monday through Friday. Communications also maintains emergency direct 911 telephone line.

1.1.7 Blue Light Emergency Poles

The ISU emergency blue light poles are required to be tested weekly.

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On Friday of each week, the blue light pole check sheets are posted in the squad room. The work sheet must be completed after each pole check. One work sheet is completed for each emergency pole. Any reports of repairs must be indicated on the work sheet. The completed work sheets are to be posted back in the squad room by Monday at 0800 hours.

Officers are required to post “out of order” pole covers on any emergency pole that is malfunctioning.

ISU Main Campus

It is the responsibility of the Monday midnight shift officer to test the serviceability of the emergency blue light poles. This should be completed between 0330 - 0530 hours.

The Pocatello Police Department must be notified before completing the checks.

Idaho Falls University Place

It is the responsibility of the Saturday day shift officer to contact the Idaho Falls University Place officers to ensure serviceability of the University Place emergency blue light pole. Report any repairs in the work sheet in the squad room. Officers are required to insure the “out of order” pole cover is placed on any emergency pole that is malfunctioning.

1.1.8 On-Duty Rosters

The patrol supervisors for each shift and division shall ensure that a roster of assignments is transmitted to Communications at the beginning of each shift.

The assignment sheet will include:

- A. Employee's name
- B. Employee's assignment
- C. Employee's vehicle number
- D. Current civil and criminal court dates
- E. Key set number

1.1.9 Telephone, Pager, and Cellular Telephone Lists

Communications shall maintain a current telephone and address listing of all Departmental employees. This list shall be immediately accessible for reference. Communications shall maintain an accurate roster of all assigned Pagers and cellular telephones.

1.1.10 Misdirected Calls for Other Agencies - Emergencies

Emergency calls for service received through the emergency system, which have been misdirected will be transferred via the regular system to the appropriate agency.

Emergency calls received on the business lines for another agency will be handled as follows:

- A. The dispatcher will gather the pertinent information, and then transfer the call to the agency of jurisdiction.
- B. The dispatcher will direct the caller to remain on the line during the transfer.
- C. The dispatcher will remain on the line to insure a proper transfer. If during the transfer the caller is lost, the dispatcher shall relay all known information to the agency of jurisdiction.

Under no circumstance will a dispatcher fail to assist a caller reporting an emergency, regardless of jurisdiction.

1.1.11 Non-Emergency Calls

For non-emergency calls, the dispatcher will advise the caller of the appropriate jurisdiction and request the caller personally contact the agency.

1.1.12 Calls for Service

At the time a call for service is received by Communications, either from a citizen or a member of the Department, dispatch will record:

- A. Call number
- B. Date and time received
- C. Complainant's name, address, and re-contact telephone number
- D. Nature of the call
- E. Location of occurrence
- F. Officer(s) assigned (primary and back-up officer)
- G. Dispatch time
- H. Arrival time

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- I. Clear the scene time
- J. Completion time - including UCR clearance

If a suspect(s) description is given, the applicable information will be included on the call card and shall be relayed to the responding officers. If a description of a vehicle is given it will also be recorded and relayed.

1.1.13 Dispatching of Calls

All calls for service will be dispatched in accordance with established policy. If there is an extended delay in a Public Safety officer responding for a non-priority call, the reporting party should be given a brief reason for the delay and an estimated time of arrival for service.

1.1.14 Call Priority

The Department establishes a standardized set of priority responses in order to provide a more efficient means of dispatching requests for services. This policy establishes four priorities of dispatching. No policy statement can encompass all events.

Calls for service are prioritized by the Dispatcher who dispatches the call. The priority assigned is based on the information that is received and the Department's evaluation criteria. The following are general guidelines used in assigning call priority.

1.1.15 Priority One

Extreme Emergency: a report of a serious crime in progress, or of an incident involving serious injury or imminent serious injury. An **emergency** is defined as any situation that requires immediate police attention.

The following are classified as Priority One calls:

- A. Assaults that involve deadly weapons or serious injury and are in progress
- B. Assaults with serious injuries
- C. Accidents with injuries
- D. Alarms: Hold up, panic
- E. Attempted suicides (unless weapons or violence are involved)*
- F. Bomb threats

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- G. Burglary in progress
- H. Death*
- I. Explosions
- J. Fires with structures involved or in danger
- K. Hazardous material spills
- M. Kidnaping in progress
- N. Medical emergencies*
- O. Officer needs assistance
- P. Riots or other large disturbances involving injury or threats of injury
- Q. Traffic accidents with life threatening injuries*
- R. Shootings - actual or reported
- S. Incidents in progress with weapons involved

* Activation of alert tone not necessary

* Priority One calls will be immediately reported to the local police

Dispatching of Priority One calls will be immediate. Pre-dispatch time should not exceed one minute. The maximum acceptable response time for Priority One calls is five minutes.

Priority One calls will be announced by the dispatcher using the appropriate 10-codes. The dispatcher will then clear the frequency to be used for emergency radio traffic only, until the dispatcher is instructed to resume normal traffic on the frequency by the officer in charge.

1.1.16 Priority Two

A report where a rapid police response will increase the probability of apprehension of an offender, to prevent injuries, or where police response to an emergency or other urgent need is necessary. As with Priority One calls, emergency is defined as any situation requiring immediate police response.

The following are defined as Priority Two calls:

- A. Non-life threatening property crimes in progress or where the suspect(s) is still in the area
- B. Domestic Violence - no fight in progress

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- C. Offenses against children, including custodial interference, not in progress, but where there is an immediate concern for the welfare of a child
- D. Fire alarms
- E. Mental cases
- F. Accidents with severe traffic blockage

Calling the Pocatello Police Department is at the discretion of supervisor or officer

Dispatch of Priority Two calls should be as rapid as field conditions allow. Pre-dispatch time should not exceed five minutes. The maximum acceptable response time for Priority Two calls is ten minutes.

1.1.17 Priority Three

A report where immediate police attention is not required, but assistance is still necessary. Officer response to these calls is considered routine.

The following are defined as Priority Three calls:

- A. All property crimes that do not meet Priority One or Two criteria
- B. Assaults - no injury
- C. Traffic accident - no injury
- D. Disorderly conduct
- E. Mental cases - non-emergency
- F. Missing adult

Priority three calls will be reported to the local police at the direction of the responding officer.

Dispatch of Priority Three calls should be as rapid as field conditions will allow. Pre-dispatch time should not exceed 15 minutes. The maximum acceptable response time for Priority Three calls is 30 minutes.

If dispatch of a field unit is not possible within 15 minutes, a call back is to be made to the reporting party to adjust the response time. The patrol field supervisor shall be made aware of the calls holding.

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1.1.18 **Priority Four**

A report where police assistance is not necessary, but the response will be on an "as available" basis.

The following are considered Priority Four calls:

- A. Non-criminal activity
- B. Public assists
- C. Key services
- D. Past traffic accident reports
- E. Petty thefts and insurance claims only

Dispatching of Priority Four calls should be as rapid as field conditions will allow. Pre-dispatch time should not exceed 45 minutes. The maximum acceptable response time is 60 minutes.

If dispatch of a field unit is not possible within the 45 minutes, a call back to the reporting party is to be made at the end of the 45 minutes to adjust the response time.

1.1.19 **Assignment of Police/Department Officers to Incidents**

Communications personnel as well as supervisors are responsible for insuring that adequate officers are dispatched in response to incidents. It should be noted that this policy is a guideline and it is impossible for every potential incident to be addressed in this order.

1.1.20 **Two Officer Assignments**

Two Department officers shall be assigned to respond to the following incidents. The primary unit, for reporting purposes shall be assigned by Communications at the time the call is dispatched. The secondary unit (back-up) shall be responsible for supplementing a case report if necessary. The Department officers will take direction from the responding local police officers.

- A. Any Priority One call with the exception of medical emergencies
- B. Any priority Two call with the exception of fire alarms

1.1.21 **Three Officer Assignments-Immediate Notification to Supervisor**

- A. Officer Needs Assistance
- B. Security Officer/Community Service Officer Needs Assistance
- C. Reported Shootings
- D. Fights with weapons

In a three-officer response, Communications shall assign two officers to respond emergency (Code 3). The third unit shall respond Code 2.

1.1.22 Discretion of Communications

After evaluation of the call to Communications, if the on-duty Dispatcher believes additional units are necessary, units may be dispatched. The additional units shall respond non-emergency unless otherwise instructed by the on-duty supervisor or Communications.

1.1.23 Routine Calls for Service

Routine calls such as past crimes with no suspects present or informational calls will have only one officer dispatched.

1.1.24 Reports by Telephone

Collection of information for the purpose of making an official report may be taken over the telephone in lieu of on-scene response under the following conditions:

- A. Time of report and time of occurrence is more than 24 hours
- B. There is no potential of recovering physical evidence
- C. The incident does not involve a crime of violence*
- D. The victim/complainant is off-campus
- E. The incident is of a non-criminal nature

* In a crime of violence, a supervisor should be notified. It will be the supervisor's responsibility to evaluate and then request that the local law enforcement agency take the initial report.

1.1.25 Victim/Witness Reporting or Requesting Information

Communications personnel should always inquire whether an incident is in progress, or if it is a past incident. If it is occurring at that moment, the Dispatcher must ascertain what type of police response is required.

If a victim or witness calls and requests information about the status of a case, they should be referred to a supervisor or to the originating officer.

If the caller wishes to report additional information about a case, an officer should be dispatched to either respond to the person's location, or to take a telephone report. Communications personnel shall be responsible for insuring that the information needed for re-contact is accurate and complete.

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1.1.26 Central Operations—After Hours Access

All after-hours access to Central Operations will be through the front door with the exception of Public Safety employees. Non-employees will not be allowed access past the counter door.

When needing to interview a subject, the officer will take the subject to the **squad room** where the subject shall be in the officer's sight at all times.

If there is more than one subject, the others are to remain in the front of the office and are to be observed by employees at all times.

The outside rear door will be locked at all times after hours.

The door in the hallway with the number lock code system will be closed and locked at all times.

1.1.27 Dispatch Logs

Dispatchers shall be responsible for recording Public Safety officers' statuses and availability on the dispatch log. Dispatch logs will also be used to record traffic stops, names of persons queried through the computer, and other information as needed to accurately document field activity.

1.1.28 Departmental Resources

Dispatchers shall have immediate access to at least the following Departmental resources:

- A. Officer in charge
- B. Duty roster of all personnel
- C. (residential) telephone number of every agency member
- D. Visual maps detailing the ISU service area
- E. Officer status indicators
- F. Written procedures and telephone numbers for procuring emergency and necessary external services to the Department
- G. Tactical dispatching plans

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TITLE: COMMUNICATIONS Communications Security/ Access to Communication	CHAPTER: V SECTION: 1.2
APPROVAL:	REVISION NO.: 02
REVIEW DATE: March 22, 2007	ISSUE DATE: 07/96

Communications Security/Access to Communications

1.2.1 Authorized Personnel

The Communications Center area is a limited access area. The following Departmental personnel are authorized to access the Communications Center:

- A. Personnel assigned to Communications as Dispatchers.
- B. Staff officer on-duty only for gaining pertinent case information.
- C. Relief personnel.
- D. Office personnel for access to supplies and information.

Employees working in Communications will wear their employee identification card and designated uniform while on-duty.

1.2.2 Monitoring Access

Communications personnel will be responsible for monitoring the access to the Communications Center area. All supervisors are responsible for monitoring unauthorized access.

1.2.3 Exception to Access

The exception to the access restriction shall be in the event of an emergency in Communications or the need for an employee to enter only long enough to assist a dispatcher.

1.2.4 Securing Communications

The Communications Center will not be left unattended at any time.

1.2.5 Service Personnel

Authorized service personnel may be permitted in the Communications Center unescorted.

1.2.6 Computerized Information - Criminal History

No unauthorized personnel shall be allowed to view computerized information or police reports while in Communications. Dispatchers shall be aware of exposed information in the presence of service personnel (i.e. computer help assistance).

1.2.7 Violations of Policy

Violations of this policy will result in disciplinary action.

1.2.8 Equipment Security

All employees are responsible for maintaining the security of all Communications equipment issued to them. Negligence or intentional damage to equipment may result in disciplinary action.

1.2.9 Transmitter Site Security

The transmitters are located on campus. Access to these sites is restricted to authorized personnel.

1.2.10 Emergency Generator

The Department has an emergency generator located outside the back door. In the event of a power failure, the emergency generator will engage automatically.

The generator conducts a self-test monthly.

1.2.11 Dispatch Information

Additional instructions specific to dispatch personnel are contained in the Dispatch Operation Manual.

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TITLE: COMMUNICATIONS Radio Communications - On-Duty Personnel	CHAPTER: V SECTION: 1.3
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Radio Communications - On-Duty Personnel

Whenever an officer is working in a field capacity or involved with a follow up investigation, the following policy is adopted.

1.3.1 Notification of Communications

Officers involved with patrol or investigative follow-up shall inform Communications at the beginning of each shift that they are available for duty. Throughout their shift, units will keep Communications informed of their status.

Units shall inform Communications whenever they are unavailable for service.

All field units shall inform Communications whenever they are going to be out of radio contact, by giving their location and respective status.

Communications personnel will check on the status of every field unit at least once an hour, and more often in potentially dangerous situations.

1.3.2 Special Events

Employees working special events or overtime assignments will advise Communication when they are in and out of service.

1.3.3 Issued Portable Radios

All officers are issued individual hand-held radios. All field units, while on-duty, shall at all times have their radio available in order to receive dispatched information or to relay information to others.

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1.3.4 Mobile Radios

All marked vehicles shall have an operable mounted radio. The radios shall contain all frequencies utilized by Public Safety.

1.3.5 Student Officers

Student officers shall maintain constant radio contact with Communications and other units during the course of their duties.

1.3.6 Answering Radio Communications

Whenever a field unit is called on the radio, he/she will respond with his/her call number and current location. Field units shall inform Communications whenever they arrive at the scene of a call for service. The field units shall inform Communications whenever available for service.

1.3.7 Traffic and Personal Contacts

All officers will call out on traffic or whenever they come into contact with a subject of inquiry, by giving their location and a description and/or license plate number of the vehicle contacted.

1.3.8 Meal Breaks

All field units will check out on the radio when they are out for a meal break.

1.3.9 Investigations

Whenever an investigation unit stops at a residence, business, or other location to conduct an investigation, the investigator will call out the location, when practical, without jeopardizing the investigation. If it is impossible to conduct this radio transmission, the investigator will inform Communications of their location by some other method.

1.3.10 Off-Duty Use of Marked Vehicles

Whenever an officer uses a marked vehicle, off-duty, to go to court or conduct other official business, all of the above procedures will apply.

1.3.11 Definitions

For this section field unit means all on-duty patrol, student, and maintenance personnel.

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TITLE: COMMUNICATIONS Radio Designator/ Employee Numbers	CHAPTER: V SECTION: 1.4
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Radio Designator/Employee Numbers

It is necessary to devise a system to uniquely identify employees of ISU Public Safety by a call number. This policy will provide Communications and all members of the Department with a method of identification and assignments of specific personnel.

The call numbers will be assigned according to the original hiring position (See number assignments below). Once a call number is assigned, it stays with that employee for the duration of employment no matter what position they hold or promotion they receive. Call number assignments cannot be changed once they are entered in Spillman, without causing corruption of the database.

1.4.1 Employee Numbers on Date of Hire

All employees of ISU Public Safety shall be assigned an Public Safety call number on the first date of hire. New hires will also be assigned a new personnel number which may or may not coincide with their call number.

1.4.2 Administration

The Director of Public Safety and all other Administration upon hiring, will be assigned a call number in the 4900 number range.

1.4.3 Captains

The Captain, all Sergeants, and Full Time Officers in Pocatello will be assigned a call number in the 4100-4149 number range.

1.4.4 Idaho Falls Officers

The Idaho Falls Public Safety Officers will be assigned a call number in the 4800 number range.

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1.4.5 Public Safety Student Officers

The Student Officers hired at Public Safety will be assigned a call number in the 4150-4199 number range.

1.4.6 Ticket Writers/Booth Attendants

The Ticket Writers and Booth Attendants will be assigned a call number in the 4200 number range.

1.4.7 Student Office Workers

The Student Office Workers will be assigned a call number in the 4400 number range.

1.4.8 Dispatchers

The Dispatchers for the Communications Department of Public Safety will be assigned a call number in the 4500 number range.

1.4.9 Maintenance Personnel

The Maintenance Personnel hired for Public Safety will be assigned a call number in the 4600 number range.

1.4.10 Special Events Personnel

The Officers hired for Special Events only will be assigned a call number in the 4300 number range.

1.4.11 Students On Patrol or Law Enforcement Academy Officers

The Students on Patrol Program will assign their student officer call numbers by “Sam” and then a number.

If extra officers are brought in from the Law Enforcement Academy, their call numbers will also be assigned as “Sam” units numbered to how many are on patrol with Public Safety for that event. (i.e. Sam 1, Sam 2, Sam 3, etc.).

1.4.12 Training

Employees, either commissioned or civilian assigned to training shall be identified by their FTO’s call number until they are assigned their own.

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TITLE: COMMUNICATIONS Radio Communication - Phonetic Alphabet/10 Codes	CHAPTER: V SECTION: 1.5
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Radio Communications - Phonetic Alphabet/10 Code

1.5.1 Policy

ISU Public Safety, in order to expedite radio communication, has adopted a 10 code and phonetic alphabet for use during radio transmissions.

The established 10 code and phonetic alphabet will be used on all channels and frequencies, both UHF and VHF.

1.5.2 10 Code

Radio communications will be conducted by using the adopted 10 code. This does not preclude an employee from using "plain speech" as necessary. No employee shall endanger themselves or another by using the 10 code.

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10-1	Unable to Copy	10-57	Hit and Run
10-2	Signal is Good	10-58	Direct Traffic
10-3	Stop Transmitting		
10-4	Acknowledgment	10-59	Escort or Convoy
10-5	Relay	10-60	Squad in Vicinity
10-6	Busy-Unless Urgent	10-61	Personnel in Area
10-7	Out of Service (lunch)	10-62	Reply to Message
10-8	In Service	10-63	Prepare to Make Written Copy
10-9	Repeat	10-64	Message for Local Delivery
10-10	Fight in Progress	10-65	Net Message Assignment
10-11	Dog Case	10-66	Message Cancellation
10-12	Stand By	10-67	Clear For Net Message
10-13	Weather and Road Report	10-68	Dispatch Information
10-14	Prowler Report	10-69	Message Received
10-15	Civil Disturbance	10-70	Fire Alarm
10-16	Domestic Problem	10-71	Advise Nature of Fire
10-17	Meet Complainant	10-72	Report Progress of Fire
10-18	Quickly	10-73	Smoke Report
10-19	Return to or At Station	10-74	Negative
10-20	Location	10-75	In Contact With . . .
10-21	Call by Telephone	10-76	In - Route
10-22	Disregard	10-77	ETA-Estimate Time of Arrival
10-23	Arrived At Scene	10-78	Need Assistance
10-24	Assignment Complete	10-79	Notify Coroner
10-25	Report in Person	10-80	Chase in Progress
10-26	Detaining Subject-Expedite	10-81	Breathalyzer Report
10-27	Driver's License Information	10-82	Reserve Lodging
10-28	Vehicle Registration Check	10-83	Work School Crossing At . . .
10-29	Check for Wanted	10-84	If Meeting, Advise ETA
10-30	Unnecessary use of the Radio	10-85	Delayed Due to . . .
10-31	Crime in Progress	10-86	Officer/Operator on-duty
10-32	Man with a Gun	10-87	Pickup/Distribute Checks
10-33	Emergency	10-88	Present Telephone # of . . .
10-34	RIOT	10-89	Bomb Threat
10-35	Major Crime Alert	10-90	Bank Alarm at . . .
10-36	Correct Time	10-91	Pick up prisoner/Subject
10-37	Invest. Suspicious Vehicle	10-92	Improperly Parked Vehicle
10-38	Stopping Suspicious Vehicle	10-93	Blockade
10-39	Urgent-Use Lights/Siren	10-94	Drag racing
10-40	Silent Run-No lights/Siren	10-95	Prisoner/Subject in Custody
10-41	Beginning Tour of Duty	10-96	Mental Subject
10-42	Ending tour of Duty	10-97	Check (Test) Signal
10-43	Information	10-98	Prison/Jail Break
10-44	Permission To Leave . . . For	10-99	Wanted/Stolen indicated
10-45	animal Carcass		
10-46	Assist Motorist		
10-47	Emergency Road Repair at . . .		
10-48	Traffic Standard Repair at . . .		
10-49	Traffic Light Out At . . .		
10-50	Accident		
10-51	Wrecker Needed		
10-52	Ambulance Needed		
10-53	Road Blocked At . . .		
10-54	Live Stock on Highway		
10-55	Intoxicated Driver		
10-56	Intoxicated Pedestrian		

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1.5.3 Phonetic Alphabet

The following phonetic alphabet will be used with radio transmissions:

A - Adam	G - George	M - Mary	S - Sam	Y - Young
B – Boy	H - Henry	N - Nora	T - Tom	Z - Zebra
C - Charles	I - Ida	O - Ocean	U - Union	
D - David	J – John	P - Paul	V - Victor	
E - Edward	K - King	Q - Queen	W - William	
F - Frank	L - Lincoln	R - Robert	X - X-ray	

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TITLE: COMMUNICATIONS Emergency Messages	CHAPTER: V SECTION: 2.1
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Emergency Messages

2.1.1 Policy

The ISU Department of Public Safety is a conduit in locating persons on the campus in the event of an emergency. The Department will make every attempt to locate the recipient of the message in a timely manner.

2.1.2 Library

If an emergency message is received in Communications for someone using the library, Communications shall take the information and dispatch an officer to the library. Library personnel will assist in attempting to locate the person.

2.1.3 Sporting Events

Emergency messages for people attending sporting events will be delivered to the event commander, who will coordinate the notification.

2.1.4 Cultural Events

At cultural events, an officer may be dispatched to the event. The officer will contact a representative of the event, who may assist in locating the person.

2.1.5 Messages to Students During Class Hours

When a call comes to Communications stating there is an emergency, the dispatcher will first ascertain if it is a family emergency. Then the dispatcher will determine if the call is truly an emergency. Once it has been determined there is an emergency, the caller will remain on the line while the dispatcher does the following:

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1. The dispatcher will look up the student's schedule to find which class that student is in.
2. If the student is in class, the dispatcher will contact the department secretary and give her the message to be delivered to the student in class.
3. If the student is not in class, or is in an area where a secretary cannot be contacted, a Public Safety Officer will attempt to locate the individual and deliver the message.
4. Once the message has been delivered, the dispatcher will let the caller know the message has been delivered and end the phone call.

Life threatening situations will be acted upon immediately by Public Safety. Other emergency messages will be reviewed to determine if immediate response is needed (See above procedure) .

2.1.6 Student Notification After Hours

1. Emergency messages for students residing off-campus will be coordinated with the law enforcement agency of jurisdiction.
2. Messages for students residing in residence halls will be delivered to the student directly, with the assistance of the hall director, or a member of the hall staff. Any incidents that occur at a housing complex must be coordinated with the complex director. If any business involves entering the housing complexes, the housing staff is to be notified unless instructed differently by the Director.
3. Messages for students in class will be delivered by the on duty officer in a manner to minimize class disruption.

2.1.7 Fraternities and Sororities

Emergency messages will be delivered in person by an officer.

2.1.8 Faculty and Staff

Emergency messages for faculty and staff will be delivered by an officer. The officer should attempt to coordinate the delivery of the message with the Dean, Director, or Department Head.

2.1.9 Death/Serious Medical Emergency Messages

Death and serious medical emergency messages will be delivered by a police officer whenever possible. Public Safety will assist the police department.

2.1.10 Outside Law Enforcement Agency Request

If ISU Public Safety is contacted by another law enforcement agency requesting delivery of an emergency message, the on-duty patrol supervisor shall be made aware of the request. The supervisor shall assign an officer to make the emergency notification. The local police department should be notified of the request and our actions.

2.1.11 Call Numbers

Any time Communications directs an emergency message or dispatches an emergency message, a Spillman Incident number will be created.

2.1.12 Definitions

Emergency messages are defined as:

- A. Death messages
- B. Serious medical emergencies
- C. Disasters
- D. Health and Welfare
- E. Personal safety (security)
- F. Messages determined by the on-duty supervisor to be of a serious nature

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TITLE: COMMUNICATIONS Notification of Public Utilities Personnel	CHAPTER: V SECTION: 3.1
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 03/97

Notification of Public Utilities Personnel

3.1.1 Policy

Upon notification of a gas leak, power or telephone wires being down, water main breaks, or other public utility problems, an officer will be dispatched to the location for evaluation.

3.1.2 Assessment of Hazard

Upon arrival, the officer shall inform Communications of the hazard, and request response from the local police and appropriate public utility agency. If the hazard is outside the jurisdiction of the Department, the agency of jurisdiction shall be contacted.

3.1.3 Facilities Management

Facilities Services shall be contacted during normal working hours by the Dispatcher. After hours, the Dispatcher will contact the on-call Facility Services personnel for notification of Facilities Management.

3.1.4 Natural Gas Leaks

Upon the arrival at the scene of a gas leak, the officer should establish a perimeter and provide for security of the perimeter. First aid shall be administered if it can be safely accomplished without endangering the officer or others.

If necessary, the evacuation of surrounding buildings and residences will be coordinated through the fire department and the on-scene supervisor.

The gas company shall be immediately notified by communication of the gas leak, as well as the fire department. The gas company and the fire department will be responsible for capping the leak.

3.1.5 Wires Down

Upon arrival of the officer at the scene of wires down, the officer will attempt to determine what type of wires are involved, telephone or electrical. The officer will communicate the pole number(s) involved to Communications for notification of either U.S. West or Idaho Power Company. If the wires are on the campus, Facility Services should be contacted and advised of the downed wires. If the wires are within the jurisdiction of another agency, the officer will relay that information to Communications for prompt notification of the appropriate agency.

3.1.6 Fire Department

The fire department shall be contacted if any wires are arcing or smoldering.

3.1.7 Officer's Responsibility

Officers at the scene should notify Communications of all pertinent information. Officers should establish a perimeter around the downed lines, and maintain that perimeter until relieved.

3.1.8 Water Main Breaks

If a water main break occurs on the campus, Facility Services shall be contacted immediately and advised of the incident. If the water main break is within the jurisdiction of another agency that agency shall be immediately notified by Communications. Officers at the scene should maintain public safety through traffic direction and access diversion as necessary.

3.1.9 Documentation

Documentation of action taken may be completed on either a case report or an Incident Report form (See Chapter III Section 6.1.21). The call shall be cleared properly through Communications.

3.1.10 Emergency Blue Light Phones

When any Public Safety officer happens upon an emergency phone pole, whether it be while making the weekly maintenance checks or randomly, and the phone is not functioning properly, that officer is responsible for posting the phone pole "Out of Order" ASAP. A supervisor shall be immediately notified. A detailed report will be completed by the officer. A supervisor will determine the problem and contact Telecommunications and advise them of the problem. The supervisor will ensure that the "Out of Order" covers are installed safely by two persons. These actions shall be part of the detailed report. It is recommended that the director be notified ASAP.

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TITLE: COMMUNICATIONS Notification of Highway Department	CHAPTER: V SECTION: 3.2
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Notification of Highway Department

3.2.1 Policy

Upon notification of a road hazard, an officer shall be dispatched to the location for evaluation and traffic direction.

3.2.2 Assessment of Hazard

Upon arrival, if the officer finds that the problem is related to street repair, or debris in the roadway the officer shall request that the appropriate department be notified for response and correction. If the roadway is the jurisdiction of the University, Communications shall contact:

- A. Physical Facilities - during normal working hours and advise them of the problem.
- B. After hours, on-call Facilities Services personnel will be notified.

3.2.3 Officer's Responsibility

The officer at the scene should divert traffic around the affected area through proper traffic control. An officer should remain at the scene until arrival of repair personnel. The officer should clear the scene only after proper traffic directional indicators have been erected.

3.2.4 Off-Campus Hazards

If the Department is notified of a hazard in the roadway, and it is within the immediate area of campus, an officer may be dispatched to evaluate the hazard. Upon notification of a hazard in another agency's jurisdiction, Communications shall immediately contact the agency of jurisdiction and advise the agency of the hazard.

If an officer is dispatched and upon arrival determines that the hazard is a detriment to public safety, the officer will establish traffic control around the hazard until the arrival of the agency of jurisdiction.

3.2.5 Documentation

Documentation of actions taken may be completed on either a case report or Incident Report Form (See Chapter III Section 6.1.21). The call shall be cleared properly through Communications.

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TITLE: COMMUNICATIONS Power Outage	CHAPTER: V SECTION: 3.3
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Power Outage Response

3.3.1 Purpose

In the event of a power outage, the Dispatcher in the Communication's center, the Dispatcher is responsible for all the equipment in the Communication's center, as well as the safety of the officers and civilians on the University campus.

3.3.2 Notification

In the event of a power outage, the Dispatcher shall contact the Director immediately. The administrator responsible for the computer equipment should also be contacted.

Communications will also contact the power company to report the power outage, inquire what the incident may be, and acquire the estimated length of time the power outage will sustain.

3.3.3 Equipment

The Dispatcher is responsible for the proper maintenance of the equipment in the Communications center during a power outage. The following is list of the equipment, and the proper procedures for maintaining the equipment.

Generator

The dispatcher is to immediately check the generator to confirm it has started up and is working properly. If the dispatcher cannot leave the station, he/she must send an officer to do the check on the generator. Any problems with the generator must be reported immediately to the emergency numbers listed in the Communication's center for the maintenance department.

Radio

While the power is out, the dispatcher must monitor radio traffic closely. If at any time the transmission seems poor, or is not receiving properly, the dispatcher must reset the radio by pushing the reset button.

CCTV

The CCTV cameras are on a four hour standby UPS. This gives the dispatcher enough time to make sure the CCTV is either shut down, or placed on standby.

Computers

The other computers in the Communications system are either on UPS or on the Generator system. Those on the UPS need to be logged off and shut down within fifteen minutes of the power going out. The UPS is programmed to keep this equipment on long enough to save information and shut down. Those on the Generator system will continue to work. If an error should occur, contact the computer administrator.

Computer Center

The Idaho State University computer center will contact dispatch to determine how long the power will be out. If it will be an extended amount of time, this center will need to shut down the main server. Therefore, the dispatcher will no longer be able to access Spillman or the Internet. These programs will need to be shut down until the power returns.

3.3.4 Power Returns

When the power has returned, the dispatcher needs to contact the ISU Computer Center to check when it will be possible to bring up the Network programs. They will also need to turn on any equipment that was turned off, and check for any errors or problems on this equipment.

The dispatcher is also required to check the door readers to make sure all the doors are in the proper status of locked or unlocked.

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TITLE: COMMUNICATIONS Procedures for Emergency Communications, Notification & Warning Systems	CHAPTER: V SECTION: 3.4
APPROVAL:	REVISION NO.: 01
REVIEW DATE: December 13, 2013	ISSUE DATE: 03/2012

Procedures for Emergency Communications, Notification & Warning Systems

3.4.1 Purpose

The Communications Dispatcher implements and operates an emergency communications network, handles emergency radio traffic, and makes priority emergency notifications. The Communications Dispatcher is responsible for managing, controlling and dispatching all tactical radio and data frequencies used in support of the emergency incident .

During a disaster ISU will establish an Emergency Operations Communication Center. The Center will establish and maintain communications with Pocatello Dispatch and/or the Pocatello and Bannock County EOC, and help maintain communications on campus.

Notification of any serious incident taking place on campus will be initiated by senior University officials and implemented by Public Safety. Public Safety provides direction for establishing, maintaining, and augmenting communications and notification/warning systems during emergency response operations on campus. Below are the procedures for operating the various communications, notification and warning systems on campus.

3.4.2 ISU Alerts (RAVE) Notification System

ISU Alerts is an emergency notification system for quickly delivering phone, text and e-mail messages Idaho State University students, faculty and staff when there is an emergency.

The ISU Alerts system will be used to notify students, faculty and staff of unforeseen events and emergencies on campus, such as:

- Severe Weather
- Campus closures
- Evacuations
- Critical Situations
- Serious Crimes

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The system will be activated when there are immediate threats to the health or safety of those in the university community. Notifications will be sent via landline phones, cell phones, text messages and e-mail. ISU Alerts complements other forms of emergency notification, such as the siren system, public address systems, university web site, university facebook, and university twitter.

The emergency notification system will be activated whenever the Director of Public Safety, Associate Vice President of Facilities Services, Vice President of Finance and Administration, President or Provost confirms an emergency event has occurred on campus.

3.4.3 RAVE Procedures

Make sure Rave is logged in. When you select one of the alerts, after Rave has not been touched in a while, the system tends to log in and refresh. If it does not automatically log in, please contact Rod or Jamie. (Phone numbers should be located in the Rolodex or One Note).

Depending on the message you are sending out, you can select from the list below of generic messages:

All Clear

Campus Closure (IF, TF, Meridian, Pocatello)

Fire Alarm: (Depending on what building. Some buildings do not have the internal alarm)

Hazmat

Holt Arena

ICS team (IF, Meridian and Pocatello)

Lock Down (IF, TF, Meridian and Pocatello)

Public Safety Personnel

Test Message

Timely Warning

Utility Warning

When getting into the message, select the icon of the square and the hand holding a pencil. This icon should be right of the green button saying send.

Once in the individual message screen, you should see one as the title of the message. Do not change this. Number two has the alert methods. The methods selected will have a green bar above their icon and name. If you need to change this, just click on the individual icon's plus/minus spot (on upper right corner of the box).

To make sure the message is correct, click on an individual icon. (Remember that twitter has a different limitation than the other icons, with the least characters allowed.) Once you have clicked on the individual box/icon, you should see the generic message pop up under the icon. You will need to add in the dates and days of when the message is in effect and when it should be normal.

Example: ISU ALERT: Due to the current power outage, the IDAHO FALLS campus is closed (Day, Date). Normal operational hours will resume on (Day, Date).

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Number 3 in your message screen is for who you are delivering the messages to. Select the Edit button , located at the end of the first line of number 3. Select your contact list on the left hand side. For individual people or buildings, you will select them from the list on the right hand side. When you are attempting to select a building, you need to first type in its building number.

REMEMBER to send all messages, unless practice or just to Public Safety personnel, to the President's Policy Group. This group should already be in the left hand list for all the generic messages, listed in step #2.

Example: Rendezvous would be 38.

Make sure to check over your message and make sure it is correct. Make sure to check over the list of individuals your message is being sent to.

Hit the send button. You will get a message making sure you want to send it. If everything has been done correctly and you have double-checked your contact list and message, hit send again.

You should receive a message letting you know that the message has been sent.

Be prepared to receive phone calls. If need be, change extension 3936 on the Emergency Phone to reflect the message you sent in rave. (Instructions listed under Snow closer tab in One Note or the Rolodex) If there is enough staff, you should be able to turn off 3936 and allow the calls to come.

If RAVE is not working and we need to revert to the old way of sending messages Sections 3.4.4 through 3.4.9 will serve as the protocols.

3.4.4 Outdoor Emergency Notification Siren System Protocol

Use of outdoor the Emergency Notification Siren System must be authorized by the Public Safety Director, Management Assistant, ENS Coordinator, or someone designated by them. In most occurrences, one of them will actually use the system. If you are requested to use the system, follow these steps:

1. Pull the key from the left hand side of the system, and insert it. Turn to Arm Universal.
2. Press the key corresponding with the message that is needed. There is a list of the messages on top of the system.
3. If none of the messages work, the PA system can be used. Press the PA key, take the microphone, key it, wait a full second, then deliver the message.
4. To deactivate the system, turn the key back to Activate Disable.

The system will do a weekly test on Saturdays around noon. Any other problems with the system need to be reported to the ENS Coordinator.

The Universal Remote Terminal Unit allows for local activation of the siren equipment from a push button control panel. Each button corresponds to one of (4) pre-programmed signals. In the example below the TORNADO Signal will activate an ALERT (Steady Tone Signal) for 3 minutes duration.

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LOCKDOWN – MESSAGE 01

THREAT – MESSAGE 02

HAZMAT – MESSAGE 03

WEATHER – MESSAGE 04

TEST MESSAGE – MESSAGE 07

TEST – SILENT MESSAGE

Message 01 – (LOCKDOWN) = 10 Second ALERT – “A significant event requiring police intervention has been reported on campus. Proceed to a safe location, secure doors and await further information.” Repeat sequence two additional times.

Message 02 – (THREAT) = 10 Second ALERT – “A threat warning of a specific nature has been issued to this area. Proceed to a safe location and await further information.” Repeat sequence two additional times.

Message 03 – (HAZMAT) = 10 second Chime – “A hazardous material or other fire department emergency has been reported. Proceed to a safe location and await further information.” Repeat sequence two additional times.

Message 04 – (WEATHER) = 10 second Chime – “A severe weather emergency has been declared for the campus and surrounding area. Take shelter immediately.” Repeat sequence two additional times.

Message 05 – (ALL CLEAR) = “Your attention please. The emergency has ended. Repeat, the emergency has ended. Thank you for your cooperation.” Repeat sequence two additional times.

Message 06- (CHIME) = Westminster Chime

Message 07 – (TEST MESSAGE) = “Your attention please. This is a test of the Campus Mass Notification System. This is only a test.” Repeat sequence two additional times.

Note: All U-RTU's have a CANCEL button in addition to the other buttons.

3.4.5 R911 Using Ipcelerate

Click on Astaro SSL VPN Client Icon (stop light icon bottom right screen). Log in. You will know you are logged in because stop sign will turn green and it will tell you that you are logged in. Launch Internet Explorer (it will not work in any other browser, you must use Internet Explorer). Go to Favorites list or menu bar and click on R911 icon (IPcelerate). You will be in IPSession at the Login Menu. Login (Username: ops/Password: oscar5136). The system should say License Activated.

To create a message, click on i.DialOut then New Task.

Name: Always give your message a name and include the date in the name (i.e., test03-02-11 or emerg11-09-09).

Group: Pick who you want to send msg. to (i.e., 1000 is for all campus; 101 is monthly test) **OR**

To: type ext. (i.e. 2426) or number (i.e., off campus must have the 8; 82218285) followed by a comma (i.e., 2426, 82218285, 3525)

Header Message: Always Blank1sec.au (don't change!)

Message: Media File (preferred method) - gives you drop down list of canned messages (i.e.monthlyTestMessage.au) (au file format)

Footer Message - not used. Send - Will send message - **You are pulling the trigger here so make sure everything is correct before you hit send.** Messages should start going out asap. If you don't get a message within a minute or two:

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Go to Control Center. Click STOP on both NIPA Framework and NIPA Data Sync. Then hit START on both. This will reset the system. Then you just start all over to send the message. If that doesn't work you may have to redo the whole message.

To see pending messages click on Pending Dial Out Tasks (right side of screen). It will tell you what messages are pending, if any. You can delete a message from there if you are having problems sending it.

MAKE SURE YOU LOG OUT WHEN FINISHED!

3.4.6 For Interior ENS System - From a Computer using Ipcelerate

Click on Astaro SSL VPN Client Icon (stop light icon bottom right screen). Log in. You will know you are logged in because stop sign will turn green and it will tell you that you are logged in.

Launch Internet Explorer (**it will not work in any other browser, you must use Internet Explorer**). Go to Favorites List and click on R911 icon (IPcelerate). You will be in IPSession at the Login Menu. Login (Username: ops/Password: oscar5136). The system should say License Activated.

Name: Always give your message a name and include the date in the name (i.e., test03-02-11 or emerg11-09-09).

Group: Leave blank for Interior ENS.

Or, To: 82331643 (FOR INTERIOR ENS ALWAYS INCLUDE THIS NUMBER ON THIS LINE!)

Header Message: Put in Zone (i.e., Physical Sci. Zone 01, Liberal Arts Zone 02, etc.)

Message – Media File (Preferred Method) – gives you drop down list of canned messages (i.e.monthlyTestMessage.au) (au file format). Use canned message whenever possible.

Message: Text To Speech – Use only when necessary. Type in message (do not use commas, Parentheses, Use periods for breaks (i.e., This. Is. A. msg. for. Building. 18. Please. Evacuate. Your building. Immediately.) **Using the periods slows the robotic voice down so the message can be understood better.**

Footer Message – not used.

SEND – Will send message – **You are pulling the trigger here so make sure everything is correct before you hit send (especially who you are sending it to!)**

Messages should start going out a.s.a.p. If you don't get a message within a minute or two:

Go to Control Center. Click STOP on both NIPA Framework and NIPA Data Sync. Then hit START on both. This will reset the system. Then you just start all over to send the message.

To see pending messages click on Pending Dial Out Tasks (right side of screen). It will tell you what messages are pending, if any. You can delete a message from there if you are having problems sending it.

MAKE SURE YOU LOG OUT WHEN FINISHED!

3.4.7 For Interior ENS System - From a Phone

Using 233-1643

Dial 233-1643, you will hear a beep, put in the zone you want the message to go to then read out your message.

Using 282-1600

Call 282-1600, will prompt for pass code: 6127#

It will ask you to record a message.

After recording the message press the # button.

It will prompt you to select 2 or 3

Press 2, to broadcast the recorded message to all phones in the ISU system.

OR

Press 3, to call a specific phone number with the recorded message.

3.4.8 Instructions for Updating Emergency Announcement Webpage

Go into composer, Click on Open File. Go to W Drive, Pubsafe Web, click on emergency_announce.shtml. Make changes/updates/modifications.

Do Save As in W Drive under Pubsafe Web File emergency_announce.shtml

PLEASE NOTE: IT IS VERY IMPORTANT YOU SAVE IT AS.shtml NOT.html.

Then go into our website, click on the emergency announcement link to make sure it was updated correctly.

3.4.9 How to Post an Emergency Message to the ISU Homepage

Note: Linda Tobias, Carol Prescott and Jamie Lloyd are the only ones who have web perms to do this at Public Safety. Mark Levine and Andy Taylor at University Marketing and Communications can also post a message, if/when necessary. Go to W:\emergency, then click on emergency.txt, it will launch in notepad and you can type whatever message you have been requested to post. Remove the <!-- and --> symbols in order for the message to be seen. Type or paste your message in and then press "save." Do not do a "save as."

Extra white space is ignored (i.e., pressing the space bar several times to push text to the right does not work; you will only get one space between words). You don't need to do breaks or paragraphs in the message. If you decide to do paragraphs you must put a <p> in to make a paragraph. Example:

This is a Test.

<p>

This is the message.

When the emergency is over and you are requested to remove the message from home Page, Just put the <!-- symbol at the beginning of the message and the --> symbol at the end. Example:

<!-- This will make it so the message does not show on the ISU homepage.-->

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TITLE: PROGRAMS Citizen Ride-Along	CHAPTER: VI SECTION: 1.1
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Citizen Ride-Along

The Department encourages members of the community to ride along with members of the Department, in the course of their duties, to witness the daily operations of the Department.

1.1.1 Requirements

To participate in a ride-along, the following conditions must be met:

- A. The person participating has read the Citizen Observer Form (See Chapter VI Sect. 1.1.7).
- B. The form has been signed by a supervisor, and the on-duty supervisor is aware of the civilian observer.
- C. The observer is at least 18 years of age, and the parents or legal guardian has signed the Waiver, Release, and Indemnification Form (See Chapter VI Section 1.1.7).
- D. Prior arrangements have been made to participate in the observer program with a supervisor.

1.1.2 Officer Participation

All employees are encouraged to participate in the observer program. Employees will be asked if they wish to have an observer prior to assigning one.

All employees are reminded that their actions are being evaluated by the observer. Proper conduct shall be maintained at all times.

Employees should give the observer an orientation concerning the equipment in the vehicles and of the Department.

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1.1.3 Officer Discretion

Observers may participate in all activities associated with the patrol function. If an officer receives a call for service where the officer is uncomfortable taking a civilian, the civilian will be instructed to:

- A. Remain in the vehicle while the call is being handled, or
- B. The officer may drop off the observer at a safe location, and advise the observer that he/she shall return following the call to pick-up the observer.

1.1.4 Limitations of Ride-Along

Civilians may participate up to six times in a calendar year in the Observer Program. Any participation beyond the six sessions shall require permission from the Director.

1.1.5 Civilian Employees

Civilian employees are limited to 12 ride-a-longs per year, unless a ride-along is in connection with job responsibilities.

1.1.6 Limitations

No civilian will be required to participate in a ride-along as a result of a University sanction.

No civilian participating in a ride-along shall possess a firearm or dangerous/deadly weapon while participating in the program. Certified police officers are exempt from this policy.

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1.1.7 Ride-Along Program Forms

IDAHO STATE UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY
RIDE-ALONG PROGRAM

The ISU Public Safety Department is pleased that you have chosen to participate in our Ride-Along Program. The purpose of the program is to provide interested citizens with an insight into the operations of the department. It is our hope that you will find this experience both informative and enjoyable. Please read the information and guidelines before completing this form.

WAIVER, RELEASE AND INDEMNIFICATION

I hereby request the privilege of accompanying members of the ISU Public Safety Department while on general duty.

I understand I waive any and all actions, claims and demands against ISU for all personal injuries, damages or losses, of any nature, which may result from any such activity, and do further release the ISU Public Safety Department, its officers, agents and employees from any claims, demands or actions arising therefrom, and agree to save them harmless therefrom. It is expressly agreed and understood that I will indemnify ISU, its agents, assigns and subrogate in the event of any loss, damage or claims arising from the subject activity. This agreement is made in consideration of my being allowed to accompany ISU Public Safety personnel in performance of their duties.

NAME: LAST _____ FIRST _____ MIDDLE _____
ADDRESS: STREET _____ CITY _____ STATE _____ ZIP _____
PHONE: HOME _____ WORK _____
IN CASE OF EMERGENCY CONTACT: NAME _____ PHONE _____

APPLICANT SIGNATURE: _____ DATE: _____

I request to ride on (Date): _____, 19

During the hours of: _____ to _____

Additional comments:

I agree to ride with and accompany whichever security officers are designated by ISU Public Safety Supervisory personnel.

OFFICE USE ONLY

APPROVED FOR:

DATE: _____ TIME: _____ BY: _____

ASSIGNED TO: OFFICER: _____

Ride Completed: Yes () No ()

Comments _____

SEND COPIES TO: Ride-Along Applicant & Shift Supervisor

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Please read the following so you are fully aware of the conditions and circumstances under which this program operates:

- A. You will be assigned to ride with a security officer of this department. The officer will attend to his/her normal duties and will respond to all calls for service to which he/she is assigned.
- B. Security officers can be and often are assigned duties which involve danger and serious risks. The officer with whom you are riding is no different. The officer will not avoid or disregard duties which involve emergencies or danger simply because you are accompanying him/her.
- C. While every effort will be made to ensure your safety, the security officer's first responsibility will be to carry out his/her assigned duties.
- D. The officer you accompany will be happy to discuss his/her duties and responsibilities insofar as time permits. If some emergency should arise, you must immediately and without question, comply with any orders or directions given to you by the officer. This is for your own safety.

GUIDELINES

- 1. Rides must be scheduled at least 24 hours in advance. Inquires may be made by telephone, but the waiver form must be filed by the requesting individual at least one week prior to riding.
- 2. The minimum age for the Ride-Along program is 18 years of age.
- 3. All rides are scheduled for 6 hours and at the beginning of each shift only. Day shift (0800), Swing shift (1600), Midnight shift (2200).
- 4. Riders are expected to be neat and clean in appearance. Clothing should be discreetly selected as riders will be in full view of the public. Sweat shirts, shorts, or other types of leisure apparel will not be permitted.
- 5. Rides may be terminated at any time for persons who are unruly, fail to obey instructions, distract an officer from his/her duties, or at the discretion of the shift supervisor.
- 6. In order to accommodate the greatest number of people, no one will be permitted to ride more than once a month, with the exception of academy cadets.
- 7. Other exceptions may be made for special programs or circumstances at the discretion of the shift supervisor.
- 8. A criminal history will be completed on each applicant and the results of which can be used to determine whether or not the Ride-Along is approved.

NOTICE

THIS APPLICATION IS NOT EFFECTIVE UNTIL APPROVED. YOU WILL BE NOTIFIED BY TELEPHONE OR MAIL WHEN APPROVAL IS GRANTED. THANK YOU FOR YOUR PATIENCE.

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TITLE: PROGRAMS Community Service Officers	CHAPTER: VI SECTION: 2.1
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Community Service Officers

2.1.1 Purpose

Community Service Officers (CSO) provide a multifaceted service to the Department and the University community. The CSO duties may vary from foot and bicycle patrols to surveillance in areas known to have high crime incidents, assisting officers and the community. The CSO's provide more than just additional "eyes and ears" for the Department.

2.1.2 Requirements

The requirements to become a Community Service Officer (CSO) are:

- A. A student of the University.
- B. Enrolled for a minimum of one credit hour.
- C. Successfully complete a background investigation.
- D. Successfully complete an orals board.
- E. Successfully complete the CSO training program.
- F. Capable of working a minimum of 15 hours per week.

2.1.3 Orientation and In-Class Training

All CSO's will be required to attend a 16-hour in-service training program. During this training, the CSO will be required to read written materials, view videotapes, and attend lectures which will discuss CSO policy, Department policy, and provide "hands-on" training with equipment necessary for a CSO.

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2.1.4 Field Training

Following the in-service classroom training, the CSO will work in the field with CSO Field Training Officers. The CSO is encouraged to ask questions and discuss hypothetical situations. The field training period will last four weeks, and may be extended to six weeks. If after six weeks the CSO has not successfully completed the FTO program, he/she will be terminated. No CSO will work alone until successfully completing the FTO program.

2.1.5 Probation

All CSO's will be on probation for a period of three months following their successful FTO training. CSO's will be evaluated throughout the probationary period on a weekly basis.

2.1.6 Duties and Responsibilities

CSO's are the "eyes and ears" of the Department. They are neither asked nor expected to perform as officers; they are only expected to observe and communicate, unless directed by an officer, under the color and authority of office. CSO's are expected to maintain a high profile, while on-duty.

CSO's shall wear the CSO uniform as directed and shall not work in "plain clothes" or any variation of the uniform without first receiving permission from a supervisor.

CSO's will not engage in officer activity, unless specifically ordered by a Department officer working under the color and authority of office.

CSO's are expected to respond to reports of disturbances or crimes in progress, and maintain an observation position away from the situation so as not to interfere with the investigation or to unnecessarily endanger themselves or others.

From their observation area, the CSO should monitor the police/Department officers, crowd, and situations. They should advise officers of suspects in the area, who have not been identified.

CSO's may be used for crowd control, to supplement police and Public Safety officers.

CSO's may be used for security/special events assignments as directed by a supervisor.

CSO's may conduct public assists, such as escorts, after notifying Communications of the request.

CSO's will not be used to conduct traffic control in a street, unless that street has been completely blocked off. During traffic control, the CSO should wear a reflective traffic vest. During hours of darkness or low visibility a reflective vest is required. Physical intervention should never be used unless it is absolutely necessary. When verbal contact fails to correct a problem, or when an initial report indicates a criminal offense, a police officer should be called. Violations of this policy may result in disciplinary action up to and including termination.

CSO's shall not drive a marked vehicle, except at the direction of an officer, for a specific purpose. In no situation shall a CSO drive any vehicle in an emergency.

2.1.7 Enforcement

CSO's may warn individuals of certain laws and rules, but may not take action to enforce the laws. CSO's are permitted to engage in field interviews for certain offenses (See Field Interviews). In cases of non-compliance, an officer should be summoned.

CSO's do not have the authority to arrest.

2.1.8 Assignments

CSO's will be assigned a particular area of patrol with duties and responsibilities unique to that area. Any police supervisor may, with cause, supersede a CSO's previous assignment. In cases of conflicting orders, the CSO should inform the supervisor of the first order and request clarification and direction.

CSO's are expected to maintain radio contact with the Department. They shall check in on the radio when going in-service and shall check out when conducting special checks, for breaks, or when ending the tour of duty.

CSO's are expected to observe, evaluate, and make appropriate notifications to Communications when encountering a suspicious or unusual situation, or a crime in progress. The CSO should make a timely notification to Communications.

2.1.9 Obedience to Rules and Regulations

All CSO's are subject to Department rules and regulations. Violation of such regulations may result in disciplinary action up to, and including, termination.

CSO's are also subject to the CSO policy and procedure manual.

2.1.10 CSO Uniforms

CSO uniforms have been designed to distinguish them from officers. It is not uncommon for a citizen to mistake a uniform for that of a police officer. If a citizen approaches a CSO and requests assistance requiring a police officer, the CSO shall immediately notify Communications of the request. Uniforms shall not be worn except while on-duty or en route to and from duty.

2.1.11 Equipment

Community Service Officers shall only carry that equipment which is issued. In addition a CSO may carry a utility tool such as a Gerber Tool or Leatherman.

2.1.12 Weapons - Prohibition

CSO's are not permitted to carry or have in their possession, any firearm, knife, or impact weapons while on-duty, or while wearing their CSO uniform.

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TITLE: PROGRAMS Student Diversion	CHAPTER: VI SECTION: 3.1
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Student Diversion

Officers of the Department are given latitude in dealing with violators of the Student Code of Conduct and of the law. Under certain circumstances, immediate arrest may not be the most appropriate action. This policy will outline alternatives to arrests.

3.1.1 Student Diversion Program

This student diversion program has been established in conjunction with the Dean of Student Affairs Office and the ISU Public Safety Office. This program is intended to provide first time student offenders of the Student Code of Conduct with a diversion program within the educational environment of limited offenses.

3.1.2 Eligibility

Students of the University who are registered for one or more credit hours may be considered for the program.

3.1.3 Limitations of the Student Diversion Program

The Student Diversion Program **may not be** available to a student if:

- A. The offense involves a crime of violence against another person. (Pushing and shoving and mutual combat are excluded.)
- B. The offense involves any assault on a police officer, University official, or officer of the Department.
- C. The suspect has a prior history of a similar offense.
- D. The offense involves a felony.
- E. The officer determines through investigation that there are mitigating circumstances eliminating the diversion option.

3.1.4 Diversion Referral

If an officer exercises the diversion option in lieu of arrest or citation, the officer shall complete a thorough investigation, and document that investigation in a report. The officer will inform the violator that the case shall be referred to the Dean of Student Affairs Office for review. The officer shall not issue a citation or make a physical arrest if this is the option the officer has chosen.

3.1.5 Dean of Student Affairs Review

Students Affairs shall be the diversion administrator. Students Affairs shall review the referral form and may read the actual case report before deciding to accept a student into the diversion program.

If Student Affairs accepts the violator into the program, the student must agree to abide by the conditions of the diversion program.

3.1.6 Case Report Identification

Any case referred to the Dean of Student Affairs, shall be identified in the summary section of the case report.

3.1.7 Incidents Involving Students and Non-Students

In the event that an incident involves both students of the University and non-students, and arrests are made, the students shall be arrested or cited in the same manner as the non-students. The case report will then be forwarded to the Dean of Student Affairs Office.

3.1.8 Reports

An officer, after investigating an incident and making positive identification of all individuals involved, may elect to release all individuals without the issuance of any criminal citations or physical arrests. In this situation, the officer shall complete a case report with all of the known facts and circumstances.

Complaints may be used if the officer is unsure if probable cause exists for an actual physical arrest, or the case involves elements that legal authorities should review before making any arrests.

3.1.9 University Code Of Conduct

Only those officers designated by the Director are authorized to submit a Code of Conduct violation to Dean of Student Affairs Office.

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TITLE: PROGRAMS Community Policing/ Crime Prevention Program	CHAPTER: VI SECTION: 4.1
APPROVAL:	REVISION NO.: 03
REVIEW DATE: March 21, 2014	ISSUE DATE: 07/96

Community Policing/Crime Prevention Programs

4.1.1 Policy

The Department has fully embraced the concept of Community Policing. Members are expected to uphold the philosophy "...with Community Policing in mind..." in all contacts with the public. Community policing is not a fad or a buzz word for politicians. We are expected to respect those that have a vested interest in the Department. The members will keep in mind the following:

Community Policing is a partnership of law enforcement with the public...sharing the responsibility for protecting and improving the quality of community life through teamwork, creativity and community resources, thus reducing crime.

Community Oriented Policing is a philosophy of policing based on the concepts that police officers and citizens, working together in creative ways, can solve community problems related to crime, fear of crime, and neighborhood disorder. The philosophy is based on the police developing a new relationship with law-abiding citizens, allowing them a greater voice in setting local priorities and involving them in improving the overall quality of life in their neighborhoods. It shifts the focus of police work from randomly handling calls to solving problems, and in particular, any reoccurring problems.

Traditionally in law enforcement, the tendency has been for crime prevention, community policing, and their related activities to be delegated to the crime prevention unit. This unfortunately limits the effectiveness of the crime prevention and community policing programs, as well as limiting the effectiveness of qualified personnel within other divisions of the Department. Within the Department, crime prevention and Community Policing is every member's responsibility, regardless of assignment.

The Department is committed to the development of crime prevention and community policing programs and community wide activities.

The crime prevention function will report to the Captain. The Captain will be responsible for the coordination of all Departmental crime prevention and Community Policing activities.

All members of the Department are encouraged to establish and maintain a contact with the University community and to promote cooperation, service, and safety. Through public support of the Department, a feeling of community is established that enhances mutual cooperation between law enforcement and the community which it serves.

The overall goal is to create a cooperative relationship between the Public Safety Officers and the faculty, staff, students and the campus community to identify problems that impact the quality of life, to devise strategies to address those problems, and to work together to solve them.

4.1.2 Community Policing - Responsibility

Community policing is the responsibility of all Department employees. The employee assigned to PIO and crime prevention responsibilities is responsible for supervising the community policing function of the Department.

- A. The Department has established a Speakers Bureau to assist with crime prevention presentations. Members of the Department may appear before local groups after obtaining authorization via the chain of command from the Captain.
 - 1. Employees making a public presentation shall submit to the Management Assistant a memorandum noting the date, time, location, and topic of the presentation. The memorandum will also include the number of people present.
 - 2. Employees making a crime prevention or Community Policing presentation will submit to the Management Assistant a memorandum detailing the topic of discussion, attendance, date, time, and location of the presentation.
 - 3. All memorandums shall include specific concerns that were raised during the presentation.
- B. Employees who normally do not participate in public appearances may be asked to do so because of a particular skill.
- C. All employees are encouraged to submit an officer's report to their immediate supervisor identifying potential problems that have a direct bearing on law enforcement within the community. Employees will include recommendations and possible solutions for the concerns that are addressed in the officer's report.
- D. Training on enhancing community relations will be a part of ongoing training within the Department.
- E. The Department will establish and participate in University community groups, such as the Safety Advisory Committee, to assist the Department in addressing the needs and concerns of the community.

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4.1.3 Monthly Reporting

The Captain will submit a monthly synopsis to the Director of all presentations conducted for the preceding month. These reports shall include:

- A. A description of concerns voiced by the community.
- B. A description of potential problems that have a bearing on law enforcement activities within the community.
- C. A statement of recommended actions that address the concerns and problems.
- D. A statement of progress made toward addressing previously identified or reoccurring concerns and problems.

4.1.4 Development of Community Policing Policies

The Captain or his designee is responsible for developing Community Policing policies for the Department.

4.1.5 Community Groups

Members of the Department are encouraged to become involved in the various organizations and groups associated with the campus. Due to the need for direct coordination with the various organizations, members may be asked to become involved with a particular group or organization to serve as a liaison between the Department and the organization.

Employees will inform their respective supervisor of specific concerns of a particular group, so that if necessary, modifications of existing policy and procedure can be implemented or specific training needs identified.

These concerns will be passed onto the Department staff at staff meetings. If necessary, special meetings may be held to deal with the concerns of the community.

4.1.6 Publicity

It is the responsibility of the Captain or his designee to publicize the objectives, problems (concerns), and/or accomplishments of the Department as determined by the Director. The annual report shall contain the Department's goals and objectives for the year.

4.1.7 Direct Public Contact

Uniformed officers are encouraged to increase visibility on the campus through an active foot patrol of the grounds and buildings of the University. A direct personal contact fosters increased public relations, support, and understanding.

4.1.8 Annual Survey of Community

Annually the Director will distribute no less than 50 surveys to various administrators, faculty, staff, and students to seek public input into the following:

- A. Overall agency performance.
- B. Overall competence of Department employees.
- C. Officer's attitudes and behavior toward citizens.
- D. Concerns over safety and security issues on the campus.
- E. Specific concerns within the respondent's area.
- F. Recommendations and suggestions for improvements.

Results of the annual survey will be conveyed to the Department as a whole by the Director through staff. As a result of the survey, and if specific concerns are identified, a review shall be conducted to identify whether a policy, procedure, or practice should be modified.

Community input concerning Department policies, procedures, and action(s) may be obtained through citizen complaints (verbal and written) directly through the Department, or through concerns expressed through the media, administrators, or employees of the Department. The Department is committed to soliciting input from the community to foster a good working relationship with the University community.

4.1.9 Crime Prevention

Officers should utilize reasonable means to eliminate crime opportunities by increased area checks, or reporting the problem(s) for follow-up to the crime prevention unit.

4.1.10 Crime Prevention Presentations

Crime prevention presentations may be scheduled through the Captain or Management Assistant.

4.1.11 Crime Prevention Programs

Programs on the campus are intended to make the community more aware of their surroundings and the laws and regulations which affect them.

The Department is committed to assisting the community in feasible ways to reduce or eliminate crime opportunities or hazards. To accomplish this task an emphasis has been placed in the following areas:

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- A. Sexual assault awareness
- B. Drug and alcohol awareness
- C. Security surveys
- D. On campus living facilities - residence halls and Greek affiliation residences.
- E. Personal and property safety and security

4.1.12 Residence Halls

Crime prevention programs will be presented once each semester for each residence hall. Programming will focus on:

- A. Personal Safety:
 - 1. Sexual assault prevention
 - 2. Personal safety
 - 3. Property security
- B. Laws:
 - 1. Alcohol/drugs
 - 2. Motor vehicle
 - 3. Code of Conduct
 - 4. Others as necessary.
- C. Review of "campus crime problems"

4.1.13 Fraternities and Sororities

Crime prevention programs will be given twice a year at the new member symposium, as well as when requested by the chapters. Areas to be covered may be found in Residence Halls, section 4.1.12 above.

4.1.14 Faculty and Staff

The crime prevention unit offers security surveys of offices and buildings. Security surveys are performed at the request of the departments and as directed by the Department.

Educational programs such as personal safety, property security, laws, alcohol and drugs, or other issues of concern may be addressed by the crime prevention unit. Crime Prevention information is also distributed to staff members during New Employee Orientation which held every other month throughout the year.

4.1.15 Orientation of New Students and Parents

The Department will participate in the orientation programs for parents and new students.

4.1.16 Program Targeting

Through crime analysis by the crime prevention office, targeting of high crime areas through the use of high visibility patrol, announcements, and posters will alert the community to potential problems.

The use of the Bengal newspaper, ISU Safety Newsletter and Campus Watch for presenting unique crime problems can also assist in informing the University community.

4.1.17 Crime Statistics

The Department will publish monthly crime statistics and make them accessible to the public during normal working hours through the Management Assistant.

4.1.18 Crime Misperception

The crime prevention unit and all members of the Department will address all known crime problems on the campus. Specific concerns about crime prevention should be addressed to the crime prevention officer for clarification.

4.1.19 Areas of High Crime Activity

The crime prevention unit will be responsible for informing the community of particular areas that have become specifically targeted for criminal activity. This may include the posting of warning notices, a meeting of area residents/employees, or increased law enforcement and Department presence through patrols.

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Timely Warning Policy

The timely warning procedure is to assure the timely dissemination of criminal information reported to Public Safety regarding activities that may represent a threat or may be harmful and unsafe for the university community, and to aid in the prevention of similar threats or occurrence of crimes.

Timely warnings will include crimes that occur:

On Campus -

“Any building or property owned or controlled by the university within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition; that is owned by the institution but controlled by another person, is frequently used by students, and supports university purposes such as food or other retail vendors.”

Non-Campus Building or Property -

“Any building or property owned or controlled by a student organization that is officially recognized by this institution; or

Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, if frequently used by students, and is not within the same reasonable contiguous geographic area of the institution.”

Public Property -

“All public property, including thoroughfares, streets, sidewalks and parking facilities, that are within the campus or immediately adjacent to and accessible from the campus.”

It should be noted that not all crimes are reported to Public Safety. In some instances the report is made to the local police department in which case there may be a period of time before Public Safety becomes aware of the report. Every effort will be made to coordinate with the local police for timely warnings.

Crimes that fall under the Timely Warning Procedure are as follows, but are not limited to:

Homicide	Burglary	Hate Crimes
Sex Offenses	Motor Vehicle Theft	
Robbery	Arson	
Aggravated Assault	Negligent Manslaughter	

The Public Safety Director or his designee will be notified as soon as possible for concurrence when a timely warning is thought to be in order. The type of media to be used for dissemination and wording of the warning must be approved in advance by the Director or his designee.

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Types of dissemination are as follows:

- E-Mail
- Phone Mail
- Public Safety Web Site
- Campus Watch Newsletter
- Campus Radio Station
- Public Notices Distributed by Hand or Posted in Affected Areas of Campus

4.1.20 Monthly Summary

A summary of the preceding month's crime prevention activities shall be compiled and forwarded to the Director via the chain of command.

4.1.21 Evaluation of Crime Prevention Programs and Activities

Annually the supervisor assigned to crime prevention and the Director will review the entire crime prevention program. Changes in the program may be implemented at any time. This review will occur in May and any modifications will be implemented by August for the new school year.

4.1.22 Crime Prevention Liaison

The Public Information Officer serves in a variety of liaison capacities within the community, serving students, faculty, staff, and outside groups. These liaisons are necessary to maintain a sense of community and to meet the needs of the Department.

Members may be asked to serve as liaison to a particular group due to the member's interest or need. The Director or his designee may establish these liaisons as necessary to fulfill the mission of the Department.

Crime prevention officers will maintain liaison with the local police crime prevention unit.

4.1.23 Facility Design

The Department will work with the Facility and Design Department, Parking, Transportation, and Risk Management in the formulation of crime prevention and safety concerns for construction projects and transportation needs of the University.

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TITLE: PROGRAMS Victim/Witness Assistance	CHAPTER: VI SECTION: 5.1
APPROVAL:	REVISION NO.: 02
REVIEW DATE: September 4, 2003	ISSUE DATE: 07/96

Victim/Witness Assistance

5.1.1 Purpose

When victims and witnesses of crimes have been affected by a criminal act, and although they personally may not have sustained physical injury, the emotional stress due to the loss of personal affects, injury to family or friends, death, or witnessing a criminal act must be considered.

Victims and witnesses will be treated with fairness, dignity, and compassion. ISU Public Safety will work closely with the Bannock County Victim/Witness Program, University officials and other organizations to help victims of crime and those who have witnessed the criminal acts of others.

5.1.2 Definitions

Victim

Idaho law defines a victim as the person against whom a criminal offense has been committed, or if the person is killed or incapacitated, the person's spouse, parent, child, or other lawful representative, except if the person is in custody for an offense or is the accused.

Criminal Offense

Personal conduct that gives a peace officer or prosecutor probable cause to believe that a felony, sexual offense, or a misdemeanor involving physical injury or the threat of physical injury has occurred.

A person against whom a crime was committed by a juvenile is not a "victim" for the purpose of this legislation.

A corporation, partnership, association, or other legal entity is not a victim, but is entitled to the right to appear and be heard at any proceeding relating to restitution to the entity or sentencing of the person convicted of the criminal offense.

5.1.3 Idaho Constitutional Rights for Crime Victims

The State of Idaho has adopted Constitutional rights for crime victims. Public Safety personnel shall conform to the Constitutional requirements of this legislation (See State of Idaho Constitution Article I Section 22).

5.1.4 ISU Public Safety's Responsibilities

The officer assigned to crime prevention responsibilities will also be designated as the Department's coordinator for victim/witness assistance.

This officer will assist victims of crime with information concerning their cases, and direct them to agencies that will be able to assist them with their concerns and needs.

5.1.5 Patrol Responsibility

During the report taking process, it is the responsibility of the reporting officer to determine if the crime that occurred is a victim crime and if the victim is known. When the victim is an individual, the officer will provide the victim with a Victim/Witness Information brochure. This brochure will be given to the victim at the time of reporting or will be placed in an envelope and mailed by the reporting officer. If the report is a telephone report, the officer will mail a brochure to the victim/witness.

If the victim is a business or corporation, no special action will be taken.

5.1.6 Arrest of Suspect

If an arrest is made by the patrol officer at the time the report is taken, and the victim has requested notification, the officer will provide the victim with the suspect(s) name, date of birth, and the date, time, and location of the suspect's initial appearance or arraignment, except when the suspect is a juvenile.

- A. Citation arrests: If the suspect is to be released on a citation, the victim will be given the justice court address with the date and time indicated on the citation.
- B. Felony and Misdemeanor bookings: If the suspect is to be booked and held for an initial appearance, the victim should be given the address for the Bannock County Justice Court (Monday through Friday). Felony and misdemeanor bookings in Bannock County will follow established policy for that jurisdiction.
- C. Release to Pre-Trial Services: If the suspect is released to Pre-Trial Services, the officer is required to follow-up with pre-trial services and determines the initial appearance date for the suspect. That information will then be relayed to the victim, if requested.
- D. Juveniles: If the suspect is a juvenile, no information will be released to the victim. The victim should be referred to the appropriate prosecutor's office for further information.

5.1.7 Return of Notification Letter

When a notification letter is returned as "undeliverable" by the post office, the letter and envelope will be given to Records for inclusion into the case report.

5.1.8 Investigator Responsibility

When the suspect is arrested by a detective, on a case under investigation, the detective will follow the same procedure as outlined for patrol bookings. If the report indicates that the victim has requested notification, the detective is responsible for making the victim notification. Notification will be documented in a supplemental report.

5.1.9 Inquiry by the Victim

If a victim inquires about the status of a case, the victim will be referred to the Detective Sergeant.

5.1.10 Release of Property/Evidence to the Victim

The detective or officer assigned to the case will review the case with the prosecuting attorney's office as soon as possible to authorize the release of property which belongs to the victim.

5.1.11 Goals and Objectives

The goals and objectives of Department concerning victim/witness assistance are:

To provide the victims/witness with timely assistance and accurate information concerning their cases. This will involve:

- A. Providing the victim with information about the arrest of a suspect in their case through the use of a Victim/Witness Information brochure.
- B. Notification of victim/witness rights personnel from the county attorney's office or other community service personnel.
- C. Notification of University officials for assistance with University related matters and counseling.
- D. Assist victim/witness with notification of family members.
- E. Securing a safe and secure refuge when possible.
- F. Advise the victim/witness about orders of protection (protects spouses, co-habitators, and close relatives from each other) and injunctions against harassment.

5.1.12 Training of Departmental Personnel

Officers will receive periodic roll call training concerning victim/witness legislation. Information concerning any changes in the laws or procedures for informing victims of crime information will be disseminated either in a training bulletin or through actual presentation.

5.1.13 Analysis of Victim/Witness Needs

At least once every two years the Director or his designate will meet with representatives of the Bannock County Victim/Witness Program to review statistical information concerning crimes and crime victims, and intervention programs within Public Safety jurisdiction.

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TITLE: PROGRAMS Public Social Services	CHAPTER: VI SECTION: 6.1
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Public and Social Services

6.1.1 Purpose

In the course of performing their duties, officers encounter people in need of a type of help best provided outside the criminal justice system or by a social service agency. This directive is intended to provide officers and other employees of the Department a means of providing a list of such agencies and services. Current listings are provided in Department publications such as:

- A. The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act
- B. Domestic Violence and Sexual Assault Information Pamphlets
- C. Crime Prevention for People with Physical Disabilities
- D. PPD Crime Victims Compensation Program & Other PPD Pamphlets
- E. Project Hope (Janet C. Anderson Gender Center)
- F. Alcohol is Number One
- G. Harassing and Obscene Phone Calls
- H. Sexual Violence and the Law
- I. Suicide Prevention
- J. Workplace Violence

6.1.2 Department of Health and Welfare

In addition to the above listed pamphlets, the Department of Health and Welfare is available to assist with Child Protective Services and Adult Protective Services. They are also responsible for the distribution of food stamps and unemployment compensation.

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6.1.3 Criminal Violations

In lieu of physical arrest, persons arrested for misdemeanor offenses may be cited and released, in accordance with Department policy. Officers may direct the individual to one of the above agencies or organizations to assist them following their release.

6.1.4 Non-Criminal Violations

Public intoxication is not a crime in this state. Officers should attempt to contact a third party who is willing to take care of the individual in cases of intoxication. Officers may encourage those individuals who are homeless or without a third party release to voluntarily go to one of the alcohol treatment centers for housing and care.

Officers should use discretion in situations involving alcohol, mental health problems, or that involve homeless or persons in need of assistance. These agencies and programs provide a valuable asset to the Department and the community.

Officers should provide the above mentioned pamphlets and/or the agencies and organizations listed below to any person who requests such assistance.

Offices may contact the local police for assistance in dealing with such care if circumstances warrant.

6.1.5 Contact Agencies and Organizations

Health Department	233-9080
Health & Welfare	239-6200
Emergency	233-0590
Rape Crisis Center	251-HELP
Pocatello Police	234-6100
National Clearinghouse for Alcohol and Drug Info	800-SAY-NO-TO, 301-468-2600, or 800-622-HELP
ISU Public Safety	282-2515
Janet C. Anderson Gender Center	282-2805
Family Services Alliance Crisis Line	251-HELP
Crime Victims Compensation Program	(208) 334-6080 -Boise (208) 236-6399 - Pocatello (208) 525-7248 - Idaho Falls

**** (More Comprehensive List in Back of Jeanne Clery Disclosure Pamphlet)**

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TITLE: PROGRAMS Special Events	CHAPTER: VI SECTION: 7.1
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Special Events

7.1.1 Special Event Management

Management of all special events will be determined by the type of event, and the number of officers needed to manage the event.

7.1.2 Coordination

All special events will be reviewed by the patrol Captain or his designee prior to the event. All special events will be coordinated through the special event coordinator within the Department for scheduling of officers. All paid overtime positions will be assigned by the special event coordinator to a supervisor for assignment of personnel when applicable.

7.1.3 Events

At events such as sporting events, demonstrations, or other large scale events, where personnel from outside law enforcement agencies supplement the Department, the Director will be the event commander.

7.1.4 Event Supervisor

A Lieutenant or Sergeant may be assigned as the event supervisor. The supervisor will be responsible for the paperwork associated with the event to include time rosters, and all reports associated with the event. The event supervisor will be responsible for assuring that all positions are covered as assigned, and for the issuance of any special equipment or supplies for the event. The supervisor is the second in command of the event following the Director.

7.1.5 Briefings

At large scale events, there will be a briefing either verbal or written, conducted by the Director or a supervisor covering:

- A. Expected crowd size
- B. Prior crowd problems
- C. Security/safety concerns
- D. Assignments

If needed, the Department will distribute radios to the supervisors of the other agencies working the event(s) to maintain radio communications throughout the event.

At the discretion of the event commander, a Department radio frequency may be designated as the event frequency of operation.

7.1.6 Traffic Control

Point control posts may be established for both pre-event and post-event to facilitate the movement of pedestrians and motorists. The patrol Captain will be responsible for establishing these designated areas.

Parking concerns on campus will be addressed by the patrol Captain in conjunction with the Parking Office.

Parking concerns in the surrounding neighborhoods will be coordinated through the patrol Captain, the local police department, and city transportation office.

7.1.7 After-Action Review

A written After Action Report will be completed following each event where 20 or more officers have been assigned. The patrol Captain or his designee will complete the After Action Report within seven days of the event. The report will include:

- A. A summary of crime activity associated with the event
- B. Citations/arrests
- C. Specific problems associated with the event
- D. Recommendations

Following the special event, the patrol Captain will schedule a debriefing where the After Action Report will be distributed and discussed. The debriefing will occur within 14 days following the special event. At this debriefing, supervisors from the participating agencies and from non-police management areas will participate. Any modifications to the After Action Report will be finalized at this debriefing.

Recommendations will be solicited to improve future events. The patrol Captain will maintain the written report for all athletic events for a period of two years.

7.1.8 Distribution of After Action Report

The distribution of the After Action Report to other than non-law enforcement personnel will be determined by the Director or his designee.

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TITLE: PROGRAMS Salary	CHAPTER: VI SECTION: 8.1
APPROVAL:	REVISION NO.: 02
REVIEW DATE: February 25, 2014	ISSUE DATE: 07/96

Salary

The Department must conform to the established University, State Board of Education, and the Idaho Personnel Commission Policies and Procedures regarding salary implementation for employees of the Department.

8.1.1 Periodic Review

The Director will periodically review the salary program, and in his/her budget request make recommendations for the improvement of the salary structure. The Director may at any time request a review of a particular job description or employee to provide for equity in salaries. The Director may only make recommendations. The final decision for salary adjustments, other than scheduled changes remains with the University administration and the State Personnel Commission.

8.1.2 Merit Raises

When funding is approved by the legislature, employees who perform at a "very good" or "superior" may be subject to a merit increase, as established by University Policies and Procedures.

8.1.3 Salary Differential within Ranks

The Department of Public Safety has three designated ranks for officers and those are Security Officer, Senior Security Officer and Security Officer Supervisor. These ranks will determine the salary of the officer along with the individual's longevity with the Department.

8.1.4 Salary Inequities

Salary inequities will be addressed by the Director whenever he/she determines there appears to be discrepancies as a result of University constraints. This will traditionally be done during the Director's review of the salary program.

Salary inequity adjustments must be reviewed and approved by the University Administration. The Director will review final salary recommendations for promotion with the Human Resources to insure compliance with University policy.

8.1.5 Special Duty or Special Skills

The Department does not have a special salary scale for those employees with special skills or special duty assignments.

8.1.6 Fringe Benefits

Refer to the ISU Policies and Procedures regarding Fringe Benefits (i.e., Health Insurance, Disability Insurance, Life Insurance, Retirement, Employee Assistance Programs, etc. (www.isu.edu/policy)).

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TITLE: EQUIPMENT Departmental Property	CHAPTER: VII SECTION: 1.1
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Departmental Property

1.1.1 Departmental Property

Management of Departmental property is vital to the orderly operation of the Department. This policy will establish accountability for Departmental property.

1.1.2 Requests for Clothing or Equipment

The Property/Evidence Division is responsible for the inventory of capital items and personal property logs. All employees are responsible for the maintenance of property and equipment issued to them. Equipment and clothing are available from the supervisor of the Property/Evidence Division. Capital purchases are the responsibility of the Director. Clothing and equipment will be recorded on the clothing inventory card.

1.1.3 Accountability

The Property/Evidence Division is responsible for the annual inventory of capital items, as defined by University property management. Annually, the Department will receive a listing of all property listed as belonging to the Department. Items will be verified through visual inspection. Items that are on the list that are no longer in Department possession shall be so noted and the list returned to property management.

All items on the list shall be accounted for. The Property/Evidence Division is further responsible for adding new capital purchases to the existing list. All employees are responsible for the care and maintenance of their issued equipment and property.

1.1.4 Storage of Surplus Property

The Property/Evidence Division will be responsible for the maintenance of all property stored as surplus property. The section will ensure that the property is in good working order and available for use as necessary. Property/Evidence Division personnel will be responsible for periodic inspection of surplus property to insure readiness. Surplus property will be stored in the property room, with a restricted access.

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TITLE: EQUIPMENT Patrol Vehicle Supplies	CHAPTER: VII SECTION: 1.2
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Patrol Vehicle Supplies

1.2.1 Patrol Vehicle Requirements

Every marked patrol vehicle, routinely used for patrol shall be equipped with the following supplies:

- A. One standard first aid kit
- B. One class ABC fire extinguisher
- C. One disposable or cloth blanket
- D. Road flares
- E. One measuring tape
- F. Chalk or a can of spray chalk
- G. Traffic cones
- H. Vehicle unlock tools
- I. Jumper cables
- J. CPR Face shield
- K. Hand sanitizer
- L. Bio-Shield - OC de-contaminant
- M. Report forms
- N. Crime scene investigation kit that includes:

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1. Latent fingerprint cards
2. Scissors
3. Two scalpels - disposable
4. Jar of black fingerprint powder
5. Two fingerprint brushes
6. Ample amounts of plastic and paper bags
7. Five sets of latex or disposable plastic gloves

Officers are responsible for replenishing supplies as they are used. Supplies may be obtained from Property/Evidence.

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TITLE: EQUIPMENT Marking of Vehicles	CHAPTER: VII SECTION: 1.3
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Marking of Vehicles

1.3.1 Policy

The marking of patrol vehicles will be done in a consistent manner, to readily identify a vehicle from other law enforcement agency vehicles.

1.3.2 Required Markings - Patrol Vehicles

Patrol vehicles will have the Departmental lettering affixed to both sides of the vehicle.

Marked vehicles will display the 9-1-1.

1.3.3 Equipment

Designated patrol vehicles will have red overhead lights and will be equipped with at least one spotlight on the driver's side.

Vehicles may be equipped with push bars, siren, hazardous warning lights, a public address system or mobile radio.

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TITLE: EQUIPMENT Body Armor	CHAPTER: VII SECTION: 1.4
APPROVAL:	REVISION NO.: 02
REVIEW DATE: March 25, 2014	ISSUE DATE: 07/96

Body Armor

1.4.1 Wearing of Body Armor

Each officer is issued body armor as part of their issued equipment.

All officers working in patrol assignments will wear the department issued body armor when on duty and or working special assignments. Any exceptions will be approved by the Director.

1.4.2 Mandatory Wearing of Body Armor

The Department requires all officers to wear body armor while on-duty; especially officers assigned to patrol and/or working special assignments. Special assignments include, but are not limited to, the following:

- A. During the execution of search warrants.
- B. While executing arrest warrants on persons other than during routine field activities.
- C. As ordered by a supervisor - for special activities.

1.4.3 Replacement of Body Armor

Body armor will be replaced every four years. Officers may elect to replace body armor with the contour, side panel models, or keep the traditional front and back panel models. If body armor becomes damaged prior to the scheduled replacement, it will be replaced.

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TITLE: EQUIPMENT Use of Radar	CHAPTER: VII SECTION: 1.5
APPROVAL:	REVISION NO.: 01
REVIEW DATE: August 21, 2001	ISSUE DATE: 07/96

Use of Radar

1.5.1 Purpose

The use of radar has been found to be an effective method of speed regulation.

1.5.2 Operational Procedure

Prior to using the radar unit, the operator shall inspect the unit for any visible defects. Any deficiencies shall be reported to the officer's immediate supervisor. If necessary, the radar will be returned for service by an approved repair representative of the manufacturer.

1.5.3 Enforcement Areas

Radar enforcement will occur on University property only. Radar may be used outside of this area at the request of another law enforcement agency of jurisdiction and with the approval of the Director. Radar may be used on city streets within the University for information and survey purposes only.

1.5.4 Violations

Violators will be cited under University Parking Regulations, or issued warnings which are either verbal or written.

1.5.5 Warning Period

During the first two weeks of each school session verbal or written warnings will be issued to violators of the posted speed limit. Following the two-week period citations may be issued.

Nothing in this policy will preclude an officer from issuing a citation for extreme speed or hazardous driving/riding behavior.

1.5.6 Care and Storage

Daily maintenance shall be the responsibility of the officer(s). Officers shall inspect the unit for:

- A. Frayed or broken cords.
- B. Physical damage to the radar unit.
- C. Missing controls or knobs.
- D. Proper calibration.

A functional check list also must be completed in accordance with the manufacturer's guidelines. Programmed maintenance is not necessary unless the unit fails to accept calibration or other difficulties outside of the operator's area of expertise.

The radar shall be kept secured and locked when not in use to prevent theft or damage.

1.5.7 Maintenance Records

A patrol Sergeant will be responsible for the maintenance and calibration records for the radar unit.

1.5.8 Operator Training and Certification

All Public Safety officers are encouraged to utilize the radar and make traffic stops, however, for officers not certified on the radar, stops are a courtesy only to advise people of their speed.

1.5.9 Training

All officers using the radar must be trained by a certified radar instructor. Recertification is required yearly.

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TITLE: EQUIPMENT Use of AED- Automatic External Defibrillators	CHAPTER: VII SECTION: 1.6
APPROVAL:	REVISION NO.: 01
REVIEW DATE: September 23, 2004	ISSUE DATE: 02/02

AED- Automatic External Defibrillator

This policy is a guideline to supervisors, officers and communications staff in determining the appropriate level of response. In addition, provides guidelines for dispatching officers to cardiac arrest or other medical situations where the use of an AED may be needed.

1.6.1 Purpose

To establish a procedure identifying when Public Safety Officers will be assigned to cardiac arrest incidents and the use of Automated External Defibrillators (AED's).

Cardiac arrest occurs when the heart's electrical system causes the heart to quiver erratically, also known as ventricular fibrillation, preventing the pumping of blood throughout the body and brain. Death occurs within minutes unless the normal rhythm of the heart is restored. For each minute the heart is in fibrillation about 10 percent of the ability to restart the heart is lost. It is anticipated that the placement of AED devices in patrol cars may provide opportunities for trained Public Safety Officers to deliver a defibrillating shock to victims of cardiac arrest prior to the arrival of the Emergency Medical Services.

1.6.2 Policy

- A. The Department of Public Safety shall attempt to respond to all reported incidents of cardiac arrest within the campus boundaries. A cardiac arrest is a "Priority One" call and will be dispatched as an emergency in progress according to dispatch procedures. Our ability to have an officer on scene ahead of EMS units shall be the main objective in responding to cardiac arrest. Emergency Medical Services will be contacted and notified simultaneously with Public Safety Officers.
- B. Dispatch personnel shall determine the location of responding Emergency Medical units and relay this information to officers responding to the call. Dispatch and officers will keep each other updated of any status changes as the call progresses.
- C. The Heart stream Forerunner II Automated External Defibrillators are located in marked patrol vehicles to ensure that they are available for immediate use throughout the campus.

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- D. Automated External Defibrillators shall only be used in a manner specified by the manufacturer and only by personnel trained to properly operate the devices. When an AED is used to defibrillate a heart attack victim, the involved officer shall complete a report by the end of shift. The disk from the device shall accompany the patient to the hospital and then be returned to a supervisor or other designated authority for evaluation after each use.
- E. Notification- Dispatch will notify the on-duty Sergeant, the AED Medical Director, Office of Communications, in addition to other specified notifications.
- F. Follow-up - The Watch Commander will assure that the AED is properly recharged and re-supplied so that it is ready for future use. The Administrative Lieutenant or Associate Director will arrange a critical incident debriefing.

1.6.3 AED-Automated External Defibrillator Specifications

ISU Public Safety's AED (Automated External Defibrillator) must meet the following specifications:

Must perform automatic periodic status self-tests, with status indicator display.

Must automatically store information summary of the cardiac incident, with retrieval/removable data card recording.

Must have LCD/ECG display to reinforce voice prompts.

Must have built in training capabilities to allow users to train with the unit.

Must determine if a shock is required and protect against inappropriate shock to include protection against shocking in SUPERA VENTRICULAR TACHYCARDIA.

Must provide on-site training equal to CPR and AED training as recommended by the American Heart Association, the American Red Cross and required by Idaho Code 5-337.

Must provide for local EMT/Ambulance connection to the pad cables.

Appendix A

Common Acronyms

ATL	Attempt to Locate
BCJDC	Bannock County Juvenile Detention Center
BCSO	Bannock County Sheriff Office
CD	Career Development
CI	Confidential Informant
CP	Command Post
CPD	Chubbuck Police Department
CRL	Candidate Referral List
DOT	Department of Transportation
DUI	Driving Under the Influence
FCC	Federal Communications Commission
FERPA	Family Educational Rights and Privacy Act
FI	Field Interview
FTO	Field Training Officer
HR	Human Resources
IPC	Idaho Personnel Commission
ISP	Idaho State Police
ISU	Idaho State University
LETN	Law Enforcement Training Network
MCP	Mobile Command Post
PIO	Public Information Officer
MOU	Memorandum of Understanding
MSR	Minor Service Report
MVD	Motor Vehicle Department
OIT	Officer in Training
OME	Office of the Medical Examiner
PFD	Pocatello Fire Department
PIO	Public Information Officer
POST	Peace Officers' Standards and Training
PPD	Pocatello Police Department
PTS	Pre-Trial Services
RA	Resident Assistant
SO	Student Officer
SOP	Standard Operating Procedure
UCR	Uniform Crime Report

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SECTION: PERSONNEL

SUBJECT: CAMPUS SAFETY AND SECURITY

Background: This policy explains the role of the Security Department on the Lewiston campus.

Point of Contact: Director of Security

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: President's Office, Provost's Office, Office of Vice President for Student Affairs, and Office of Vice President for Finance and Administration

Date of approval by LCSC authority: 7/1/14

Date of State Board Approval: N/A

Date of Most Recent Review: 7/1/14

Summary of Major Changes incorporated in this revision to the policy: This revision references the new Idaho state law and State Board of Education policy on firearms which went into effect on July 1, 2014.

This LCSC policy reflects Idaho State Board of Education policy V.L.2 which directs that "Each institution must develop a campus security plan to maintain the physical security of persons and property on the campus and in full cooperation with state and local law enforcement agencies."

1. Purpose:

This LCSC policy reflects Idaho State Board of Education policy V.L.2 which stipulates that "*An environment of safety and security is critical for institutions to cultivate a climate conducive to knowledge and learning.*" The State Board policy further directs that "*Each institution must develop a campus security plan to maintain the physical security of persons and property on the campus and in full cooperation with state and local law enforcement agencies.*" The objective of this LCSC policy is to protect and maintain life and property within the confines of the campus, to enforce the rules and regulations of the State Board of Education and Lewis-Clark State College, and to comply with the disclosure requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Federal Code 20 U.S.C. § 1092(f) et seq.

2. Organization:

State Board of Education policy (V.L.3) stipulates that "*Overall responsibility for campus security rests with the chief executive officer of the institutions. Each chief executive officer must designate a senior administrative officer and an alternate to serve as liaison between the institution and state and local law enforcement agencies.*" The President of LCSC designates the Vice President for Finance and Administration as the primary liaison between the College and law enforcement agencies, and the Director of Security is designated as the alternate liaison officer. The Lewis-Clark State College Campus Security Department operates under the direction of the Vice President for Finance and Administration (VPFA). The Director of Security is responsible for the operation of the Campus Security Department.

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3. Reporting of Criminal Actions or Emergencies:

The Campus Security Department is responsible for enforcement of policies, rules, and regulations set forth by the State of Idaho, Idaho State Board of Education, and Lewis-Clark State College. The Campus Security Department office is located in Meriwether Lewis Hall room 110. The department is staffed by trained officers with experience in security and law enforcement.

- A. Prevention of injury and/or property loss depends upon prompt notification and timely request for assistance to campus security personnel. All thefts, vandalism, violence, actual or suspected criminal activity, incidents of damage to persons or property; and lost or missing persons situations should be reported immediately.
- B. To report a crime or emergency, members of staff, students, faculty, and administrators should call 792-2226 or 2815. Security officers are on duty 24/7/365. Local law enforcement can be contacted by dialing 911 (on campus phone system users may need to dial 9-911).
- C. There several free telephones located on campus. They are located in Reid Centennial Hall, Library, Mechanical Technical Building, Student Union Building (SUB), and in the lobby of Clark Hall. Security can be reached by dialing ext. 2815 from any on-campus phone. There are also emergency phone systems on the south exterior doors of Talkington Hall and outside Thomas Jefferson Hall, as well as at the west entrance of Clark Hall. An emergency phone is also located inside the foyer of the Security Office in Meriwether Lewis Hall, Room 110, which is accessible from the north side of the Library parking lot.
- D. The Campus Security Department of Lewis-Clark State College maintains direct radio and telephone contact with the Lewiston Police Department, where support can be obtained immediately. The on-duty LCSC security officer(s) will answer all complaints, taking necessary steps to alleviate any dangerous situations. The Campus Security Department will notify the proper department and take steps to protect persons and property.
- E. When off-campus emergency service is called or has responded to an alarm (police/fire, etc.) the person responsible for the division, building, activity or area to which the emergency service is responding, shall notify campus security immediately.
- F. In case of a serious event or emergency, the appropriate emergency services should be called first, then Campus Security Department. The affected buildings will be evacuated when a fire alarm sounds unless advised differently by fire or security officers.
- G. The Campus Security Department shall be notified as soon as practicable when earlier-reported lost property is recovered.

4. Access to Campus Facilities

The Campus Security Department is responsible for locking and opening buildings and classrooms, which includes special events, when arrangements have been made in advance. Call Security if access to campus facilities is needed outside of regular hours or if assistance is needed to gain

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authorized entry to locked buildings/rooms. Notify Security if you will be working in in campus facilities beyond regular hours or on weekends/holidays.

- A. The Campus Security Department should be notified of all special events on campus as added security may be required for the protection of persons and property. This includes, but is not limited to, athletic events, fairs, flea-markets, powwows, dances and festivals.
 - B. Campus buildings and facilities are accessible to members of the campus community, guests and visitors during normal hours of business, and for limited designated hours on weekends. Doors are alarmed in some halls during the hours of darkness. Security personnel carry keys to all buildings. All buildings are regularly patrolled during each shift.
5. Law Enforcement Authority and Interagency Relationships
- The Campus Security Department does not have arrest authority but is authorized to make citizen's arrests when necessary, as granted by Idaho Statute 19-604.
- A. The Lewis-Clark State College Campus Security Department maintains a close working relationship with the Lewiston Police Department, Nez Perce County Sheriff's Department, and all appropriate elements of the criminal justice system. Meetings are held on a formal and informal basis. Crime related reports and statistics are routinely exchanged.
 - B. A close relationship is maintained with the Human Resource Services, Student Affairs, and Residence Life. Security reports concerning LCSC employees or students are coordinated with other affected LCSC units as needed.
6. Security Awareness and Crime Prevention Programs
- It is the philosophy of Lewis-Clark State College to attempt to prevent crimes rather than react to them after the fact. A primary tool to accomplish this is the Crime Awareness Program. The program is based upon the concepts of eliminating or minimizing criminal opportunities, whenever possible, and encouraging students and employees to be responsible for their own safety and the security of others. The following is a listing of the programs and projects used to accomplish this.
- A. Escort/Shuttle Program: An escort service is provided, particularly during the hours of darkness, for persons walking from buildings to their vehicles, or to persons needing transportation to Clearwater Hall on a case-by-case basis.
 - B. Resident Hall Security: Crime prevention brochures and other printed materials are made available to the students.
 - C. Telephones: Security may be reached by campus extension or off-campus numbers.
 - D. New Employee Orientation: Safety/security subjects are discussed by our safety officer for new employees
 - E. Lewis-Clark State College Alcohol/Drug Policy: See Policy #3.113 and Policy #3.114

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- F. Firearms and Dangerous Weapons: Concealed carry of firearms is permitted only within the parameters established in Idaho Statute (section 18-3309), State Board of Education policy (section V.L.1), and LCSC's Firearms Policy (policy 4.123 [link](#)). Additional guidance to students on possession or use of dangerous weapons and incendiary or explosive substances is contained in the [LCSC Student Handbook link](#).
 - G. Safety and Emergency Information: Additional guidance on information related to campus safety is contained in LCSC policy 3.135 ("Safety and Accidents") and in the LCSC Emergency Management Plan (EMP).
7. Disclosure requirements:
Statistics are compiled and posted on the Security website concerning the occurrence of crime on campus during the most recent school year, and during the preceding school years for which data are available.
8. Timely Warnings
- A. LCSC President or his/her designee is responsible for issuing timely warnings. Anyone with information warranting a timely warning should report the circumstances to Lewis-Clark State College Security Department or the President's office as soon as safely possible. In the event that a situation arises that requires issuance of a warning, these warnings are provided in order to keep the campus community informed about safety and security matters on an ongoing basis and in an effort to prevent similar crimes from occurring. The decision to issue a timely warning shall be decided on a case- by-case basis in compliance with the Clery Act, taking into consideration all available facts surrounding the campus community, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.
 - B. Procedure: Upon receipt of all relevant information and a determination has been made that a timely warning should be issued. Campus Administration will inform the campus community by immediately contacting the directors of Security and College Communications or their designees to allow for appropriate media distribution of the warning. In addition, a major catastrophe or disaster at LCSC, the College may provide timely information regard the incident(s) on the emergency website www.lcsc.edu/emergency, by posting flyers, student email, student radio station (KLCZ-88.9 FM) or other local media outlets. The warning may include, but is not limited to, the following information: type of crime, location of occurrence, and available suspect information.

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SECTION: Administration

SUBJECT: Firearms Policy

Background: LCSC's policy on firearms conforms to the provisions of Idaho law (Idaho Code 18-3309(2)) and State Board of Education policy. LCSC's policy has been put in place to ensure that a safe and secure environment is maintained at the College at all times. This policy complements LCSC Policy #3.136 ("Campus Safety and Security") and the LCSC Student Handbook.

Point of Contact: Vice President for Finance & Administration

Other LCSC offices directly involved with implementation of this policy or significantly affected by the policy: President's Office, Provost's Office, Vice President for Student Affairs Office, Campus Security, Athletic Department

Date of approval by LCSC authority:

Date of State Board Approval: Not applicable.

Date of Most Recent Review: Not applicable (this is a new policy which takes effect on July 1, 2014).

Summary of Major Changes incorporated in this revision to the policy: The entirety of this policy is new, with an effective date of July 1, 2014. Outlined herein are guidelines for LCSC employees and students pertaining to firearms on College-owned or controlled property and/or at College events.

SUBJECT: LEWIS-CLARK STATE COLLEGE FIREARMS POLICY

1. **Purpose:** This policy implements LCSC procedures to comply with the State Board of Education policy on firearms [see SBOE Policy V.L. ("[Campus Security](#)")]. As stated in SBOE policy, "An environment of safety and security is critical for institutions to cultivate a climate conducive to knowledge and learning." This plan provides specific guidance on firearms, complementing LCSC policies applicable to "dangerous weapons" in general, which are contained in the LCSC Safety and Security Plan and in the Student Handbook and associated policies. Maintenance of campus security is a shared effort, carried out in full cooperation with state and local law enforcement agencies. This policy applies to LCSC employees, students, and members of the general public while on College property.

2. **Responsible Offices:** Per State Board of Education policy, overall responsibility for campus security rests with the chief executive officer of the institution, i.e., the President of LCSC. The Vice President for Finance and Administration is designated by the President as a liaison between LCSC and local law enforcement agencies, with the LCSC Director of Security serving as the alternate liaison officer.

SECTION: Administration

SUBJECT: Firearms Policy

3. Authorized Carriage of Firearms: In accordance with Idaho statute, State Board of Education policy stipulates that “All institutions shall allow concealed carry of firearms and ammunition by holders of licenses described in section [18-3309\(2\), Idaho Code](#), under the conditions and limitations set out in that section” [i.e., retired law enforcement officers and citizens who have successfully completed training and have received an enhanced concealed weapons carriage permit from Idaho law enforcement, see [link](#) for details]. Any other possession of firearms on LCSC property is prohibited, unless specifically authorized as part of the LCSC safety and security plan, or if specifically approved on a case-by-case basis by the President of LCSC.

4. Definition of “Firearm”: “Firearm” as used in this policy means any instrument used in the propulsion of shot, shell, bullets, or other harmful objects by the action of gunpowder exploded within it, by the action of compressed air within it, by the power of springs, and including what are commonly known as “air rifles, BB guns, and pellet guns.” [Note: restrictions on other (non-firearm) types of potentially dangerous weapons are described in [LCSC’s Safety and Security policy](#) and in the [student handbook](#) and [student policies](#) (see [link](#)).]

5. Definition of “Concealed Carry”: “Concealed” means that the firearm is located on an individual’s body (or immediate extensions thereof, such as a purse or backpack), is not readily ascertainable, and is hidden from the ordinary sight of another person. A firearm is not concealed when it is viewable by another person, even if the revealing of the firearm is inadvertent and/or unintentional by the carrier. Concealed carry of a firearm must be done so that 1) the firearm is not discernible by ordinary observation and 2) the firearm is in such close proximity to the person that it is readily accessible for prompt use.

6. Restrictions on Concealed Carriage of Firearms: Persons issued a concealed firearm permit under section 18-3302H or 18-3302K, Idaho Code, shall not carry a concealed weapon:

- A. Within any College owned or operated residence hall;
- B. Within the following “public entertainment facility” with a capacity of at least 1,000 persons: the LCSC Activity Center and Harris Field complex. Signage to this effect is posted in/around this facility/area. This restriction applies at all times.
- C. In other facilities or areas on campus which are posted for “no weapons” in conjunction with designated special events, for the duration of the event only (for example, within the fenced/gated area established for the annual “Art Under The Elms” festival).

7. Exceptions: Authorized exceptions applicable to non-concealed carry of firearms—as listed in the LCSC Safety and Security Policy

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- A. The lawful possession of weapons by sworn peace officers, reserve officers, and qualified law enforcement officers, as such officers are defined in 18 U.S.C. Section 926B (whether in uniform or off-duty/plain clothes with proper identification), and on-duty armored transport personnel.
- B. Open carry of non-operational firearms is permitted by members of ceremonial color guard details as part of an authorized LCSC celebration (for example, annual commencement exercise). [Note: the requirement that color guard-borne firearms be non-operational does not apply in cases where the members of the ceremonial color guard are comprised of active duty or reserve military members or law enforcement personnel.]
- C. Any other requests for exceptions to LCSC firearm carriage policy (for example, the open carry of firearms as part of historical reenactments or open display of firearms for curriculum-related events or training/orientation) must be submitted to the LCSC President for approval on a case-by-case basis. Request forms can be obtained from the Security Department or the President's Office.

8. Possession or use of firearms by LCSC Employees: Employees are permitted to exercise their firearm rights as defined in Idaho code and LCSC policy. Unless an employee is required by the President (either on an ongoing or on a case-by case basis) to carry a firearm as part of the employee's specific job duties, any possession or use of a firearm by the employee is not considered to be within the course and scope of employment with the College.

9. Concealed Carry License Status: The College will not maintain a list of concealed license holders—this information is not a matter of public record. LCSC employees may not require students or other employees to disclose their concealed carry license status.

10. Firearm storage and additional information on firearm policies: Secure storage for personal firearms owned by LCSC students is available through Campus Security. Security operates on a 24/7 basis every day of the year. Firearms delivered to Security for storage should be presented unloaded, encased, and with a trigger lock attached or otherwise rendered inoperable. Please contact Security (792-2226) if you need assistance with storage of firearms or if you have questions related to LCSC's firearm policy. Additional information (including a summary of "frequently asked questions" on firearms) is also available on the Security Department's web page (see [link](#)).

11. Violations: Any College employee or student who is found to be in violation of this policy may be subject to disciplinary action including, as applicable, student suspension or expulsion, termination of employment or exclusion from the College. Violators may also be subject to prosecution under applicable laws.

University of Idaho



Security and Safety Plan

2014

Office of Public Safety & Security

875 Perimeter Drive MS 3162

T: 208-885-2254 E: campus-security@uidaho.edu

Security and Safety Plan

The University of Idaho has developed and implemented a broad range of safety and security policies. This plan provides an overview of the programs and policies that provide for the safety and security of the Vandal community. Safety and Security is a shared and collaborative effort at the University of Idaho.

The Office of Public Safety & Security consists of University Security, Risk Management, Emergency Management and, Environmental Health & Safety. The office of Public Safety is focused on creating and maintaining a safe environment for the UI Community and those who visit. We are engaged with internal and external stakeholders creating effective and efficient safety and security programs that enhance the living, learning and working experience at the University of Idaho.

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Timely Warnings and Emergency Notifications

To report a crime, dangerous situation, or imminent threat on campus, during daytime business hours call the Office of Public Safety and Security at 208-885-7074 or Campus Security 24-7 at 208-874-7550.

Emergency Notifications

The Clery Act requires institutions to issue an emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students and employees occurring on campus. If a report of a dangerous situation or immediate threat is received and an institutional official (or officials), in coordination with public safety agencies or community partners if necessary, has verified that a legitimate emergency or dangerous situations exists, the Office of Public Safety and Security (OPSS) will issue an emergency notification to the campus community. Authorized personnel from OPSS will send out a Vandal Alert, which may include some or all of the following methods of contact: Email, telephone message, and/or text message. The UI will, without delay, and taking into account the safety of the community, determine the content of the Vandal Alert notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Depending on the situation and circumstances, the information may also be included in various campus publications; the Public Safety and Security and University websites; and/or press releases.

In addition, the Vandal Alert system is tested at least once per semester.

Timely Warnings

The Clery Act requires institutions to make a "timely warning" to the campus community when a report of murder, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, or arson is received by campus security authorities and, in the judgment of the institution, the crime at issue poses a serious or continuing threat to students and employees. The Act and its implementing regulations leave it to each institution to determine the suitability, timing and substance for these reports. At the University of Idaho, the Office of Public Safety and Security (OPSS) along with senior leadership are responsible for making these determinations and for issuing "timely warnings" when appropriate.

When the OPSS becomes aware of criminal incidents that in the judgment of OPSS and the University's senior leadership constitute an ongoing or continuing threat to the campus community, the OPSS issues a timely warning to notify the community. Depending on the particular circumstances, a timely warning may be disseminated by using one or a combination of the following: Vandal Alert, which may include email, telephone message and/or text message; various campus publications; the Public Safety and Security and University websites; and/or press releases.

Reporting Crimes and Other Emergencies

Important Phone Numbers

- During an **EMERGENCY** (*Fire/Medical/Accident/Hazardous Spill*) always **CALL 911**
- To Reach CAMPUS SECURITY in a non-emergency, call (208) 885-7054
- For University of Idaho Emergency Updates, call (208) 885-1010
- National Poison Control call 1-800-222-1222
- Environmental Health & Safety (*Hazardous Materials/Lab Safety/Building Safety/Occupational Safety*) (208) 885-6524
- Facilities Services (208) 885-6246
- Moscow Police Department (non-emergency (208) 882-COPS (2677)
- OFFICE OF PUBLIC SAFETY AND SECURITY (208) 885-7074
- HUMAN RIGHTS, ACCESS AND INCLUSION The University of Idaho's non-discrimination policies, including bias or sexual harassment prevention and response, (208) 885-4285
- OMBUDS OFFICE Confidential, impartial and informal conflict resolution assistance, (208) 885-6151
- VIOLENCE PREVENTION PROGRAMS (208) 885-2956
- COUNSELING AND TESTING CENTER Free and confidential counseling services for students, call (208) 885-6716
- STUDENT AFFAIRS (208) 885-6757
- HUMAN RESOURCES (208) 885-3638
- BEHAVIOR OF CONCERN *If you see something, say something!* If you notice behavior of concern in students, staff, faculty or visitors, please seek advice from the Office of Public Safety and Security (208) 885-2254

Voluntary Confidential Reporting

The University of Idaho's confidential hotline number is: 800-775-1056. If anyone sees or suspects unethical or illegal behavior, they may report their concerns anonymously through this toll free number.

Campus Security Authority Training

A Campus Security Authority (CSA) is a person who has significant responsibility for student and campus activities and to whom crimes are most likely to be reported.

Campus Security Authorities include Faculty Advisors to student organizations, Athletic Team Coaches, the Director of Athletics, Intercollegiate Athletics Administration staff members, the Director of Movement Sciences, the Director of the Idaho Commons and SUB, the Dean of Students, the Director of Residences, Resident Advisors, Campus Security, the

Director of Emergency Management and Security Services, the Risk Officer and the AVP's of Coeur d'Alene, Boise and Idaho Falls Higher Education Centers.

An online training program for all Campus Security Authorities is available within the University of Idaho's learning management system: NetLearning .

Emergency Notifications and Evacuation Procedures

Emergency Notifications

Emergencies may range from severe weather to building evacuations to campus closures, and the University has a variety of methods to communicate with students, faculty, staff, visitors, and the public in the event of these and other possible emergencies. Depending on the situation, the University may use some or all of the following tools.

Vandal Alert is used to contact the University of Idaho community by email, text messaging and/or voice in the event of an emergency. If a timely warning or an emergency notification is sent, the Office of Public Safety and Security will utilize the Vandal Alert system to communicate pertinent information which may include but may not be limited to a description of the incident, location, and appropriate protective action to take.

University of Idaho Public Safety and Security website: <http://www.uidaho.edu/public-safety-and-security>. This website is updated with information during actual emergencies or campus closures.

Facebook. <https://www.facebook.com/UniversityOfIdahoEmergencyManagement> The University of Idaho Emergency Management Facebook page posts information about emergencies and safety concerns and is also two way communication from people who have "Liked" the page.

University of Idaho Active in Emergencies update line: (208) 885-1010. Students, faculty, and staff members may call this main number for information and status updates on emergencies and campus closures.

Local News Media. University Communications and Marketing sends press releases and communicates with local media. Because our students, staff, and faculty have varying schedules, the University depends greatly on broadcast media to communicate important emergency information to our campus community before or during their commutes.

Telephone Trees. The Office of Public Safety and Security, as well as all University Units, maintain and update telephone trees of contacts that are activated during emergencies.

The Office of Public Safety and Security primarily develops and disseminates emergency information in cooperation with University Marketing and Communications.

Evacuation Procedures

35.22 - Emergency Evacuation Procedures. The Environmental Health and Safety Office has developed general emergency evacuation procedures and each department supplements these procedures with departmental supplemental information. It is recommended that these procedures be posted in every department and distributed to all building occupants.

Comprehensive Emergency Management Plan (CEMP). The University CEMP describes three protective actions that may be issued by the University Office of Public Safety and Security or University personnel. Protective actions will be issued based on situational awareness and unique conditions.

Evacuation. The first protective action that may be issued by the University Office of Public Safety and Security or university personnel is a building or campus-wide EVACUATION. An EVACUATION protective action may be issued in response to a fire, hazardous materials spill/release, or active shooter situation. An EVACUATION protective action should not be issued for a bomb threat unless there is credible and specific information regarding the location and time of the threat. This protective action is aimed to keep students, faculty, staff, and visitors safe by creating distance between them and the hazard area. EVACUATION means immediately leaving the area you are located for another designated safe location. If a campus-wide EVACUATION is issued, everyone on a campus is required to immediately leave on foot in an orderly manner and should not try to leave by car. Specific information regarding how to properly EVACUATE can be accessed on the Environmental Health and Safety website at <http://www.uidaho.edu/public-safety-and-security/environmental-health-and-safety/topics/firesafety/fireexits>.

Shelter-In-Place. The second of the protective actions that may be issued by the University Office of Public Safety and Security or university personnel is SHELTER-IN-PLACE. A SHELTER-IN-PLACE protective action may be issued in response to a hazardous materials spill/release, active shooter situation, or weather emergency. This protective action is aimed to keep students, faculty, staff, and visitors safe while remaining indoors. SHELTER-IN-PLACE means selecting a secure, interior room if possible, with no or few windows, and taking refuge there. Students, faculty, staff, and visitors are required to immediately SHELTER-IN-PLACE in an orderly manner when directed by emergency response personnel or a Vandal Alert message. Specific information regarding how to properly SHELTER-IN-PLACE can be accessed on the Public Safety and Security website.

Temporary Closure. The third protective action that may be issued by the University Office of Public Safety and Security or university personnel is TEMPORARY CLOSURE. A TEMPORARY CLOSURE protective action may be issued after an EVACUATION is ordered and it is determined that a building or campus is unsafe until further notice. This protective action is aimed to keep students, faculty, staff, and visitors safe by keeping them out of the hazard area and away from emergency response operations. TEMPORARY CLOSURE means all campus classes and functions are canceled until further notice. Only essential personnel should remain on campus unless they are ordered to leave by University Office of Public Safety and Security, Executive or Response Teams, or local emergency response agency personnel. Current information regarding the status of the university during an emergency can be accessed on the Vandal Alert web page at <http://www.uidaho.edu/public-safety-and-security/emergency-management/Vandal-Alerts>.

The CEMP is a living document subject to change, updates, and revisions as environments of the University changes. The Office of Public Safety and Security plans and conducts annual exercises to test and validate plans, procedures, equipment, facilities, and training. Exercise evaluations are conducted and analyzed to determine what occurred, and compared to observations of the plans, policies, and procedures. These observations and comments are discussed in an After Action Review and recommendations for improvement are made in an After Action Report (AAR). An Improvement Plan (IP) is then developed to clarify actions necessary to implement improvements.

Missing Student Notification Policy Statement

95.34 - Missing Persons

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, notify Campus Security at their 24/7 number at (208) 874-7550.

University Security will contact the Director of Emergency Management and Security Services or designee. The Director of Housing and Dean of Students Office will also be contacted.

The Moscow Police Department (MPD) will be informed within 24 hours and will be provided with the student's emergency contact information. If the missing student did not designate an emergency contact person, a missing student report will still be made to MPD.

The Dean of Students Office (DOS) will attempt to notify the students' emergency contact(s) within 24 hours of determining that the student is missing. If the missing student is under the age of 18 and is not an emancipated individual, the DOS Office will notify the student's parents or legal guardian immediately after it has been determined that the student has been missing for 24 hours.

Security and Access Policy Statement

40.28 - Access Control Policy

It is the policy of the University of Idaho that after normal working hours all facilities shall be locked and secured in order to maintain the safety of both the facilities and their contents including any faculty, staff and/or students. Building card access systems provide an alternative method of controlling access to a building or area, allow for accountability in building access, and facilitate key management due to the reduced number of keys needed. Keys and cards are issued for entry to University facilities for the purpose of conducting University business only. The most effective security happens when all University employees and students share in the responsibility of ensuring the safety integrity of all campus facilities.

Residential Buildings

Access to campus residential buildings is operated by University Housing and is restricted to residents, their guests, and applicable staff. Access can be by card and/or key. Students will be issued a room key or room/suite access on their Vandal Cards when they check into the residence halls. They will also receive Vandal Card access to the exterior building doors.

We pride ourselves on having the highest standards of security and demonstrate numerous methods to ensure student residential housing safety, including:

- Vandal Card Building Access: residence hall students must use their Vandal Card to enter a residence hall and their card access is restricted to their specific residence hall building and community areas.
- Escort Policy: University Housing requires that students living in residence halls escort guests in and out of buildings at all times. Students may not have a guest stay more than 3 consecutive nights during the semester and is at no time allowed to give their guest card access to the residence hall.
- Resident Assistants (RA's): RA's are located in each hall/floor to resolve student's needs and act as a guide/monitor of student safety procedures and protocol.
- Professional Staff: Each residence hall has a live-in Resident Director or Area Coordinator who is a full time professional staff member available to assist students with any safety or community needs.
- LLC 24-Hour Desk: a 365 day operation, the 24-Hour desk serves as a student resource for emergencies, lock-outs, disturbances, complaints or other student needs. Students and University guests can visit the desk or reach it by phone at 208-885-7379.
- Moscow Police Department: University Housing works directly with the Moscow Police Department to ensure student safety. Police Officers do frequent hall walk-throughs to check that student safety procedures are being followed.

- Campus Security: University Housing works with the Campus Security officers to provide hall walk-throughs, safety checks and a 24-Hour campus 'Safe Walk' program.

Security Considerations in the Maintenance of Campus Facilities

Contractors working on University projects are required to meet with Facilities' Architectural and Engineering Services department to obtain authorization for access. They are then issued the appropriate keys and card access on a temporary basis to the required areas for their work. Contractors are responsible for the security of the keys/access, their proper use, and the spaces they unlock. Access and keys issued are for official authorized University of Idaho business use only, and are the property of the University of Idaho. Keys are to be returned to Facilities when the project requiring the keys/access ends or upon request. Project retention will not be released until all keys are returned. Some funding is typically retained from contractors, attempting to ensure all punch list and manuals, etc. are completed before final payout of the contract. Misuse and or loss of the keys/access issued could result in severe disciplinary action up to and including prosecution and/or restitution to re-key all affected areas.

Campus Law Enforcement Policy Statements Overview

95.15 - Crime Reporting and Programs and Campus Law Enforcement

Police services are provided by Moscow Police Department under a contract between the Regents of the University of Idaho and the City of Moscow. The Moscow Police Department has full police authority to investigate, apprehend and arrest, and to enforce applicable laws and ordinances on the campus. The Moscow Police have jurisdiction over streets, alleys and other public areas. Fraternities and sororities are located in the City of Moscow and receive police services from the Moscow Police Department. The Moscow Police Department interacts with federal, state and local law enforcement agencies. The contract with the City of Moscow for police services provides for the services of nine (9) FTE officers. When spread over 24-hours a day, 365 days a year this staffing level generally allows one or two officers to be on the campus or in adjacent areas of the city at all times, although variations will occur. There is a Police Sub-Station on the Moscow campus, located in the Idaho Commons at 875 South Line Street.

Campus Security

The University of Idaho Campus Security services are provided by AlliedBarton under a contract between the University of Idaho and AlliedBarton Security Services, LLC. The mission of the University Campus Security is to create a safe, secure campus to provide a safe educational environment through a community approach to security, the promotion of personal safety, and awareness and the deterrence of crime. They strive to preserve this safe and healthy environment through quality training, effective leadership, and collaboration with the Moscow Police Department. To make the University safer, the non-sworn, unarmed security team's core duties are:

- Performing regular visible patrols of the facilities to watch for potential safety hazards and crimes;
- Checking to ensure buildings are locked and secured;
- Documenting detected problems;
- Escalating issues to the University staff that have responsibility for the area/facility or to the Moscow Police Department as directed; and
- Providing Safe Walk services by accompanying students, faculty, and/or staff across campus to make sure they can safely traverse the campus without fear of personal harm.

Accurate and Prompt Reporting

95.15 - Crime Reporting and Programs and Campus Law Enforcement

All students, faculty, staff, and visitors are encouraged to promptly and accurately report criminal incidents, accidents, emergencies and non-emergencies. If there is an emergency on campus, call 911. For non-emergencies and other reports, call Campus Security at (208) 885-7054 on the 24/7 line or the Department of Public Safety and Security during campus business hours.

Pastoral and Professional Counseling Reporting

The University Counseling and Testing Center (CTC) provides a supportive and confidential environment for students to explore their concerns and learn new skills to deal more effectively with problems that may be interfering with their personal well-being and academic goals. Crisis appointments are also available during normal operating hours, and for after-hours crisis intervention students may call the CTC at (208) 885-6716. Professional counselors at the University are encouraged, if and when they deem appropriate, to inform those they counsel of the procedures for reporting crimes voluntarily for inclusion in the Security and Safety Plan.

Monitoring and Reporting of Criminal Activity

The University receives a crime report from the City of Moscow Police Department (MPD) on a daily basis that includes time and date, case number, nature, address, location, and disposition of reported incidents. The Office of Public Safety and Security and MPD collaborate to determine if any crimes in the City involve University students or student organizations. If criminal activity occurs, contact the Police or Sheriff Department in the local jurisdiction of the trip or event, and also submit an Accident/Incident report to the University.

Crime Prevention Programs

Threat Assessment and Management Team

The University of Idaho is committed to providing a safe working, living and learning environment for its members and visitors. This commitment applies to all facilities and locations, including vehicles and field locations, where university business is conducted or services are provided.

An important early step in preventing violence is to assess and manage any behavior that might develop into actions that would harm the self or others. The University is interested in providing assistance to individuals or units who observe behavior that concerns them, and that has potential to develop into disruptive or harmful actions.

If you notice behavior of concern in students, please refer your concerns to [Student Affairs](#).

If you notice behavior of concern in staff, faculty or visitors, please seek advice from the [Office of Public Safety and Security](#). Public Safety and Security can direct you to University resources to deal with the behavior that concerns you.

The University provides students, staff and faculty with many resources to address behavior of concern, and appreciates your individual role in working to make the University a safe environment.

Safe Zone Training

Safe Zone is a program at the University of Idaho which identifies faculty, staff, and students who can provide support and resources for Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) students, faculty, and staff. A Safe Zone sign indicates that the person who posted it is a person who will be understanding, non-judgmental, and trustworthy. Individuals will know that they can come to this person for help, advice, or just talk with someone who is supportive of their sexual orientation or gender identity. Safe Zone training is offered twice a semester to campus faculty, staff, and students who wish to establish a Safe Zone in their area. Also, Safe Zone training can be provided on site at other times.

Moscow Police Department

The Moscow Police Department partners with the University of Idaho to provide public safety and security programs to various groups on campus including fraternities and sororities.

Interagency Planning, Training, and Exercises

In addition to planning, training, and exercising with the Moscow Police Department and the Moscow Volunteer Fire Department, the UI Office of Public Safety and Security's Office of Emergency Management has representation on the Latah County Local Emergency Planning Committee (LEPC) and the North Central Healthcare Coalition. In addition, they participate in LEPC workshops and in Idaho Bureau of Homeland Security exercises.

Drug and Alcohol Policies

According to the University Student Code of Conduct, Article VIII: Alcohol and Drugs:

Drug Policy

The sale, use, or possession of illegal drugs is a violation of this code.

Alcohol Policy

Sale or illegal possession or illegal consumption of alcoholic beverages is prohibited in facilities owned, leased, or operated by UI and on campus grounds.

Alcoholic beverages may not be possessed or consumed under any circumstances in areas open to and most commonly used by the general public. These areas include, but are not limited to, lounges, student union buildings, recreation rooms, conference rooms, athletic facilities, and other public areas of UI-owned buildings or grounds.

UI's primary role in handling matters involving the use or potential use of drugs or alcohol by its students is that of counseling. However, in appropriate situations, the full range of sanctions may be applied. For students under 21, it is illegal to consume alcohol on or off campus.

For more detailed information about the [Student Code of Conduct](#) and the Judicial Process, go to the [Judicial Affairs](#) web page.

Substance Abuse Education Programs

The Counseling and Testing Center (CTC) offers assessment, short-term counseling, groups, educational programs, and referrals for students experiencing substance use and abuse issues. Counselors work with students to explore how their use of alcohol and/or drugs may be a problem or could interfere with their academic success. A non-confrontational approach is used to help students develop strategies to reduce their consumption and the negative consequences of their alcohol and drug use. Online screening for alcohol problems is available on the [CTC web site](#). Students who require intensive outpatient counseling or inpatient treatment are referred to an appropriate off-campus facility.

The Moscow Police Department teaches alcohol education and blood alcohol content (BAC) awareness through an interactive presentation with six pre-determined volunteers drinking to different levels of intoxication and performing some live field sobriety tests to illustrate the different levels of impairment.

The Office of the Dean of Students coordinates programs in substance abuse education for students. Regularly occurring programs include the following:

- Alcohol Awareness Week with guest speakers and forums in student living groups and places of public assembly;
- Leadership Training for fraternity/sorority leaders, residence hall officers and resident advisors; and
- New Student Orientation includes discussions on substance abuse and wellness issues.

For more information, Read the 2012 Drug and Alcohol Abuse Prevention and Education notification for University of Idaho Students and Employees.

<http://www.uidaho.edu/~media/Files/orgs/Student%20Affairs/DOS/Safety/Annual%20Notification%202012>

Firearm Policy

FIREARMS

Effective July 1, 2014, section 18-3309, Idaho code permits qualified retired law enforcement officers and individuals who have obtained an Idaho enhanced concealed weapon license, to possess a concealed firearm on public college and

university property; with the exception of carrying within student dormitories or residence halls and at public entertainment/sporting facilities with a seating capacity of greater than 1,000.

The University of Idaho recognizes that a safe and secure environment is critical to maintaining a climate that is conducive to learning. The University of Idaho Firearm policy is consistent with State of Idaho law and The Governing Policies and Procedures of the Board of Regents of the University of Idaho.

The University of Idaho allows the concealed carry of firearms and ammunition by holders of licenses described in section 18-3309(2), Idaho Code under the conditions and limitations set out in that section. Any other possession of firearms, including open carry, on University property is prohibited under the authority granted in section 18-3309 (1), Idaho Code, unless specifically approved by the Executive Director of Public Safety & Security or as specified in this policy."

Sex Offenses Policy

Faculty Staff Handbook (FSH), Chapter Two: 2350 Student Affairs Policies Sexual Harassment & Sexual Violence Pertaining Specifically To Students

NOTE: The following policy will apply to claims of Sexual Harassment (including Sexual Violence) and claims of Gender-Based Harassment whether occurring on or off campus. The terms of this policy supplement current University policy regarding Sexual Harassment, and supersede any contrary terms in any current University policy (including any contrary terms in FSH [2200](#) - Statement of Student Rights; FSH [2300](#) - Student Code of Conduct; FSH [2450](#) - Appeals to Faculty Senate in Disciplinary Cases; FSH [3215](#) – Non-Discrimination on the Basis of Sexual Orientation and Gender Identity/Expression; FSH [3220](#) – Sexual Harassment). [rev. 5-12]

FSH: Reporting, Jurisdiction, Judicial Process and Appeals

A. DEFINITIONS:

A-1. "Gender-Based Harassment" includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

A-2. "Sexual Harassment" is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual Violence is a form of Sexual Harassment.

A-3. "Sexual Violence" refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall within the definition of Sexual Violence, including but not limited to rape, sexual assault, sexual battery, and sexual coercion. All such acts of Sexual Violence are forms of Sexual Harassment.

A-4. "Educational Setting" refers to all the academic, educational, extracurricular, athletic and other programs of the University of Idaho, whether those programs take place in a University facility, at a University class or training program, or elsewhere.

B. REPORTING SEXUAL VIOLENCE. Students who have been sexually assaulted always have the option of reporting the incident to the police. The University of Idaho will provide whatever assistance the victim needs in notifying the police. On-campus assaults should be reported to the Office of Public Safety and Security at (208) 885-7074. Off-campus incidents taking place around campus or in the city of Moscow should be reported to the Moscow Police Department at (208) 882-

COPS (2677). Assaults taking place elsewhere should be reported to the local police in the jurisdiction where the crime occurred; upon request, the Office of Public Safety and Security will assist victims in reporting to the appropriate law enforcement agency. In all cases, emergency assistance can be reached by calling 911.

Additionally, or if the victim does not wish to prosecute the offender or report the offense to the police, she/he can still file a report with the Dean of Students Office and Campus Title IX Coordinator provided the offender is a student. An administrative investigation will be initiated under procedures outlined in the Student Code of Conduct. Students who believe they have experienced sexual harassment, including sexual violence, are encouraged to come forward to receive assistance. But regardless of whether the harassed student files a complaint or otherwise requests assistance, university employees who know about possible harassment must take appropriate steps to report the information to the Title IX Coordinator.

C. JURISDICTION. The jurisdiction of University of Idaho disciplinary regulations shall expand to govern off-campus conduct when such off-campus conduct constitutes Sexual Harassment or Gender-Based Harassment that may have continuing adverse effects in the Educational Setting.

D. VIOLATIONS OF THE STUDENT CODE OF CONDUCT:

D-1. Sexual Harassment and Gender-Based Harassment are violations of the Student Code of Conduct (see [FSH 2300](#)).

D-2. Because campus security and safety are critical to the essential operation of the University, even a single violation of the Student Code of Conduct's prohibition of Sexual Harassment or Gender-Based Harassment may merit expulsion.

E. CHARGES OF SEXUAL HARASSMENT OR GENDER BASED HARASSMENT:

E-1. When the allegations in a student's complaint include Sexual Harassment or Gender-Based Harassment, the Dean of Students office ("DOS") must investigate the incident and take immediate steps to protect the complainant in the Educational Setting. This applies whether the alleged conduct occurred on or off campus.

E-2. A preponderance of the evidence (more likely than not) standard will be used to evaluate allegations of Sexual Harassment or Gender-Based Harassment.

E-3. The DOS may determine to temporarily delay fact-finding in an investigation regarding Sexual Harassment or Gender-Based Harassment while law enforcement authorities are gathering evidence; but once notified that law enforcement has completed gathering evidence, the DOS must promptly resume fact finding. The DOS may not await the ultimate outcome of a law enforcement investigation or the filing of charges before resuming or beginning fact finding. *[ed. 5-12]*

E-4. Both parties must be afforded similar and timely access to any information that will be used at the hearing, other than each party's work product (or that of the party's advisor), consistent with FERPA and other relevant laws, including any recognized privilege.

F. RIGHT TO A HEARING:

F-1. The University Judicial Council ("UJC") (see [FSH 2400 B-2](#) & [1640.93](#)) hearing shall be private when the matter involves charges of Sexual Harassment or Gender-Based Harassment.

F-2. During a hearing involving charges of Sexual Harassment or Gender-Based Harassment, neither the accused student nor his or her representative will be permitted to directly question the complainant(s). Instead, such persons may submit written questions to the chair of the UJC ("Chair"), who will ask questions the Chair determines to be appropriate. *[rev. 5-12]*

G. TYPICAL TIMEFRAME OF THE PROCESS: (see [FSH 2300 X](#)). A typical timeframe for the complaint investigation and hearing procedure is as follows: (1) The University investigation of the complaint is generally completed within 60 calendar days following receipt of a complaint; (2) Both parties receive a response regarding the outcome of the complaint within 10 business days following the UJC's decision; (3) Either party may appeal the UJC's decision within 14 calendar days in accordance with the Appeals provision below. Both parties should receive periodic updates from the DOS. A number of factors may influence the timeframe of any particular complaint investigation and hearing procedure; this typical timeframe is provided for informational purposes only and does not bind the University to this timeframe for any particular complaint. *[rev. 5-12]*

H. APPEALS: (see [FSH 2450](#))

H-1. Either party has the right to appeal the decision of the UJC by notifying the Office of the Faculty Secretary to that effect in writing, within 14 calendar days following receipt by the party of the written decision of the UJC. Parties wishing to appeal must include valid contact information. Appeals may be sent to: Office of the Faculty Secretary, P.O. Box 441106, Moscow, ID 83844-1106.

H-2. A subsequent hearing before the UJC or another board as the result of an appeal by either party, shall not be considered a second "trial" for purposes of [FSH 2200](#) IV(10).

H-3. This Section H specifically supersedes any contrary provision of [FSH 2450](#), including, specifically, subsection D-10.

I. DISCLOSURE OF OUTCOME OF DISCIPLINARY PROCEEDING:

I-1. Both the complainant and the accused student will be notified, in writing, of the outcome of a complaint and any appeal. "Outcome" for these purposes means whether the harassment was found to have occurred. The University will only disclose information about the sanctions imposed when they directly relate to the harassed student, such as a sanction of no contact with the complainant.

I-2. When the allegations include a crime of violence or a non-forcible sex offense, the University will, disclose to the alleged victim of such crime or offense the final results of any disciplinary proceeding conducted by the University against a student who is an alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph. The University may disclose to anyone, upon written request, the final results of a disciplinary proceeding if the University determines that the student is an alleged perpetrator of a crime of violence or a non-forcible sex offense, and, with respect to the allegation made, the student has committed a violation of the institution's rules or policies. "Final results" for these purposes means the name of the accused student, any violation found to have been committed, and any sanction imposed against the accused student by the University. *[rev. 5-12, ed. 10-12]*

I-3. When the allegations include a sex offense, both the complainant and the accused student must be informed of the outcome of any institutional disciplinary proceeding (APM [95.20](#) G-2) brought against the accused student. "Outcome" for these purposes means the University's final determination with respect to the alleged sex offense and any sanctions imposed against the accused student. *[ed. 5-12, ed. 10-12]*

Description of Educational Programs

The Violence Prevention Programs Office offers a variety of presentations relating to interpersonal violence. Topics include:

- Sexual Assault (General)
- Sexual Assault on College Campuses
- Sexual Assault & People with Disabilities

- The Intersections of Interpersonal Violence: (Overview) Child Abuse, Incest, Sexual Assault & Rape, Dating Violence, Domestic Violence & Stalking
- Domestic Violence (general)
- Domestic Violence and the Criminal Justice system
- Domestic Violence as a Global Health Issue
- Dating Violence (general)
- Dating, Domestic Violence & Stalking: Technology as a Weapon
- Stalking (general)
- Interpersonal Violence: Unique Challenges for members of the LGBTQ community
- How Can I Help? An overview of what friends, families and colleagues of survivors of violence need to know

Speakers Bureau. The Speakers Bureau is made up of students, staff and faculty members who also are survivors of Interpersonal Violence (IPV). They are a resource for students, student and general media, faculty and staff. Their immediate goal is to remove the stigma from survivors and discussions surrounding sexual assault, child abuse, domestic violence, dating violence and stalking to create empathy and inspire individual and collective action in addressing the causes underlying person-to-person violence.

Audiences may include: Residence halls, classes, events and faculty meetings or groups. News reporters, faculty, staff and students might also wish to contact the Speakers Bureau members for stories and projects in which they need to talk to someone close to the issues.

Procedures to Follow In the Event of a Sexual Assault

Get to Safety: Get to a safe place, and ask a friend to stay with you.

Call Help: Call the 24-Hour helpline **(208) 883-HELP (4357)** to speak with an advocate for confidential and anonymous support. This advocate can help walk you through the process of seeking medical help, preserving evidence and reporting the crime, based on what you are comfortable with.

Preserve Evidence: Try to preserve all evidence of the assault. Avoid drinking, bathing, showering, douching, brushing your teeth, or changing your clothes. Evidence can be collected at an emergency room and you can decide later whether or not you want to press criminal charges. Collecting physical evidence must occur within 96 hours (4 days).

Write Down Details: Try to write down, or have a friend write down, everything you can remember about the incident including a physical description of the perpetrator, their identity if you know it, and the use of threats or force.

Get Medical Attention: Your personal health is most important! Visit an emergency room or medical facility to be checked out. This includes testing for HIV and other sexually transmitted infections (STIs), as well as receiving preventative treatments (medications to prevent STIs and pregnancy and protect against HIV transmission may be offered). A nurse who is a specially trained Sexual Assault Nurse Examiner (SANE) will help you and [collect evidence](#).

On-Campus Resources

[Violence Prevention Program](#)-(208) 885-2956

If you or someone you know has experienced a sexual assault or is in an abusive relationship, we are here to help. We are here to listen, support, and provide you with resources and options - you should not have to face an abusive situation alone! [Click HERE for Campus Sexual Violence Policy](#)

[Student Health Clinic](#)-(208) 885-6693

In the event of a sexual assault, if you need information on how to obtain [emergency contraception](#) or STD testing, call the Student Health Clinic on campus to set up an appointment.

[Counseling & Testing Center](#)-(208) 885-6716

To meet with a counselor on campus, please contact our Counseling & Testing Center to schedule an appointment.

Off-Campus Resources

[Alternatives to Violence of the Palouse](#) (ATVP)- (208) 883-4357

If you need a confidential advocate to walk you through the process of getting the help you need regarding sexual assault, domestic violence or stalking, contact ATVP.

[Moscow Police Department](#)- (208) 882-COPS (2677)

To report sexual assault or domestic violence, please contact the Moscow police Department.

[National Sexual Assault Hotline](#)-1 (.800)656-HOPE

Changes in Academic and Living Situation

Whenever the University receives a report of sexual misconduct or sexual assault, complainants who are members of the university community may be referred to an advocate from the Violence Prevention Program who can serve as a resource person to the complainant to identify, explain and navigate the complainant's reporting options and the available support services. This may include but is not limited to referrals to counseling, educational support, medical treatment, and information about university processes, criminal processes, and legal assistance. The advocate may also provide assistance in rearranging class schedules, extracurricular activities, and on-campus housing/dining arrangements (for reasons including avoiding contact with the accused student).

The advocate may also assist the complainant in working with appropriate offices to make reasonable accommodations such as, but not limited to:

- issuing written instructions to the accused student restricting him or her from making contact with the complainant;
- temporarily moving the complainant—if living in university housing—to other living arrangements; or
- making alternative instructional arrangements for the accused student.

Registered Sex Offenders

The University advises the campus community where information provided by the State of Idaho concerning registered sex offenders may be obtained. A link to the Idaho State Police Sex Offender Registry (SOR) may be accessed from the Security Services website: <http://www.uidaho.edu/public-safety-and-security/security-services/sexualassault/awareness>. The Idaho SOR searches may be conducted by registrant's last name, city, county, zip code, or map. In addition, the National Sex Offender Registry may be accessed via the Idaho State Police webpage.

Student Disciplinary Hearing Results

Upon request the University will disclose the results of a disciplinary proceeding for a violent crime or non-forcible sex offense to:

- The victim of such crime or offense; or
- The next of kin, if the victim is deceased.

Boise

Boise Center for Higher Education

The University of Idaho's Boise Center for Higher Education is located at the Idaho Water Center, 322 East Front Street, Boise, Idaho. The Boise Center does not have campus residences.

Boise Center Law Enforcement

The agency providing law enforcement services to the Boise Center is the Boise Police Department. The Boise Police Department has full police authority to investigate, apprehend and arrest, and to enforce applicable laws and ordinances on the campus. The university does not have a contract with the Boise Police Department for law enforcement services.

If minor offenses involving university rules and regulations are committed by a university student, the police may also refer the individual to the disciplinary division of Student Affairs.

Important Phone Numbers

Emergency: 911

Reporting Crimes:

- Boise City Police Department, 333 N. Mark Stall Place, Boise ID, (208) 337-6790
- Boise Center:
 - AVP/ CEO Boise, 322 E. Front St., Ste. 350, Boise ID, (208) 364-4002
 - Events Coordinator and Operations Manager, 322 E. Front St., Ste. 324, Boise ID, or (208) 364-6137

For Medical Treatment:

- St. Alphonsus Regional Medical Center., 901 N. Curtis Rd., Boise ID, (208) 367-3221
- St. Luke's Boise Medical Center., 190 E. Bannock St., Boise ID, (208) 381-2222
- Treasure Valley Hospital, 8800 Emerald, Boise ID, (208) 373-5000

Reporting Assistance:

24-hour Rape Crisis Hotline - (208) 345-7273 – Women's and Children's Alliance, 720 West Washington St., Boise, ID

Employee Assistance Program:

Crisis Services 24-hour line (800) 833-3031, or Monday-Friday 8:00 a.m. - 5:00 p.m., (800) 999-1077

Other Phone Numbers:

- For University of Idaho Emergency Updates, call (208) 885-1010
- National Poison Control call 1-800-222-1222
- Environmental Health & Safety (*Hazardous Materials/Lab Safety/Building Safety/Occupational Safety*) (208) 885-6524
- OFFICE OF PUBLIC SAFETY AND SECURITY (208) 885-7074
- HUMAN RIGHTS, ACCESS AND INCLUSION The University of Idaho's non-discrimination policies, including bias or sexual harassment prevention and response, (208) 885-4285
- OMBUDS OFFICE Confidential, impartial and informal conflict resolution assistance, (208) 885-6151
- VIOLENCE PREVENTION PROGRAMS (208) 885-2956
- COUNSELING AND TESTING CENTER Free and confidential counseling services for students, call (208) 885-6716
- STUDENT AFFAIRS (208) 885-6757
- HUMAN RESOURCES (208) 885-3638
- BEHAVIOR OF CONCERN *If you see something, say something!* If you notice behavior of concern in students, staff, faculty or visitors, please seek advice from The Office of Public Safety and Security (208) 885-2254

Coeur d'Alene

The Coeur d'Alene Center for Higher Education

The University of Idaho's Coeur d'Alene Center for Higher Education is located at North Academic Way, Suite 242, Coeur d'Alene, Idaho. The Coeur d'Alene Center does not have campus residences.

Coeur d'Alene Center Law Enforcement

The agency providing law enforcement services to the Coeur d'Alene Center is the Coeur d'Alene Police Department. The Coeur d'Alene Police Department has full police authority to investigate, apprehend and arrest and to enforce applicable laws and ordinances on the campus. The university does not have a contract with the Coeur d'Alene Police Department for law enforcement services.

If minor offenses involving university rules and regulations are committed by a university student, the police may also refer the individual to the disciplinary division of Student Affairs.

Important Phone Numbers

Emergency: 911

Reporting Crimes:

- Coeur d'Alene City Police, 3818 Schreiber Way, Coeur d'Alene, (208) 769-2320
- Coeur d'Alene Center:
 - AVP/CEO of Northern Idaho, 1031 N. Academic Way, Ste. 242, Coeur d'Alene ID, or (208) 667-2588

For Medical Treatment:

Kootenai Medical Center, 2003 Kootenai Health Way, Coeur D'Alene ID, (208) 666-2000

Reporting Assistance:

24-hour Rape Crisis Line - (208) 661-2522 – North Idaho Violence Prevention Center

Employee Assistance Program:

Crisis Services 24-hour line (800) 833-3031, or Monday-Friday 8:00 a.m. - 5:00 p.m., (800) 999-1077

Other Phone Numbers:

- For University of Idaho Emergency Updates, call (208) 885-1010
- National Poison Control call 1-800-222-1222
- Environmental Health & Safety (*Hazardous Materials/Lab Safety/Building Safety/Occupational Safety*) (208) 885-6524
- OFFICE OF PUBLIC SAFETY AND SECURITY (208) 885-7074
- HUMAN RIGHTS, ACCESS AND INCLUSION The University of Idaho's non-discrimination policies, including bias or sexual harassment prevention and response, (208) 885-4285
- OMBUDS OFFICE Confidential, impartial and informal conflict resolution assistance, (208) 885-6151
- VIOLENCE PREVENTION PROGRAMS (208) 885-2956
- COUNSELING AND TESTING CENTER Free and confidential counseling services for students, call (208) 885-6716

- STUDENT AFFAIRS (208) 885-6757
- HUMAN RESOURCES (208) 885-3638
- BEHAVIOR OF CONCERN *If you see something, say something!* If you notice behavior of concern in students, staff, faculty or visitors, please seek advice from The Office of Public Safety and Security (208) 885-2254

Idaho Falls

Idaho Falls Center for Higher Education

The Idaho Falls Center for Higher Education is located at 1776 Science Center Drive, Suite 306, Idaho Falls, Idaho, and is part of the Idaho State University/University of Idaho Center for Higher Education at University Place. The Idaho Falls Center does not have campus residences.

Idaho Falls Center Law Enforcement

The agency providing law enforcement services to the Idaho Falls Center is the Idaho Falls Police Department. The Idaho Falls Police Department has full police authority to investigate, apprehend and arrest, and to enforce applicable laws and ordinances on the campus. The university does not have a contract with the Idaho Falls Police Department for law enforcement services.

If minor offenses involving university rules and regulations are committed by a university student, the police may also refer the individual to the disciplinary division of Student Affairs.

Unique to Idaho Falls, on-site non police or emergency security is also provided by Idaho State University Public Safety. Idaho State University's Public Safety employees do not possess arrest power

Important Phone Numbers

Emergency: 8-911 (When the call is made from an Idaho Falls campus land line.)

Reporting Crimes:

- Idaho Falls City Police, 605 N. Capital Ave., Idaho Falls ID, (208) 529-1200
- Idaho Falls Center:
 - AVP/CEO Idaho Falls, 1776 Science Center Dr., Idaho Falls ID, or (208) 282-7960

For Medical Treatment:

Eastern Idaho Regional Medical Center, 3100 Channing Way, Idaho Falls ID, (208) 529-6111

Reporting Assistance:

24-hour Crisis Hotline – (208) 235-2412 – Domestic Violence and Sexual Assault Center

Employee Assistance Program:

Crisis Services 24-hour line (800) 833-3031, or Monday-Friday 8:00 a.m. - 5:00 p.m., (800) 999-1077

Other Phone Numbers:

- For University of Idaho Emergency Updates, call (208) 885-1010
- National Poison Control call 1-800-222-1222
- Environmental Health & Safety (*Hazardous Materials/Lab Safety/Building Safety/Occupational Safety*) (208) 885-6524
- OFFICE OF PUBLIC SAFETY AND SECURITY (208) 885-7074

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University Housing Fire Safety Regulations

Resident Handbooks

All students signing a lease agreement with University Housing receive a handbook for their residence hall or on campus apartment. These handbooks outline the University of Idaho's Fire Safety Regulations. They also address university policies regarding portable electrical appliances, smoking and open flames.

1. Residence Hall Handbook (updated 8/15/2012): <http://www.uidaho.edu/~media/Files/orgs/Finance-and-Administration/University%20Housing/Forms%20and%20Policies-new/2012-2013/Residence%20Hall%20Handbook%20Final%20081512.ashx>
2. Apartment Handbook (updated 9/12/2012): <http://www.uidaho.edu/~media/Files/orgs/Finance-and-Administration/University%20Housing/Forms%20and%20Policies-new/2012-2013/Apartment%20Handbook%202012-2013%20-%20Final%20091212.ashx>

Evacuation Procedures

Residence Halls

1. Students are responsible for reading and understanding the fire safety procedures posted on the back of their dorm room entrance.
2. Students are responsible for locating all exits from their floor, memorizing their locations, and becoming familiar with "landmarks" that would aid evacuation if visibility were reduced by smoke.
3. Students are responsible for locating all fire alarm pull stations on their floor and familiarizing themselves with the correct operation.
4. At the first sound of a fire alarm, students are expected to immediately leave the building and cross to the other side of the street.

On Campus Apartments

1. Residents are expected to vacate their apartment when instructed by University, Police, or Fire personnel.
2. Elmwood Apartment residents vacate their apartment and evacuate to the other side of the street in the event of a fire alarm.

Fire Notification Reporting Procedure

1. The individual reporting a fire (staff member or student) notifies the fire department.
2. The individual reporting a fire then notifies the University Housing staff member on call.
3. The University Housing staff member assesses the situation and notifies the Director of University Housing.
4. Any additional notifications are made by the Housing Director.
5. The staff member on call completes a fire report.
6. The Assistant to the Director is responsible for faxing fire reports to Campus Security.

More information is available under "Emergency Plans" on the University Housing website:
<http://www.uidaho.edu/universityhousing/apartment-housing/health-and-safety/emergency-plans>

Fire Safety Training

The Department of Environmental Health and Safety trains resident directors at the beginning of the academic year. The resident directors are responsible for training their resident assistant staff. In 2012 the resident directors received additional training to aid them in training their resident assistants.

**EITC SAFETY AND SECURITY
PROGRAM**

SAFETY INCLUDES:

- Maintenance
- Drills
- Self-guided training through GCN and local presentations.
- Student Orientation
- Periodic Building Inspections
- Chemistry Hygiene Plan
- Compliance with Hazardous Materials regulations

PHYSICAL SECURITY INCLUDES

- Weapons Control Policy
- Security Officer Instructions
- Key Control
- Badge Control
- Clery Act Policies
- Campus Security Authority (CSA) training
- Campus Security Tips

INFORMATION SECURITY INCLUDES

- Firewalls
- Strong passwords frequently changed
- Data segregation and Read-Write, Read Only and No Access controls
- Limits to data access through permissions based on need to know (Colleague, Blackboard)
- Control and protection of non-public information including Social Security #
 - Family Education and Right to Privacy Act (FERPA)
 - Personal Cardholder Information Data Security Standard (PCI DSS)
 - Graham-Leach-Bliley Act (GLB)
 - Red Flags
 - NOT Health Insurance Portability and Accountability Act (HIPAA)
(not a covered entity)

EMERGENCY RESPONSE INCLUDES:

- One page flyer containing brief summary
- Emergency Action Information
- Supplemental Emergency Information
- Rapid Response Bags
- Employee and Student Notification Systems

GUNS ON CAMPUS – OVERVIEW (#1)

We have always had concealed weapons on campus.

It has never been “illegal” to carry a weapon on campus.

- Administrative procedure
- Can't arrest
- Can cite for trespassing
- Can take administrative or disciplinary action.

The new law just says administrative procedures cannot ban concealed carry with an enhanced permit.

SBOE can still issue administrative procedures. Revision in process.

GUNS ON CAMPUS – OVERVIEW (#2)

We asked 6 lawyers what “concealed” means.

There was actually some agreement. Not a lot, but some.

Our survey said a concealed weapon is:

- Not discernable by ordinary observation (#1 answer)
- Not readily apparent (#2 answer)

If the outline of a weapon shows through a jacket or other clothing, it is not concealed.

If a weapon is visible in a purse, backpack or other bag, it is not concealed.

GUNS ON CAMPUS – OVERVIEW (#3)

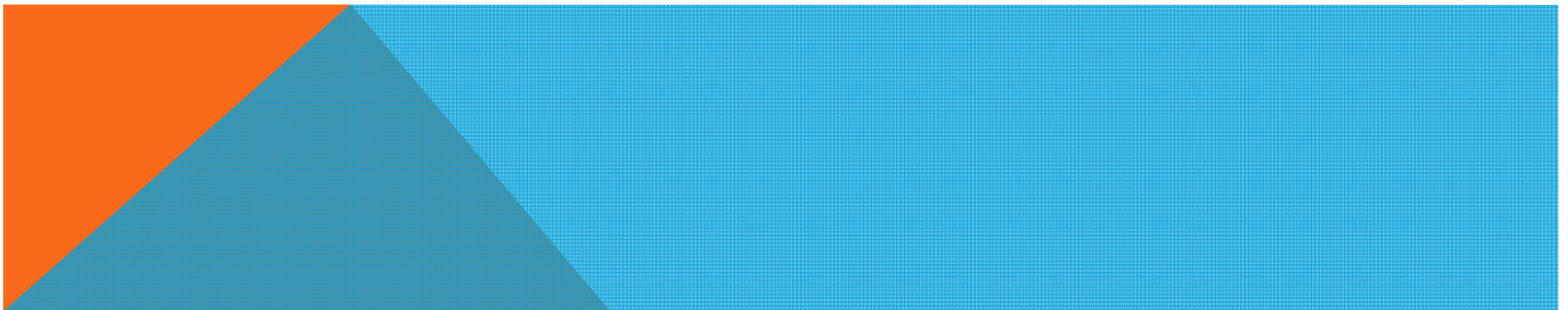
What's a weapon for concealed carry purposes?

Is a weapon	Dirk, dirk knife, bowie knife, dagger, pistol, revolver or any other deadly or dangerous weapon.
Is not a weapon	Knife, cleaver or anything else used in preparing and consuming food. Knife with a blade less than 4" Stun gun Pepper spray.

GUNS ON CAMPUS – OVERVIEW (#4)

So what?

The new law requires colleges to allow concealed carry of firearms with an enhanced concealed carry permit. There is no authorization beyond that and schools can ban any and all other concealed carry.

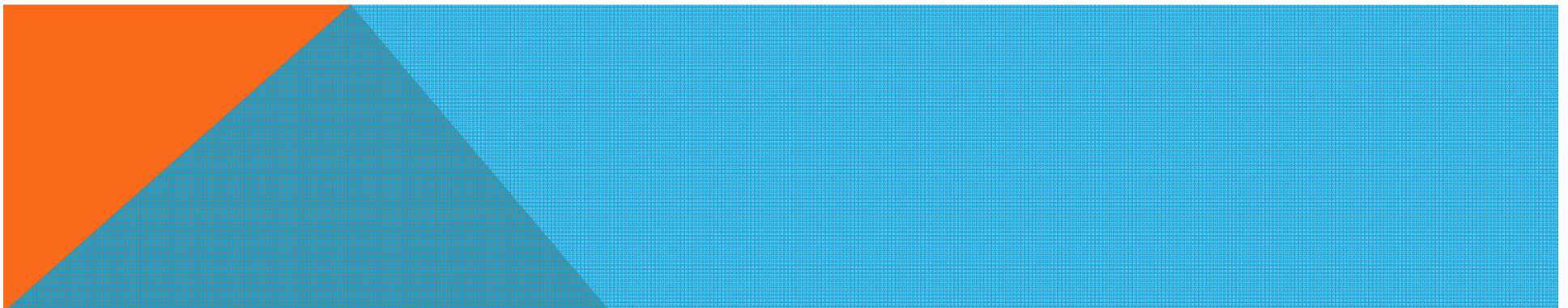


GUNS ON CAMPUS – EITC RESPONSE

We will not arm security.

- Extra cost and no funding.
- For many possible scenarios, security would not arrive on scene before 911 response.
- Security duties as incident commander conflict with rushing to scene.

Our policy on security forces is still being reviewed and we will adjust policy based on funding and other factors.



GUNS ON CAMPUS – WHAT CAN YOU DO? (#1)

1. Individual exposes a concealed carry weapon.
 - a. Inadvertent – no action is required. If repeated, call Security.
 - b. Deliberate - call Security.
 - c. Brandishes – call 911. This includes any weapon in hand, waved or not.
2. Individual seen carrying an exposed weapon.
 - a. If seen as threat, run or hide.
 - b. Call 911 if safe to do so.
 - b. Then call Security if safe to do so.

GUNS ON CAMPUS – WHAT CAN YOU DO? (#1A)

	Inadvertent Display	Deliberate Display	Brandishing*
Do nothing	X		
Call Security		X	
Call 911			X

* Brandishing a weapon is considered holding a weapon in hand, waving or not.

GUNS ON CAMPUS – WHAT CAN YOU DO? (#2)

Q: Can EITC employees carry concealed weapons?

A: Yes, subject to the same restrictions as anyone else.

Q: Can EITC employees use concealed weapons in self defense?

A: EITC has no policy allowing or preventing this. If you do this, you are on your own. It is not within the scope of your duties. You might be protected from criminal prosecution. You are probably not protected from a civil suit.

Q: Can faculty / staff / security ask to see a concealed weapons permit if weapon is exposed?

A: Yes, however the person with the weapon (or suspected carry) is not required to show you the permit. (Must show to sworn law enforcement officers)

GUNS ON CAMPUS – WHAT CAN YOU DO? (#3)

Q: Can I ban concealed weapons from my office?

A: No.

Q: Can I ban concealed weapons from my classroom?

A: No.

Q: Can I ban contractors and their employees from carrying concealed weapons?

A: Yes.

GUNS ON CAMPUS – WHAT CAN YOU DO? (#4)

Q: Can I ban people who are renting facilities from carrying concealed weapons

A: Yes, but enforcement is a breach of contract rather than violation of law.

Q: Can we require those with concealed carry permits to register on some list?

A: No.

Q: Can we ban weapons other than firearms?

A: Yes. Law pertains to firearms only. But ban is EITC policy only, not SBOE or law.

GUNS ON CAMPUS – WHAT CAN YOU DO? (#4)

Q: If high school or other students come on campus, does the campus become a gun free zone?

A: No. There might be some circumstances at other campuses where a college and high school coexist. Does not apply at EITC.

Q: Concealed carry is not allowed in venues > 1000. Can we ban from commencement exercises?

A: Commencement at Civic Auditorium is not EITC property. Concealed carry with a regular permit is allowed for those not subject to EITC rules. Otherwise, EITC rules apply at EITC activities off campus.

Q: Can we ban concealed carry at leased facilities?

A: Only if the lease forbids concealed carry. The law defaults to landowner rights.



Safety and Security Program

Preface

Safety and security are terms which tend to be used interchangeably. This document makes no effort to define the two terms, but categorizes various functions as safety or security based on commonly accepted usage.

Safety includes:

1. Maintenance to remove hazards and maintain existing protective systems. This includes the maintenance of exterior and interior systems such as fire alarms, sprinkler systems and lighting, minimization and elimination of hazards such as deicing and routine building repairs, and ongoing remediation of hazards which are identified. To promote reporting and correction of hazards, all employee identification badges include the maintenance hot line phone number on the back.
2. Training on protective actions needed to keep people safe. This includes routine fire drills, which are typically conducted early in the spring and fall terms. Fire drills provide for evacuation from normal locations within buildings to pre-designated assembly areas or "rally points." Primary and alternate evacuation routes are posted in all classrooms, at key locations in all buildings, and near building entrances. The same routes and evacuation points used for fires are also used for other emergencies which might require evacuation of the building.
3. Periodic training on safety topics for employees. EITC uses the combination of an on-line training service (GCN) and locally developed training presentations. Training completion is documented in human resources records and in annual performance evaluations.
4. New student orientation, including safety-related topics.
5. Periodic building inspections for safety compliance.
6. Chemical control using:
 - a. The EITC Hazard Communication Policy.
 - b. The EITC Chemistry Hygiene Plan. A copy of this plan is available for faculty and staff in FASTINFO. Chemistry lab students receive instructions on safety procedures as part of the lab course.
 - c. Compliance with chemical labelling and use (GHS, SDS sheets, PPE, etc.).

Physical Security includes:

1. The EITC weapons control policy.
 - a. EITC observes the policy established by the State Board of Education regarding firearms on campus. This policy is stated below:

An environment of safety and security is critical for institutions to cultivate a climate conducive to knowledge and learning. The Board recognizes a need for consistency among the institutions in regard to firearms. All institutions shall allow the concealed

PLANNING, POLICY AND GOVERNMENTAL AFFAIRS
AUGUST 14, 2014

carry of firearms and ammunition by holders of licenses described in section 18-3309(2), Idaho Code under the conditions and limitations set out in that section. Any other possession of firearms on institution property is prohibited, unless allowed by the institution as part of a campus security plan, or as part of event or program, which has been approved by the chief executive office for the institution.

- b. In addition to policies of the State Board of Education, all other weapons are banned from the campus. This policy is contained in the EITC Policy Manual, Section 417.
2. Security officer instructions. Security officers at EITC are a contracted service. Campus security officers do not have arrest authority, are not authorized to use deadly force and are not armed, although they might carry defensive equipment such as pepper spray and/or stun devices when authorized by the President. Detailed security officer instructions including patrol requirements, building security, response procedures and other information are contained in a standing order issued by the Vice President for Finance and Administration. That information is not included in this plan for security reasons.
3. Key control. All interior doors and some exterior doors have manual metal keys. Issue of a key to an individual must be authorized by a vice president using a written form. Maintenance group issues the key(s) to the individual, who signs the form. The form is delivered to and retained by human resources. When an individual discontinues employment, HR as part of the checkout process verifies that all keys have been collected.
4. Badge control. All full time employees are issued an ID badge which contains on the front a picture of the individual, name and department. The back contains emergency information such as phone numbers for security and evacuation assembly point information. Individuals who are authorized independent access to buildings are issued a badge with unique electronic information contained within the card. Passing the card near the sensor on certain exterior doors will unlock the door and allow the individual to gain access to the building. The system is computer-controlled and the computer keeps a record of building access. Badges are collected when an individual no longer needs it, such as when employment ends. See campus policy 226 for more information.
5. Clery Act policies. EITC maintains a set of written instructions for students and employees which offer guidance on avoiding hazardous, and especially violent, situations, how to seek help and resources to offer assistance. These policies are important and are maintained on the college web site for wide accessibility.
6. Campus Security Authority training. Certain individuals on campus are designated as Campus Security Authorities. These individuals receive specialized training.
7. Campus security tips, including:
 - a. Call Security if you see a suspicious person or suspicious activity. If you see an actual crime in progress, call 911.
 - b. Keep your vehicle locked when on campus property. EITC has one security officer to patrol five buildings on 17 acres of land. Parking lots are lighted, and lighting exceeds minimum standards, but it is easy for a thief to wander through a parking lot checking car doors.
 - c. If it is after dark or you have other concerns, call Security for an escort to your car.

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- d. If you find yourself alone in an area of a normally open building (e.g. study partners leave), consider calling Security and notifying them of the situation. Security might be able to change patrol patterns and check your safety more frequently.

Information Security includes:

1. Firewalls and other methods to prevent intrusion into EITC web sites and other functions which “face” the Internet.
2. Password controls. Passwords require periodic changing, require combinations of letters, numbers and special characters and require a minimum length.
3. Data segregation on shared servers, commonly called the “O” drive (for organization) for files which are or can be shared and the “P” drive (for personal) for files maintained by and for an individual. The Information Technology (IT) department assigns rights to each folder and sub-folder on these drives and classifies access as Read-Write, Read Only or No Access.
4. Limits to data access in major systems, such as Colleague software. Access to screens and reports is on a strict need-to-know basis.
5. Control, protection and minimal use of non-public personal information (NPI). Credit card processing stations are segregated phone lines not associated with the college’s computerized phone system. Use of social security numbers is strictly limited. These methods keep EITC in compliance with federal laws and industry standards including:
 - a. The personal cardholder information data security standard (PCI DSS)
 - b. The Family Education Rights and Privacy Act (FERPA), enforcement of which is the responsibility of the Registrar
 - c. The Safeguards Rule of the Graham-Leach-Bliley Act, for which the Vice President of Finance and Administration is the responsible officer
 - d. Various red flags requirements.
 - e. EITC is not a covered entity as defined by the Health Insurance Portability and Accountability Act (HIPAA) and as such does not have a Privacy Officer, Complaint Officer or other HIPAA requirements.

Emergency response includes:

1. Emergency response instructions. This consists of a one-page (front and back) flyer containing very brief information on possible emergencies at EITC and immediate action for each, the Clery Act instructions previously mentioned, and additional information for faculty and staff regarding emergency actions.
2. Supplemental emergency information. This includes where and how to isolate utilities at various buildings, floor plans, roof access information, etc.
3. Rapid response bags. These consist of emergency access equipment, such as badges and master keys, and floor plans for each building. Two small handheld FRS/GMRS radios are also contained in the bag for communications between the incident commander and another location, such as an alternate command center or an individual patrolling a building.
4. Employee and student notification systems. EITC maintains a contract with an online emergency notification service. Twice annually, typically at the start of fall and spring terms, EITC updates the online database of telephone numbers and e-mails. Five individuals at EITC including the

PLANNING, POLICY AND GOVERNMENTAL AFFAIRS
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president and two vice presidents, can issue warnings from anywhere in the world using this system.

Working Relationships with Law Enforcement

1. EITC periodically hosts training for area law enforcement officials. Most police and sheriff departments are generally familiar with the campus.
2. EITC has also provided special support for the Idaho Falls Police Department and in particular its special weapons and tactics (SWAT) team. The SWAT team has held training inside and around EITC's buildings and has used equipment in EITC's rapid response bags.
3. EITC does not have a formal memorandum of understanding with the Idaho Falls Police Department. In the event of an emergency, campus security greets and briefs the first responders and turns over control of the response to them. On the rare occasion where a 911 call has been initiated, IFPD response time has been within several minutes.

Policy 417 — Weapons

Rev: July 2014

Policy

Weapons on campus shall be strictly limited in order to promote an environment which is safe and suitable for academic pursuits.

Procedures

Definitions:

1. Concealed Weapon: any weapon, as defined below, which is carried in a manner that is not discernable by ordinary observation or is otherwise not readily apparent.
2. Firearm: per 18 USC 921, any weapon (as defined below) including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. While federal law generally excludes antique firearms and pellet guns from the definition of a firearm, they are not excluded from the definition of a weapon, as stated below.
3. Weapon: Any animate or inanimate device, instrument, material, or substance which is used for, or is readily capable of, causing death or serious bodily injury; or any device that is "deadly or dangerous" under Idaho Code § 18-3302D(2)(a), as well as replicas or facsimiles that may be perceived as a weapon. This definition includes incendiary devices and explosives.

Restrictions:

EITC complies with the State Board of Education policy regarding firearms, which states:

All institutions shall allow concealed carry of firearms and ammunition by holders of licenses described in section 18-3309(2), Idaho Code only under the conditions and limitations set out in that section. Any other possession of firearms on institution property is prohibited, unless allowed by the institution as part of an institution security plan, or as part of an institution sponsored event or program which has been approved by the chief executive officer for the institution.

Possession or use of other weapons, while upon properties owned or controlled by the College or where College activities occur, is prohibited, *except for authorized law enforcement officers*. Properties owned or controlled by the College include all College owned or leased buildings and surrounding areas such as sidewalks on College property, driveways, and parking lots. Where the College uses leased facilities and the lease contains restrictions which are more restrictive than College policy (e.g., no weapons whatsoever), the terms of the lease shall be enforced.

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This policy applies to College employees or students who may be off College property who are performing an activity for the College including recreation and intercollegiate events, commencement exercises, conferences, or meetings.

Possession of any unauthorized weapon on College property or during College activities is a violation of this policy. It is also a violation of this policy if a student or employee carries a concealed firearm and that firearm becomes exposed for whatever reason. Such violation may result in disciplinary action to and including suspension or termination from the College and prosecution under appropriate city, state, or federal laws. The specific action which will be taken depends on the circumstances and may range from no action to police action. In addition to section 18-3309(2) of Idaho Code cited above, all should be aware that under section 18-3303 of Idaho Code, cited below, deliberately displaying a deadly weapon can be a criminal offense.

Every person who, not in necessary self-defense, in the presence of two (2) or more persons, draws or exhibits any deadly weapon in a rude, angry and threatening manner, or who, in any manner, unlawfully uses the same, in any fight or quarrel, is guilty of a misdemeanor.

EITC faculty and staff are reminded that the use of any weapon, whether initially concealed or not, is not within the scope of employment with the College. While various state laws may empower use of a weapon under some circumstances, EITC policy neither prescribes nor proscribes the use of weapons under any circumstance.

All EITC facilities shall be posted with signs indicating that weapons are not allowed, except as specifically permitted by law.

Prior specific permission may be obtained from the College president to bring any weapon on campus for certain activities or legitimate purposes e.g. class projects or demonstrations, or displays of antique firearms or art objects.

Some students or instructors regularly use tools which fall under the definition of weapons. Such tools, when applied directly to a legitimate use in College programs are exempt from this policy. Questions are to be directed to the College vice-president of finance and administration.

Policy 226 — Identification Badges

Rev: July 2014

Policy

EITC will issue identification badges to students, faculty, and staff as needed to meet college and program requirements.

Procedures

Students

Students enrolled in a credit course or participating in ongoing college programs will receive an identification badge. The student identification badge is portrait-oriented and contains enrollment information including an expiration date for the card. Some programs require students to have an identification badge. For all other students, the badge is optional. The badge might be useful for student discounts in the community. EITC does not solicit or participate in programs associated with student discounts.

Staff and Faculty

All full-time staff and faculty will be issued identification badges. Adjunct faculty and other staff personnel will be issued identification badges only as needed to support program requirements. The faculty/staff badge is landscape oriented and contains position information and an expiration date for the card. Some cards will contain additional information such as the role an individual might carry out for emergency response. Faculty and staff are expected to have the badge in their possession at work. In some programs at the college, wearing a name badge is inappropriate and potentially hazardous, such as around rotating equipment. Wearing the badge is encouraged but not required. If an emergency develops and faculty or staff personnel are called upon to organize evacuation or other action, the badge serves as an identifier to students that the individual is in a position at the college to direct action.

Faculty and staff badges are issued from the human resources office. Student services personnel issue student badges at times that will be publicized by student services. Human resources personnel issue badges to faculty and staff, typically as part of the new employee hiring process and when the badges expire.

Some faculty and staff badges allow automated access to specific buildings when the building is locked using a card reader system. Otherwise, faculty and staff must present their badge as identification to security when requesting access, outside of normal hours, into locked areas for which they have not been issued a key. A list of adjunct faculty will be provided to security; personnel on the list will be allowed access upon display of photo identification to assigned areas for college functions. Separate instructions will be issued to security for access to building 6 by ISU personnel.

A fee may be charged for replacement of lost badges.



Safety Policy and Emergency Plan

**Eastern Idaho Technical College
1600 South 25th East
Idaho Falls, ID 83404**

Eastern Idaho Technical College

SAFETY POLICY AND EMERGENCY PLAN

Foreword

This manual has been completely restructured. Although much of the content is the same, it has been rearranged so that information for everyone is at the front and subsequent data for special groups is at the back. The following table will help you determine what is relevant.

Section		Students	Campus Security Authorities	Faculty	Non-Faculty	Campus Security	Administrators
1	Statement of Campus Policies	X	X	X	X	X	X
2	Immediate Action for Emergencies	X		X	X	X	X
3	Campus Security Procedures		X			X	X
4	Notification Procedures			X			X
5	Faculty Information			X			X
6	Campus Emergency Response Personnel				X	X	X
7	Evacuation			X	X	X	X
8	Shelter in Place			X	X	X	X
9	Command, Control and Communications			X	X	X	X
10	Incident Commander Details					X	X
11	Facility Information						X
12	Threat Analysis						X
13	Continuity of Operations						X
14	References						X

This plan's structure does not use the format recommended by the National Incident Management System because it is intended first for use by students, whose presence on campus is transitory, and second by faculty and staff in dealing with those students. It includes information for students which is not specifically related to emergency conditions but is required by federal law.

For Clery Act reporting, sections 1 through 3 may be detached from this manual and appended to the annual crime statistics report.

Section 1 – Statement of Campus Policies

1. **Timely Warning.** In the event a situation arises, either on or off campus, that constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college’s e-mail system, text messages, automated phone calls and other systems. Depending on the particular circumstances, and especially in all situations that could pose an immediate threat to the community and individuals, there may be information posted on the college web site, www.eitc.edu, and on the electronic message display at the northeast entry to the campus. Anyone with information warranting a timely warning should report the circumstances to campus security either in person in room 121 or at 604-4597 or 221-6350. Campus security will immediately notify college administration, which will make the decision whether to issue a timely warning.
2. **Disclosure of Crime Statistics.** EITC prepares an annual report of crime statistics to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be found at the campus web site, www.eitc.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites. Campus crime, arrest and referral statistics include those reported to campus security, designated campus officials and law enforcement agencies. Current students, faculty and staff are notified by e-mail when this report is available.
3. **Reporting a Crime on Campus.** Call the Idaho Falls Police Department (911 for emergencies, otherwise 529-1200) to report a crime in progress on campus. For noncampus locations call the local police department. Then call campus security at 604-4597 or 221-6350. Suspicious activity, including an individual who is behaving erratically and could become violent, should be reported to campus security.
4. **Voluntary, confidential reporting of crimes.** If you are the victim of a crime and do not want to pursue action within the college’s disciplinary system or the criminal justice system, you may still want to consider making a confidential report. This information will be included in the annual disclosure of crime statistics. You can do this and stay completely anonymous by placing your information into a sealed envelope, marking SECURITY on the outside and depositing the envelope into any mail slot in the campus mail room, room 338. Or you can report the crime to a campus security authority such as a student club advisor. The campus security authority will forward your information. EITC has no procedures that encourage pastoral and/or professional counselors, to inform those they counsel of procedures to report crimes voluntarily and confidentially.
5. **Campus Security and Access.** Campus buildings except the maintenance building are open for free access during business hours. Most buildings are also open during evenings when classes are held. During non-business hours, when buildings are locked, building access is obtained by use of a coded identification

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card or by contacting security at 604-4597 or 221-6350. In the event of a power loss, locked access doors have “crash bars” to permit egress from the building. Control panels for computer-controlled doors have a battery backup to permit continued use of the doors for entry until normal power is restored.

6. Campus Law Enforcement Authority. Security personnel have the authority to ask persons for identification and to determine whether persons have lawful business at EITC. Security personnel do not issue parking tickets and do not have arrest power. Criminal incidents are referred to the Idaho Falls Police Department. It is for this reason that community members, employees, students and guests are encouraged to report all crimes and public safety related incidents accurately and promptly to the IFPD. Then contact EITC security. Although there is no formal memorandum of understanding between the two agencies, EITC and IFPD have a close working relationship. IFPD uses the EITC campus on occasion for training and the police are familiar with the facilities on campus.
7. Security Awareness Programs for Students and Employees. Employees are reminded of security policies at least annually, typically at in-service or by a training e-mail. Students are reminded using procedures in the student handbook, which currently states:
 - EITC contracts with a private security firm for 24-hour per day, 7 days per week, intermittent patrol of the grounds and facilities. Students, employees and visitors to campus are advised to report any criminal actions or emergencies to the Administration Office on campus. At this time, these individuals are to complete an Incident Report Form. The incident is then reviewed by Administration. Administrative response to each incident is based upon the nature of the crime and/or emergency and will involve handling the matter or reporting the incident to the appropriate local authorities, often the city police department. In cases of emergencies, which do not allow time to contact administration, students and employees are advised to contact appropriate city officials immediately. All campus phones have the ability to dial directly to 911.
 - Red emergency phones are available in each building.
 - A review of campus security policies, issues, and crime reports is presented during the New Student Orientation. In addition, written Campus Crime Reports are available in the Student Services Office.
 - In compliance with the Student Right-to-Know and Campus Security Act, as amended, EITC collects information on campus criminal statistics, campus security policies, and institutional program completion or graduation rates.
 - EITC will report crimes considered to be a threat to students and employees. Every October, EITC will make available an annual report of campus and security policies and crime statistics. The completed report will be available online.

8. Programs designed to inform students and employees about the prevention of crimes. EITC has no specific programs of this nature.
9. Criminal Activity Off Campus. Campus security does not monitor or provide security services for off campus activities of recognized clubs and student activities.
10. Alcoholic Beverages. No alcoholic beverages or illegal drugs are allowed on campus, at noncampus locations or in College vehicles. This includes the unlawful manufacture, distribution, dispersing, possession or use of a controlled substance in the workplace. If you have reason to believe that a state law is being violated regarding possession or use of alcohol (underage drinking) or illegal drugs on campus, call the police. For additional information, see the College's policy manual (for employees) or student handbook (for students).
11. Substance Abuse Education. EITC has developed a program to prevent the illicit use of drugs and abuse of alcohol by students and employees. Drug and alcohol education and prevention activities and services shall be made available to all students.
12. Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses. Eastern Idaho Technical College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against a student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the college will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.
13. Emergency Response and Evacuation Procedures. Emergency Response and Evacuation Procedures are contained within this manual in subsequent sections.
14. Sex Offense Policy, Procedures and Programs:
 - a. EITC does not have educational programs to promote the awareness of rape, acquaintance rape or other forcible and non-forcible sex offenses.
 - b. Each building on campus has emergency 911 telephone lines (a wall-mounted red speaker). If a sex offense is probable, imminent, in progress or has occurred get to a place of safety and call 911 using emergency phones or any other means. Anyone aware of the offense must make this call. Victims are often hesitant to notify authorities of this crime because of shame or embarrassment, but it is important to notify civil authorities immediately not only for criminal investigation but so that the victim can receive any needed medical attention.
 - c. If there is physical evidence associated with a sex crime, it must be preserved to provide proof of a criminal offense.
 - d. Institutional personnel will provide the following assistance:

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- i. Assist the victim in calling 911 if the victim requests it.
 - ii. Isolate any physical evidence for the police to evaluate. “Isolate” means prevent access to the evidence and depending on circumstances could mean blocking view of the evidence. Do not move or touch it.
 - iii. Provide privacy in a nearby, secluded area such as a room if the student wants this.
 - iv. Provide such other assistance as requested by the student.
 - e. EITC will change a victim’s academic situation after an alleged sex offense if the victim requests it and the changes are reasonably available.
 - f. Campus disciplinary action for alleged offenses is described in the student handbook (for students) and in the policy and procedures manual (for employees). If there is a campus disciplinary action for an alleged sex offense, the accuser and accused are entitled to the same opportunities to have others present during the proceeding. Both the accuser and the accused must be informed of the outcome of any institutional proceeding involving an alleged sex offense. Outcome for the purpose of this paragraph means EITC’s final determination with respect to the offense and any sanction that is imposed against the accused.
 - g. Disciplinary councils have discretion on imposing sanctions for sex offenses, based on extenuating or mitigating circumstances. However, it is expected that students found to have committed a sex offense will generally be disenrolled. Employees found to have committed a sex offense will generally be terminated in accordance with state human resources procedures.
 - h. The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. Such offenders are required to report their residence and place of employment to the Idaho State Police. The Idaho State Police notify campus security by letter when an offender enrolls or leaves EITC. Campus security shares this information with college administration and the college president may direct that this information be disclosed to other key individuals. CSCPA amends the Family Education Rights and Privacy Act (FERPA) to clarify that nothing in the act can prohibit an educational institution from disclosing this information. Additional information on sex offenders is available online at the state repositories of court information, www.idcourts.us.
15. Information on other policies related to safety and security may be found in the college’s policy and procedures manual.
16. General Safety Notes
- a. As a state agency, Eastern Idaho Technical College (EITC) follows

general safety regulations called the Idaho General Safety and Health Standard. These safety regulations closely parallel those of the Occupational Safety and Health Administration (OSHA). State regulations are maintained by the Idaho Division of Building Safety (DBS) and may be found at http://dbs.idaho.gov/safety_code/index.html.

- b. EITC provides training for all employees in safety as required by the job position. General safety training is done using an online training service. This training is repeated annually and completion is checked during annual individual performance reviews. More extensive training is done depending on the position.
- c. Safety deficiencies should be reported to the Help Desk by e-mail or phone call. Safety hazards (problems which pose an immediate danger) should be reported to the maintenance hot line and to Security (604-4597). Phone numbers for security, maintenance and IT lines are on the back of all ID badges issued by the college. If there is doubt about whether a safety problem meets the definition of a safety hazard, treat it as such. Security will determine whether the area needs to be isolated until the safety hazard can be addressed.
- d. Chemicals purchased for use on campus, other than instructional laboratories, must comply with environmental and safety regulations established by the state. The purchasing process monitors the quantities and types of materials being purchased to comply with these requirements.
- e. Chemicals used in laboratories on campus are under control of the college's Chemical Hygiene Plan, which is a separately issued document.

Section 2 – Immediate Actions for Emergencies

Things to Know Before an Emergency:

1. Incident Commander: Security is the incident commander until relieved by the president, vice president or another person designated by the president. For a single building alert, the incident commander will be near the scene. For a campus emergency the incident commander will be in the primary command center (room 331, extension 3397) or an alternate command center (room 547 or 135).
2. Phone numbers for key emergency personnel:

	Name	Office	Cell / Home
Security			604-4597 221-6350
President	Steven Albiston	3366	520-5886 529-6675
Vice President of Instruction and Student Affairs	Sharee Anderson	3333	709-7913
Vice President of Finance and Administration	James Stratton	3328	403-7812

3. Evacuation routes: there are signs at each entrance and at other locations on campus, including most classrooms, which show primary and alternate paths to escape the building.
4. Assembly areas: when you evacuate a building go to the assembly area and check in with your instructor. These areas are:
 - Building 1: southeast corner of the south parking lot (Lot G) by Hyde Park.
 - Building 2: By LDS Institute.
 - Building 3: At Flagpole.
 - Building 4: By Hyde Park.
 - Building 5: At Greenhouse.
 - Building 6: Parking Lot D north of building.
5. Areas of refuge have been set up in multi-story buildings for handicapped personnel who would normally use an elevator and might not be able to evacuate a building during an emergency. For building 1 basement this is the east stairwell. For building 6 second floor this is the southwest stairwell (by the dental clinic).
6. Emergency Equipment: There are maps in each building by each primary entrance showing location of emergency equipment. This information is also provided in a later section of this plan.

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EITC Safety Policy and Emergency Plan Section 2 – Immediate Actions for Emergencies

What to do in an Emergency:

Emergency	Actions
Bomb Threat	<p>Get:</p> <p>Caller's Name _____ 1. Call 911.</p> <p>Type of bomb _____ 2. Call Security.</p> <p>When set to detonate _____</p> <p>Location of bomb _____ Assume any bomb threat</p> <p>Appearance of bomb _____ Is real. If reported in your</p> <p>Why bomb has been placed on campus. _____ area, <u>evacuate</u>.</p>
Chemical Spill off Campus	Follow instructions of incident commander on campus. Evacuate if notice provided and extreme hazard; shelter in place if no notice provided and extreme hazard. The concern is a drifting cloud of hazardous material which reaches and envelops the campus.
Chemical Spill on Campus	Evacuate affected areas. Call Security. If entire building at risk, pull fire alarm and evacuate affected building.
Earthquake	Drop, cover and hold. Evacuate to assembly areas when safe to do so (shocks have stopped). If egress is blocked, call Incident Commander.
Fire Off Campus	Follow instructions of incident commander. The concern is that the fire will spread onto the campus.
Fire on Campus	Pull fire alarm. Evacuate building. Call 911 and then call Security and report nature of problem.
Flash Flood	If time permits, unplug electrical equipment and place 2 feet above ground level. Place vital records 2 feet above ground level. Then evacuate.
Pandemic	In the event of influenza, norovirus or other pandemic stay at home. Check web site for possible cancellations of classes.
Power Outage	Follow instructions from department managers (working hours) or Security (other times).
Severe Weather	Follow instructions of incident commander.
Shooter or Intruder with suspected violent intent	<p>In immediate area:</p> <p>Lock down the office or classroom. Lock the door, jam or block it shut. Turn the lights out and take shelter on the far side of the room. Silence cell phones. Call 911, then call Security. How you will be notified that all is clear depends on specific circumstances.</p>
Shooter or Intruder with suspected violent intent	<p>Not in immediate area:</p> <p>You might be notified by security or by other individuals evacuating areas. Evacuate only if you are certain that evacuation routes and assembly areas are clear. Otherwise, lock down the office or classroom. Lock the door, jam or block it shut. Turn the lights out and take shelter on the far side of the room. Follow instructions of incident commander and evacuate when directed. How you will be notified that all is clear depends on specific circumstances.</p>
Student Abduction	Call 911 and report name of student, name (if known) and description of intruder, and vehicle information (if known). Do not provoke the abductor.
Tornado	Take cover away from windows, in basements or interior rooms. Note: EITC currently has no means of tornado alert or all-clear notification and would use the emergency notification system of e-mail, text message, etc.

Section 3 - Campus Security Policy and Crime Statistics

This section of the safety policy and emergency plan refers to violent crime on or near campus and the methods used to minimize it, report it and compile statistics. These provisions comply with federal laws commonly referred to as the Clery Act.

Terms:

Campus: for EITC, the property defined by its property lines surrounding the main campus and its property to the east of Hitt Road. It does not include classrooms and other facilities in Rexburg and other areas where the college teaches classes. These are referred to as non-campus locations.

Public Property: areas beyond the campus which allow access to the college. Along Ashment Avenue, 17th Street and Hitt Road this include the sidewalks, street and opposite sidewalks. Where property is bounded by Meppen Canal or Sand Creek it is the opposite bank of the stream. The city park and flood control areas north of Meppen Canal are not included in the area of public property because the canal forms a reasonable barrier which pedestrians would not cross. A map of the campus boundaries and the public property areas passing through and surrounding it is shown later in this section.

Noncampus Location: any facilities leased or otherwise used for instruction. Areas leased purely for storage are not considered noncampus locations because they are not visited by students. Leased areas are considered noncampus locations only when they are being used for classes. At the time this procedure was issued the college had noncampus locations in Rexburg and Salmon.

Campus Security Authority:

- Contracted security services personnel on campus
- Any other individuals who have responsibility for campus security. This is uncommon at EITC and is usually associated with an event on campus.
- An official of the institution who has significant responsibility for student and campus activities. This includes faculty advisors to student groups.
- Any individual or organization to which students and employees should or might report criminal offenses. Per the Student Handbook, this is anyone in the Administration Office.

Recording Crimes and Incidents:

Daily Crime Log: This is a running log of crimes on campus, on public property around the campus and at noncampus locations. It is kept by security. List in the Daily Crime Log any criminal offenses under the Clery Act which occur on campus, in public areas around campus and in noncampus areas controlled by the college. A continuous record

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Section 3 – Campus Security Policy and Crime Statistics

dating back seven years is required. An extract of the log, with actual data, is shown below.

Nature (Classification)	Date/Time Reported	Date/Time Occurred	General Location	Hate Crime?	Disposition
Burglary	3/29/2013	3/29/2013	Bldg 5 Library	No	Report Made
Larceny - Theft	7/25/2013	6/15/2013	Unknown - prob. Bldg 2	No	IFPD investigation

Security Incident Report: This report provides additional information on events of interest on campus. It is not the same “incident report” as the one used elsewhere on campus. Use the security incident report to provide additional information on criminal offenses, violations of campus policies and other events which need reporting to college administration. This report is submitted as soon as the information is filled out, typically the next business day after the event. There should be a security incident report for every crime log entry.

Campus Security Monthly Report: Use the campus security monthly report to provide summary information to college administration.

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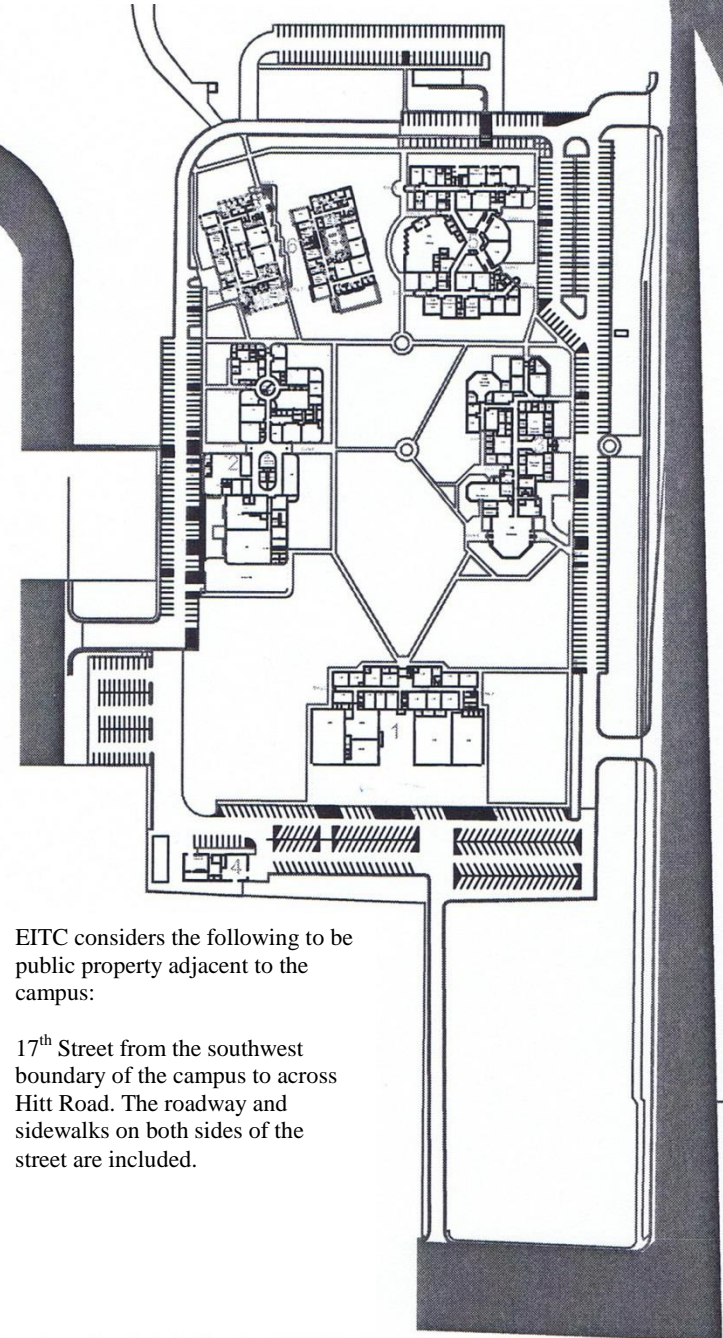
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EITC considers the following to be public property adjacent to the campus:

Meppen Canal from the northwest to northeast corners of the campus. The entire canal is included up to the northern edge of the canal.

Ashment Avenue from about 1250 Ashment Avenue south to Alan Street. The roadway and sidewalks on both sides of the street are included. The LDS Institute property and adjacent roadways and sidewalks are not included.



EITC considers the following to be public property adjacent to the campus:

17th Street from the southwest boundary of the campus to across Hitt Road. The roadway and sidewalks on both sides of the street are included.

EITC considers the following to be public property adjacent to the campus:

Sand Creek from the EITC property line to the east boundary of the creek, from the Meppen Canal intersection at the north end to the private property line at the south end of the campus property.

EITC considers the following to be public property adjacent to the campus:

Hitt Road from the 17th Street intersection to the north side of Meppen Canal. The roadway and sidewalks on both sides of the street are included except in privately owned areas on the east side of Hitt Road.

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CAMPUS SECURITY MONTHLY REPORT

Security Officer
Reporting: _____

Month/Year: _____

Data Location:

On Campus ☐

Non-Campus ☐

Public Property ☐

Criminal Offense (also list in Daily Crime Log)	Incidents (violation of campus rules, etc.) (do NOT list in Daily Crime Log)
<input type="checkbox"/> Murder / non-negligent manslaughter	<input type="checkbox"/> Auto Accidents
<input type="checkbox"/> Negligent manslaughter	<input type="checkbox"/> Stalking
<input type="checkbox"/> Sex offenses – forcible	<input type="checkbox"/> Teacher/Student Confrontations
<input type="checkbox"/> Sex offenses – not forcible	<input type="checkbox"/> Other (specify below)
<input type="checkbox"/> Robbery	_____
<input type="checkbox"/> Aggravated Assault	_____
<input type="checkbox"/> Burglary	_____
<input type="checkbox"/> Motor Vehicle Theft	_____
<input type="checkbox"/> Arson	_____
<input type="checkbox"/> Larceny – Theft	_____
<input type="checkbox"/> Simple Assault	_____
<input type="checkbox"/> Intimidation	
<input type="checkbox"/> Property Damage / Vandalism	
<input type="checkbox"/> Weapons carrying / possessing	
<input type="checkbox"/> Drug Law violations	
<input type="checkbox"/> Liquor Law violations	

Remarks (including which offenses were hate crimes):

Administrative Review:

Security: _____

Date: _____

College Administrator: _____

Date: _____

Notes:

Use this report for monthly summary data. For individual incidents, use the security incident report form. Provide summary data from the daily crime log and from incident reports. The totals on this sheet should match those in the Daily Crime Log. Use a separate sheet for each location being reported. Do not submit a report for locations with no data to report.

Review and signature of this sheet indicates that the daily crime log has also been reviewed.

Section 4 – Notification Procedures

EITC typically gets notified of an emergency in one of the following ways:

1. The event happens on or near campus and we notify others. Example: shooter, fire.
2. The county alarm sirens atop Building 1 sound without prior warning. Example: dam breach, tornado.
3. A phone call is made to campus. Example: bomb threat, police report.
4. A public service announcement is made by radio, television or Internet. Example: storm warning, hazardous material spill. Security has a NOAA-provided radio which announces weather alerts but the timeliness and reliability of information has never been tested.

Once EITC is notified the information needs to be conveyed to security first (because security is on campus 24/7) and then to college administration. College administration then needs to decide how to notify students and employees. These options include:

1. Phone calls or verbal communication in an orderly manner down the chain of command. This minimizes panic. It is the slowest method of communication, reaches only the individuals on campus at the time but allows for two-way discussion. An example of an emergency for which this technique might be effective is an approaching storm where there is time to evaluate what actions to take.
2. E-mail, using the normal e-mail delivery systems to send a message to a targeted group such as faculty, staff, current students or a combination of these groups. This is potentially a faster means of communication, depending on whether the recipient has e-mail open on his or her computer. It will reach off-campus personnel. An example of an emergency for which this technique might be effective is a storm or pandemic where the decision has been made to close the campus.
3. An emergency notification system which sends out information by text messages, e-mail, phone alerts and other media. This provides the most rapid notification to the largest number of people, but text messages must be kept fairly short. This limits explanation.

For emergency notifications it is often best to follow the initial notification with some other means of conveying information such as a web site note, social media posting, or electronic sign message.

There is no way to reach everyone when broadcasting an alert. People may be on vacation. Classes may be in session with all cell phones turned off. Generally all that is necessary is to reach a “critical mass” of people. The expectation is that alerted people will notify others.

EITC currently has a contract with a commercial company to provide emergency

notifications. Although the company might change, the basic processes would be the same.

1. Each year in late September and early February, data files are downloaded from Colleague; these files provide contact information for employees and students. These files are combined, formatted to meet the contracted company's needs and uploaded into an off-site database. This is done by the vice president for finance and administration or an administrative assistant.
2. Individuals in the database are divided into groups. There is a master group which contains all individuals, a student group and different groups for faculty and staff depending on their division. Generally emergency notifications are initially made to all individuals, but subsequent transmissions might be sent to divisions responsible for emergency response such as maintenance or custodians.
3. The president, vice presidents and two other managers on campus have access to the contracted company's web site. Specifically, they have a wallet-sized emergency card with the web site and instructions how to send an emergency message using this system.
4. A test message is sent using the contracted company's system each fall and spring term as soon as the new data for the term is uploaded.

Section 5 – Faculty Information

Faculty members have responsibility for the safety of their students. This applies whether faculty members are full time or adjunct and whether teaching credit or non-credit classes.

EITC responds to emergencies in one of two ways. Either personnel evacuate a building or they shelter in place. Details for all employees are in the sections titled “Evacuate” and “Shelter in Place.” For each response, decide beforehand how you will work with those students who have disabilities, meaning not only those with permanent disabilities but those who have temporary conditions, such as someone who broke his leg skiing.

Evacuation:

Make sure all your students are out of the building or in areas of refuge and provide a report to security, if possible by cell phone (221-6350 or 604-4597). Don’t leave your evacuation area to provide the report, because you won’t know where the incident commander might be. Tell security your name, your class, your room and the number of people who are not accounted. If possible provide details for these individuals – name, gender, physical description. In some cases full time faculty, especially late in a term, can do this very easily. In most cases an adult education instructor cannot be expected to do this.

Once you have accounted for your students you have no additional responsibility for them. It is not reasonable to expect EITC students to line up, stay in the evacuation area or stay on campus. Discourage students from re-entering the building. Remind students to expect first response vehicles on campus (police cars, fire trucks, ambulances) and to keep clear of them.

Shelter in Place:

The alternative to evacuating is sheltering in place. Anything which does not involve evacuation is sheltering in place. There are different ways to shelter in place such as drop cover and hold for an earthquake or lock down for an intruder. Sheltering can be staying in your current room or relocating to some other room within the building. The nature of the emergency determines the best course of action. An earthquake, for example, comes on quickly and without notice; the correct immediate action is to remain in place under cover of a rigid object such as a table. A tornado warning might provide enough time to get to an interior area of the building from a classroom with large windows near an exterior wall.

A shooter on campus presents a particular challenge. The natural tendency is to run from the gunfire. There are two problems with this tactic. First, gunfire tends to echo through hallways and the exact location of a shooter often cannot be immediately determined. Rather than running away from a shooter, you might be running toward the shooter. Second, there might be more than one shooter (there were two shooters at Columbine

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Section 5 – Faculty Information

High School). EITC's emergency notification system takes several minutes to deliver messages to its recipients (about 1000 people). Even the fastest form of social media takes about 20 seconds to pass information, not including the time it takes to log on, key in data and transmit. Notification systems only tell you where the shooter was. Typically, shooters on American campuses are aware that they have only a few minutes before police response (3-5 minutes at EITC for the first patrol car, 15 minutes for a full SWAT team). If the shooter has a specific target he will find the target, fire and flee – probably shooting anyone who impedes his escape. If the shooter is on an indiscriminate rampage he will bypass more difficult targets in order to seek out and kill those who are easier to find – such as people in hallways. It is usually safer to lock down the room and shelter in place.

Section 6 – Campus Emergency Response Personnel

Some employees have specific responsibilities in case of an emergency. These individuals are referred to as campus emergency response personnel. This section describes their responsibilities.

Evacuation:

When a building is evacuated it should be checked to make sure that everyone is out. During normal working hours, IT Division is responsible for checking buildings 3, 5, and 6. Maintenance is responsible for checking buildings 1, 2, and 4. From 2:00 PM until 11:00 PM on Monday through Thursday, the custodial group is responsible for checking buildings. This results in some overlap of responsibility in the late afternoon working hours, which is acceptable. Outside of these hours, buildings are checked by campus security.

Building checks should be done quickly and without looking into areas which are probably unoccupied. **Do** check restrooms, lighted classrooms, lighted office areas and areas of refuge (in buildings 1 and 6). **Do not** check closets, unlit offices and unlit or locked classrooms unless you suspect that an individual or group has decided to lock down and shelter in place instead of evacuating. Use your EITC badge and master key to identify yourself and provide instructions.

If you encounter people who are still evacuating the building without difficulty, move on. If you encounter a problem, make note of it and move on. After you have looked through the building you will need to make a decision whether to return and render assistance or to evacuate yourself and report the problem to the incident commander. First responders to an emergency typically arrive no more than 15 minutes after being alerted. By that time the incident commander needs to have information on the building you have checked.

Building checks are only done on buildings being evacuated. For example, if there is a fire alarm in building 6 it is probably not necessary to do building checks in building 1. Individuals who are assigned responsibilities for buildings not involved in the emergency should report to the incident commander to provide assistance.

After reporting the status of your building, expect to be assigned access control duties. Keep people from coming back into the building until the incident commander, or his designee, releases you from that duty.

Shelter in Place:

Generally if an emergency requires others to shelter in place, you should too. Once the emergency has passed report to the incident commander to provide assistance.

Communications:

Most campus emergency response personnel have cellular phones issued by the college. These provide two way communications only. A good rule is to use phones only when necessary. Campus security has two portable handheld radios which can be used. There is another pair of radios in the office of the vice president for finance and administration (room 325). The Incident Commander assigns the channel to use. The default setting is channel 10.

Section 7 – Evacuation

Some emergencies such as fires require building evacuation. Know how to get out of your building and where to collect the individuals for whom you are responsible (see section 2). It is OK for individuals to take coats, laptops, backpacks and similar items with them in a “grab and go” exit. It is not OK for individuals to take time to put away tools and equipment, roll tool cabinets out of the building and try to remove other large items, shut down computers and turn off other equipment. In general, do not take time to put away equipment such as air hoses or power cords. Although these are trip hazards for first responders, so are bodies. Get out of the building. Walk, don’t run. Report these hazards to the incident commander.

Where faculty and staff are properly trained to evacuate individuals with mobility issues, after receiving permission from the person with a disability, they should be evacuated to the designated gathering point in Section 2. Otherwise, the person responsible for clearing the building (typically IT, maintenance or custodial staff) shall tell the incident commander and/or arriving emergency personnel of any identify any individuals with disabilities in the designated areas of refuge. Emergency first responders are generally aware of these designated areas of refuge.

Help those with vision loss by asking the person if he/she would like to take your arm at the elbow. DO NOT grasp the arm of a person with low vision or blindness except to guide the person’s hand to your elbow. Give the person verbal instructions as you guide the person, advising about steps, rough terrain, walking through doorways, debris, etc. as you approach these areas. Verbal compass directions, estimated distances and directional terms are the most familiar 'tools' for persons with vision loss. A service animal could become confused or disoriented in a disaster. People who are blind may have to depend on others to lead them, as well as their service animal, to safety during a disaster.

Persons with hearing impairments or deafness should be made aware individually of the emergency and how to respond. Write directions on paper, if necessary. To make the American Sign Language signal for “Fire,” hold both hands in front of you at waist or low chest level, palms facing you. Move your hands slowly upward, wiggling all your fingers.

Many respiratory illnesses can be aggravated by stress. In an emergency, oxygen and respiratory equipment may not be readily available. People with respiratory illnesses should be referred to emergency personnel.

For those with disabilities not specifically covered, ask the person how you can help them most effectively. Be calm and reassuring. If the person is not able to evacuate safely from a multi-story building, lead the person to a designated area of refuge (identified for the Sessions Building and the Health Professions Building).

Section 8 – Sheltering in Place

Shelter in place is a technique used to protect personnel from hazards when evacuation is not appropriate. Evacuation might not be appropriate because the hazard comes upon the college too quickly. Sheltering in place could be for a very short duration, such as for a tornado warning, or it could involve longer durations such as a hazardous material spill from off campus, such as a chlorine gas spill from a truck or rail car, or blizzard conditions which cause a power outage and prevent safe travel. This procedure assumes short duration sheltering in place. EITC has no agreements in place regarding the relocation of personnel to shelter in place elsewhere or the support of outside organizations to shelter at EITC. There are no materials at EITC to support the long term sheltering of personnel such as food and medical supplies.

The Vice President of Instruction and Student Affairs is responsible for coordinating shelter in place activities. The designated alternate is the Vice President for Finance and Administration.

Sheltering in place simply involves not going outside and keeping outside hazards from entering buildings and, if a hazard has entered the building, keeping the hazard out of your specific area. The order to shelter in place will normally be given by the College President or person in charge during the emergency. Personnel will normally shelter in place in the building where they are when the order is given. If possible, the nature of the hazard should be communicated when giving the order to shelter in place.

If the outside hazard is a short term airborne hazard (smoke, chemical spills, etc.):

- Additional instructions might be given to shut off all ventilation to the buildings or place signs on all exit doors reminding personnel not to use them. NOTE: EITC has no authority to prevent an individual from evacuating. If the person wants to leave, minimize the intrusion of outside hazards. For example, most entries have double sets of doors. Ask an individual who is leaving to pause and wait for the interior doors to fully close.
- Use of bedding and beds is authorized in buildings 2 and 6 for sleeping while sheltering in place for longer durations.
- “Gas masks” commonly found in buildings 2 and 5 for radiological training are usually unsuitable for any other hazard and should not be used. These protective masks require filter cartridges which are appropriate for the specific hazard. Any self-contained breathing apparatus (SCBA) used for training should not be used unless the individual has been specifically trained on the device.
- Shop areas with roll-up doors should be evacuated if an order is given to shelter in place. These doors are typically difficult to seal. Other doors can be sealed by stuffing paper or cloth products around the door gaps.

Relocation is the transfer of students, faculty and staff away from the campus to another location. Relocation typically occurs when the campus must be abandoned for a prolonged time. Flash floods, wild fires and similar emergencies would make the campus untenable. Relocation for the entirety of staff, students and faculty is not addressed in this plan. EITC is a post-secondary school and most students have their own transportation; students, faculty and staff would simply be dismissed. The specific circumstance where relocation of some personnel might be required is when the campus must be abandoned and an individual does not have transportation. If classes are dismissed and the school is closed due to an emergency, individuals without transportation should assemble in one location until their transportation arrives. If the primary command center is in use, the preferred relocation assembly point is the cafeteria. If the alternate command center in building 5 is in use, the preferred relocation center is any large theater-type classroom. Student Services should provide writing materials at the assembly area. If a student leaves prior to arrival of regular transportation, the student should be invited to note his destination and means of transportation prior to departing. If unforeseen circumstances require the college to order a mass relocation of personnel on campus, based on coordination with local emergency systems, security will post a sign on the main entrance to building 3 indicating the relocation point.

Reverse evacuation is the consolidation of personnel in a safe location within a building until a threat passes. It is not commonly used for actions involving law enforcement, when lockdown might be a better action, unless requested by law enforcement personnel. It is not commonly used for sheltering in place unless there is an advantage to consolidating personnel. It is not commonly used for outbreaks of illness, where segregating people is more appropriate. Reverse evacuation might be ordered when it is necessary to communicate with a large group of people at once, such as to explain an emergency. The most common reason for reverse evacuation is to move people to more sheltered positions within a building for protection, and the most common threat which requires reverse evacuation is a tornado. For this reason, there are at least two reverse evacuation locations in each building.

Building	1	2	3	4	5	6
Primary Room	20	260	355	None	545	6163/64
Alternate Room	7,9	245	300		581	6139

It is expected that reverse evacuation will involve the movement of people within a building to a safer location. However, circumstances may require the movement of personnel from one building to another. An example of this is a fire in one building, causing personnel evacuation. The person in charge may elect to reverse evacuate personnel from that building into a collection point within another building.

Hall check at EITC is a quick inspection of the area surrounding a classroom or office facility. The purpose of a hall check is to determine the proper course of action to be taken in response to a possible or known emergency. Hall checks might be performed under the following circumstances by faculty or staff:

- When smoke is detected, to determine a safe egress route.
- When evacuating for a fire alarm, if a safe exit path is unknown.
- After an earthquake or other event requiring drop, cover and hold to determine a safe egress route.
- After evacuation, when personnel responsible for clearing a building are determining whether it is safe to re-enter a building.

Hall checks should not be performed when it is likely for the person doing the check to become a casualty, such as when an intruder has been reported and there is active law enforcement action underway, when gunfire is heard or when there is a disruptive person in the hallways. It is better to lock down and wait for first responders to clear the building.

Hall checks are always done using at least two people. A faculty member performing a hall check should take a student if another faculty or staff member is not available. Keep separated by several feet but stay within quiet voice range. Remember in doing a hall check that the purpose is to determine subsequent safe action for others to take.

Lockdown is the immediate closure of doors to occupied rooms. Lockdown is appropriate when there is a report of violent activity on the campus or there is law enforcement activity on campus, or when the results of a hall check indicate smoke, a fire or other hazard and there is no means of safe egress.

EITC has no effective centralized means of ordering a lockdown of interior rooms. The emergency notification system takes several minutes to transmit messages, which might be too long for many situations. Administrative staff will notify departmental offices if a lockdown is warranted, and departmental staffs can notify persons within their office complexes. However, runners should be sent to notify individual classes to lock down only if the reason for lockdown is in a different building. Individual staff and faculty will need to take personal initiative to lock down.

- For Smoke or Fire with no safe egress, Perform a hall check to verify that there is no safe egress. Notify other occupied areas which might be affected. Lock down the individual room by securing but not locking the door(s). If smoke begins to intrude around the doorway stuff any available material (preferably something non-flammable) into the gaps. Notify Security immediately at 221-6350 or 604-4597. Security should either investigate directly or send someone to the scene to investigate and report back. Notify the Administration Office or an individual departmental office.
- For an Intruder, do not perform a hall check. Lock down the individual room. Lock the door(s). If the doors will not manually lock, attempt to block access through the door by any reasonable means such as moving furniture. Turn out the lights to make the room look unoccupied. Move away from the door and walls exposed to a hallway. Silence cell phones. Call 911 and report the problem, then notify Security immediately at 221-6350 or 604-4597. Security should verify with

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the caller that a 911 call has been made, open gates to the campus and establish contact with first responders.

Drop, cover and hold is an immediate action taken to reduce the risk of injury from falling or flying objects. Emergencies which may require this action include earthquakes and tornadoes. When an emergency arises which requires personnel to drop, cover and hold the appropriate action is to take cover under tables, desks, or other objects that will give protection against falling glass or debris. Provide assistance to those in the class with mobility or other impairments. DO NOT attempt to evacuate a building until circumstances permit safe movement. DO NOT run to a doorway and stand in it. Personnel who are caught in the open during an emergency which requires personnel to drop, cover and hold should get as low as possible and cover head and face with arms, hands and any available materials. After the emergency passes, assess damage in the immediate area and take appropriate action. This might include performing a hall check and/or evacuation.

Section 9 – Command, Control, Communications

1. Command and Control

The organizational chart detailing the chain of command for Eastern Idaho Technical College is shown below.

President	Dr. Steven K. Albiston 1730 Delmar Drive Idaho Falls, ID 83404 Home: (208) 529-6675 Cell: (208) 520-5886 Key Reports: Public Relations, Administration
Vice President – Finance and Administration	James Stratton 4966 Vintage Lane Idaho Falls, ID 83406 Home: (208) 523-1074 Cell: (208) 403-7812 Key Reports: Maintenance, Custodial, Human Resources Security, IT
Vice President – Instruction and Student Affairs	Dr. Sharee Anderson 1083 E 1465 N Shelley, ID 83274 Home: (208) 709-7913 Cell: Key reports: Registrar - Student Services All Instructional Departments

The following individuals shall be in charge during an emergency or incident, listed by order of precedence:

- President
- Vice President of Finance and Administration
- Vice President of Instruction and Student Affairs

Security Services are designated as the Incident Commander for all emergency situations on the campus. Security shall transfer control to the designated Incident Commander from community first responders (e.g. police, fire) or campus Command Post, when activated. If transferred to the campus Command Post, Security shall continue to serve as the on-scene commander until relieved by a recognized official (e.g. first responder)

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Security Services, as the designated Incident Commander, shall be the point of contact for emergency situations on campus. Security can be contacted at (208) 221-6350.

When necessary, the College shall establish a Command Post staffed by appropriate personnel. Primary and alternate locations are listed below:

- Building 3, room 331 (Primary)
- Building 5, room 547 (alternate)
- Building 1, room 135 (alternate)

2. Communications and Warning - General.

A sound public information plan in itself will do much to calm the fears and apprehensions of parents and relatives of both staff members and students. The timely dissemination of accurate information will promote effective immediate actions by campus personnel, assist first responders and school officials by calming the fear, clear up any confusion and help keep unwanted or unneeded persons away from the site of the crisis.

The person in charge of releasing information to the public is referred to as the Public Information Officer. Specific duties of the public information officer (PIO) include:

- a. Release information which is consistent, accurate, and timely. News media can play a key role in assisting the school in getting emergency/ disaster-related information to the public (parents). Therefore, the person releasing information to the public should be in near proximity to the person in charge yet have quiet surroundings to work. The public information officer should establish a predetermined staging area for press and press releases.
- b. Open and maintain a position log of your actions and all communications. If possible, tape media briefings. Keep all documentation to support the history of the event.
- c. Keep up to date on the situation.
- d. Do not release any names - FERPA (student information)
- e. When answering questions, be complete and truthful, always considering confidentiality and emotional impact. Avoid speculation, bluffing, lying, talking "off the record," arguing, etc. Avoid using the phrase "no comment."
- f. Remind school staff and volunteers to refer all questions from the media or waiting parents to the PIO.
- g. Monitor news broadcasts about the incident. Correct any misinformation heard immediately.
- h. Get updated information and disseminate often.

Reassurance is often the message to convey. Assure people that everything is being done to ensure students' safety and well-being; that's the goal of our emergency response. Remember EITC is capable and prepared to handle this crisis.

Individual(s) responsible for coordinating Communications and Warning operations, as

well as alternates, are designated in this plan. However, the incident commander may designate other people as needed to fill gaps in organizational structure. The primary person who will be responsible for communicating to the public, press or other outside sources is the Public Information Officer (PIO). Other personnel who may communicate with the press include the president and vice presidents. This function, closely related to the coordinating function, consists of keeping those to whom you are responsible informed as to what is going on. It is essential that competent individuals keep the information flowing, especially in this age when there is so much information being transmitted in so many forms.

3. Initial Notification and Promulgation of Information.

Emergencies which originate on campus are more likely to result in notification being made by EITC to surrounding first responders. This will be done by telephone call, to a 911 operator if necessary. Calls can be initiated by cellular phone (either personally owned or college issued), desk phone (9-911), or emergency 911 stations at various points in each building of the campus. Maps at the major entrances to each building show locations of emergency call buttons. Any person who initiates a 911 call should contact Security Services immediately after the 911 call is complete, so that Security personnel can perform immediate actions on campus and assume duties as Incident Commander. Security Services can be reached at 604-4597 or 221-6350.

EITC can initiate any emergency by making a 911 call as described above. A fire alarm, smoke detector or high temperature alarm will automatically initiate a 911 call. The alarm monitoring company has provisions to notify all EITC maintenance and custodial personnel using a text message delivery.

If a warning is received by outside source it will probably come through NOAA weather radio or phone call from 911 dispatcher, etc. This information is then disseminated throughout the College.

Although there is an emergency alert horn on top of building 1, initiation of this signal is done by the state or county. The college has no other means of initiating any other emergency communication such as bells, whistles or similar devices. The college has a contract with a vendor to transmit emergency and other notifications to faculty, staff and students which can be used during an emergency.

Once a report of an actual or impending emergency is received it must be promulgated throughout the campus. The standard method of doing this is, if the event is not self-evident, is to call security and then the office for each department and report the emergency. One method to do this is to consult the emergency response for each emergency, as identified in Section 10, and then call the office and relay instructions. For example, a typical report might be:

“The Sheriff’s Office has notified EITC of a dam breach at Ririe Reservoir. Water is expected to reach the campus in 6 hours. Begin an orderly evacuation of the campus.”

Information can also be promulgated on the campus Internet (web) site. This should be done if it does not interfere with other activities. If the campus electronic message board is functional, messages can also be posted on the message board. In addition, both the primary and first alternate command sites have access to a fax machine which can be used to transmit more detailed information than is possible from a telephone or cellular phone text message.

A list of key telephone numbers is provided in this section. This list includes not only EITC key numbers but also key contact information for various first responders in the area.

4. Communications During And After An Emergency

EITC relies heavily on cellular phones and face-to-face communications during emergency situations. Depending on the casualty cellular phones might not be available. For example, an earthquake which severely damages EITC is probably severe enough to damage cellular phone towers. In addition, circuits on these lines may be jammed and bandwidth might be reduced if first responders need to use these systems for communication. Remember that text messaging takes much less bandwidth. Also remember that a face-to-face report often provides better, clearer communications and can be discussed more easily, particularly with regard to follow-on assignments. It also allows telephones at the command center to be used for external communications.

Maintenance and custodial personnel are the first individuals to move around the campus and share information. They do most of the initial checks. Information from these investigators should be reported directly to the command center either by cell phone (if the information is time sensitive) or by face-to-face delivery (preferred if the situation is non-critical in order to keep cellular phone lines clear).

Casualty information must be fed in to the Public Information Officer in a constant stream for reasons previously discussed. The PIO can condense and synthesize this information and then release it to television and radio stations and to newspapers.

The student handbook contains procedures to be followed by the College in the event of a disaster. Included in this handbook are the local radio and television stations that will disseminate campus information, as well as the designated campus telephone number(s) that individuals can call during an emergency/disaster. This manual includes all the contact information in the handbook.

Media briefings will be conducted as necessary, normally in the John E. Christofferson Building (Building 3), with an amphitheater room in the Creek Building (Building 5) used as an alternate site.

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5. Contact Information

Internal Communications

Security Office	221-6350 or 604-4597 (cellular phones)
Primary Command Center	524-3000 Extension 3397 (conference room) 524-3000 Extension 3333 (President's Office) 524-3000 Extension 3440 (PIO Office) 524-3000 Extension 3398 (Foundation Office) 524-3000 Extension 3366 (VPISA Office) 524-3000 Extension 3332/3407/3477 (Admin area) Fax 524-3007 (Admin) Fax 524-0429 (Business Office)
Alternate Command Center	524-3000 Extension 3404 (HR Manager Office) 524-3000 Extension 3357 (Payroll Office) 524-3000 Extension 3312 (Library) Fax 525-7303 (HR Office)

Note:

Any 524-3000 extension will work if power is lost until backup batteries expire, after about 30 minutes. It should be possible to maintain communications by connecting a phone to a fax line.

External Communications

Radio Stations	Phone #	Fax#	E-mail
KBYR	907-273-3170		
KID	208-524-5900		
KTHK	509-547-9791		
KUPI	208-522-1101		
KLCE / KFTZ	208-785-1400		
Television Stations	Phone #	Fax#	E-mail
KPVI	208-235-3152	234-3650	newsroom@kpvi.com
KIDK	208-525-8888	522-1930	newsdesk@localnews8.com
Newspaper	Phone #	Fax#	E-mail
Post Register (IF)	208-522-1800	529-9683	news@postregister.com

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State Organizations	Phone #	Fax#
Board of Education (board@osbe.idaho.gov)	208-334-2270	208-334-2632
Division of Professional- Technical Education	208-334-3216	208-334-2365

The Internet (web) site should be used to distribute information, along with social networking sites, if time permits.

Utility Companies (City of Idaho Falls)

Power	612-8459
Sewer	612-8108
Water	612-8491
Sanitation	612-8491
Intermountain Gas	1-877-777-7442
ECSI Telephone	529-9400

The Eagle Rock Amateur Radio Club might set up an emergency communications hub in Room 134. If all else fails, this could become the only means of communicating. Check periodically to see whether this station has been manned.

<h1>Earthquake</h1>		Likelihood: Possible Risk: High
Symptoms / Notifications	You feel the earth move under your feet.	
Personnel Action	Drop, Cover and Hold. Evacuate when safe to do so.	

Actions

Drop, cover and hold until motion stops. Perform a hall check and verify safety of the primary evacuation route. If the primary evacuation route is unsuitable, check safety of the alternate evacuation route. Then evacuate the building to assembly points using the safer exit route.

If you are trapped due to building collapse, stay where you are. Do not attempt to dig your way clear. Maintain cover for protection from aftershocks. Provide first aid to injured. Attempt to communicate by any means possible. Provide the number of personnel trapped, extent of injuries and condition of the surrounding building structure.

Discussion

An earthquake has the potential to create widespread major damage throughout the campus and the surrounding community. Earthquakes range in intensity from minor tremors, which are barely detectable, to major displacements which cause serious structural damage or building collapse. Community support could be slow to respond. This action plan is for serious earthquakes.

Command

Security: Call 911 and make an initial report of status at the college including whether classes are in session. Unlock all campus traffic gates. If building 1 is intact, unlock room 134 for emergency radio communications. Assign teams from maintenance and custodial (at least two per team) to inspect the outside of buildings for evidence of damage and utilities damage. Obtain reports from assembly areas for each building evacuated. Determine whether any persons might be trapped in any building. Order setup of triage facilities in undamaged areas and collect first aid supplies. Repeat building inspections and personnel musters if major aftershocks occur.

Inspection Teams: Shut off gas, water and/or electrical power to any building if there is any indication of utility damage. If the building appears to be structurally sound, enter the building and search for trapped or injured personnel. Do not enter any building which has external evidence of serious structural damage. Instead, walk around the perimeter of the building and call out for survivors and wait for a response.

Flash Flood		Likelihood: Unlikely Risk: Medium
Symptoms / Notifications	Notification, most likely by county emergency personnel	
Personnel Action	Evacuate	

Actions

Perform the following activities within one hour of notification. Terminate activities at that point and abandon the campus.

Shut down all activities in an orderly manner. Dismiss students and send them home. Place all paperwork in cabinets, drawers and other repositories at least 2 feet above ground level. Unplug all electric appliances and put the appliance at least 2 feet above ground level. Remove stored records and electronic equipment from below ground areas and relocate them above the flood plain. Shut off power to all equipment and power panels below flood plain level (about 2 feet above ground level).

Discussion

EITC is not at risk from failure of the Palisades Reservoir Dam – the flooding will occur west of the campus. Flash flooding is most likely to occur from failure of the Ririe Reservoir Dam. Ririe Dam failure will immerse the campus in about 1-2 feet of water. All below-ground areas will flood. There should be sufficient time to perform an orderly shutdown and evacuation of the campus and permit students, faculty and staff to evacuate the area.

Command

Security: Unlock all campus gates to facilitate evacuation. Call emergency agencies and verify the emergency and expected arrival time of flood waters.

President / Vice President: Evacuate all students from the campus by closing down classes. The most effective way to accomplish this is through the departmental offices. Each department should report when all classes have been dismissed and students sent home.

Rig the campus for flooding as described above. Each department manager or designee should report when the last departmental personnel are leaving the campus. Give priority to dismissing staff and faculty most affected by the impending casualty – those living in the flood plain, those with children to pick up, etc.

In no case should personnel be on campus later than 2 hours prior to the expected arrival time of flood waters, to permit personnel to return home and if necessary evacuate their families.

Tornado		Likelihood: Unlikely Risk: Medium	
Symptoms / Notifications	Notification, most likely by county emergency personnel		
Personnel Action	Remain in Place		

Actions

Remain in place until directed otherwise. Incident commander will determine whether to reverse evacuate to protected areas of the campus. Stay inside buildings. Designated reverse evacuation rooms are:

BLD 1	20 (primary) 7, 9 (alternate)	BLD 4	(none)
BLD 2	260 (primary) 245 (alternate)	BLD 5	545 (primary) 581 (alternate)
BLD 3	355 (primary) 300 (alternate)	BLD 6	6163/64 (primary) 6139 (alternate)

Discussion

About 1-2 tornadoes occur in southeast Idaho annually. These are typically small and of short duration. There is usually little warning.

Command

Security: Call offices in each building and have personnel pass word to remain in place, Incident commander evaluate whether to reverse evacuate to protected areas. Do not send runners to buildings as this could result in personnel being exposed to the tornado or flying debris.

Security should NOT attempt to unlock gates until the tornado has passed and all is clear.

Incident Commander: Notify personnel when the tornado threat has passed. Assess the campus for damage.

Severe Weather		Likelihood: Very Likely Risk: Medium	
Symptoms / Notifications	Notification, most likely by county emergency personnel		
Personnel Action	No special action		

Discussion

Severe weather is common in southeast Idaho during the winter season. There is generally ample time for notification from news agencies, NOAA broadcasts or other sources.

EITC has contracts in place for snow removal and other services. The major concern during severe weather is loss of power to the campus and poor visibility for driving conditions.

Command

When notified that severe weather actions need to be taken, security should make sure gates are opened to facilitate snow removal and easy egress from the campus by departing students and staff. College administration should evaluate whether the campus should be closed. In general, the campus remains open unless local governments shut down roads in the area due to impassability. If the campus is to be closed, used the electronic message board, web site and emergency notification system

Chemical Spill (Off campus)		Likelihood: Unlikely Risk: Medium
Symptoms / Notifications	Notification, most likely by county emergency personnel	
Personnel Action	Remain in place. Prepare to shelter or evacuate.	

Actions

When directed, evacuate the campus (advance notice and extreme hazard) or shelter in place (inadequate notice and extreme hazard).

Discussion

A chemical spill off campus includes radiological hazards from the Idaho National Laboratory. A hazard from INL is extremely remote due to INL safety regulations, distance and prevailing winds. Spills are more likely from train derailments and truck accidents. Spills create airborne ingestion hazards. Water contamination is also possible but the hazard develops more slowly. Utilities normally remain unaffected by a chemical spill.

“Gas masks” used by some courses do not provide protection against all hazards. Unless the filter installed in the mask is designed for the specific hazard, these masks should not be used.

Command

President or Vice President: Seek information from local authorities regarding the scope of the problem and immediacy. If the spill poses a hazard to the campus and there is insufficient time to evacuate, personnel should be directed to shelter in place. Maintain communications with local authorities and determine when sheltering in place is no longer required. If the spill poses a hazard to the campus and there is sufficient time to evacuate, personnel should be directed to leave the campus and the campus should be closed.

<h1>Chemical Spill</h1> <h2>(On campus)</h2>		Likelihood: Possible Risk: Medium
Symptoms / Notifications	Notification, most likely by telephone call to Security.	
Personnel Action	Evacuate affected areas.	

Actions

Evacuate the affected areas.

Call 911 (if appropriate).

Call Security (221-6350 or 604-4597)

Notify your department head and administration.

Discussion

EITC maintains small quantities of hazardous chemicals for use in chemistry laboratories. A spill of some of these chemicals could create a local hazard. Laboratories where these chemicals are stored and used have emergency exits, special safety equipment and other design features to minimize hazards.

Command

The person observing the spill and identifying the hazard should evacuate the affected area. Verify that all personnel have vacated the area, and determine whether surrounding areas need to be vacated. Call 911 and report the hazardous material spill. Call security.

Security: open gates to the campus. Notify maintenance and custodial groups of the problem.

Fire on Campus		Likelihood: Possible Risk: Medium
Symptoms / Notifications	Notification, most likely fire alarm	
Personnel Action	Evacuate affected areas.	

Actions

Pull a fire alarm box or call 911. Then call Security (221-6350 or 604-4597). Evacuate the affected building(s) to designated assembly areas. Move the assembly area if it is in the smoke from the building. Assigned personnel will clear the building.

Discussion

A fire on campus is one of the greatest hazards at EITC. The immediate concern is the evacuation of staff and students to ensure their protection.

Command

Assigned personnel will clear the building and report clearance to the incident commander.

Security: Open all campus gates. Assume duties as incident commander. Greet arriving first responders and direct them to the affected building. Report location and number of people with disabilities in areas of refuge.

Maintenance/Custodial/IT: Clear the affected buildings. Notify the incident commander that the building has been cleared and report conditions inside the building, especially the location and number of people with disabilities in areas of refuge.

Fire off Campus		Likelihood: Possible Risk: Medium
Symptoms / Notifications	Notification, most likely by observation.	
Personnel Action	No immediate action.	

Actions

Observe smoke patterns and determine whether buildings need to be evacuated.

Consider activation of lawn sprinkler systems to minimize risk of fire spreading onto campus grounds.

Discussion

EITC is bounded on three sides by fire breaks – streets to much of the south, east and west and Meppen Canal to the north. However, flying sparks from buildings to the southwest and west could carry onto the campus and cause secondary fires.

Command

Alert maintenance personnel and direct them to move equipment away from areas downwind of the fire.

Evaluate whether smoke conditions require evacuation of any buildings on the campus.

<h1>Power Outage</h1>		Likelihood: Possible Risk: Medium
Symptoms / Notifications	It gets dark inside, really fast.	
Personnel Action	Controlled evacuation.	

Actions

Wait for instructions from department managers. When directed, conduct an orderly evacuation of the affected areas.

Discussion

A power outage causes an interruption of normal activities on the campus. A power outage could affect an individual building or the entire campus. Utility companies have monitoring and switching systems to quickly restore power but single point failures are possible which could undermine the redundancy of power systems.

Command

If a power outage lasts longer than a few minutes, call the utility company and report the problem. If the outage is known to be a prolonged one, make a decision whether to cancel or relocate classes.

Mass Casualties		Likelihood:
		Unlikely
		Risk:
		Medium
Symptoms / Notifications	Explosion or Shooter	
Establish Readiness Level	Red	
Personnel Action	Evacuate affected buildings	
Actions		
Call 911.		
Call Security (221-6350 or 604-4597)		

Mass Casualties	Likelihood: Unlikely Risk: Medium
Symptoms / Notifications	Explosion or shooter.
Personnel Action	Evacuate affected buildings.*

***For a shooter, evacuate only after shooter is neutralized. Until then, lock down.**

Actions

Call 911.
Call Security (221-6350 or 604-4597)

Discussion

Mass casualties could occur if an explosion occurs or there is a shooter on campus. The major concern is to take action to prevent additional casualties.

Command

Evacuate affected areas. Notify all personnel and assemble people with first aid experience including instructors in health care education. Stay clear of buildings where there is a concern about structural integrity.

Set up a triage area in a protected area as close as possible to the casualty scene. Assemble first aid supplies from all buildings at the triage area.

Bomb Threat		Likelihood: Possible Risk: Medium
Symptoms / Notifications	Notification, most likely by phone call.	
Personnel Action	Based on developed information.	

Actions

The person receiving the call of a bomb threat should attempt to obtain as much information as possible from the caller including:

- Caller's name.
- Type of bomb.
- When the bomb is set to detonate.
- Location of the bomb.
- Appearance of bomb.
- Why a bomb has been placed on campus.

Call 911.

Call Security (221-6350 or 604-4597)

Discussion

Do not make decisions regarding the credibility of a bomb threat. If a threat is made, take it seriously.

A bomb threat is normally received by phone. The person receiving the call should attempt to obtain as much information as possible. The questions in the “Actions” section may seem odd, but the psychology associated with a bomb threat caller takes different forms.

Command

Coordinate with response with emergency personnel. Consider evacuation of the campus or specific buildings if necessary to protect personnel.

Open all gates on the campus to permit easier egress from the campus and movement of first responders and bomb squads.

Intruder		Likelihood: Possible Risk: Medium
Symptoms / Notifications	Notification, most likely by campus personnel.	
Personnel Action	Lockdown or evacuation.	

Actions

Call 911 if there is a risk of violence. Lock down the area.

Law enforcement personnel will order lockdown to be maintained or personnel to be evacuated.

Call Security (221-6350 or 604-4597)

Discussion

This scenario is for an intruder which poses a threat to personnel, not to the mere presence of unknown personnel.

Command

Notify departments by telephone calls and direct either evacuation or lockdown depending on the building and instructions from law enforcement personnel.

Open gates on the campus to permit better traffic flow.

Weapon on Campus		Likelihood: Possible Risk: Medium
Symptoms / Notifications	Notification, most likely by campus personnel.	
Personnel Action	Lockdown or evacuation.	

Actions

If there is a possibility of violence, lock down the area.

Call Security (221-6350 or 604-4597)

Discussion

Weapons are not currently allowed on campus. The possession of a weapon alone does not constitute an immediate threat but could develop into an intruder problem.

Do not attempt to disarm an armed individual.

Command

If there is a possibility of violence, lock down the area and call 911.

Abduction		Likelihood: Unlikely Risk: Medium
Symptoms / Notifications	Notification, most likely by campus personnel.	
Personnel Action	Depends on the situation.	

Actions

Call 911. Report all possible information including:

- Name of student
- Name of intruder (if known)
- Description of intruder
- Vehicle information (if known)

Call Security (221-6350 or 604-4597)

Discussion

A student abduction is a violent action. Do not take physical action to stop an abduction; it may aggravate the situation. Let trained law enforcement personnel handle the situation.

Command

Work with law enforcement to identify the individual and, if known, information on the person to be notified in case of emergency.

Evaluate the need for counseling of students and staff.

Background Data:

1. Mission and Goals. The incident/emergency/disaster mission and goals of Eastern Idaho Technical College are to:
 - a. Prepare for emergencies and disasters
 - b. Protect lives and property
 - c. Respond to emergencies promptly and properly
 - d. Mitigate the effects of a disaster
 - e. Aid in recovery from disasters
 - f. Return the educational process to normal as soon as possible
2. Objectives. The objectives of the Eastern Idaho Technical College emergency operations program are to protect the lives and well-being of its students, faculty and staff through the prompt and timely response of trained College personnel should an emergency affect the campus. To meet these objectives, Eastern Idaho Technical College maintains a comprehensive emergency operations program that includes plans and procedures, hazard analysis, security audits, training and exercise, and plan review and maintenance.
 - a. Eastern Idaho Technical College President, Vice Presidents, and designated staff shall be trained and expected to follow Incident Command System (ICS) protocol in any emergency response activity.
 - b. Eastern Idaho Technical College will coordinate with responding agencies using ICS protocol.
 - c. All faculty and staff will be briefed on this plan and its procedures. Faculty and staff will also receive the necessary training to assist them in their emergency responsibilities.
 - d. This plan will be exercised annually to test specific procedures and to ensure faculty, staff and students are aware of these procedures.
 - e. This plan covers the following actions as the initial response to emergencies:
 - Evacuation - all personnel leave the building
 - Drop, cover and hold – Faculty, staff and students drop low, take cover under furniture, cover eyes, and protect internal organs.
 - Hall Check – All students stay in their classroom; instructors perform a quick visual check of halls and common space looking for unknown or unauthorized persons.
 - Shelter-in-place – Faculty, staff and students are held in the building, Shelter in place might include the following additional actions:
 - All ventilation systems are shut off. Limited movement is allowed.
 - Reverse Evacuation - all personnel go to safe places in the building.
 - Lock down - All exterior doors and classroom doors are locked, blinds are drawn and faculty, staff and students stay quiet and remain in their classrooms.

Faculty, staff and students are trained on initial responses to casualties to include building evacuation, hall check, lock down procedures, and drop/cover/hold methods.

3. Situational Description:

- a. EITC in a typical school year has approximately 300-350 students enrolled full time and 500-550 students enrolled part time. There are approximately 120 full time faculty and staff, augmented by adjunct faculty. Normal class hours are from 8:00 AM until 5:00 PM but evening classes can extend campus activities until 10:00 PM. Saturday classes are not uncommon; Sunday activities are rare.
- b. There may be students, staff and visitors who have sight, hearing, mobility, or other impairments which could be of concern during an emergency. These individuals are not specifically identified in this plan. As an open campus with many part-time students, it would be impractical to attempt to maintain an accurate list.
- c. EITC consists of five main buildings located around a central open space and a small maintenance building, Building 4, located in the southwest corner of the campus. Building 1, the John O. Sessions Building, has a full basement used for storage, classrooms and other functions. Building 6 is a two story structure consisting of offices, classrooms, laboratories and a simulated medical ward. All of the other buildings are single story facilities. Entrance and egress to the campus is by access roads to Ashment Avenue on the west, 17th Street on the south and two entries on the east from Hitt Road. The buildings are ringed on the outside by parking lots connected by vehicle arterials. Current floor plans and site plans (which show utility shut-offs, ventilation systems, hazardous materials storage areas) for the College are maintained by the Maintenance Department. Copies of these floor plans are also available in the Security Office.
- d. Eastern Idaho Technical College could be affected by the hazards described in this manual. Eastern Idaho Technical College and Bonneville County Emergency Operations Plans address these hazards and describe the overall emergency response procedures for the College and the County.
- e. The quick-reference emergency checklist has been developed and copies are maintained in each classroom, office area, cafeteria, and other key areas. This checklist is in Section 2.
- f. Mutual aid agreements the College has made are listed separately.

4. Situational Assumptions:

- a. For planning purposes, Eastern Idaho Technical College makes a number of situational assumptions. These assumptions address the conditions that are

expected and mitigation and preparedness requirements that are in place within campus facilities.

- b. Eastern Idaho Technical College is and will continue to be exposed and subject to the hazards noted as well as lesser hazards. Other hazards may develop in the future.
 - c. It is possible for a major disaster to occur at any time and in any place. In many cases, warning and increased readiness may be possible. However, some emergency situations occur with little or no warning.
 - d. A single site emergency, (i.e. fire, intruder, gas leak etc,) could occur at any time without warning and faculty and staff cannot and should not wait for direction from local response agencies. College faculty and staff shall act immediately to assure student safety, save lives and protect college property.
 - e. Outside assistance will be available in most emergency situations. It will take time for first responders to arrive. It is essential that the College be prepared to carry out the initial emergency response activities on an independent basis.
 - f. Following a major or catastrophic event, the College may have to rely on its own resources to be self-sustaining for up to 72 hours. This includes medical support for individuals who may require it. The College does not have reserves of water, fuel or food. Because there is no on-campus housing it is expected that these reserves will not be needed.
 - g. and/or students. Rapid and appropriate responses will be taken to assist the injured.
 - h. Security personnel are trained and prepared to act as the initial Incident Commander (IC) for any emergency situation on campus.
 - i. Proper mitigation actions, such as creating a positive environment, drills and fire inspections can prevent or reduce disaster related losses.
 - j. Proper preparedness actions, such as detailed emergency and crisis management planning, faculty and staff training and scheduling and conducting periodic drills and exercises will improve the College's readiness and ability to address any emergency situation.
5. Limitations: No guarantee of a perfect response system is implied by this Plan. The potential exists that personnel and resources may be overwhelmed by the magnitude of an emergency situation. Eastern Idaho Technical College can only endeavor to make every reasonable effort to respond with the resources and information available at the time of the occurrence.

6. Readiness Levels. Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. Many institutions follow a color-coded threat level matrix. Readiness actions are taken based on the threat level color. By changing the threat level color. EITC does not do this. Instead, EITC uses three unofficial readiness levels:
- a. No known threats exist (corresponds to Green in a color system).
 - Assess and update Emergency Operations Plans and procedures.
 - Discuss updates to school and local Emergency Operations Plans with emergency responders.
 - Review duties and responsibilities of emergency response team members.
 - Provide CPR and first aid training for faculty and staff.
 - Inventory, test, and repair communication equipment.
 - Conduct training and drills.
 - Inventory and restock emergency supplies
 - b. There is credible evidence which suggests a threat to the campus (corresponds to Yellow in a color system).
 - Inspect buildings and grounds for suspicious activities.
 - Assess increased risk with public safety officials.
 - Review crisis response plans with faculty and staff.
 - Test alternative communications capabilities.
 - c. A known specific threat exists or is in progress (corresponds to Red in a color system). Response depends on the specific threat but could include:
 - Follow local and/or federal government instructions (listen to radio/TV). Update media on preparedness efforts.
 - Activate Emergency Operations Plan. Assess facility security measures.
 - Restrict College access to essential personnel.
 - Cancel off-campus activities.
 - Provide mental health services to anxious faculty, staff and students. Address faculty, staff and student fears concerning possible emergency.
 - Assign staff to monitor entrances at all times
 - Place College emergency response members on standby alert status.
 - d. Changes in readiness levels will normally be publicized by determining the specific actions to be taken for the threat and conveying them to the campus as a whole or to specific individuals tasked with actions under this plan.
7. Plan Development and Maintenance.

- a. The Safety & Emergency Response Committee, under the direction of the Campus Safety & Emergency Manager, is responsible for the overall development and completion of this plan, including annexes.
- b. The President's Advisory Council is responsible for approving and promulgating this plan. The President's Advisory Council shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those tasked in this document. Copies should also be set aside for the Emergency Operations Center.
- c. The Emergency Operations Plan includes a distribution list (Section 13) that indicates who receives copies of the basic plan and the various annexes to it. Entities who receive annexes to the basic plan shall also receive a copy of this plan.
- d. The Emergency Operations Plan and its annexes shall be reviewed annually by the Campus Safety & Emergency Manager. The Safety & Emergency Response Committee will establish a schedule for annual review of planning documents by those tasked in them. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or College structure occur.
- e. The Emergency Operations Plan and its annexes must be revised or updated through a formal review or change at least every year. Responsibility for revising or updating the Emergency Operations Plan is assigned to the Safety & Emergency Response Committee. the President's Advisory Council or Campus Safety & Emergency Manager shall ensure distribution of all revised or updated planning documents to all departments.

8. Health and Medical

- a. The Health Care Education Manager is responsible for coordinating health and medical operations for the College. The alternate person with this responsibility is the senior instructor for the registered nursing program.
- b. Counseling during and immediately after emergencies can become a major concern. Death or serious injury to co-workers and students can have a profound influence. Personnel should be alert for these issues. EITC has no professional staff for grief counseling and no mutual aid agreements for this type of support. Counselors from EITC's Center for New Directions (CND) can provide some assistance.
- c. First aid kit locations and locations of Automatic Emergency Defibrillators (AEDs) are shown on wall charts in each building. Maintenance department is responsible for maintenance of this equipment.
- d. A pandemic or epidemic of contagious disease would trigger closing the College if absentee levels within faculty and staff reach 25%.

9. Security

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Section 10 – Incident Commander Details

- a. The Vice President of Finance and Administration is the person responsible for coordinating security services and response for the College.
- b. Security Services are primarily responsible for traffic control on campus property. Except as noted in specific emergency procedures, security will unlock and open any traffic control gates when an emergency is declared. They will coordinate with local law enforcement, when appropriate. Maintenance personnel are designated as support personnel for traffic control in the event Security Services is not available for any reason.
- c. Security Services are primarily responsible for protection of campus property. They will coordinate with local law enforcement, when appropriate. Maintenance personnel are designated as support personnel in the event Security Services is not available for any reason. If needed, personnel will be posted at designated areas to provide monitoring. Since campus personnel are not sworn officers, it is not expected that they will put themselves in a position of physical harm. If armed officers are necessary for any reason, Security Services or the Command Post will coordinate with local law enforcement or federal response personnel (e.g. National Guard).
- d. The College does not anticipate the need for crowd control. However, Security is designated to manage crowds and large gatherings on campus property. Security shall contact local law enforcement or federal response personnel (or campus Command Post, if activated) for additional support.
- e. The individual making the initial contact with 911 services shall pass on any known conditions at the time of contact (e.g. fire, chemical hazards). Any new or changed situations impacting responders shall be compiled by the Incident Commander, either Security or Command Post (if activated), and forwarded to the appropriate responders.

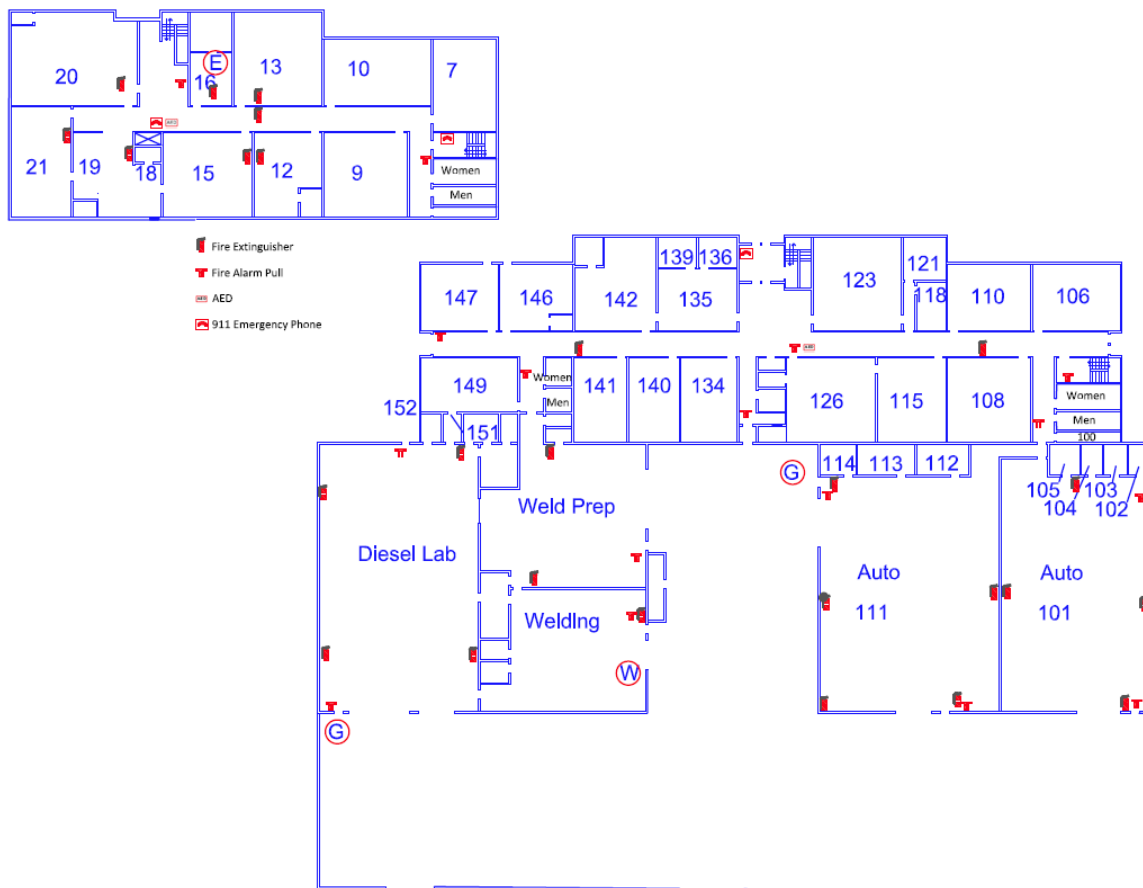
10. Fire Suppression

- a. Responsibility for college incidents including fire and rescue falls under the President, or his designated representative. The Person in Charge (PIC) starts with the President and works through the Vice Presidents. The Vice President of Finance and Administration, through the maintenance department which reports to him, is responsible for upkeep and maintenance of firefighting and fire suppression systems.
- b. Wet type sprinkler systems are installed in buildings as described below:
 - Building 1: Water sprinkler system in the basement floor only. Controls for this system are in basement room 1.
 - Building 2: Water sprinkler systems throughout the entire ground floor of the building, in the extensive tunnel system which runs under the northern half of the building; in the maintenance supervisor room above the ground floor, with access from the maintenance room and

- the “tower”. Sprinkler controls are in the southwest corner of room 215.
- Building 3: Water sprinkler systems throughout the ground floor of the building and in the underground utility room. Controls are in room 360.
 - Building 4: There are no sprinkler systems in this building.
 - Building 5: Water sprinkler systems throughout the ground floor of the building and in the aboveground utility attics. Controls are in room 589, the mechanical equipment room.
 - Building 6: Water sprinkler systems throughout the both floors of the building. Controls are in room 6135, the maintenance and receiving area.
- c. Sprinkler system water isolation valves are locked in the open position with a padlock. **Do not isolate water to a sprinkler system without express orders from the College President or the person in charge on campus.**
- d. Hand-held ABC fire extinguishers are located throughout all buildings on the campus. Maps at major entrances show locations. These extinguishers are checked by maintenance department at the periodicity required by the Idaho State Division of Building Safety (currently monthly) and any that need recharged or are otherwise inoperable are replaced. All fire extinguishers are inspected yearly by an independent contractor and hydro tested as necessary, any that need recharged or replaced are also done at that time.
- e. Someone who has not been trained on the use of a fire extinguisher generally should evacuate if there is a fire, because an untrained person might waste time and effort trying to incorrectly fight a fire (e.g. spraying the extinguisher at the top of the flames) and could deplete firefighting assets.
11. Automated external defibrillators (AEDs) are located in each main building (there is no AED in building 4). AEDs are marked on the floor plan at each major entrance by a lightning bolt. AED boxes are alarmed and, when opened, will instruct the responder to initiate a 911 emergency call. Although AED boxes contain some first aid supplies, these supplies should not be used for routine minor cuts and scrapes. Custodians have access to first aid kits and cleanup materials for body fluids.
12. Search and Rescue. EITC does not have a formally established search and rescue team. Any search and rescue operations would need to be coordinated through and conducted by first responders.
13. Bomb Search Procedures. EITC does not have a formally established bomb search team. Any bomb search operations would need to be coordinated through and conducted by first responders.

Section 11 – Facility Information

Building 1



Building 1, the John O. Sessions Building, is the oldest building on campus. It consists of classrooms across the north end of the building and shops across the south end. The south end includes a fenced area used for storage of welding materials and for staging of vehicles to be repaired. There is no interior roof access. Electrical shutoff is in the basement at the main power panel in room 16. Water shutoff is inside the welding shop on the east wall. There are two gas shutoffs in the fenced area behind the building proper.

There are sprinklers in the basement but not on ground level.

Expected hazards include fuels inside vehicles in the auto and diesel shop and welding gases including acetylene and oxygen in the weld shop.

Building 2

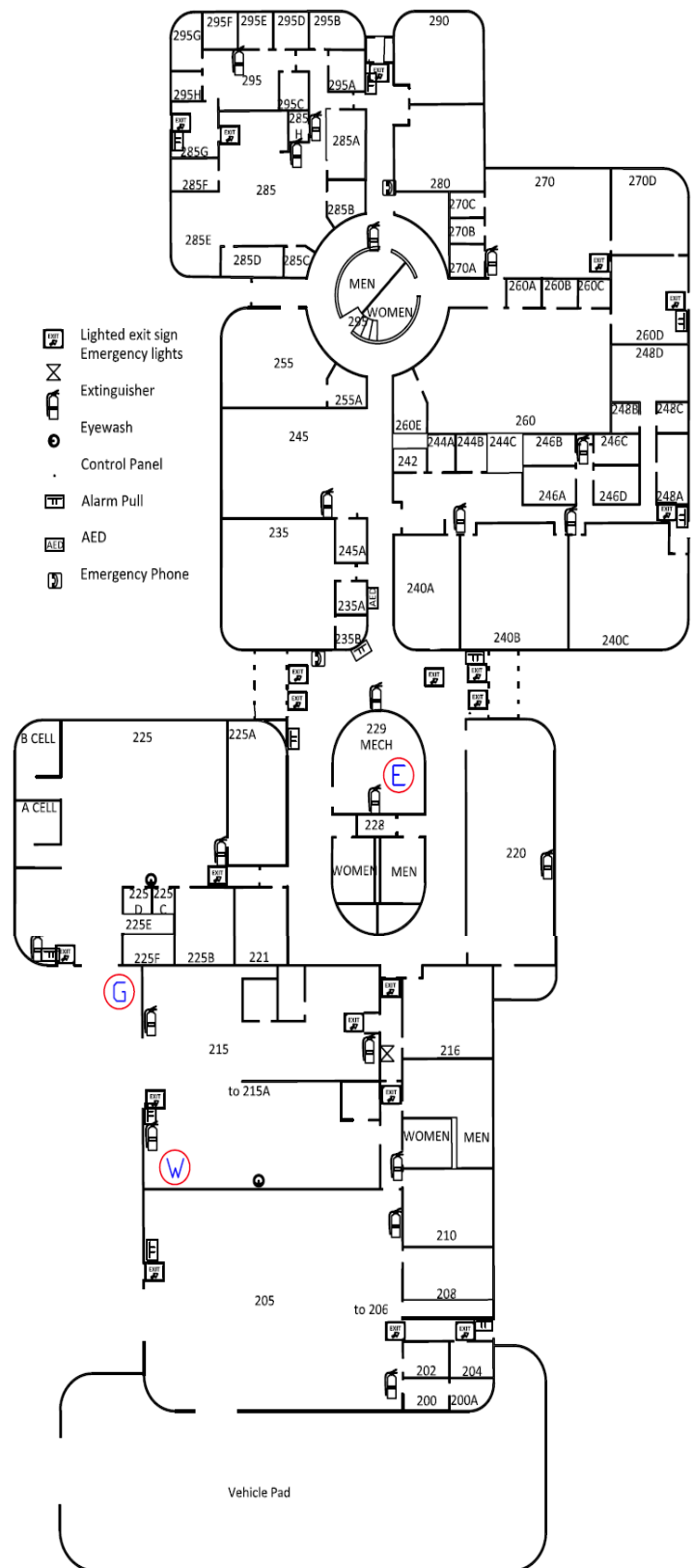
Building 2, the William O. Robertson Building, is a mixed use building. IT offices are in the north section of the building. The section east of the “tower” roundabout in the north end of the building is for nursing training. The area just north of the main entrance, in the center of the building, is for Business, Office and Technology Division and consists of classrooms and instructor offices. The 225 complex is for radiological and other work force training. Rooms 205 and 215 are shop areas. Room 216 is the data center for the college and is protected by a separate fire suppression system.

There is a tunnel system in this building for maintenance on HVAC and plumbing equipment which runs from the mechanical equipment room west to a floor hatch in room 225 and north to the custodial closet south of room 280. Fire suppression is provided by a sprinkler system which serves the tunnels, main floor and elevated areas.

Roof access is provided by a single hatch through the mezzanine above room 225A. Access is via steps at room 225E and then into a storeroom on the north side.

This building has a single main electrical panel in room 229. Gas shutoff is on the west side of the building at the rollup door for room 225.

Some vehicle fuels may be present in room 205.



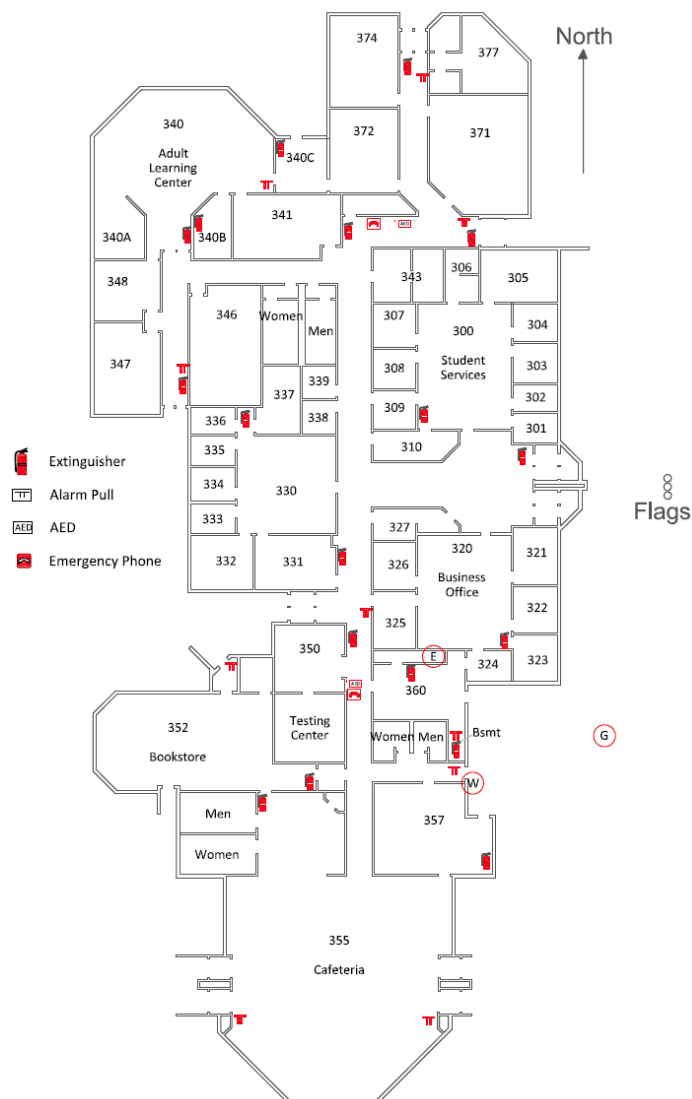
Fire Extinguisher Locations Building 3

Building 3 is the John E. Christofferson Building. The Adult Learning Center and associated classrooms are at the north end. The center of the building is mostly offices and campus administration. The campus bookstore, testing center and cafeteria are at the south end.

The entire building consists of one floor with utilities running through the overhead above a false ceiling. There is a small basement for HVAC components which is reached by a stairwell in room 360. Sprinkler systems are provided throughout the building including the basement. Roof access is provided by a single hatch in room 360 near the sprinkler isolation system.

This building has a single main electrical panel in room 360A. Gas shutoff is on the east side of the building.

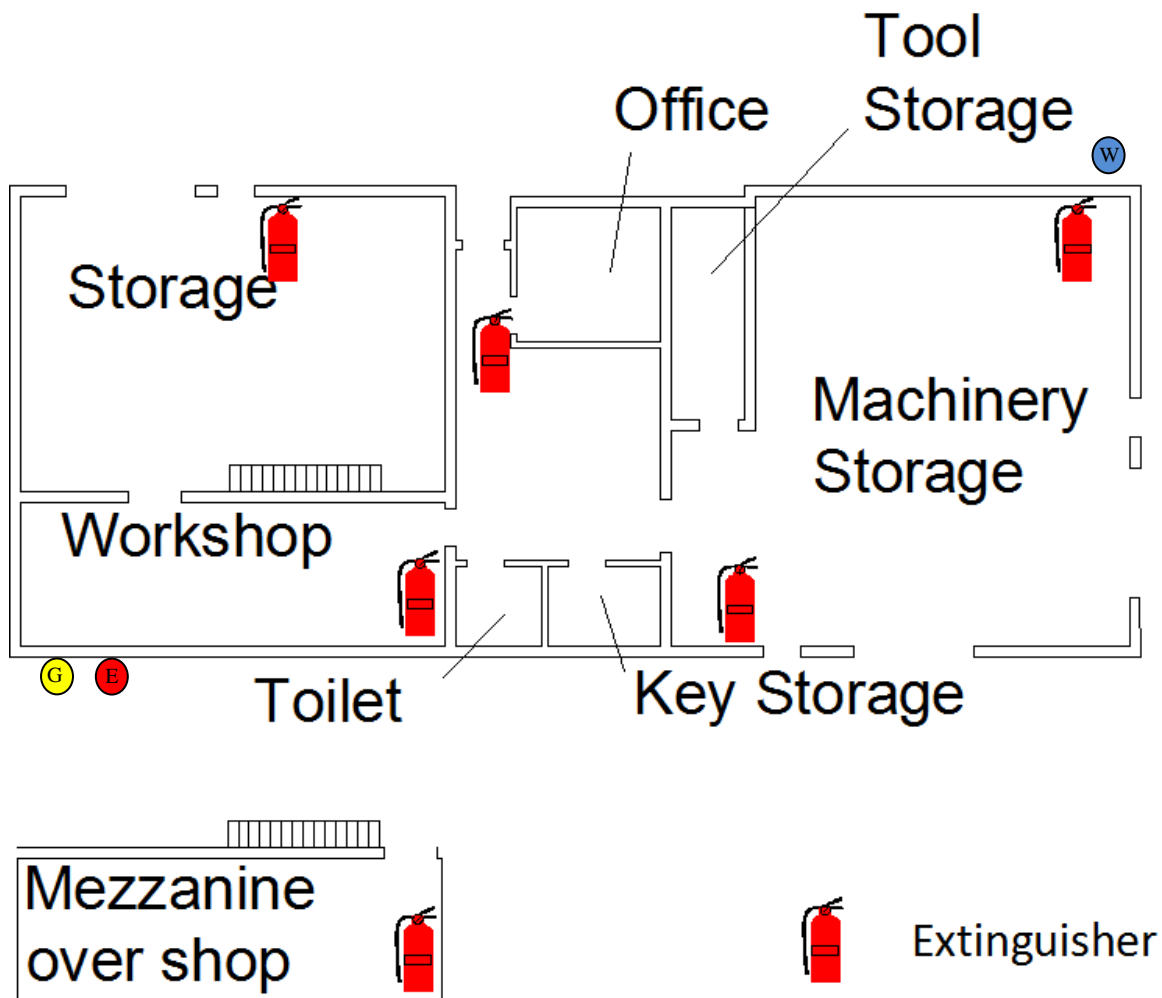
Room 357 is a cafeteria kitchen which includes a deep fat fryer. A standard fume collection hood with mandated protective features is installed.



Building 4

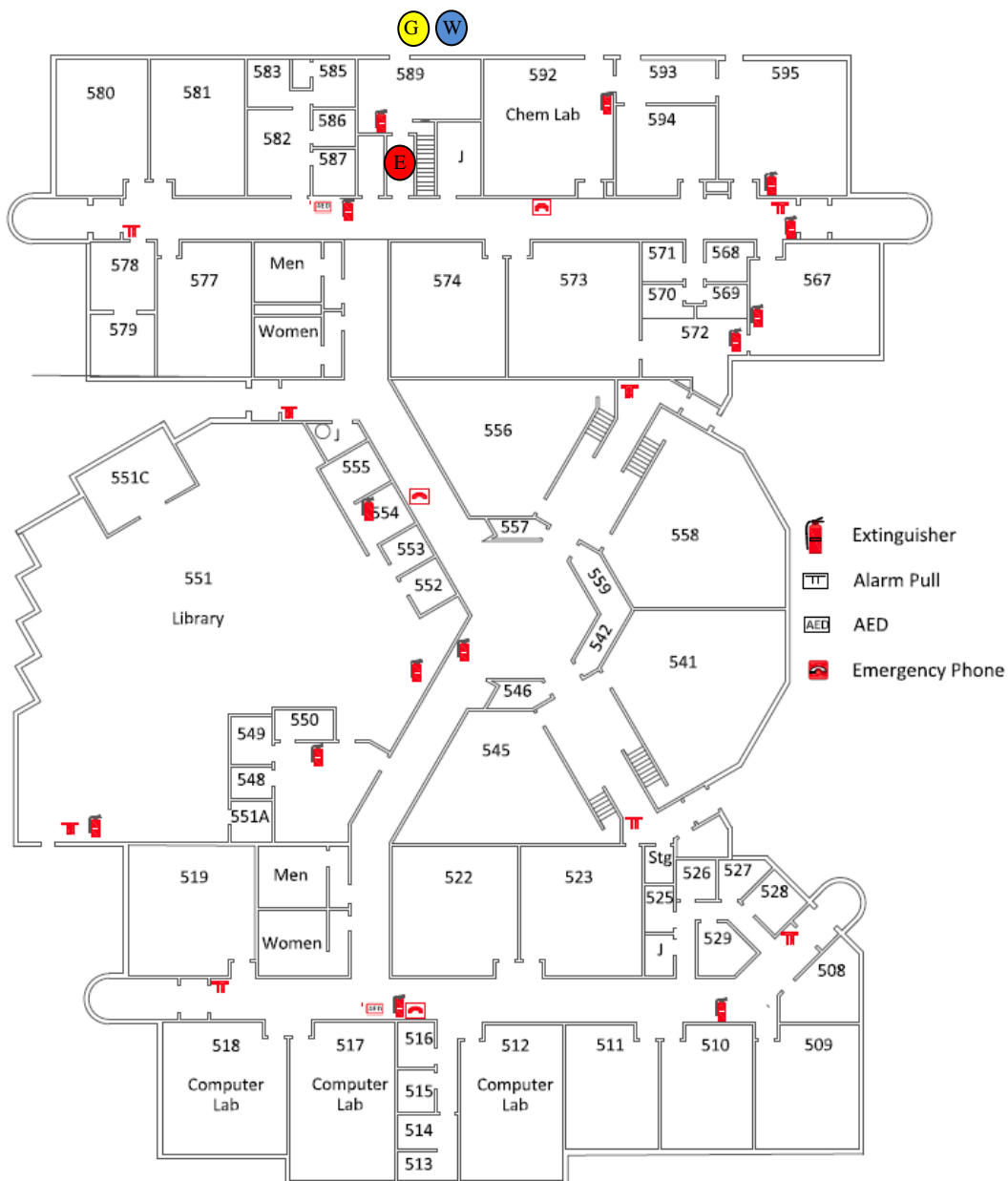
Building 4 is the maintenance building in the southwest corner of the campus. Unlike other buildings it is normally locked during business hours, it has no emergency 911 phone, and has no AED. There are six handheld fire extinguishers in the building, mostly near entry and egress points.

Roof access is via a ladder from the outside of the building. Power and gas shutoff are outside on the southwest corner of the building. Water shutoff is inside in the northeast corner of the building.



Building 5

Building 5, the Alexander Creek Building, contains mostly classrooms and offices. Room 592 is a chemistry laboratory and small amounts of in-use chemicals may be found here. Room 594 is a chemical storage and preparation room; there are storage cabinets in this room for bulk storage of flammables, acids and other corrosive materials. The college library is also located in this building. This building has a system of attic walkways, access to which is gained from a stairwell in room 589. HVAC equipment of various types can be found in this area. There are four roof accesses to this building: two from the attic walkways, one in room 555, and one in room 517.



Building 6

Building 6 is the Health Care Education Building and the only two story building at EITC. Peripheral spaces are classrooms and offices. The second floor central area is a mockup in-patient care ward which could be used as a triage location in area emergency scenarios. The college has no agreements with other facilities for this use.

Full sprinkler coverage is available on both floors. Roof access is through a regular doorway at the top of the stairs at the southwest corner. Gas and water shutoff are outside the receiving door on the west side. Power to the building is provided through a switchboard in room 6137.



There is a greenhouse north of building 5; utility shutoffs are on the east end of the building.

A list of those departments or businesses which provide public works (electricity, natural gas, water, sewer, sanitation, and telephone services) and their contact numbers is included in Section 9, Communications.

Section 12 – Threat Analysis

This section shows how the risk assessment for each potential casualty was done. Listed within this section are threat assessments from various potential hazards. Each potential hazard is assigned a hazard rating based on the criteria shown below:

Parameter	Explanation	Point Value
Frequency	The likelihood of the event occurring	4 Very Likely 3 Likely 2 Possible 1 Unlikely
Magnitude or Impact on College	Some events will have a major impact on the college, but not necessarily on the surrounding community.	4 Catastrophic 3 Critical 2 Limited 1 Negligible
Warning Time	The advance notice usually available before an event. For example, winter storms usually have warnings issued by NOAA; earthquakes currently cannot be predicted.	4 Minimal 3 6-12 hours 2 12-24 hours 1 24 + hours
Severity to Community	Events which have a major impact on the community but not necessarily on the college. An event which severely affects both would represent a higher hazard.	4 Catastrophic 3 Critical 2 Limited 1 Negligible
Risk Priority	The sum of points assigned to the possible event.	High (14-16) Medium (8-13) Low (<8)

All Hazards with a Risk Priority Rating greater than eight (8) are included in the Eastern Idaho Technical College Emergency Operations Plan and are the basis for Incident Commander actions in section 10.

It should be noted that no effort has been made to combine possible events. For example, an earthquake could result in broken gas lines which could produce fires, could result in injuries and deaths on campus and could result in chemical spills. The combination of possible effects is too unpredictable to permit detailed planning.

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Section 12 – Threat Analysis

Hazard Audit

Hazard Type	Frequency	Magnitude or Impact on College	Warning Time	Severity to Community	Score	Risk
Flash Flooding	1 Unlikely	4 Catastrophic	3 6-12 hours	4 Catastrophic	12	Medium
Earthquake	2 Possible	4 Catastrophic	4 Minimal	4 Catastrophic	14	High
Tornado	2 Possible	4 Catastrophic	4 Minimal	3 Critical	13	Medium
Severe Weather	4 Very Likely	2 Limited	1 24 + hours	3 Critical	10	Medium
Chemical / Hazmat from Off Campus (INL, I-15)	2 Possible	2 Limited	4 Minimal	3 Critical	11	Medium
Chemical / Hazmat Spill on Campus	2 Possible	2 Limited	4 Minimal	1 Negligible	9	Medium
Fire on Campus	2 Possible	3 Critical	4 Minimal	3 Critical	12	Medium
Fire off Campus (nearby structure)	2 Possible	2 Limited	4 Minimal	3 Limited	11	Medium
Power Outage	2 Possible	2 Limited	4 Minimal	2 Limited	10	Medium
Medical Emergency (limited number of personnel on campus)	2 Possible	1 Negligible	4 Minimal	1 Negligible	8	Low
Mass Casualties	1 Unlikely	3 Critical	4 Minimal	3 Critical	11	Medium
Bomb Threat	2 Possible	4 Catastrophic	4 Minimal	2 Limited	12	Medium
Death on Campus (1)	1 Unlikely	2 Limited	4 Minimal	1 Negligible	8	Low
Explosion on Campus (e.g. gas leak)	1 Unlikely	3 Critical	4 Minimal	1 Negligible	9	Medium
Intruder	3 Likely	3 Critical	4 Minimal	1 Negligible	11	Medium
Student Abduction	1 Unlikely	3 Critical	4 Minimal	1 Negligible	9	Medium
Weapon on campus	2 Possible	2 Limited	4 Minimal	1 Negligible	9	Medium
Suspicious Package	2 Possible	2 Limited	4 Minimal	2 Limited	10	Medium

Section 13 – Continuity of Operations

1. Overview

From the hazard analysis in Annex A, the only hazards which could cause long term damage to campus facilities are:

- Earthquake
- Fire
- Tornado
- Flooding

A special hazard of concern is a pandemic, which would leave physical facilities intact but damage the college's ability to staff those facilities.

Other hazards would pass without long term damage to the infrastructure of the campus.

2. General Precautions

A variety of low or no cost, common sense solutions will minimize the damage caused by an on-campus emergency. In most cases, following general safety rules can help minimize damage. Some methods to avoid damage include:

Storage Methods. Consider use of a fire resistant file cabinet for critical records, if the records must be kept in paper format. Keep critical paperwork more than 2 feet above the floor to prevent damage from flooding; put reference material and working papers in lower cabinets and drawers. Store critical paperwork in cabinets and drawers instead of on top of a desk where it is more likely to be damaged by water, wind or fire.

Backup of Paperwork. Unless proscribed by law, back up paper records with an electronic file or, if allowed, scan paperwork to an electronic file and recycle the paper copy. This reduces the amount of combustible material in an office space and provides the opportunity to back up the data at a remote location.

Electronic Storage and Electronic backup. Keep electronic data on a network server in a network folder rather than on a local hard drive or flash drive. Network files are backed up to local and off-site locations. Local files are subject to failure if the storage media (e.g. local hard disk drive) fails.

3. Impact Analysis

Each building at EITC houses departments and systems, and loss of the building's use would have a negative impact on campus operations. Table 13-1 shows some of the effects.

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Section 13 – Continuity of Operations

Table 13-1

Bldg	Facilities and Functions	Impact of Loss
1	Security Office	Minimal. Security works exclusively from cellular phones and can relocate to wherever needed.
	Mechanical Trades Department offices, classrooms and labs	Labs cannot be shifted elsewhere.
	POTS lines and punch-down panel in basement.	If unusable, would shut down most phone lines on the campus. Some fax lines might continue to be usable. Historically hard wires like punch-down panels tend to recover well from water damage; only a fire would render these lines unserviceable on a long term basis.
	Main data center in basement room 16.	Fire or flooding would render these systems unserviceable for an extended period.
	Main records repository in room 128.	Most newer records have a digital backup stored separately. Older records have no backup and would be lost in a fire.
2	Data equipment in room 216.	Fire or flooding would render these systems unserviceable for an extended period.
	Business and Office Technology offices, classrooms and labs.	Labs cannot be shifted elsewhere without purchase of new equipment and setup of systems.
	CNA classroom and ward training	Some sharing of facilities would be needed in building 6 and/or the Rexburg facility.
	Media Center	Media work would need to be outsourced for an extended period, disrupting the flow of educational materials and increasing cost.
	Motor Pool.	Minimal impact. Minor cost increase if personal vehicles or rental vehicles were used for college transportation.
	IT offices	Loss of equipment.
3	Cafeteria	The kitchen area is the only place where small amounts of food are stored on campus, reducing available provisions if personnel were trapped on campus during a disaster.
	Admin offices	Loss of some records. Offices would need to be relocated.
	Business (financial) offices	Loss of some records. Offices would need to be relocated.
	ABE library, classrooms and office	Loss of some records. Offices would need to be relocated.
	Student services offices	Loss of some records. Offices would need to be relocated.
	Main switchboard for campus	Loss of desk phones throughout the campus.

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Section 13 – Continuity of Operations

	phone system	Some fax lines might remain operational.
	Purchasing and receiving	Function would need relocation to another building.
4	Maintenance office	Loss of building records.
	Maintenance equipment storage	Loss of maintenance equipment.
5	Main Library	Would need to be closed until suitable replacement area was found.
	Computer labs	Loss of equipment. Classes would need to be relocated.
	Chemistry labs	Loss of equipment. Classes would need to be relocated to the labs in building 6 or cancelled.
	Center for New Directions	Loss of some records. Offices would need to be relocated.
	HR and Payroll offices	Loss of some records. Offices would need to be relocated. Personnel records in particular are not digitized.
6	ISU faculty offices	Loss of some records. Offices would need to be relocated.
	HCE faculty offices	Loss of some records. Offices would need to be relocated.
	Dental clinic and facilities	Loss of some records. There are no other facilities on campus which can be quickly established for this function.
	Biology and microbiology labs	Loss of equipment. Classes would need to be relocated to the labs in building 5 or cancelled.
	HCE classrooms (ISU and EITC)	Loss of classroom function. Key feature which would be difficult to restore is distance learning.

4. Continuity of Operations Planning. Individual departments shall develop plans to cope with the loss of the main office areas and associated equipment.

5. Continuity of School Administration.

A. Essential records are maintained in the records room of the Sessions Building (building 1). There are too many records to consider evacuating them and no designated off-site storage location. Some digitized student records are maintained at a local bank in a safety deposit box. The Registrar is the designated custodian of these records.

B. The school's insurance policies are maintained by the state's Division of Risk Management. Copies of these policies are generally not maintained on campus.

C.

Section 14 – References and Distribution

References

A. *Federal*

1. Higher Education Opportunity Act
2. Americans with Disabilities Act

B. *State*

1. Idaho Statutes Title 46, Chapter 10
2. State of Idaho Governor’s Executive Order 2010-09

C. *Other*

1. FEMA Study Program: IS 361 – *Managing Critical Incidents for Higher Education Institutions*
2. FEMA Independent Study Program: IS 362.a - *Multi-Hazard Emergency Planning for Schools*
3. U.S. Department of Education: *Practical Information on Crisis Planning a Guide for Schools and Communities*

Distribution

Copies

CAMPUS AND COMMUNITY AGENCIES

Idaho Bureau of Homeland Security	1
County Emergency Management Director	1
County Sheriff/City Police	1
Public Works Director (City/County)	1
Campus Public Information Officer	1
City/County Fire Chiefs	1
City/County Public Health Director	1
Idaho State Highway Patrol	1

Unofficial copies of this plan may be provided to other organizations but will not be automatically updated.

Purpose

This procedure contains required security checks of campus interior and exterior doors and other security features, and provides guidance on response to firearms on campus.

General Requirements

1. Security personnel are required to comply with EITC campus policies with regard to computer usage and information security. Computers are to be used for their intended purpose and for nothing else.
2. Daily logs are required for all shifts including day shift. See the section titled Daily Logs for information required in the daily log. These are EITC requirements only; security supervisor will add requirements as needed.
3. If a security vehicle is provided it is to remain on campus unless specifically authorized by the President or a vice president.

Patrol Expectations

These are EITC minimum expectations other than day shift on work days. The security supervisor may add additional requirements.

1. Do at least four (4) rounds of the campus outside of buildings. Check that exterior doors are locked, exterior lights are lit, windows are intact and that there is no suspicious activity on campus. If there is suspicious activity, investigate and then if necessary call the police.
2. Inspect the inside of each building, other than the maintenance building, at least once during the shift. Randomly check one building twice during the shift. The security supervisor should decide how to determine which building to check a second time. Checks to be done include:
 - a. Interior doors are locked if the room is not in use. This includes all classroom doors, office doors, the door between the mail room and student services in building 3, the door between the library and human resources, and the door between the in-patient ward and respiratory therapy. You must go into office complexes and check individual doors, not just check the door to the office suite.
 - b. Lights are out if the area is not in use.
 - c. Boiler rooms show no apparent problems.
 - d. No unauthorized people are present in the building. If you find an unauthorized person then remain at a safe distance from the person, ask the person why he or she is in the building, and then ask the person to leave if there is no reason for the person to be present. If the person does not leave, call 911 and report the person as an intruder in the campus building.
3. Sufficient time has been provided in this schedule so that you can provide other, more personalized security services such as escorting someone to a parked car after dark.

Daily Logs

Daily logs are saved electronically. Maintenance, President and Vice President for Finance and Administration and his/her administrative assistant have access to these logs. While the security supervisor determines what additional information to include in the daily log, EITC requirements are as follows:

1. Results of building checks, both exterior and interior. Include any burned out exterior lights.
2. Calls for support.
3. Unusual circumstances occurring on campus.
4. Reference to any incident reports which have been written.
5. Any information which requires follow-up action beyond the next shift. Note: the security supervisor may also require entry of this information in a pass-down log.
6. Injuries (may also require an incident report)
7. Vehicle collisions
8. Vehicles bypassing or attempting to bypass a traffic gate.

Incident Reports

EITC has no all-encompassing rule when to write an incident report. The security supervisor sets additional rules, but EITC requires incident reports for any of the following:

1. A reported crime on campus.
2. Any situation where a security officer, either by physical action or by presence, is required to calm or defuse a situation on campus.
3. Any situation where a complete explanation of the event is too long for the daily log.
4. Any situation where a separate document might be needed for coordination with law enforcement or other agencies.
5. Any situation associated with a weapon on campus.

Building Exterior Checks

Outside doors are unlocked as needed to meet daily schedules. Normally buildings 1, 2, 3, 5 and 6 are all unlocked at the start of a workday. Security notifies maintenance, usually by phone call to the maintenance hot line, if a door will not unlock.

Outside doors are locked when classes are complete, by custodians on weeknights or security when custodians are not on campus. They are checked after the buildings are vacated for the evening, typically about 11:30 PM on business nights. They are also checked on the night shift, typically toward the start of the shift. Because the buildings are vacated earlier on nights when classes are not held, security has time to conduct additional checks on exterior doors, typically starting earlier in the evening. Security officers follow a random pattern when checking building exterior doors. If an exterior door is found unlocked the security officer:

- attempts to lock it by computer command (if part of the access control system), or
- attempts to lock it manually if possible, or
- notifies maintenance by telephone call if the door cannot be locked, and

- logs the discrepancy.

Exterior lights are checked by security nightly, first when it is totally dark, then on every outside round. Lights which are out are logged in the daily log.

Building Entry After Hours

1. Full time faculty and staff with badges. It is expected that full time faculty and staff members will use their issued cards and keys to gain access to buildings. Entry to a locked building using a security badge is automatically recorded by the access control system.
2. Full time faculty and staff who forget their badges. You can admit full time faculty and staff who have forgotten their badges if you verify their identity with a picture ID and have some indication that they are full time employees (a people finder map, knowledge of the person, etc.). If you do not know the person, deny entry. If the individual persists, call the vice president for whom the individual works. The vice president can authorize entry. If the vice president is unavailable and the individual persists, politely leave the area. If the individual continues to persist, call the police and have the individual escorted from the campus.
3. An adjunct instructor, or an instructor from a different college, wishing access to a locked facility to teach a scheduled class may be admitted ½ before the class start time. Other entry by an adjunct instructor, or an instructor from a different college, to a locked building requires approval from a vice president. No approval, no entry.
4. Other personnel will be admitted only for events which are on listed on the room schedule. The room schedule is typically published weekly by the president's administrative assistant. Other entry by someone to a locked building requires approval from a vice president. No approval, no entry.

Building Interior Checks

Interior doors are checked by security once on the night shift, between midnight and 6:00 AM. This includes classrooms, offices, laboratories, testing centers, the bookstore, etc. If a room is found to be unlocked while custodians are present, security locks the door and notifies custodial staff. If a room is found to be unlocked when custodians are not present, security locks the door and records this action in the daily log. Security also places a note on the door for the occupant.

AED operating lights and container integrity are checked once daily.

Classroom and office lights which are left on will be turned off. Doors which are unlocked will be locked and a note made in the daily log.

Transients on Campus

EITC is an open campus and access to the grounds and facilities cannot be denied to transient personnel, unless the situation is a hazard to others or unless the transient is damaging campus property. If either of those cases, call the police. Otherwise, leave transients alone.

Security Procedures for Exterior and Interior (Room and Hall) Doors

Unlocking Exterior Doors:

On work days, exterior doors on a building are unlocked ½ hour before the first scheduled event in the building or at 7:00 AM, whichever is earlier. On non-work days, buildings are unlocked ½ hour before the scheduled event in the building. If the event does not start within 15 minutes of schedule (no one present for the event), lock the building and make a notation in the daily log. If an individual requests access to a building on a non-work day for an activity which is not scheduled, deny entry and contact the appropriate vice president. If the event seems instructional in nature, call the vice president for instruction and student affairs. Otherwise call the vice president for finance and administration.

Exterior doors will be unlocked by computer control. There is a separate instruction sheet provided to security which describes how this is done. After these commands are sent by computer, security should verify that these doors are unlocked. All other exterior doors should remain locked at all times.

When you check outside doors, also check that the ADA access doors and buttons are working properly. Report any problems to maintenance.

Locking Exterior Doors:

On work days when custodians are working late, exterior doors on a building are locked when custodians report the building is clear, typically between 11:00 PM and midnight. On non-work days, and on days when custodians are not working late, buildings are locked immediately after the last scheduled event in the building or when custodians report the building is clear. This might require unlocking and locking a building several times if there are events scattered throughout the day.

Exterior doors will be locked by computer control. There is a separate instruction sheet provided to security which describes how this is done. After these commands are sent by computer, security should verify that these doors are locked.

Room Doors:

Room doors fall into two categories: classrooms and other rooms.

Classroom doors fall into three groups.

- Regular classrooms (white group) have no special security issues. If a class is scheduled in the room, unlock the classroom before 8:00 (or before first use, whichever is earlier). Lock the classroom after last use.
- Controlled classrooms (yellow group, marked by an asterisk * on the attached drawing) have especially pilferable materials such as electronics. Open controlled classrooms 30-90

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Support Operations Manual
Safety: Security Officer Procedures

SOM-Safety-3
Revised July 1, 2014

minutes before a class is scheduled to start and lock the classroom after the class is complete.

- Laboratories (red group, marked by a pound sign # on the attached drawing) may have chemicals or other materials which by state safety regulations must be kept locked when unoccupied. Open these classrooms only when an instructor is present and lock the laboratory or classroom when it is no longer needed.

Other rooms have restricted entry conditions due to the presence of special equipment, controlled records or other sensitive information. This includes offices, office suites, cafeteria, IT equipment rooms, library, divisional conference rooms, maintenance and custodial areas, and instructional shops. These areas are normally opened by an individual assigned to the area. Open these rooms only when someone who is authorized access to the area requests access. In most cases, such an individual will be issued a key for access. The president and vice presidents are authorized access to all rooms on the campus. If in doubt about others, call the vice president for finance and administration. Verify that all of these rooms are locked after working hours.

Hallway doors in building 3 are closed and locked when there is an after-hours activity in the cafeteria or in the Adult Learning Center. Otherwise these doors may be left open.

Support from Maintenance and Custodial Groups:

The following instructions have been provided to maintenance and security personnel:

Opening and locking doors is a security function. However, as a courtesy to an instructor, and if work assignments permit, you have authority to unlock a classroom or office door for instructors or office occupants. If you are in doubt, leave the matter for security.

If you find an office door unlocked outside of normal working hours and the office is unoccupied, lock it. If you find a laboratory unlocked and unoccupied, lock it. Other classroom doors should be locked as you finish preparing them for the next day. As you leave your assigned building at the end of shift, please verify outside doors are locked and notify security of anyone remaining in the building.

Handling Reports of Injuries and Crimes

During working hours an employee should file an injury report with Human Resources. If a student or EITC employee reports an injury, have the individual fill out an injury report form (available on FASTINFO). Obtain as much information from the individual as possible. Deliver employee injury reports to Human Resources and student injury reports to Student Services.

Reports of Crimes on Campus.

Call 911 if a crime is in progress or has just happened, if the person reporting the crime has not done so. The first concern is for the safety of individuals on campus. If a violent crime has occurred try to find a safe, sheltered place for the victim(s). Encourage witnesses to remain at the scene. For non-violent crimes follow the instructions of the security supervisor. All crimes on

campus should be documented with an incident report. For violent crimes, call the college president and vice presidents as soon as conditions permit to report the event.

Reports of Weapons on Campus

You should refer to and know the EITC policy, Policy 417, regarding weapons on campus and have a copy of this policy in the security office. It is also available on FASTINFO.

Concealed firearms may be carried on campus if the individual has an enhanced concealed carry permit. Other kinds of weapons, concealed or otherwise, are not allowed.

The only way for anyone to know that an individual is carrying a concealed weapon is if the individual says that he or she is carrying one. A concealed weapon is carried in a manner that is not discernable by ordinary observation or is otherwise not readily apparent. If someone sees a “concealed” weapon, it’s not concealed.

A bulge in clothing does not indicate a concealed weapon. A bulge in the shape of a firearm does indicate a concealed weapon.

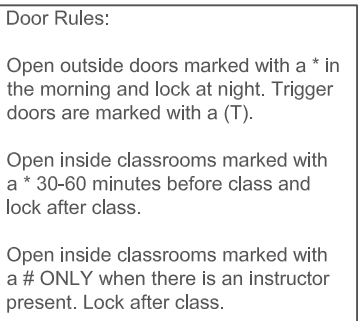
If someone says that he or she is carrying a concealed weapon, assume that the individual has a permit to carry the weapon. If a faculty member asks you to determine whether an individual is carrying a concealed weapon, you may ask the individual. However, an individual is not required to disclose that he or she is carrying a weapon and is not required to show you the concealed carry permit. Only a law enforcement officer may ask for and require this information.

If an individual is openly displaying a weapon, you should explain the campus policy and ask the individual to leave the campus. If the individual declines to do so, call the police (529-1200) and have the individual removed and cited for trespassing.

Sometimes an individual inadvertently exposes a concealed weapon such as when an unbuttoned coat shifts or a purse or backpack settles and allows the firearm to be seen. If you are notified of this happening, ask the individual to cover the weapon. If the individual declines, treat this as an openly displayed weapon. If the individual complies, or if the weapon has already been covered when you arrive, fill out an incident report and include the individual’s name. Repeated display of a weapon, even if seemingly inadvertent, is a violation of campus policy and could result in administrative or disciplinary action.

An individual carrying a weapon in his or her hand is a direct threat.

1. Call 911 and report the incident.
2. Assume duties as incident commander.
3. Lock down the campus.
4. Notify the president and the vice presidents of the problem.



PLANNING, POLICY AND GOVERNMENTAL AFFAIRS
AUGUST 18, 2014

SUBJECT

Idaho Division of Professional-Technical Education (PTE)

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section I.M.3.

BACKGROUND/DISCUSSION

This agenda item fulfills the Board's requirement for PTE to provide a progress report on the agency's strategic plan, details of implementation, status of goals and objectives and information on other points of interest in accordance with a schedule and format established by the Board's Executive Director.

Dwight Johnson, Administrator of the Division of Professional-Technical Education, will provide an overview of PTE's progress in carrying out the agency's strategic plan.

BOARD ACTION

This item is for informational purposes only. Any action will be at the Board's discretion.

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AUGUST 14, 2014

SUBJECT

Board Bylaws – second reading

REFERENCE

February 2014

The Board considered, but did not approve amendments to the Board Bylaws.

June 2014

Board approved the first reading of amendments to Board Policy – Bylaws.

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies and Procedures - Bylaws

BACKGROUND/DISCUSSION

At the February Board meeting staff presented proposed amendments to the Board's Bylaws that would address how to handle Board actions at meetings that were not in existing Board policy as well as amendments forwarded by the Audit Committee regarding the Audit Committee section of the Bylaws. During the February Board meeting the first reading was not approved and staff were asked to bring back for consideration a new proposal at the June Board meeting. At the June Board meeting, the Board approved the first reading of amendments proposed by the Audit Committee, and additional amendments proposed by Board staff that would clean up existing language in the bylaws, remove the Executive Committee, and remove sections that are duplicated in Idaho code.

IMPACT

Currently, there is only one independent non-Board member on the Audit Committee, which is counter to Board Bylaws and the Committee Charter. Due to the small number on the Committee, staggering the terms of the Committee members has also not been followed. Additional amendments would put into policy the current practice of incorporating on-going requirements from the Board into Board policy. This will allow for greater long-term continuity in the process.

ATTACHMENTS

Attachment 1 – Bylaws – Second Reading

Page 3

STAFF COMMENTS AND RECOMMENDATIONS

During the June Board additional edits were requested that would ensure it was clear that the Board hired and fired the independent auditors and that the Board President had the authority to set the Board meeting locations.

Staff recommends approval.

BOARD ACTION

I move to approve the second reading of Board policy - Bylaws as submitted.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

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Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES

SECTION: I. BYLAWS (Operational Procedures)

~~December 2009~~ August 2014

A. Membership

~~The membership of the State Board of Education and Board of Regents of the University of Idaho is determined in accordance with the Constitution of the State of Idaho and by legislative enactment.~~

BA. Office of the State Board of Education

The Board maintains an Office of the State Board for the purpose of carrying out the administrative, financial, and coordinating functions required for the effective operation of the institutions and agencies under the governance of the Board. The staff of the Office of the State Board is under the direction of an executive director responsible directly to the Board.

C. Powers and Duties

~~The State Board of Education and Board of Regents of the University of Idaho have all the powers and duties specified in the Constitution of the State of Idaho and the Idaho Code.~~

DB. Meetings

~~1. The Board holds at least four (4) regular meetings annually. A quorum of the Board consists of a simple majority of the total membership of the Board. A quorum of the Board must be present for the Board to conduct any business.~~

21. The Board will maintain a 12-month ~~running~~ rolling meeting schedule. To accomplish this, the Board will, at each of its regularly scheduled meetings, update its 12-month ~~running~~ rolling schedule of Board meetings, provided, however, that the Board by majority vote, or the Board president after consultation with Board members, may reschedule or cancel any meeting.

32. The Board may hold special meetings by vote of a majority of the Board taken during any regular meeting or by call of the Board president.

43. All meetings of the Board are held at such place or places as may be determined by the Board ~~and/or Executive Director~~.

4. ~~Decisions made during meetings that impact ongoing future behavior shall be incorporated into Board policy. Actions that impact ongoing future behavior of agencies and institutions shall be incorporated into Board policy.~~

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- ~~5. All meetings of the Board are conducted and notice thereof provided in accordance with the Idaho "Open Meeting Law." An executive session (a closed meeting) of the Board may be held upon a two thirds vote of a quorum of the Board for the purpose of considering (a) appointment of an employee or agent, (b) employee evaluation or termination or hearing of complaints and disciplinary action, (c) labor negotiations or acquisition of private real property, (d) records that are exempt from public inspection, (e) preliminary negotiations on matters of trade or commerce, or (f) matters of pending or probable litigation as advised by its legal representatives.~~

EC. Rules of Order

1. Meetings of the Board are conducted in accordance with controlling statutes and applicable bylaws, regulations, procedures, or policies. In the absence of such statutes, bylaws, regulations, procedures, or policies, meetings are conducted in accordance with the current edition of *Robert's Rules of Order Newly Revised* ~~except that a Board action that conflicts with a previous action takes precedence.~~
2. A quorum of the Board consists of five (5) Board members.
23. With the exception of ~~usual, short, parliamentary~~ procedural motions, all motions, resolutions, or other propositions requiring Board action will, whenever practicable, be reduced to writing before submission to a vote.
34. A ~~record~~ roll-call vote of the Board is taken ~~in rotational order~~ on all propositions involving any matters of bonded indebtedness; convening an executive session of the Board; or on any other action at the request of any Board member or upon the advice of legal counsel. The first voter is rotated on each subsequent roll-call vote.

FD. Officers and Representatives

1. The officers of the Board include:
 - a. A president, a vice president, and a secretary, who are members of the Board.
 - b. An executive secretary, who is the state superintendent of public instruction.
2. The president, vice president, and secretary are elected at the organizational meeting for one (1) year terms and hold office until their successors are elected. Vacancies in these offices are filled by election for the remainder of the unexpired term.
3. Board representatives to serve on other boards, commissions, committees, and similar bodies are appointed by the Board president.
4. The executive director is appointed by and serves at the pleasure of the Board unless the contract of employment specifies otherwise. The executive director serves as the chief executive officer of the Office of the State Board of Education.

PLANNING, POLICY AND GOVERNMENTAL AFFAIRS
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GE. Duties of Board Officers

1. Board President
 - a. Presides at all Board meetings, with full power to discuss and vote on all matters before the Board.
 - b. Submits such information and recommendations considered proper concerning the business and interests of the Board.
 - c. Signs, in accordance with applicable statutes and Board action, all contracts, minutes, agreements, and other documents approved by the Board, except in those instances wherein the Board, by its procedures, has authorized the Board president to designate or has otherwise designated persons to sign in the name of or on behalf of the Board.
 - d. Gives prior approval for any official out-of-state travel of seven (7) days or more by Board members, ~~agency and~~ institution heads, and the executive director.
 - e. Subject to action of the Board, gives notice and establishes the dates and locations of all regular Board meetings.
 - f. Calls special Board meetings at any time and place designated in such call in accordance with the Open Meeting Law.
 - g. Establishes screening and selection committees for all appointments of agency and institutional heads.
 - h. Appoints Board members to all standing and interim committees of the Board.
 - i. Establishes the Board agenda in consultation with the executive director.
 - j. Serves as chief spokesperson for the Board and, with the executive director, carries out its policies between meetings.
2. Vice President
 - a. Presides at meetings in the event of absence of the Board president.
 - b. Performs the Board president's duties in the event of the Board president's inability to do so.
 - c. Becomes the acting Board president in the event of the resignation or permanent inability of the Board president until such time as a new president is elected.
3. Secretary
 - a. Presides at meetings in the event of absence of the Board president and vice president.
 - b. Signs, in accordance with applicable statutes and Board action, all minutes, contracts, agreements, and other documents approved by the Board except in those instances wherein the Board, by its procedures, has authorized or has otherwise designated persons to sign in the name of or on behalf of the Board secretary.
4. Executive Secretary

The state superintendent of public instruction, when acting as the executive secretary, is responsible for:

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- a. Carrying out policies, procedures, and duties prescribed by the Constitution of the State of Idaho and the *Idaho Code* or established by the Board for all elementary and secondary school matters.
- b. Presenting to the Board recommendations concerning elementary and secondary school matters and the matters of the State Department of Education.

5. Executive Director

The executive director serves as the chief executive officer of the Board, as chief administrative officer of ~~the statutory~~ Office of the State Board of Education, and as chief executive officer of such federal or state programs as are directly vested in the State Board of Education. The position description for the executive director, as approved by the Board, defines the scope of duties for which the executive director is responsible and is accountable to the Board.

HF. Committees of the Board

The Board may organize itself into standing and other committees as necessary. Committee members are appointed by the Board president after informal consultation with other Board members. Any such standing or other committee may make recommendations to the Board, but may not take any action, except when authority to act has been delegated by the Board. The Board president may serve as an ex-officio member of any standing or other committee. The procedural guidelines for Board committees appear in the Board Governing Policies and Procedures.

For purposes of the bylaws, the University of Idaho, Boise State University, Idaho State University, Lewis-Clark State College, Eastern Idaho Technical College, the College of Southern Idaho the College of Western Idaho, and North Idaho College are included in references to the “institutions;” and Idaho Educational Public Broadcasting System, the Division of Vocational Rehabilitation, the Division of Professional-Technical Education, and the State Department of Education, are included in references to the “agencies.”* An institution or agency may, at its option and with concurrence of the Board president, comment on any committee report or recommendation.

1. Planning, Policy and Governmental Affairs Committee

a. Purpose

The Planning, Policy and Governmental Affairs Committee is a standing

* Definition provided for purposes of the Bylaws only. Recognizing the Board governance relationship varies with each of these entities, the intent in including representatives of each of the agencies and institutions as much as possible in the committee structure is to ensure proper and adequate representation, but is not intended to obligate or interfere with any other local boards or governing entities.

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advisory committee of the Board. It is responsible for developing and presenting recommendations to the Board on matters of policy, planning, and governmental affairs. The committee, in conjunction with the chief executive officers and chief administrators of the Board governed agencies and institutions, will develop and recommend to the Board future planning initiatives and goals. This committee shall also advise the Board on collaborative and cooperative measures for all education entities and branches of state government necessary to provide for the general supervision, governance and control of the state educational institutions, agencies and public schools, with the goal of producing a seamless educational system.

b. Composition

The Planning, Policy and Governmental Affairs Committee is composed of two (2) or more members of the Board, appointed by the president of the Board, who designates one (1) member to serve as the chairperson and spokesperson of the committee, and is staffed by the Board's Chief Planning and Policy Officer. The Planning, Policy and Governmental Affairs Committee may form a working unit or units, as necessary, to advise the committee. The chairperson presents all committee and working unit recommendations to the Board.

c. Responsibilities and Procedures

The Planning, Policy and Governmental Affairs Committee is responsible for making recommendations to the Board in the following general areas:

- i. long range planning and coordination;
- ii. initial discussions and direction on strategic policy initiatives and goals;
- iii. legislative proposals and administrative rules for Board agencies and institutions;
- iv. coordination and communication with the Governor, the Legislature, and all other governmental entities with regard to items of legislation, Board policy and planning initiatives;
- v. review and revision of Board policies, administrative rules and education-related statutes for consistency and compatibility with the Board's strategic direction;
- vi. reports and recommendations from the Presidents' Council and the Agency Heads' Council;
- vii. other matters as assigned by the Board.

At the direction of the Board President, any matter before the Board may be removed to the Planning, Policy and Governmental Affairs Committee for initial action or consideration.

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The Planning, Policy and Governmental Affairs Committee may establish necessary procedures to carry out its responsibilities. Such procedures must be consistent with the Board's Governing Policies and Procedures. The Board's Chief Policy and Government Affairs Officer, under the direction of the chairperson, prepares the agenda for the Planning, Policy and Governmental Affairs Committee work that is under consideration at each meeting of the Board.

2. Instruction, Research and Student Affairs Committee

a. Purpose

The Instruction, Research and Student Affairs Committee is a standing advisory committee of the Board. It is responsible for developing and presenting recommendations to the Board on matters of policy and procedure concerning instruction, research and student affairs.

b. Composition

The Instruction, Research and Student Affairs Committee is composed of two (2) or more members of the Board, appointed by the president of the Board, who designates one (1) member to serve as chairperson and spokesperson of the committee, and is staffed by the Board's Chief Academic Officer. The Instruction, Research and Student Affairs Committee may appoint a working unit or units, as necessary, to advise the committee. One such working unit shall be the Council on Academic Affairs and Programs (CAAP), which shall be composed of the Board's Chief Academic Officer and the chief academic officers of the institutions and agencies. The chairperson presents all committee and working group recommendations to the Board.

c. Responsibilities and Procedures

The Instruction, Research and Student Affairs Committee is responsible for making recommendations to the Board in the following general areas:

- i. agency and institutional instruction, research and student affairs agenda items;
- ii. instruction, academic or professional-technical program approval;
- iii. instruction, academic or professional-technical program review, consolidation, modification, and discontinuance, and course offerings;
- iv. outreach, technology and distant learning impacting programs and their delivery;
- v. long-range instruction, academic and professional-technical planning;
- vi. registration of out-of-state institutions offering programs or courses in Idaho;
- vii. continuing education, professional development, workforce training,

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- programs for at-risk populations, career guidance;
- viii. student organizations' activities and issues; and
- ix. other matters as assigned by the Board.

The Instruction, Research and Student Affairs Committee may establish necessary procedures to carry out its responsibilities. Such procedures must be consistent with the Board's Governing Policies and Procedures. The Board's chief academic officer, under the direction of the chairperson, prepares the agenda for the Instruction, Research and Student Affairs Committee work that is under consideration at each meeting of the Board.

3. Business Affairs and Human Resources Committee

a. Purpose

The Business Affairs and Human Resources Committee is a standing advisory committee of the Board. It is responsible for developing and presenting recommendations to the Board on matters of policy and procedures concerning business affairs and human resources affairs.

b. Composition

The Business Affairs and Human Resources Committee is composed of two (2) or more members of the Board appointed by the president of the Board, who designates one (1) member to serve as chairperson and spokesperson of the committee, and is staffed by the Board's Chief Fiscal Officer. The Business Affairs and Human Resources Committee may appoint a working unit or units, as necessary, to advise the committee. One such working unit shall be the Financial Vice Presidents council, which shall be composed of the Board's Chief Fiscal Officer and the chief financial officers of the institutions and agencies. The chairperson presents all committee recommendations to the Board.

c. Responsibilities and Procedures

The Business Affairs and Human Resources Committee is responsible, through its various working unit or units, for making recommendations to the Board in the following general areas:

- i. agency and institutional financial agenda items;
- ii. coordination and development of guidelines and information for agency and institutional budget requests and operating budgets;
- iii. long-range fiscal planning;
- iv. fiscal analysis of the following:
 - 1) new and expanded financial programs;

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- 2) establishment, discontinuance or change in designation of administrative units;
- 3) consolidation, relocation, or discontinuance of programs;
- 4) new facilities and any major modifications to facilities which would result in changes in programs or program capacity;
- 4)5) Student fees and tuition; and
- 5)6) other matters as assigned by the Board.

The Business Affairs and Human Resources Committee may establish necessary procedures to carry out its responsibilities. Such procedures must be consistent with the Board's Governing Policies and Procedures. The Board's chief fiscal officer, under the direction of the chairperson, prepares the agenda for the Business Affairs and Human Resources Committee work that is under consideration at each meeting of the Board.

4. Audit Committee

a. Purpose

The Audit Committee is a standing committee of the Board. The Audit Committee provides oversight to the organizations under its governance (defined in Idaho State Board of Education, Policies and Procedures, Section I. A.1.) for: financial statement integrity, financial practices, internal control systems, financial management, and standards of conduct.

b. Composition

The Audit Committee members shall be appointed by the Board and shall consist of ~~six~~ five or more members. Three members of the Committee shall be current Board members and ~~three—at least two~~ members shall be independent non-Board members who are familiar with the audit process and permanent residents of the state of Idaho. No employee of an institution or agency under the governance of the Board shall serve on the Audit Committee. Each Audit Committee member shall be independent, free from any relationship that would interfere with the exercise of her or his independent judgment. Audit Committee members shall not be compensated for their service on the committee, and shall not have a financial interest in, or any other conflict of interest with, any entity doing business with the Board, or any institution or agency under the governance of the Board. However, Audit Committee members who are Board members may be compensated for Board service. The Audit Committee may appoint a working unit or units, which could include the chief financial officers of the institutions and financial officers of the Board office.

All members shall have an understanding of the Committee and financial affairs and the ability to exercise independent judgment, and at least one member of

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the Committee shall have current accounting or related financial management expertise in the following areas:

- i. an understanding of generally accepted accounting principles, experience in preparing, auditing, analyzing, or evaluating complex financial statements, and;
- ii. the ability to assess the general application of such principles in the accounting for estimates, accruals, and reserves, and;
- iii. experience in preparing or auditing financial statements and;
- iv. an understanding of internal controls.

~~Appointments shall be for a three-year term. Terms will be staggered such that two members exit and two new members are added each year. Members may be reappointed.~~ The Audit Committee chair shall be appointed by the Board President and shall be a Board member.

c. Responsibilities and Procedures

It is not the Committee's duty to plan or conduct audits or to determine that the institution's financial statements are complete, accurate and in accordance with generally accepted accounting principles. Management of the applicable institution's and agencies shall be responsible for the preparation, presentation, and integrity of the financial statements and for the appropriateness of the accounting principles and reporting policies used. The following shall be the principle duties and responsibilities of the Committee:

- i. ~~Approve the appointment, establish the compensation~~Recommend the appointment and compensation to the Board of the independent auditors for Board action, and evaluate and oversee the work of the independent auditors. The Committee must approve any services prior to being provided by the independent auditor. The independent auditing firm shall report directly to the Committee as well as the Board and the auditor's "engagement letter" shall be addressed to the Committee and the President of each institution. The Committee shall have the authority to engage the Board's legal counsel and other consultants necessary to carry out its duties.
- ii. Discuss with the independent auditors the audit scope, focusing on areas of concern or interest;
- iii. Review the financial statements, adequacy of internal controls and findings with the independent auditor. The independent auditor's "management letter" shall include management responses and be addressed to the Audit Committee and President of the institution.
- iv. Ensure the independent auditor presents the financial statements to the Board and provides detail and summary reports as appropriate.
- v. Oversee standards of conduct (ethical behavior) and conflict of interest policies of the Board and the institutions and agencies under its

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- governance including establishment of confidential complaint mechanisms.
- vi. Monitor the integrity of each organization's financial accounting process and systems of internal controls regarding finance, accounting and stewardship of assets;
 - vii. Monitor the independence and performance of each organization's independent auditors and internal auditing departments;
 - viii. Provide general guidance for developing risk assessment models for all institutions.
 - ix. Provide an avenue of communication among the independent auditors, management, the internal audit staff and the Board.
 - x. Maintain audit review responsibilities of institutional affiliates to include but not limited to foundations and booster organizations.

The Audit Committee will meet as needed. The Committee may establish necessary procedures to carry out its responsibilities. Such procedures must be consistent with the Board's Governing Policies and Procedures. The Board's Chief Fiscal Officer, under the direction of the chair, prepares the agenda for work that is under consideration at each meeting of the Board.

~~5. Executive Committee~~

~~a. Purpose~~

~~The Executive Committee is responsible for assisting the full Board in discharging its responsibilities with respect to the management of the business and affairs of the Board and the Board Office when it is impracticable for the full Board to meet and act, to consider matters concerning the Board that may arise from time to time, and to provide appropriate direction to the executive director on any of such matters.~~

~~b. Composition~~

~~The Executive Committee is composed of the current Board President, Vice President, and Secretary, and the immediate past Board President. The Board's Executive Director also shall serve on the Executive Committee. The current Board President serves as chairperson of the committee. In the event the past Board President is unable to serve on the Executive Committee, then the Board President may appoint another member of the Board to serve in the place of such former officer.~~

~~c. Responsibilities and Procedures~~

~~The Executive Committee shall have such duties, responsibilities, and authority as may be delegated from time to time to the Executive Committee by the Board, and in the intervals between meetings of the Board, the Executive~~

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~~Committee shall, in conjunction with the executive director, assist in directing the management of the business and affairs of the Board. However, the Executive Committee may not undertake any action that, pursuant to any applicable law, rule, or policy of the Board, must be performed by another committee of the Board, or which must be acted upon by the whole Board in public session. The Board's executive director, under the direction of the Board President, prepares the agenda for and schedules each meeting of the Executive Committee, which may be conducted telephonically. A written record is not kept of the committee's activities, but it shall be the responsibility of the executive director to promptly communicate to all Board members who are not members of the committee regarding information related to the committee's discussions and activities.~~

IG. Committee Presentations

1. The agenda for each regular meeting of the Board shall be organized using the areas of responsibility provided for in regard to each permanent standing committee of the Board, as described in Subsection H above, with the exception of the Audit Committee.
2. The Board member who is the chair of the permanent standing advisory committee and spokesperson shall ~~lead and facilitate discussion and presentations with regard to~~ present the to agenda items in the area of the committee's responsibility. This presentation may included calling on institutional/agency representatives and/or other individuals. In the event of an absence or conflict with respect to the committee chairperson, the Board President may designate a substitute Board member or Board officer to ~~lead and facilitate discussions and presentations in a particular area.~~ present the agenda items.

JH. Presidents' Council

1. Purpose

The Presidents' Council convenes prior to each Board meeting to discuss and make recommendations, as necessary, on Board agenda items scheduled for Board consideration. The Presidents' Council may also choose or be directed by the Board to meet with the Agency Heads' Council for exchanges of information or to discuss projects of benefit to the entire system. The Presidents' Council reports to the Board through the Planning, Policy and Governmental Affairs Committee of the Board.

2. Composition

The Presidents' Council is composed of the presidents of the University of Idaho, Idaho State University, Boise State University, Lewis-Clark State College, Eastern Idaho Technical College; and the presidents of North Idaho College, the College

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of Western Idaho and the College of Southern Idaho, each of whom has one (1) vote. One (1) of the voting members shall serve as chair of the Council, with a new chair selected each academic year such that the chair will rotate among the respective members, such that no two community college presidents' will hold a term in consecutive years. The administrator of the Division of Professional-Technical Education and the Board's Executive Director shall be ex-officio members of the Council.

3. Duties of the Chair

The chair:

- a. presides at all Presidents' Council meetings with full power to discuss and vote on all matters before the Council;
- b. establishes the Presidents' Council agenda in consultation with the Executive Director; and
- c. Maintains open communications with the Board on agenda matters through the Planning, Policy and Governmental Affairs Committee.

4. The Executive Director will communicate openly and in a timely manner with the Presidents' Council.

KJ. Agency Heads' Council

1. Purpose

The Agency Heads' Council convenes ~~prior to each Board meeting~~ as necessary to discuss and make recommendations, ~~as necessary,~~ on agenda items scheduled for Board consideration as well as other issues pertinent to the agencies. The Agency Heads' Council may also choose or be directed by the Board to meet with the Presidents' Council for exchanges of information or to discuss projects of benefit to the entire system. The Agency Heads' Council reports to the Board through the Planning, Policy and Governmental Affairs Committee of the Board.

2. Composition

The Agency Heads' Council is composed of the chief administrators of Idaho Educational Public Broadcasting System, the Division of Vocational Rehabilitation, and the Division of Professional-Technical Education; and representatives from the State Department of Education. The Board's Executive Director shall serve as chair of the Council.

3. Duties of the Chair

- a. presides at all Agency Heads' Council meetings
- b. establishes the Council's agenda in consultation with the Council's members; and

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- c. maintains open communications with the Board on agenda matters through the Planning, Policy and Governmental Affairs Committee.

~~L. Adoption, Amendment, and Repeal of Bylaws~~

~~Bylaws may be adopted, amended, or repealed at any regular or special meeting of the Board by a majority vote of the Board, provided notice has been presented at the preceding meeting of the Board.~~

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SUBJECT

Data Management Council policies regarding student data privacy and security

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section I.O.1.
Section 33-133, Idaho Code

BACKGROUND/DISCUSSION

The Data Management Council (DMC) is tasked with making recommendations on the oversight and development of Idaho's Statewide Longitudinal Data System (SLDS) and oversees the creation, maintenance and usage of said system. Under Board policy I.O. Data Management Council, the DMC shall review and approve mechanisms for implementing the required data security and access rights. This agenda item sets forth the specific policies pertaining to data standards and quality, access and security, change management and prioritization, and training and communication with regards to the Statewide Longitudinal Data System in accordance with state and federal law. The DMC policies have been updated to be in compliance with the Idaho Student Data Accessibility, Transparency and Accountability Act of 2014 (Section 33-133, Idaho Code).

IMPACT

Passage of this item will ensure that the Data Management Council and the Board of Education are in compliance with state law.

ATTACHMENTS

Attachment 1 – DMC Governing Policies and Procedures

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STAFF COMMENTS AND RECOMMENDATIONS

Staff recommends approval.

BOARD ACTION

I move to approve the Data Management Council governing policies and procedures as submitted in Attachment 1.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

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**IDAHO STATE BOARD OF EDUCATION
DATA MANAGEMENT COUNCIL
POLICIES AND PROCEDURES**

Scope

The Idaho State Board of Education (Board) is constitutionally and statutorily charged with supervising public education in Idaho, K-20. The Board recognizes the need to measure how well our public schools are preparing children for higher education and how well higher education is preparing Idaho's future workforce. For this purpose, the Statewide Longitudinal Data System (SLDS) was created. The SLDS was created as a means to evaluate and improve the process by which a student progresses through Idaho's educational system. The SLDS allows the Board to detect strengths or weaknesses in Idaho's educational system by identifying trends in groups of students over time. These trends can then be used to analyze the public and higher education systems in order to improve efficiency, effectiveness, and accountability.

The SLDS will maintain a longitudinal record of students from preschool through all levels of the education system (elementary, middle and high schools, and higher education) and into the workforce. This system is a partnership of separate and unique source systems, including the K-12 system developed by the State Department of Education, the systems in use at the various postsecondary institutions, and the State Department of Labor wage record systems. The agreements between these separate groups allows for user-initiated matching of the data into a single, coherent structure on which longitudinal reporting and analysis can be performed. The privacy of all Personally Identifiable Information (PII) that is collected into the SLDS is protected in accordance with federal and state law.¹ Public reports generated from data within the SLDS do not identify individual students.

The Idaho Data Management Council (Council) is an oversight and controlling body of the SLDS, comprised of representatives approved by the Board from Idaho's public postsecondary institutions, the State Department of Education, the Department of Labor, Professional-Technical Education, Idaho public schools, and Board staff. The Council provides direction and makes recommendations to the Board on policies and procedures for the development and usage of the system, and reports back to the Board as needed on the progress made on issues that require Board consideration. The policies governing the Council and the SLDS are reviewed and approved by the Board of Education.

This policy defines the security of data contained in all parts of the SLDS. The definitions and policies described below are designed to protect the confidentiality of Personally Identifiable Information (PII) contained within Idaho's SLDS.

Definitions

¹ Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g(a)(4)(A) and the Idaho Student Data Accessibility, Transparency and Accountability Act of 2014, Idaho Code Title 33, Section 133.

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Education Records - Information directly related to a student, and recorded in any medium maintained by an educational agency or institution or a person acting for such agency or institution.

Personally Identifiable Information (PII) – Includes: a student's name; the name of a student's family; the student's address; a social security number; a student education unique identification number or biometric record; or other indirect identifiers such as a student's date of birth, place of birth or mother's maiden name; and other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances, to identify the student.²

Disclose or Disclosure is the access to, or to release, transfer, or otherwise communication of PII to any party, by any means.³

Data Breach is the unauthorized acquisition of PII.

Unauthorized Data Disclosure is the intentional or unintentional release of PII to an unauthorized person or untrusted environment.

Aggregate Data is data collected or reported at a group, cohort or institutional level and does not contain Personally Identifiable Information (PII).

Data Access Levels are the four data access levels as defined by the Data Management Council as shown below:

Level 1 - Restricted-Use Data – Student-level data that includes PII. Level 1 data requires specific procedures to protect confidentiality.

Level 2 - Restricted-Use Data – Student-level data where all PII has been removed. Merging Level 1 data with Level 2 data would result in a file that is defined as Level 1.

Level 3 - Restricted-Use Data – Aggregate data created from Level 2 data. Data at this level contains no PII. Data at this level can be manipulated to view the data relative to a variety of data elements in compliance with data restrictions.

Level 4 - Public-Use Data – Aggregate or summarized data created from Level 1, Level 2 or Level 3 data that contains no PII and is provided in a format that cannot be manipulated to reveal restricted data elements. Level 4 data may be publically released.

Data Standards and Quality

1. The Council shall maintain a dictionary of student data fields collected for inclusion within the SLDS. The dictionary shall include definitions of the data fields and explanations of the purposes for collecting the data (Data Dictionary). The Data Dictionary shall be available to the public via the Board of Education website:

² Idaho Code Title 33, Section 133

³ Family Educational Rights and Privacy Act, 34 CFR Part 99

www.boardofed.idaho.gov. The Data Dictionary shall be reviewed annually by the Council, as required by Idaho Code, Section 33-133(3) (a). The annual review will ensure that no data is collected into the SLDS other than as set forth in the Data Dictionary. The annual review will include a determination of whether new data elements should be included into the SLDS. Any proposed changes to the Data Dictionary are subject to prior approval by the Board. Any Board approved changes made to the Data Dictionary shall be submitted to the Idaho State Legislature and the Idaho Governor annually for review and approval in accordance with Idaho law.

2. The Data Management Council is responsible for the accuracy and quality of the data contained in the SLDS. The Data Management Council shall conduct an annual review of the data contained in the SLDS to ensure that data collected is in accordance with the definitions in the Data Dictionary.
3. The Council shall recommend to the Board minimum cell size for public reports to prevent identification of individuals. The Board will set the cell size restrictions as required by Idaho Code, 33-133(1)(b).

Access and Security

1. The SLDS data shall be housed on a secure server, as defined through a Memorandum of Understanding (MOU) between the Office of the State Board of Education (OSBE) and the State Department of Education (SDE). All hardware, software, and network infrastructure shall be secured by a firewall from unauthorized external access, require individual user accounts, and be password protected to control internal access.
2. Periodic tests shall be run to ensure that technical safeguards remain effective. Documentation of the dates of tests run shall be maintained at OSBE.
3. Access to the K-12 and postsecondary SLDS shall be limited to those employees of OSBE and SDE who require access to perform their assigned duties. An annual review of existing access shall be performed by the Council.
4. Access to the SLDS shall require the use of a password. Passwords shall be unique to the assigned employee and shall not be shared.
5. Data uploaded to and downloaded from the SLDS shall be done using secure methods to protect the data from a Data Breach or Unauthorized Data Disclosure.
6. Requests for data from the SLDS must be submitted to the Council using the "Data Request Form" and if required the "Acknowledgement of Confidentiality Requirements" publicly available on the OSBE website. Data requests for non-Level 4 data by state agencies require the completion of an MOU. Data requests for non-Level 4 data external to state agencies require completion of a Memorandum of Agreement (MOA) and "Acknowledgement of Confidentiality Requirements". Approving SLDS data requests will be the responsibility of the

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Council or its designee. Approved requests will be processed in accordance with applicable state and federal law.

7. The Council will determine that human subjects research requirements are met and approved by an Institutional Review Board (IRB) and any certificates of approval are submitted to OSBE before approval of the research request.
8. The Council will verify that the annual IRB review is completed.
9. The Council is charged with evaluating requests for SLDS data, determining whether access to data is allowed under federal and state law, and ensuring that when access to data is allowed, data is provided at the Data Access Level that is most protective of privacy while still meeting the stated purpose for the request. The Council shall not approve a Data Access Level that provides greater detail than what is necessary to fulfill the data request.
10. In compliance with FERPA guidelines, the Council shall maintain a record detailing all requests for data from the SLDS and including:⁴
 - a. The date of the request and the date of the response
 - b. A description of the data requested
 - c. The data provided in response to the request, if any
 - d. If PII was included in the data provided, the statutory authorization for providing it shall be recorded and a copy of the executed agreement governing the security, use and destruction of the PII shall be maintained in the Board offices.
11. Any request by a student or their parent for individual student records shall be redirected to the original custodian of the data.
12. Any release of data approved by the Council will include in the MOA or MOU details on limitations of use of the data, including length of time the data can be used, and procedures for destroying the data when use is complete.
13. Publicly released reports shall contain only aggregate data and not contain PII.
14. PII will not be disclosed unless in compliance with the limited circumstances allowed by state and federal law.⁵
15. If the disclosure of PII is allowed under federal or state law under an exception requiring a written agreement to document the use, security and destruction of the data; data shall not be disclosed prior to the execution of the agreement.
16. PII shall not be stored on unencrypted portable devices or laptops.

⁴ 20 U.S.C. 1232g(b)(4); 20 U.S.C. 1232g(j)(4)

⁵ Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g(a)(4)(A) and the Idaho Student Data Accessibility, Transparency and Accountability Act of 2014, Idaho Code Title 33, Section 133

Change Management and Prioritization

1. The Council shall review proposed enhancements to the SLDS and shall set priorities for the development of those enhancements.
2. The Council shall recommend any proposed enhancements to the SLDS to the Board, including changes to the governing policies and procedures which may affect access and security policies.
3. The Council shall review and approve or deny any proposed changes to existing functionality or data definitions of the SLDS.

Training and Communication

1. The Council shall oversee the training of SLDS users to ensure consistency in procedures and adherence to access and security policies.
2. The Council shall review and approve specific training plans established by OSBE, SDE, and the Idaho Department of Labor, for properly securing SLDS data.
3. Training shall include building an understanding of federal and state privacy laws which protect the rights of students and compliance with IRB requirements.

The Council shall establish a webpage on the Board's website to provide the public with information pertinent to the SLDS.

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SUBJECT

Model Student Data Privacy and Security Policy

REFERENCE

June 2014

The Board was presented with a draft Model Data Policy.

APPLICABLE STATUTE, RULE, OR POLICY

Section 33-133, Idaho Code

BACKGROUND/DISCUSSION

Senate Bill 1372 was passed during the 2014 Legislative Session. This bill became Section 33-133, Idaho Code. Pursuant to Idaho Code, the State Board of Education is required to develop a model policy for school districts and public charter schools that will govern data collection, access, security, and use of such data. All public charter schools and school districts must adopt and implement the model policy and post the policy on the district or charter school website. If a district or public charter school fails to adopt, implement, and post the policy where any inappropriate release of data occurs, the district or public charter school shall be liable for a civil penalty not to exceed \$50,000 that shall be paid into the State's General Fund. During the Jun 2014 regular Board meeting, the Board was presented with a draft of the Model Data Policy and updated on the process the Data Management Council was going through to garner stakeholder input.

This model policy has been drafted and approved by the Data Management Council. The Data Management Council received and considered input from various stakeholders including charter schools, school districts, and parents. This policy was approved unanimously by the Data Management Council.

IMPACT

Passage of this item will bring the State Board into compliance with state law and provide school districts and public charter schools with the required policy to be in compliance with state law.

ATTACHMENTS

Attachment 1 – Model Student Data Privacy and Security Policy

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STAFF COMMENTS AND RECOMMENDATION

Staff recommends approval.

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BOARD ACTION

I move to approve the Model Student Data Privacy and Security Policy as submitted in Attachment 1.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

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MODEL STUDENT DATA PRIVACY AND SECURITY POLICY

Drafted by the Data Management Council and adopted by the Idaho State Board of
Education

Effective _____

The efficient collection, analysis, and storage of student information is essential to improve the education of our students. As the use of student data has increased and technology has advanced, the need to exercise care in the handling of confidential student information has intensified. The privacy of students and the use of confidential student information is protected by federal and state laws, including the Family Educational Rights and Privacy Act (FERPA) and the Idaho Student Data Accessibility, Transparency and Accountability Act of 2014 (Idaho Data Accountability Act).

Student information is compiled and used to evaluate and improve Idaho's educational system and improve transitions from high school to postsecondary education or the workforce. The Data Management Council (DMC) was established by the Idaho State Board of Education to make recommendations on the proper collection, protection, storage and use of confidential student information stored within the Statewide Longitudinal Data System (SLDS). The DMC includes representatives from K-12, higher education institutions and the Department of Labor.¹

This model policy is required by the Idaho Data Accountability Act. In order to ensure the proper protection of confidential student information, each school district and public charter school shall adopt, implement and electronically post this policy. It is intended to provide guidance regarding the collection, access, security and use of education data to protect student privacy. This policy is consistent with the DMC's policies regarding the access, security and use of data maintained within the SLDS.² Violation of the Idaho Data Accountability Act may result in civil penalties.³

Defined Terms

Administrative Security consists of policies, procedures, and personnel controls including security policies, training, and audits, technical training, supervision, separation of duties, rotation of duties, recruiting and termination procedures, user access control, background checks, performance evaluations, and disaster recovery, contingency, and emergency plans. These measures ensure that authorized users know and understand how to properly use the system in order to maintain security of data.

Aggregate Data is collected or reported at a group, cohort or institutional level and does not contain PII.

Data Breach is the unauthorized acquisition of PII.

Logical Security consists of software safeguards for an organization's systems, including user identification and password access, authenticating, access rights and

¹ http://www.boardofed.idaho.gov/research_stats/Data%20Management%20Council_Members%20%282%29.pdf

² Insert link to DMC policies which have been approved by Board and posted.

³ Idaho Code Title 33, Section 133

authority levels. These measures ensure that only authorized users are able to perform actions or access information in a network or a workstation.

Personally Identifiable Information (PII) includes: a student's name; the name of a student's family; the student's address; the students' social security number; a student education unique identification number or biometric record; or other indirect identifiers such as a student's date of birth, place of birth or mother's maiden name; and other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances, to identify the student.

Physical Security describes security measures designed to deny unauthorized access to facilities or equipment.

Student Data means data collected at the student level and included in a student's educational records.

Unauthorized Data Disclosure is the intentional or unintentional release of PII to an unauthorized person or untrusted environment.

Collection

- School districts and public charter schools shall follow applicable state and federal laws related to student privacy in the collection of student data.

Access

- Unless prohibited by law or court order, school districts and public charter schools shall provide parents, legal guardians, or eligible students, as applicable, the ability to review their child's educational records.
- The Superintendent, administrator, or designee, is responsible for granting, removing, and reviewing user access to student data. An annual review of existing access shall be performed.
- Access to PII maintained by the school district or public charter school shall be restricted to: (1) the authorized staff of the school district or public charter school who require access to perform their assigned duties; and (2) authorized employees of the State Board of Education and the State Department of Education who require access to perform their assigned duties; and (3) vendors who require access to perform their assigned duties.

Security

- School districts and public charter schools shall have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure.
- School districts and public charter schools shall immediately notify the Executive Director of the Idaho State Board of Education and the State Superintendent of

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Public Instruction in the case of a confirmed Data Breach or confirmed Unauthorized Data Disclosure.

- School districts and public charter schools shall notify in a timely manner affected individuals, students, and families if there is a confirmed Data Breach or confirmed Unauthorized Data Disclosure.

Use

- Publicly released reports shall not include PII and shall use Aggregate Data in such a manner that re-identification of individual students is not possible.
- School district or public charter school contracts with outside vendors involving student data, which govern databases, online services, assessments, special education or instructional supports, shall include the following provisions which are intended to safeguard student privacy and the security of the data:
 - Requirement that the vendor agree to comply with all applicable state and federal law;
 - Requirement that the vendor have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure;
 - Requirement that the vendor restrict access to PII to the authorized staff of the vendor who require such access to perform their assigned duties;
 - Prohibition against the vendor's secondary use of PII including sales, marketing or advertising;
 - Requirement for data destruction and an associated timeframe; and
 - Penalties for non-compliance with the above provisions.
- School districts and public charter schools shall clearly define what data is determined to be directory information.
- If a school district or public charter school chooses to publish directory information which includes PII, parents must be notified annually in writing and given an opportunity to opt out of the directory. If a parent does not opt out, the release of the information as part of the directory is not a Data Breach or Unauthorized Data Disclosure.

Resources

- FERPA: <http://www.gpo.gov/fdsys/pkg/USCODE-2011-title20/pdf/USCODE-2011-title20-chap31-subchapIII-part4-sec1232g.pdf>
- Electronic Code of Federal Regulations pertaining to FERPA: 34 CFR Part 99 http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=11975031b82001bed902b3e73f33e604&rgn=div5&view=text&no_de=34:1.1.1.1.33&idno=34
- U.S. Department of Education, Family Policy Compliance Office <http://www2.ed.gov/policy/gen/guid/fpco/index.html>

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Idaho Student Data Accessibility, Transparency and Accountability Act of 2014,
Idaho Code Title 33, Section 133
<http://legislature.idaho.gov/legislation/2014/S1372E1.pdf>

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UNIVERSITY OF IDAHO

SUBJECT

Pending Rule Docket 08-0501-1401 – Rules Governing Seed and Plant Certification.

REFERENCE

May 14, 2014 Regents approval of temporary and proposed rule, IDAPA 08.05301, Rules Governing Seed and Plan Certification - as presented.

APPLICABLE STATUTE, RULE, OR POLICY

Title 22 Chapter 15, specifically Sections 22-1504 & 22-1505, Idaho Code

BACKGROUND/DISCUSSION

At the May, 2014 special Board meeting, the Board approved a temporary and proposed rule incorporating by reference the Seed Certification Standards of the Idaho Crop Improvement Association, Inc. as the first step in a process to come into compliance with Idaho Code Sections 22-1504 and 22-1505 and the Idaho Administrative Procedures Act (IDAPA).

Notice of the temporary and proposed rule has been published and the comment period has passed without comment or request for a public hearing. The University now seeks Board approval of the pending rule for the purpose of posting in the Administrative Bulletin and presentation to the 2015 legislature

IMPACT

The impact of the proposed rule is minimal. There is no change to the current mechanism for certification in Idaho. The proposed rule merely incorporates the current standards established by ICIA into the Administrative Code under the IDAPA.

ATTACHMENTS

Attachment 1 – Pending Rule Docket 08-0501-1401

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STAFF COMMENTS AND RECOMMENDATIONS

Proposed rules have a 21 day comment period prior to becoming Pending rules. Based on received comments and Board direction, changes may be made to Proposed rules prior to entering the Pending stage. Pending rules become effective at the end of the legislative session in which they are submitted if they are not rejected by the Legislature. No comments were received during the 21 day public comment period. No changes have been made to the Pending rule between the Proposed and Pending stages.

Staff recommends approval.

PLANNING, POLICY AND GOVERNMENTAL AFFAIRS
AUGUST 14, 2014

BOARD ACTION

I move to approve the Pending Rule Docket 08-0109-1301 as submitted.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

PLANNING, POLICY AND GOVERNMENTAL AFFAIRS
AUGUST 14, 2014

08.05.01 - RULES GOVERNING SEED AND PLANT CERTIFICATION

000. LEGAL AUTHORITY.

This chapter is adopted under the authority of Title 22, Chapter 15, Idaho Code. (5-14-14)T

001. TITLE AND SCOPE.

01. Title. The title of this chapter is IDAPA 08.05.01, "Rules Governing Seed and Plant Certification," by Idaho Crop Improvement Association, Inc. (5-14-14)T

02. Scope. These rules shall govern the standards and procedures for the certification of seeds, tubers, plants, or plant parts in the state of Idaho by the Regents of the University of Idaho through the Idaho Agricultural Experiment Station in the College of Agricultural and Life Sciences and its duly authorized agent, Idaho Crop Improvement Association, Inc., as an agent and instrumentality and servant of the State. (5-14-14)T

002. WRITTEN INTERPRETATIONS.

In accordance with Section 67-5201(19)(b)(iv), Idaho Code, any written interpretations of the rule of this chapter will be made available at the Idaho State Board of Education office. (5-14-14)T

003. ADMINISTRATIVE APPEAL.

There is no provision for administrative appeals before the Board under this chapter. Hearing and appeal rights are set forth in Title 67, Chapter 52, Idaho Code. (5-14-14)T

004. INCORPORATION BY REFERENCE.

The following documents are incorporated by reference into this rule. The Idaho Seed and Plant Certification Standards are adopted by the Idaho Crop Improvement Association. Copies of the following documents may be obtained from the Idaho Crop Improvement Association, Inc. website at <http://www.idahocrop.com/index.aspx>, or from the Idaho Crop Improvement Association, Inc. office. (5-14-14)T

01. General Seed Certification Standards. The General Seed Certification Standards of the Idaho Crop Improvement Association, Inc., as last modified and approved on February 25, 2014. (5-14-14)T

02. Seed Certification Fee & Application Schedule. The Seed Certification Fee and Application Schedule of the Idaho Crop Improvement Association, Inc., as last modified and approved on August 8, 2013. (5-14-14)T

03. Interagency Certification Regulations and Procedures. The Interagency Certification Regulations and Procedures of the Idaho Crop Improvement Association, Inc., as last modified and approved on April 6, 2006. (5-14-14)T

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04. Alfalfa Certification Regulations in Idaho. The Alfalfa Certification Regulations adopted by the Idaho Crop Improvement Association, Inc., as last modified and approved on April 6, 2006. (5-14-14)T

05. Beans Certification Regulations in Idaho. The Beans Certification Regulations adopted by the Idaho Crop Improvement Association, Inc., as last modified and approved on December 12, 2009. (5-14-14)T

06. Red Clover Certification Regulations in Idaho. The Red Clover Certification Regulations adopted by the Idaho Crop Improvement Association, Inc., as amended and approved on April 6, 2006. (5-14-14)T

07. Chickpea (Garbanzo Beans) Certification Regulations in Idaho. The Chickpea (Garbanzo Beans) Certification Regulations adopted by the Idaho Crop Improvement Association, Inc., as amended and approved on April 6, 2006. (5-14-14)T

08. Grain Certification Regulations in Idaho. The Grain Certification Regulations adopted by the Idaho Crop Improvement Association, Inc., as amended and approved on March 10, 2014. (5-14-14)T

09. Grass Seed Certification Regulations in Idaho. The Grass Seed Certification Regulations adopted by the Idaho Crop Improvement Association, Inc., as amended and approved on March 10, 2014. (5-14-14)T

10. Canola, Mustard and Rapeseed Certification Regulations in Idaho. The Canola, Mustard and Rapeseed Certification Regulations adopted by the Idaho Crop Improvement Association, Inc., as amended and approved on January 29, 2014. (5-14-14)T

11. Rules of Certification for Seed Potatoes in Idaho. The Rules of Certification for Seed Potatoes adopted by the Idaho Crop Improvement Association, Inc., as amended and approved on April 21, 2014. (5-14-14)T

12. Pre-Variety Germplasm Certification Regulations in Idaho. The Pre-variety Germplasm Certification Regulations adopted by the Idaho Crop Improvement Association, Inc., as amended and approved April 11, 2014. (5-14-14)T

13. Miscellaneous Crop Certification Regulations in Idaho. The Miscellaneous Crop Certification Regulations adopted by the Idaho Crop Improvement Association, Inc., as amended and approved April 6, 2006. (5-14-14)T

005. OFFICE -- OFFICE HOURS -- MAILING ADDRESS AND STREET ADDRESS.

01. Physical Addresses. The main office of the Idaho Crop Improvement Association, Inc. is located at 429 SW 5th Avenue, Suite 105, Meridian, ID 83642. The

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branch offices are located at: 1680 Foote Drive, Idaho Falls, ID 83402; 5920 N Government Way, Suite 10, Dalton Gardens, ID 83815; 2283 Wright Avenue, Suite C, Twin Falls, ID 83303 (5-14-14)T

02. Office Hours. Office hours are 8 a.m. to 5 p.m., Mountain Time, Monday through Friday, except holidays. These office hours apply to each branch. (5-14-14)T

03. Mailing Addresses. The mailing address for the Idaho Crop Improvement Association, Inc. main office is 429 SW 5th Avenue, Suite 105, Meridian, ID 83642. The branch offices mailing addresses are: 1680 Foote Drive, Idaho Falls, ID 83402; 5920 N Government Way, Suite 10, Dalton Gardens, ID 83815; 2283 Wright Avenue, Suite C, Twin Falls, ID 83303. (5-14-14)T

04. Telephone Numbers. The telephone number for the Idaho Crop Improvement Association, Inc. main office is (208) 884-8225. The telephone numbers for the branches are: Idaho Falls (208) 522-9198; Dalton Gardens (208) 762-5300; Twin Falls (208) 733-2468. (5-14-14)T

05. Fax Numbers. The fax number for the Idaho Crop Improvement Association Inc. main office is (208) 884-4201. The fax numbers for the branches are: Idaho Falls (208) 529-4358; Dalton Gardens (208) 762-5335; Twin Falls (208) 733-4803. (5-14-14)T

006. PUBLIC RECORDS ACT COMPLIANCE.

These rules are public records available for inspection and copying at the Idaho Crop Improvement Association Inc., and the State Law Library. (5-14-14)T

007. -- 009. (RESERVED)

010. DEFINITIONS.

In addition to the definitions set forth in Title 22, Chapter 15, Idaho Code, the definitions found in the standards of the Idaho Crop Improvement Association, Inc., incorporated by reference in Section 004 of these rules, shall apply to these rules. (5-14-14)T

011. (RESERVED)

012. APPLICABILITY.

These rules shall apply to all seeds, tubers, plants, or plant parts located in, imported into, or exported from the state of Idaho that have an application for certification properly filed with a seed certification agency. (5-14-14)T

013. OFFICIAL IN CHARGE OF CERTIFIED SEED.

The Idaho Legislature, at its 35th Session, enacted Senate Bill No. 107, the "Seed and Plant Certification Act of 1959". This Act designated the Regents of the University of Idaho, through the Agricultural Experiment Station of the College of Agriculture, as the seed certifying agency for the State. This Act further gives the Regents of the University

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of Idaho the authority to designate an agent to administer and conduct the certification program. The Regents of the University of Idaho on April 27, 1959, appointed the Idaho Crop Improvement Association, Inc., as its duly authorized agent to administer and conduct seed certification in Idaho as provided by the Seed and Plant Certification Act of 1959. (5-14-14)T

014. SEED CERTIFICATION FEE AND APPLICATION SCHEDULE.

The Idaho Crop Improvement Association may assess a fee to defray the costs of seed testing and administration of the seed certification program. Fees are established through the Idaho Crop Improvement Association, Inc. (5-14-14)T

015. -- 999. (RESERVED)

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SUBJECT

Proposed Rule IDAPA 08.01.11 – Registration of Post-Secondary Education Institutions and Proprietary Schools

APPLICABLE STATUTE, RULE, OR POLICY

Idaho Administrative code, IDAPA 08.01.11
Section 33-2400, Idaho Code

BACKGROUND/DISCUSSION

The proposed changes to IDAPA 08.01.11 will amend the definition of what constitutes having an “Idaho presence.” Institutions, unless otherwise exempted, who have a physical presence within the state of Idaho are required to register with the State Board of Education. Idaho’s definition of physical presence includes all students participating in a clinical experience within the state even if the institution itself does not meet the other requirements for a physical presence. The State Authorization Reciprocity Agreement has a slightly broader definition in regards to a clinical experience and allows that if there are fewer than ten (10) students simultaneously present at the site and the institution does not have a multi-year agreement with the site then that institution still does not have a physical presence within the state.

An additional change is also being proposed to subsection 200.09 that would allow for the office to use financial instruments other than an institution’s audited financial statements as part of the registration process. Due to timing and varying differences in an institution’s operations the audited financial statements may not be the best instrument for staff to use to calculate the registration fee of a specific institution.

IMPACT

If the language within the Administrative Rule were not amended the Board would have to waive that section of rule for institutions that were participating in the State Authorization Reciprocity Agreement or choose not to participate.

ATTACHMENTS

Attachment 1 – Proposed Docket 08-0111-1401

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STAFF COMMENTS AND RECOMMENDATIONS

Once approved by the Board, Proposed rules are published in the Administrative Bulletin and have a 21 day comment period prior to coming back to the Board for consideration as a Pending rule. Based on received comments and Board direction, changes may be made to Proposed rules prior to entering the Pending stage. All Pending rules will be brought back to the Board for approval prior to submittal to the Department of Administration for publication in the Idaho Administrative Rules Bulletin as a Pending Rule. Pending rules are forwarded to the legislature and become effective at the end of the legislative session in which they are submitted unless rejected by the legislature.

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Staff recommends approval.

BOARD ACTION

I move to approve the Proposed Rule changes to Docket 08.-0111-1401 as submitted.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

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IDAPA 08
TITLE 01
CHAPTER 11

**08.01.11 - REGISTRATION OF POST-SECONDARY EDUCATIONAL INSTITUTIONS
AND PROPRIETARY SCHOOLS**

200. REGISTRATION OF POST-SECONDARY EDUCATIONAL INSTITUTIONS.

01. Delegation. Section 33-2403, Idaho Code, provides that a post-secondary educational institution must hold a valid certificate of registration issued by the Board. The Board delegates authority to its Executive Director and the Office of the State Board of Education to administer the registration of post-secondary educational institution, in accordance with Title 33, Chapter 24, Idaho Code, and this rule. (3-29-12)

02. Registration Requirement. (4-9-09)

a. Unless exempted by statute or this rule, as provided herein, a post-secondary educational institution which maintains a presence within the state of Idaho, or that operates or purports to operate from a location within the state of Idaho, shall register and hold a valid certificate of registration issued by the Board. An institution shall not conduct, provide, offer, or sell a course or courses of study, or degree unless registered. (3-29-12)

b. Registration shall be for the period beginning on the date a certificate of registration is issued and continue through June 30 of the next succeeding year. A registered post-secondary educational institution must renew its certificate of registration annually, and renewal of registration is not automatic. (3-29-10)

c. Renewal of registration shall be for the period beginning on July 1 of any year, and continue through June 30 of the next succeeding year. (4-9-09)

d. A new or start-up entity that desires to operate as a postsecondary educational institution in Idaho but which is not yet accredited by an accreditation organization recognized by the Board must register and operate as a proprietary school until accreditation is obtained. A new or start-up entity that is accredited and authorized to operate in another state, and which desires to operate as a postsecondary educational institution in Idaho offering degrees for which specialized program accreditation is required, may be granted approval to operate subject to the successful attainment of such program accreditation within the regular program accreditation cycle required by the accreditor. (3-29-12)

e. There is no inherent or private right to grant degrees in Idaho. That authority belongs only to institutions properly authorized to operate in Idaho under these rules. (3-29-12)

03. Idaho Presence. (3-29-12)

a. An institution shall be deemed to have a presence in Idaho, or to be operating or purporting to be operating from a location within the state of Idaho, if it owns, rents, leases, or uses any office or other type of physical location in Idaho, including a mailing or shipping center, or if it represents in any way, such as on an electronic or Internet website, to have an Idaho street or mailing address, including a post office box in Idaho, for purposes of conducting, providing, offering or selling a course or courses of study or degrees. (3-29-12)

b. Idaho presence shall include medical/osteopathic education clinical instruction occurring in the state of Idaho as part of a course of study leading to a degree pursuant to a formal multiyear arrangement or agreement between such clinic and an institution providing medical/osteopathic education instruction where 11 or more students of the institution are physically present simultaneously at a single field site. (3-29-12)()

c. Idaho presence shall not include: (3-29-12)

i. Distance or online education delivered by an institution located outside of the state of Idaho to

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students in this state when the institution does not otherwise have physical presence in Idaho, as provided in Subsection 200.03.a. of this rule; (3-29-12)

ii. Medical education instruction occurring in the state of Idaho by an institution pursuant to a medical education program funded by the state of Idaho; (3-29-12)

iii. Internship or cooperative training programs occurring in the state of Idaho where students are employed by or provide services to a business or company in this state and receive course credit from an institution related to such activities; or (3-29-12)

iv. Activities limited to the recruiting or interviewing of applicants or potential students in the state of Idaho, whether conducted by a compensated employee, agent, or representative of an institution, or by volunteer alumnus of an institution, even if such individual is physically located in this state. (3-29-12)

04. Institutions Exempt from Registration. (4-9-09)

a. Idaho public post-secondary educational institutions. Section 33-2402(1), Idaho Code, provides that a public institution supported primarily by taxation from either the state of Idaho or a local source in Idaho shall not be required to register. (4-9-09)

b. Certain Idaho private, nonprofit, post-secondary educational institutions. A private, nonprofit, post-secondary educational institution that is already established and operational as of the date when this rule first went into effect (Brigham Young University - Idaho, College of Idaho, Northwest Nazarene University, New Saint Andrews College, Boise Bible College), and located within the state of Idaho, and that is accredited by an accreditation organization recognized by the Board, as set forth in Section 100 of this rule, shall not be required to register. A private, nonprofit, institution is located within the state of Idaho only if it has been lawfully organized in the state of Idaho and its principal place of business is located within the state of Idaho. An institution exempt under this subsection may voluntarily register by following the procedure for registration provided herein. (3-29-12)

c. Idaho religious institutions. A religious institution located within the state of Idaho that is owned, controlled, operated, and maintained by a religious organization lawfully operating as a nonprofit religious corporation and that grants only religious degrees shall not be required to register. (3-29-12)

05. Institutions That Must Register. Unless exempt under Subsection 200.04 of this rule, any entity that desires to operate as a postsecondary educational institution in Idaho must register as provided herein. (3-29-12)

06. Application. A post-secondary educational institution that is required to register under this rule must submit to the Board office an application for registration (either an application for initial registration or renewal of registration, as applicable), on the form provided by the Board office. The application must include a list of each course, course of study, and degree the applicant institution intends to conduct, provide, offer, or sell in Idaho during the registration year. (3-29-10)

07. Registration Fees. The Board shall assess an annual registration fee for initial registration or renewal of registration of a post-secondary educational institution. The registration fee must accompany the application for registration, and shall be in the amount of one-half of one percent (.5%) of the gross Idaho tuition revenue of the institution during the previous tax reporting year (Jan 1 - Dec 31), but not less than one hundred dollars (\$100) and not to exceed five thousand dollars (\$5,000). The institution must provide financial documentation to substantiate the amount of revenue reported. Registration fees are nonrefundable. (4-4-13)

08. Deadline for Registration. An initial application for registration may be submitted to the Board at any time. An institution should expect the Board's review process for an initial registration to take approximately three (3) to five (5) months. An application for renewal of registration must be submitted to the Board on or before the first business day of May that precedes the registration year. The renewal will be processed within thirty (30) days. Institutions that do not adhere to this schedule and whose renewals are not processed by July 1st must cease all active operations until approval of registration is received. (3-29-12)

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09. Information Required. (3-29-12)

a. An application must include all the information requested on the application form, as well as the following information: (3-29-12)

- i. Copy of most recent accreditation letter showing the period of approval; (4-7-11)
- ii. Current list of chief officers - e.g. president, board chair, chief academic officer, chief fiscal officer; (4-9-09)
- iii. Enrollment data for current and past two (2) years; (4-9-09)
- iv. Copy of annual audited financial statement, or other financial instrument as established by the executive director; (4-9-09)()
- v. Any additional information that the Board may request. (4-9-09)
- vi. All advertising, pamphlets, and other literature used to solicit students and all contract forms must accurately represent the purpose of the school, its courses or courses of study, and other relevant information to assist students in making an informed decision to enroll. Institutions offering courses or courses of study which require clinical, practicum or internship components must provide students in writing information regarding the number of clinical, practicum or internship positions available and the location of said positions. Institutions with courses or courses of study that have not been fully accredited must disclose to prospective students in these courses or courses of study the accreditation status of the program and anticipated date for full accreditation. (4-4-13)

b. The Board may, in connection with a renewal of registration, request that an institution only submit information that documents changes from the previous year, provided that the institution certifies that all information and/or documentation submitted in a previous registration year remains current. The annual registration fee, described in Subsection 200.07 of this rule, shall remain applicable. (3-29-12)

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SUBJECT

Proposed Rule IDAPA 08.02.02 – Rules Governing Uniformity - Certification

APPLICABLE STATUTE, RULE, OR POLICY

Idaho Administrative code, IDAPA 08.02.02
Section 33-1201, Idaho Code

BACKGROUND/DISCUSSION

In 2013 the Governor's Task Force for Improving Education recommended the state move to "a continuum of professional growth and learning that is tied to [teacher] licensure." Movement through the system should be accomplished through the use of performance measures, including evaluations based on the state's framework for teaching and a candidate's effectiveness in impacting student achievement. The recommendations outlined the initial framework of a three (3) tiered system encompassing an initial three (3) year certificate that can only renewed once for a total of six (6) years, a five (5) year renewable professional level certificate, and a five (5) year renewable master level certificate. In conjunction with this recommendation, the Task Force recommended Idaho move to a funding model that would tie a district's appropriation to the level of certificate an educator holds, rather than the current model based on years of service and level of degree.

Following the completion of the Task Force's work, the Board convened a number of subcommittees to work on the implementation of the Task Force's recommendations. The Career Ladder/Tiered Licensure Committee has been meeting since that time to develop the details around the tiered licensure model. The committee reviewed the details of the Task Force's recommendations, models implemented in other states, as well as the work of the Department Technical Advisory Committee for tiered licensure, and the State's advisory group working on the Network for Transforming Educator Preparation grant. The final recommendations from the committee are based on a majority vote of the committee. Consensus was not able to be made on all elements.

Idaho's educator certification requirements are set out in Idaho Administrative rule, IDAPA 08.02.02. As such any amendments to the requirements are required to go through the rule making process. The committee has approved the framework for the tiered certification model as outlined in Attachment 2. The framework has been incorporated into the proposed amendments presented in Attachment 1.

IMPACT

Approval of the Proposed Rule will allow for the rule to go out for public comment. Following the end of the public comment period, the rule will come back to the Board as a Pending rule. The Pending rule will be forwarded to the legislature for consideration. Once accepted by the legislature, the new tiered certification model will take effect at the end of the 2015 legislative session.

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ATTACHMENTS

Attachment 1 – Proposed Rule Docket 08-0202-1401
Attachment 2 – Tiered Certification Model

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STAFF COMMENTS AND RECOMMENDATIONS

Once approved by the Board, Proposed rules are published in the Administrative Bulletin and have a 21 day comment period prior to coming back to the Board for consideration as a Pending rule. Based on received comments and Board direction, changes may be made to Proposed rules prior to entering the Pending stage. All Pending rules will be brought back to the Board for approval prior to submittal to the Department of Administration for publication in the Idaho Administrative Rules Bulletin as a Pending Rule. Pending rules are forwarded to the legislature and become effective at the end of the legislative session in which they are submitted unless rejected by the legislature.

Staff recommends approval.

BOARD ACTION

I move to approve the Proposed Rule changes to Docket 08-0202-1401 as submitted.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

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**IDAPA 08
TITLE 02
CHAPTER 02**

08.02.02 - RULES GOVERNING UNIFORMITY

007. DEFINITIONS.

01. Active Teacher. K-12 teacher with a valid Idaho certificate who is currently teaching in an Idaho K-12 classroom/school. (3-16-04)

02. Alternative Routes. Routes to teacher certification designed for candidates who want to enter the teaching profession from non-education professions or the para-educator profession, or for teachers lacking certification in a specific area defined as an emergency district need. (3-16-04)

03. Credential. The general term used to denote the document on which all of a person's educational certificates and endorsements are listed. The holder is entitled to provide educational services in any and/or all areas listed on the credential. (3-16-04)

04. Endorsement. Term used to refer to the content area or specific area of expertise in which a holder is granted permission to provide services. (3-16-04)

05. Idaho Student Achievement Standards. Standards of achievement for Idaho's K-12 students. See IDAPA 08.02.03, "Rules Governing Thoroughness." (3-16-04)

06. Individualized Learning Plan. An individualized plan developed based on the Idaho framework for teaching to determine and develop a professional action plan based on the individual's strengths and areas of needed growth. ()

067. Institutional Recommendation. Signed form or written verification from an accredited institution with an approved teacher preparation program stating that an individual has completed the program, received a basic or higher rating in all twenty-two (22) components of the Idaho state performance evaluation system, has an individualized learning plan, has demonstrated measurable student achievement or the ability to create student learning objectives, and is now being recommended for state certification. ~~(3-16-04)~~()

08. Measurable Student Achievement/Growth. Demonstrate a teacher's impact on student learning within a given interval of instruction. May include: ()

- a.** Idaho standards achievement test; ()
- b.** Student learning objectives; ()
- c.** Formative assessments; ()
- d.** Teacher-constructed assessments of student growth; ()
- e.** Pre- and post-tests; ()
- f.** Performance based assessments; ()
- g.** Idaho Reading Indicator; ()
- h.** College entrance exams (PSAT, SAT, ACT); ()
- i.** District adopted assessment; ()
- j.** End of course exams; ()
- k.** Advance placement exams; ()
- l.** Professional-Technical exams; ()

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079. Orientation. School district/school process used to acquaint teachers new to district/school on its policies, procedures and processes. (3-16-04)

0810. Para-Educator. Aides and assistants employed by school districts to supplement instruction and provide additional assistance to students. (3-16-04)

0911. Pedagogy. Teaching knowledge and skills. (3-16-04)

12. Performance Evaluation System. Summative evaluation conducted with two (2) observers who have proof of proficiency in evaluating teacher performance based on the Idaho state performance evaluation system as outlined in Section 120 of these rules. ()

13. Student Learning Objective (SLO). A measurable, long-term academic growth target that a teacher sets at the beginning of year for all students or for subgroups of students. SLOs demonstrate a teachers impact on student learning within a given interval of instruction based upon baseline data gathered at the beginning of the course. ()

104. Teacher Leader. A master teacher who facilitates the design and implementation of sustained, intensive, and job-embedded professional learning based on identified student and teacher needs. (4-4-13)

(BREAK IN CONTINUITY OF SECTIONS)

~~015. IDAHO INTERIM CERTIFICATE.~~

~~01. Issuance of Interim Certificate.~~ ~~The State Department of Education is authorized to issue a three year (3) interim certificate to those applicants who hold a valid certificate/license from another state or other entity that participates in the National Association of State Directors of Teacher Education and Certification (NASDTEC) Interstate Agreement. An interim certificate is nonrenewable except under extenuating circumstances.~~ (4-2-08)

~~a. Idaho Comprehensive Literacy Course.~~ ~~For all Idaho teachers working on interim certificates, alternate routes or coming from out of the state, completion of a state approved reading instruction course shall be a one time requirement for full certification.~~ (4-7-11)

~~b. Technology.~~ ~~Out of state applicants will be reviewed by the hiring district for technology deficiencies and may be required to take technology courses to improve their technology skills.~~ (4-7-11)

~~02. Reinstatement of Expired Certificate.~~ ~~An individual holding an expired Idaho certificate may be issued a nonrenewable three year interim certificate. During the validity period of the interim certificate, the applicant must meet all current requirements listed for the specific certificate and endorsement(s) including the appropriate content, pedagogy, and performance assessments.~~ (3-29-12)

~~03. Foreign Institutions.~~ ~~An educator having graduated from a foreign institution that is listed in the Accredited Degree Granting Institutions section of the "Accredited Institutions of Postsecondary Education" and having a valid/current teaching certificate/license from the country or province in which the foreign institution is located, may be issued a non renewable, three year interim certificate. The applicant must also complete the requirements listed in Section 013 of these rules.~~ (4-2-08)

0165. IDAHO EDUCATOR CREDENTIAL.

The State Board of Education authorizes the State Department of Education to issue certificates and endorsements to those individuals meeting the specific requirements for each area provided herein. (Section 33-1201, Idaho Code) In addition to the applicable certificate level requirements outlined in Subsections 015.01 through 015.04, applicants must meet the specific grade level or subject area certificate requirements as provided herein. Teachers who hold an Idaho educator credential issued prior to April 2015 will be subject to the provisions of their certificate at time of issue and must meet the renewal provisions as described herein at time of renewal. (3-16-04) ()

01. Measurable Student Achievements/Growth. Measurable student achievement used for movement between and renewal of each level of certificate will include at least three (3) assessments demonstrating the teacher's

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students achievement. Of those three (3), the Idaho Reading Indicator and the Idaho standards achievement test must be included as applicable to the subject areas taught. Student learning objectives, including pre- and post-assessment for student learning must be included for non-tested subjects. Other measures shall be chosen at the district level, selected from the definition as contained in these rules. The majority of student achievement shall be based on student growth. ()

02. Idaho Residency Certificate. Teachers meeting the following criteria may apply for an Idaho Residency Certificate. The residency certificate is valid for three (3) years and is non-renewable. ()

a. Graduates of an Idaho approved educator or occupational teacher preparation program and have received an institutional recommendation; or ()

b. Completed an Idaho approved alternate route to certification as described in Section 042 of these rules. ()

c. Holders of an Idaho Residency Certificate shall receive intensive mentoring during year one (1) of their certificate, and mentoring at a lessor level during year two (2) of their certificate. Mentoring shall be provided by the hiring district. ()

03. Idaho Professional Certificate. Teachers meeting the following criteria may apply for an Idaho Professional Certificate. The professional certificate is a five (5) year renewable certificate. ()

a. Hold an Idaho residency certificate for three (3) years. ()

b. For two (2) of three (3) years, including the final year prior to applying for a professional certificate, show demonstrated teaching proficiency on the Idaho state performance evaluation system through: ()

i. Sixteen (16) or more elements rated as proficient or higher. ()

ii. No more than six (6) elements ranked as basic, no more than two (2) of the six (6) elements rated as basic in domain one (1) or domain four (4), and no more than one (1) element rated as basic in domain two (2) or domain three (3). ()

iii. No elements rated as unsatisfactory. ()

iv. Show increased measurable student achievement/growth. ()

c. Have an annual individualized professional learning plan developed in conjunction with school district supervisor. ()

d. Teachers holding a residency certificate who cannot meet the minimum requirements for a professional certificate may return to an approved education preparation program to address areas of deficiency. ()

i. Once successful in completing the higher education instruction, teachers may re-apply for a residency certificate. ()

ii. Teachers will not hold a certificate during this time period. ()

iii. Teachers may bank one (1) year of combined proficiency and measurable student achievement accomplished during the previous three (3) years. ()

iv. Teachers may reapply for a professional certificate once the minimum requirements are met. ()

e. To renew a professional certificate teachers must, during three (3) of five (5) years, one (1) of which must be during the fourth or fifth year, achieve the following: ()

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i. Demonstrate teaching proficiency on the Idaho state performance evaluation through achievement of eighteen (18) or more elements ranked as proficient. Have no more than four (4) elements ranked as basic. Have no more than two (2) of the four (4) elements ranked as basic in domain one (1) or four (4). Have no more than one (1) element ranked as basic in domain two (2) or three (3). Have no elements ranked as unsatisfactory. ()

ii. Demonstrate increased measurable student achievement/growth. ()

iii. Must have an individualized professional learning plan developed in conjunction with school district supervisor. ()

f. Teachers who do not meet the requirements described herein at time of renewal will receive a contingent status on their certificate. The teacher will be placed on a district improvement plan. The improvement plan will include peer assistance and, if appropriate, intervention courses from an approved teacher preparation program. Contingent status on a professional certificate will be removed once the performance and measurable student achievement requirements are met. ()

i. Teachers with a contingent status on their professional certificate are not eligible for leadership premiums, other than those who currently are serving in a hard to fill position. ()

ii. Teachers with a contingent status on their professional certificate are not eligible to apply for a master certificate. ()

04. Idaho Master Professional Certificate. Teachers meeting the following criteria may apply for an Idaho master level professional certificate. The master level professional certificate is a five (5) year renewable certificate. ()

a. Hold an Idaho professional certificate for five (5) years. ()

b. During three (3) of five (5) years, one of which must be during the fourth or fifth year, teachers must achieve the following: ()

i. Demonstrate teaching proficiency on the Idaho state performance evaluation through achieving no elements ranked as basic or less and at least six (6) elements ranked as distinguished. Four (4) out of the six (6) elements ranked as distinguished must be in domains two (2) and three (3) of the performance evaluation system. ()

ii. Demonstrate measurable student achievement/growth through sixty percent (60%) or more students meeting or exceeding growth targets. ()

c. During the last five (5) years have not: ()

i. Been placed on a district performance improvement plan or probation. ()

ii. Received any elements ranked as unsatisfactory on the state performance evaluation. ()

d. Have an annual individualized professional learning plan developed in conjunction with school district supervisor. ()

e. If at time of renewal teachers holding a master professional certificate cannot meet the performance and measurable student achievement standards of the master professional certificate but can meet the standard professional certificate performance and measurable student achievement standards, they may apply for a standard professional certificate. Applicants who cannot meet the standard professional certificate performance and measurable student achievement requirements will be granted a contingent status professional certificate. ()

05. Elementary Certificate. An Elementary Certificate makes an individual eligible to teach grades

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kindergarten (K) through eight (8), and may be issued to any person who has a bachelor's degree from an accredited college or university and who meets the following requirements: ()

a. Completion of the general education requirements at an accredited college or university is required. ()

b. Professional Education Requirements. ()

i. A minimum of twenty-four (24) semester credit hours, or thirty-six (36) quarter credit hours, in the philosophical, psychological, and methodological foundations and in the professional subject matter of elementary education, which shall include at least six (6) semester credit hours, or nine (9) quarter credit hours, in developmental reading and its application to the content area. ()

ii. At least six (6) semester credit hours, or nine (9) quarter credit hours, of elementary student teaching or two (2) years of satisfactory experience as a teacher in grades K-8. ()

c. An institutional recommendation from an accredited college or university or verification of two (2) years of teaching experience in grades Kindergarten (K) through eight (8). ()

d. All individuals, who begin an Idaho approved preparation program after July 1, 2013, seeking a elementary certificate shall complete the requirements for a subject area endorsement as outlined under requirements for a secondary certificate. An endorsement allowing teaching of that subject through grade nine (9) or a K-12 endorsement shall be added to the Elementary Certificate. ()

e. Proficiency in areas noted above is measured by completion of the credit hour requirements provided herein. Additionally, each candidate shall meet or exceed the state qualifying score on approved elementary content area and pedagogy assessments. ()

06. Secondary Certificate. A Secondary Certificate makes an individual eligible to teach in grades six (6) through twelve (12). A Secondary Certificate may be issued to any person with a bachelor's degree from an accredited college or university and who meets the following minimum requirements: ()

a. Completion of the general education requirements at an accredited college or university is required. ()

b. Professional Education Requirements. ()

i. A minimum of twenty (20) semester credit hours, or thirty (30) quarter credit hours, in the philosophical, psychological, and methodological foundations, instructional technology, and in the professional subject matter of secondary education, which must include at least three (3) semester credit hours, or four (4) quarter credit hours, of reading in the content area. ()

ii. The required twenty (20) semester credit hours, or thirty (30) quarter credit hours, must also include at least six (6) semester credit hours, or nine (9) quarter credit hours, of secondary student teaching or two (2) years of satisfactory experience as a teacher in grades six (6) through twelve (12). ()

c. Preparation in at least two (2) fields of secondary teaching: a first teaching field of at least thirty (30) semester credit hours, or forty-five (45) quarter credit hours, and a second teaching field of at least twenty (20) semester credit hours, or thirty (30) quarter credit hours. Preparation of not less than forty-five (45) semester credit hours, or sixty-seven (67) quarter credit hours, in a single subject area may be used in lieu of the first teaching field or second teaching field requirements. ()

d. An institutional recommendation from an accredited college or university or verification of two (2) years of teaching experience in grades six (6) through twelve (12). ()

e. Proficiency in areas noted above is measured by completion of the credit hour requirements provided herein. Additionally, each candidate must have a qualifying score on an approved content area assessment in any

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area(s) for which the certificate or endorsement(s) will be applied. ()

07. Early Childhood/Early Childhood Special Education Blended Certificate. An Early Childhood / Early Childhood Special Education Blended Certificate is non-categorical and makes an individual eligible to teach in any educational setting for youth from birth to grade three (3), including those who are at-risk or have developmental delays. The Early Childhood / Early Childhood Special Education Blended Certificate may be issued to any person with a bachelor's degree from an accredited college or university and who meets the following minimum requirements: ()

a. Completion of the general education requirements at an accredited college or university is required.

b. Professional Education Requirements. ()

i. A minimum of thirty (30) semester credit hours, or forty-five (45) quarter credit hours, in the philosophical, psychological, and methodological foundations, in instructional technology, and in the professional subject matter of early childhood and early childhood-special education. The professional subject matter of early childhood and early childhood-special education shall include course work specific to the young child from birth through grade three (3) in the areas of child development and learning; curriculum development and implementation; family and community relationships; assessment and evaluation; professionalism; and, application of technologies. ()

ii. The required thirty (30) semester credit hours, or forty-five (45) quarter credit hours, shall include not less than six (6) semester credit hours, or nine (9) quarter credit hours, of early childhood student teaching and three (3) semester credit hours, or four (4) quarter credit hours, of developmental reading. ()

c. An institutional recommendation from an accredited college or university, and passage of the Idaho Comprehensive Literacy Assessment. ()

d. Proficiency in areas noted above is measured by completion of the credit hour requirements provided herein. Additionally, each candidate shall meet or exceed the state qualifying score on approved early- childhood assessments. ()

08. Exceptional Child Certificate. Holders of this certificate work with children who have been identified as having an educational impairment. ()

a. Completion of the general education requirements at an accredited college or university is required. ()

b. Generalist Endorsement (K-12): the Generalist K-12 endorsement is non-categorical and allows one to teach in any K-12 special education setting. This endorsement is valid for five (5) years. Six (6) credit hours are required every five (5) years for renewal. Regardless of prior special education experience, all initial applicants must provide an institutional recommendation that an approved special education program has been completed, with field work to include an internship and student teaching in a special education setting. To be eligible for an Exceptional Child Certificate with a Generalist K-12 endorsement, a candidate must have satisfied the following requirements: ()

i. Completion of a baccalaureate degree from an accredited college or university. ()

ii. Completion, in an Idaho college or university, of a program in elementary, secondary, or special education currently approved by the Idaho State Board of Education, or completion, in an out-of-state college or university, of a program in elementary, secondary, or special education currently approved by the state educational agency of the state in which the program was completed. ()

iii. Completion of thirty (30) semester credit hours in special education, or closely related areas, as part of an approved special education program. ()

iv. Each candidate must have a qualifying score on an approved core content assessment and a second assessment related to the specific endorsement requested. ()

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c. Early Childhood Special Education Endorsement (Pre-K-3): the Early Childhood Special Education (Pre-K-3) endorsement is non-categorical and allows one to teach in any Pre-K-3 special education setting. This endorsement may only be added to the Exceptional Child Certificate in conjunction with the Generalist K-12 endorsement and is valid for five (5) years. Six (6) credit hours are required every five (5) years for renewal. To be eligible for an Exceptional Child Certificate with an Early Childhood Special Education (Pre-K-3) endorsement, a candidate must have satisfied the following requirements: ()

i. Completion of a program of a minimum of twenty (20) semester credit hours in the area of Early Childhood Education to include course work in each of the following areas: child development and behavior with emphasis in cognitive-language, physical, social and emotional areas, birth through age eight (8); curriculum and program development for young children ages three (3) to eight (8); methodology: planning, implementing and evaluating environments and materials for young children ages three (3) to eight (8); guiding young children's behavior: observing, assessing and individualizing ages three (3) to eight (8); identifying and working with atypical young children ages three (3) to eight (8); parent-teacher relations; and, field work to include an internship and student teaching at the Pre-K - 3 grades. ()

d. Hearing Impairment Endorsement (K-12): completion of a minimum of thirty (30) semester credit hours in the area of hearing impairment. An institutional recommendation specific to this endorsement is required. To be eligible for an Exceptional Child Certificate with a Hearing Impairment endorsement, a candidate must have satisfied the following requirements: ()

i. Completion of a baccalaureate degree from an accredited college or university; ()

ii. Completion of a program from an Idaho college or university in elementary, secondary, or special education currently approved by the Idaho State Board of Education; or ()

iii. Completion of a program from an out-of-state college or university in elementary, secondary, or special education currently approved by the state educational agency of the state in which the program was completed; ()

iv. Completion of a program of a minimum of thirty (30) semester credit hours in the area of Hearing Impairment. Must receive an institutional recommendation specific to this endorsement from an accredited college or university. ()

e. Visual Impairment Endorsement (K-12): Completion of a program of a minimum of thirty (30) semester credit hours in the area of visual impairment. An institutional recommendation specific to this endorsement is required. To be eligible for an Exceptional Child Certificate with a Visually Impairment endorsement, a candidate must have satisfied the following requirements: ()

i. Completion of a baccalaureate degree from an accredited college or university; ()

ii. Completion of a program from an Idaho college or university in elementary, secondary, or special education currently approved by the Idaho State Board of Education; or ()

iii. Completion of a program from an out-of-state college or university in elementary, secondary, or special education currently approved by the state educational agency of the state in which the program was completed; ()

iv. Completion of a program of a minimum of thirty (30) semester credit hours in the area of Visual Impairment. Must receive an institutional recommendation specific to this endorsement from an accredited college or university. ()

09. Certification Standards for Professional-Technical Educators. Teachers of professional-technical classes or programs in secondary or postsecondary schools must hold an endorsement in an appropriate occupational discipline. This endorsement may be held on a Secondary Teaching Certificate or on an Occupational

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Specialist Certificate. For postsecondary instructors and administrators, certification fees are set by the State Board for Professional-Technical Education, and application processes are managed by the Division of Professional-Technical Education. ()

10. Degree Based Professional-Technical Certification. ()

a. Individuals graduating from an approved occupational teacher preparation degree program qualify to teach in the following five (5) disciplines: Agricultural Science & Technology; Business Technology Education; Family & Consumer Science; Marketing Technology Education; and Technology Education. Occupational teacher preparation course work must meet the Idaho Standards for the Initial Certification of Professional School Personnel. The occupational teacher education program must provide appropriate content to constitute a major in the identified field. Student teaching shall be in an approved program and include experiences in the major field. Applicants shall have accumulated four-thousand (4,000) clock hours of related work experience or shall have completed an approved practicum in their respective field of specialization. ()

b. The Professional-Technical Administrator certificate is required for an individual serving as an administrator, director, manager or coordinator of professional-technical education at the state, secondary or postsecondary level. Individuals must meet the following prerequisites to qualify for the Professional-Technical Administrator Certificate. Equivalence in each area will be determined on an individual basis by the State Division of Professional-Technical Education. ()

i. Qualify for or hold an Occupational Specialist certificate or hold an occupational endorsement on the secondary teaching credential; ()

ii. Provide evidence of a minimum of three (3) years teaching in an occupational discipline; ()

iii. Hold a master's degree; and, ()

iv. Completed at least fifteen (15) semester credits of administrative course work. Applicants must have completed: financial aspects of professional-technical education; administration of personnel; and legal aspects of professional-technical education. Additional course work can be selected from any of the following areas: administration and supervision of occupational programs; instructional supervision; administration internship; curriculum development; curriculum evaluation; research in curriculum; school community relations; communication; teaching the adult learner; coordination of work-based learning programs; and/or measurement and evaluation. ()

v. To renew the Professional-Technical Administrator Certificate, individuals are required to complete six (6) semester hours of related course work or meet renewal requirements for professional-technical teachers. ()

c. Work-Based Learning Coordinator Endorsement: educators assigned to coordinate approved work-based experiences must hold the Work-Based Learning Coordinator endorsement. To be eligible, applicants must hold an occupational endorsement on the Secondary Certificate or qualify for an Occupational Specialist Certificate, plus complete course work in coordination of work-based learning programs. ()

d. Career Counselor Endorsement: the endorsement for a Career Counselor may be issued to applicants who hold a current Pupil Personnel Services Certificate endorsed Counselor K-12 and who have satisfied the following professional technical requirement: Career Pathways and Professional Technical Guidance; Principles/ Foundations of Professional-Technical Education; and Theories of Occupational Choice. ()

11. Occupational Specialist Certificate. The Occupational Specialist Certificate is an industry based professional-technical certification. Persons who need to hold the Occupational Specialist Certificate include: secondary educators assigned to Health Occupations Education and to Trades & Industry Education; specialized occupational areas where specific degree-granting professional technical teacher education programs do not exist; and postsecondary professional-technical educators who teach courses to nine (9) to twelve (12) students per class. ()

a. Applicants must: be eighteen (18) years of age; document full-time, successful, recent, gainful employment in the area for which certification is requested; possess either a high school diploma or General

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Educational Development (GED) certificate; meet provisions of Idaho Code; and, verify technical skills through work experience, certification or testing as listed below. When applicable, requirements of occupationally related state agencies must also be met. Since educational levels and work experiences vary, applicants may be determined highly qualified under any one (1) of the following three (3) options: ()

i. Have sixteen-thousand (16,000) hours of full-time, successful, recent, gainful employment in the occupation for which certification is requested. Up to forty-eight (48) months credit can be counted toward the eight (8) years on a month-to-month basis for journeyman training and/or postsecondary training successfully completed as a full-time student in an approved/approvable, postsecondary, professional-technical education program. ()

ii. Have a bachelor's degree in the specific occupation or related area, plus six-thousand (6,000) hours of full-time, successful, recent, gainful employment in the occupation. ()

iii. Meet one (1) of the following: have at least journeyman level plus two (2) years of recent, full-time, gainful, related work experience. A person who has completed a formal apprenticeship program in the occupation or related area for which certification is requested. The apprenticeship must be under the direction of an employer and the Bureau of Apprenticeship and Training or an approved State Apprenticeship Agency; pass approved state or national certification/certification examination plus three (3) years of recent, full-time, gainful, related work experience (length and type of work experience in emergency services and health professions will be determined on an individual basis); or pass approved industry related certification for skill level requirements (vendor and industry specific) plus three (3) years of recent, full-time, gainful, related work experience (length and type of work experience in emergency services and health professions will be determined on an individual basis). If no competency test exists, a written recommendation from a representative occupational advisory council/committee and recorded in its minutes is required to verify occupational competence. ()

b. Limited Occupational Specialist Certificate: this certificate is issued to individuals who are new to teaching trades and health occupations in public schools. The certificate is valid for three (3) years. ()

i. Within the first eighteen (18) months, the holder must complete the pre-service workshop sponsored by the State Division of Professional-Technical Education and an approved course in professional technical methods and student assessment. ()

ii. Complete a new-teacher induction workshop at the state or district level. ()

iii. File a Professional Development Plan with the State Division of Professional-Technical Education. ()

iv. Within the three (3) year period of the Limited Occupational Specialist Certificate, the instructor must satisfactorily complete course work that includes competencies in four (4) of the following: Principles/ Foundations of Occupational Education; Career Pathways and Guidance; Analysis, Integration, and Curriculum Development; Measurement and Evaluation; and Methods of Teaching Occupational Education. ()

c. Standard Occupational Specialist Certificate: this certificate is issued to individuals who have completed course work equivalent to that required of the Limited Occupational Specialist Certificate. The certificate must be renewed every five (5) years, which shall include completion of six (6) semester credit hours of approved course work or verification of two hundred forty (240) hours of approved related work experience or ninety (90) hours of attendance at approved technical conferences, institutes, or workshops or any equivalent combination thereof, and file of a Professional Development Plan for the next certification period. ()

d. Advanced Occupational Specialist Certificate: this certificate is issued to individuals who meet all the requirements outlined below: ()

i. Meet the requirements for the Standard Occupational Specialist Certificate; ()

ii. Provide evidence of completion of a teacher training degree program or eighteen (18) semester credits of approved course work in addition to the twelve (12) semester credits required for the Standard Occupational

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Specialist Certificate (a total of thirty (30) semester credits); and ()

iii. File a new Professional Development Plan for the next certification period. ()

iv. This certificate must be renewed every five (5) years, which shall include completion of six (6) semester credit hours of approved course work or submit verification of two hundred forty (240) hours of approved related work experience or ninety (90) hours of attendance at approved technical conferences, institutes and workshops or any equivalent combination thereof, and file a new Professional Development Plan for the next certification period.
()

12. Additional Renewal Requirements. In addition to specific certificate or certificate level renewal requirements applicants must meet the following renewal requirements as applicable. ()

~~01.a. **Renewal Requirement**—~~ Mathematics In-Service Program.: ~~In order~~ to recertify, the state approved mathematics instruction course titled “Mathematical Thinking for Instruction”, or another State Department of Education approved alternative course, shall be required. The “Mathematical Thinking for Instruction” course consists of three (3) credits (or forty-five (45) contact hours of in-service training). Teachers and administrators shall take one (1) of the three (3) courses developed that each teacher deems to be most closely aligned with their current assignment prior to September 1, 2014. Any teacher or administrator successfully completing said course shall be deemed to have met the requirement of Subsection 060.03.c. of this rule, regardless of whether such course is part of any official transcript. Successful completion of state approved mathematics instruction course shall be a one-time requirement for renewal of certification for those currently employed in an Idaho school district and shall be included within current requirements for continuing education for renewal. The following individuals ~~listed in Subsection 016.01.a. through 016.01.e. shall~~ **must** successfully complete the “Mathematical Thinking for Instruction” course in order to recertify: ~~(3-20-14)~~ ()

~~a.i.~~ Each teacher holding an Early Childhood/Early Childhood Special Education Blended Certificate (Birth - Grade 3) who is employed in an elementary classroom (multi-subject classroom, K-8); (3-29-10)

~~b.ii.~~ Each teacher holding a ~~Standard~~ Elementary Certificate (K-8) who is employed in an elementary classroom (multi-subject classroom K-8); ~~(3-20-14)~~ ()

~~c.iii.~~ Each teacher holding a ~~Standard~~ Secondary Certificate (6-12) teaching in a math content classroom (grade six (6) through grade twelve (12)) including Title I who is employed in an elementary classroom (multi-subject classroom K-8); (3-20-14)

~~d.iv.~~ Each teacher holding a Standard Exceptional Child Certificate (K-12) who is employed in an elementary classroom (multi-subject classroom K-8); and (3-20-14)

~~e.v.~~ Each school administrator holding an Administrator Certificate (Pre K-12) who is employed in an elementary classroom (multi-subject classroom K-8), including all school district and charter administrators. (3-20-14)

02. ~~Out of State Applicants—Mathematical Thinking for Instruction.~~ ~~(4-4-13)~~

~~a. Out of state applicants shall take the state approved mathematics instruction course titled “Mathematical Thinking for Instruction” as a certification requirement. The “Mathematical Thinking for Instruction” course consists of three (3) credits (or forty five (45) contact hours of in service training). (3-29-10)~~

~~b. Those individuals who qualify for an Idaho certificate through state reciprocity shall be granted a three-year, non renewable, interim certificate to allow time to meet the Idaho Mathematics In service program requirement. (4-4-13)~~

03.b. Waiver of Mathematics In-Service Program.: ~~W~~When applying for certificate renewal, an automatic waiver of the mathematics in-service program requirement shall be granted for any certificated individual living outside of the state of Idaho who is not currently employed as an educator in the state of Idaho. This waiver applies only as

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long as the individual remains outside the state of Idaho or as long as the individual is not employed as an educator in the state of Idaho. Upon returning to Idaho or employment in an Idaho public school, the educator will need to complete this requirement prior to the next renewal period. (3-20-14)()

~~04c. **Renewal Requirement**—Idaho Comprehensive Literacy Course.~~ In order to recertify, a state approved Idaho Comprehensive Literacy Course shall be required. Successful completion of a state approved Idaho Comprehensive Literacy course shall be a one-time requirement for renewal of certification for those currently employed in an Idaho school district and shall be included within current requirements for continuing education for renewal. The following individuals ~~listed in Subsection 016.04.a. through 016.04.c. shall~~ **must** successfully complete an Idaho Comprehensive Literacy course in order to recertify: (4-4-13)()

a. Each teacher holding an Early Childhood/Early Childhood Special Education Blended Certificate (Birth - Grade 3) who is employed in an elementary classroom (multi-subject classroom, K-8); (4-4-13)

b. Each teacher holding a Standard Elementary Certificate (K-8) who is employed in an elementary classroom (K-8); and (3-20-14)

c. Each teacher holding a Standard Exceptional Child Certificate (K-12) who is employed in a K-12 classroom. (3-20-14)

~~05. **Out of State Applicants—Idaho Comprehensive Literacy Course.** (3-20-14)~~

~~a. Out of state applicants shall take a state approved Idaho Comprehensive Literacy Course as a certification requirement. (3-20-14)~~

~~b. Those individuals who qualify for an Idaho certificate through state reciprocity shall be granted a three-year, non-renewable, interim certificate to allow time to meet the Idaho Comprehensive Literacy Course requirement. (3-20-14)~~

13. Leave of Absence. Certificated teachers who are granted a district approved leave of absence from teaching for one (1) or more years may receive a one-year (1) extension to their renewal time frame. ()

a. Teachers must notify the Department of Education that they have an approved leave of absence from the school district prior to the expiration of their current teaching certificate. ()

b. The time frame may be extended to two (2) years if the purpose of the leave is to serve in a non-teaching district approved position. ()

c. In the event of military leave, the renewal timeframe may be extended to a timeframe equivalent to the military obligation. ()

14. Inactive Status. Certificated teachers who are no longer in the classroom may apply for inactive status. ()

a. During inactive status, in order to return to active status, the teacher must: ()

i. maintain the relevant credit renewal requirements specified in these rules; and ()

ii. complete any new courses implemented prior to last certificate renewal prior to returning to active status. ()

b. On return to active status, the teacher shall be placed on year one of the standard professional certificate, provided any contingencies applicable at the time the individual became inactive shall apply upon reactivation. ()

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c. To be placed on inactive status a teacher must apply for inactive certificate status prior to or at the time of active certificate renewal. ()

0176. CONTENT, PEDAGOGY AND PERFORMANCE ASSESSMENT FOR CERTIFICATION.

01. Assessments. State Board of Education approved content, pedagogy and performance area assessments shall be used in the state of Idaho to ensure qualified teachers are employed in Idaho's classrooms. The Professional Standards Commission shall recommend assessments and qualifying scores to the State Board of Education for approval (4-2-08)

02. Out-of-State Waivers. An out-of-state applicant for Idaho certification holding a current certificate may request a waiver from the above requirement. The applicant shall provide evidence of passing a state approved content, pedagogy and performance area assessment(s) or hold current National Board for Professional Standards Teaching Certificate. (4-2-08)

03. Idaho Comprehensive Literacy Assessment. All applicants for initial Idaho certification (Kindergarten through grade twelve (12)) from an Idaho approved teacher education program must demonstrate competency in comprehensive literacy. Areas to be included as parts of the assessment are: phonological awareness, phonics, fluency, vocabulary, comprehension, writing, and assessments and intervention strategies. Each Idaho public higher education institution shall be responsible for the assessment of teacher candidates in its teacher preparation program. The assessment must measure teaching skills and knowledge congruent with current research on best literacy practices for elementary students or secondary students (adolescent literacy) dependent upon level of certification and English Language Learners. In addition the assessment must measure understanding and the ability to apply strategies and beliefs about language, literacy instruction, and assessments based on current research and best practices congruent with International Reading Association/National Council of Teachers of English standards, National English Language Learner's Association professional teaching standards, National Council for Accreditation of Teacher Education standards, and state accreditation standards. (4-7-11)

04. Technology Assessment. All applicants for initial Idaho certification (Kindergarten through grade twelve (12)) from an Idaho approved teacher education program must demonstrate proficiency in relevant technology skills and practices to enhance classroom management and instruction. Each Idaho public higher education institution shall be responsible for the assessment of teacher candidates in its teacher preparation program. The assessment must measure understanding and the ability to apply strategies and beliefs about the integration of technology based on current research and best practices congruent with the International Society for Technology in Education professional teaching standards, the National Council for Accreditation of Teacher Education standards, and state accreditation standards. (4-7-11)

~~018. STANDARD ELEMENTARY CERTIFICATE.~~

~~A Standard Elementary Certificate makes an individual eligible to teach grades Kindergarten (K) through eight (8), and may be issued to any person who has a bachelor's degree from an accredited college or university and who meets the following requirements: (3-16-04)~~

~~**01. General Education Requirements.** Completion of the general education requirements at an accredited college or university is required. (3-30-07)~~

~~**02. Professional Education Requirements.** (3-30-07)~~

~~**a.** A minimum of twenty four (24) semester credit hours, or thirty six (36) quarter credit hours, in the philosophical, psychological, and methodological foundations and in the professional subject matter of elementary education, which shall include at least six (6) semester credit hours, or nine (9) quarter credit hours, in developmental reading and its application to the content area. (3-16-04)~~

~~**b.** At least six (6) semester credit hours, or nine (9) quarter credit hours, of elementary student teaching or two (2) years of satisfactory experience as a teacher in grades K-8. (3-16-04)~~

~~**03. Additional Requirements.** An institutional recommendation from an accredited college or university~~

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~~or verification of two (2) years of teaching experience in grades Kindergarten (K) through eight (8). (3-16-04)~~

~~**04. Area of Endorsement.** All individuals, who begin an Idaho approved preparation program after July 1, 2013, seeking a Standard Elementary Certificate shall complete the requirements for a subject area endorsement as outlined under requirements for a Standard Secondary Certificate. An endorsement allowing teaching of that subject through grade nine (9) or a K-12 endorsement shall be added to the Standard Elementary Certificate. (3-12-14)~~

~~**05. Proficiency.** Proficiency in areas noted above is measured by completion of the credit hour requirements provided herein. Additionally, each candidate shall meet or exceed the state qualifying score on approved elementary content area and pedagogy assessments. (3-16-04)~~

~~**019. EARLY CHILDHOOD/EARLY CHILDHOOD SPECIAL EDUCATION BLENDED CERTIFICATE.** An Early Childhood / Early Childhood Special Education Blended Certificate is non categorical and makes an individual eligible to teach in any educational setting for youth from birth to grade three (3), including those who are at risk or have developmental delays. The Early Childhood / Early Childhood Special Education Blended Certificate may be issued to any person with a bachelor's degree from an accredited college or university and who meets the following minimum requirements: (3-16-04)~~

~~**01. General Education Requirements.** Completion of the general education requirements at an accredited college or university is required. (3-30-07)~~

~~**02. Professional Education Requirements.** (3-16-04)~~

~~**a.** A minimum of thirty (30) semester credit hours, or forty five (45) quarter credit hours, in the philosophical, psychological, and methodological foundations, in instructional technology, and in the professional subject matter of early childhood and early childhood special education. The professional subject matter of early childhood and early childhood special education shall include course work specific to the young child from birth through grade three (3) in the areas of child development and learning; curriculum development and implementation; family and community relationships; assessment and evaluation; professionalism; and, application of technologies. (3-16-04)~~

~~**b.** The required thirty (30) semester credit hours, or forty five (45) quarter credit hours, shall include not less than six (6) semester credit hours, or nine (9) quarter credit hours, of early childhood student teaching and three (3) semester credit hours, or four (4) quarter credit hours, of developmental reading. (3-16-04)~~

~~**03. Additional Requirements.** An institutional recommendation from an accredited college or university, and passage of the Idaho Comprehensive Literacy Exam. (3-16-04)~~

~~**04. Proficiency.** Proficiency in areas noted above is measured by completion of the credit hour requirements provided herein. Additionally, each candidate shall meet or exceed the state qualifying score on approved early childhood assessments (3-16-04)~~

~~**020. STANDARD SECONDARY CERTIFICATE.** A Standard Secondary Certificate makes an individual eligible to teach in grades six (6) through twelve (12). A Secondary Certificate may be issued to any person with a bachelor's degree from an accredited college or university and who meets the following minimum requirements: (3-16-04)~~

~~**01. General Education Requirements.** Completion of the general education requirements at an accredited college or university is required. (3-30-07)~~

~~**02. Professional Education Requirements.** (3-30-07)~~

~~**a.** A minimum of twenty (20) semester credit hours, or thirty (30) quarter credit hours, in the philosophical, psychological, and methodological foundations, instructional technology, and in the professional subject matter of secondary education, which must include at least three (3) semester credit hours, or four (4) quarter credit hours, of reading in the content area. (3-16-04)~~

~~**b.** The required twenty (20) semester credit hours, or thirty (30) quarter credit hours, must also include~~

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at least six (6) semester credit hours, or nine (9) quarter credit hours, of secondary student teaching or two (2) years of satisfactory experience as a teacher in grades six (6) through twelve (12). (3-16-04)

***03. Teaching Field Requirements.** Preparation in at least two (2) fields of secondary teaching: a first teaching field of at least thirty (30) semester credit hours, or forty five (45) quarter credit hours, and a second teaching field of at least twenty (20) semester credit hours, or thirty (30) quarter credit hours. Preparation of not less than forty five (45) semester credit hours, or sixty seven (67) quarter credit hours, in a single subject area may be used in lieu of the first teaching field or second teaching field requirements. (3-30-07)*

***04. Additional Requirements.** An institutional recommendation from an accredited college or university or verification of two (2) years of teaching experience in grades six (6) through twelve (12). (3-16-04)*

***05. Proficiency.** Proficiency in areas noted above is measured by completion of the credit hour requirements provided herein. Additionally, each candidate must have a qualifying score on an approved content area assessment in any area(s) for which the certificate or endorsement(s) will be applied. (3-16-04)*

017. IDAHO INTERIM CERTIFICATE.

01. Teacher Holding Certificates From States Other Than Idaho. Teachers holding valid certificates from other states may apply for a non-renewable three-year (3) interim certificate as follows: ()

a. Teachers with less than three (3) years teaching experience may be granted an interim residency certificate. A teacher on an interim residency certificate may apply for a standard professional certificate once they have completed three (3) years of teaching certificate and meet the following requirements: ()

i. Idaho's proficiency and measurable student achievement/growth requirements. ()

ii. May provide evidence based on experience outside of the state of Idaho if proficiency and measurable student achievement is comparable to Idaho requirements. ()

iii. Must meet the standard professional certificate proficiency and measurable student achievement while serving at least one year as a teacher in Idaho. ()

iv. Teachers who do not meet the standard professional certificate requirements within three (3) years will be subject to the same provisions of the residency certificate at time of expiration. ()

b. Teachers with three (3) or more years of experience may apply for an interim professional certificate. A teacher on an interim professional certificate may apply for a standard professional certificate once they show evidence of meeting Idaho's standard professional certificate proficiency and measurable student achievement. ()

i. May provide evidence based on experience outside of the state of Idaho if proficiency and measurable student achievement is comparable to Idaho requirements. ()

ii. Must meet the standard professional certificate proficiency and measurable student achievement while serving at least one year as a teacher in Idaho. ()

iii. Teachers who do not meet the standard professional certificate requirements within three (3) years will be subject to the same provisions of the residency certificate. ()

c. Teachers with eight (8) or more years of experience may apply for an interim master professional certificate. To qualify for an interim master professional certificate the teacher must: ()

i. Show proof of meeting the master professional certificate proficiency and measurable student growth requirements through evidence based on experience outside of the state of Idaho if proficiency and measurable student achievement is comparable to Idaho requirements; or ()

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ii. Hold a master, tier three, or equivalent certificate or license in certifying state. ()

iii. A teacher on an interim master certificate may apply for an Idaho master professional certificate if they meet proficiency and measurable student achievement requirements of the Idaho master professional certificate in two (2) of three (3) years, including the final year on the interim master certificate. ()

iv. A teacher on an interim master certificate may apply for an Idaho standard professional certificate if they meet proficiency and measurable student achievement requirements of the Idaho professional certificate in two (2) of three (3) years, including the final year on the interim master certificate. If the teacher does not meet the proficiency and measurable student achievement requirements the teacher may receive a contingent status professional certificate. ()

d. All out of state teachers must meet the following requirements: ()

i. Will be reviewed by the hiring district for technology deficiencies and may be required to take technology courses to improve their technology skills. ()

ii. Shall take the state approved mathematics instruction course titled "Mathematical Thinking for Instruction." The course consists of three (3) credits or forty-five (45) contact hours of in-service training. ()

02. Idaho Comprehensive Literacy Course. For all Idaho teachers working on interim certificates, alternate routes or coming from out of the state, completion of a state approved reading instruction course shall be a one-time requirement for full certification. ()

03. Occupational Specialist Certificate. Occupational Specialist Certificate applicants must apply for an interim residency certificate. The limited occupational specialist certificate is a one-time three-year (3) interim certificate. Teachers who possess a limited occupation specialist certificate cannot apply for a professional level certificate at the end of the interim certificate period. Standard and advanced occupational specialist certificate holders may apply for a professional level certificate at the conclusion of the interim certificate period. ()

04. Reinstatement of Expired Certificate. An individual holding an expired Idaho certificate may be issued a nonrenewable three-year (3) interim certificate. During the validity period of the interim certificate, the applicant must meet all current requirements listed for the specific certificate and endorsement(s) including the appropriate content, pedagogy, and performance assessments. ()

05. Foreign Institutions. An educator having graduated from a foreign institution that is listed in the Accredited Degree-Granting Institutions section of the "Accredited Institutions of Postsecondary Education" and having a valid/current teaching certificate/license from the country or province in which the foreign institution is located, may be issued a non-renewable, three-year (3) interim certificate. The applicant must also complete the requirements listed in Section 013 of these rules. ()

018 -- 020. (RESERVED)

021. ENDORSEMENTS.

Holders of a ~~Secondary Certificate or a Standard~~ Elementary Certificate, Secondary Certificate, Exceptional Child Certificate, Standard Occupational Specialist Certificate, ~~and~~ or Advanced Occupational Specialist Certificate may be granted endorsements in subject areas as provided herein. Idaho preparation programs shall prepare candidates for endorsements in accordance with the Idaho Standards for Initial Certification of Professional School Personnel. An official statement of competency in a teaching area or field is acceptable in lieu of courses for a teaching major or minor if such statements originate in the department or division of the accredited college or university in which the competency is established and are approved by the director of teacher education of the recommending college or university. To add an endorsement to an existing credential, an individual shall complete the credit hour requirements as provided herein and shall also meet or exceed the state qualifying score on appropriate, state approved content, pedagogy and performance assessments. When converting semester credit hours to quarter credit hours, two (2) semester credit hours is equal to three (3) quarter credit hours. (4413)()

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01. Clinical Experience Requirement. All endorsements require supervised teaching experience in the relevant content area, or a State Department of Education approved alternative clinical experience. (3-12-14)

(BREAK IN CONTINUITY OF SECTIONS)

028. ~~EXCEPTIONAL CHILD CERTIFICATE. (RESERVED)~~

~~Holders of this certificate work with children who have been identified as having an educational impairment.
(3-16-04)~~

~~**01. General Education Requirements.** Completion of the general education requirements at an accredited college or university is required. (3-30-07)~~

~~**02. Generalist Endorsement (K-12).** The Generalist K-12 endorsement is non-categorical and allows one (1) to teach in any K-12 special education setting. This endorsement is valid for five (5) years. Six (6) credit hours are required every five (5) years for renewal. Regardless of prior special education experience, all initial applicants must provide an institutional recommendation that an approved special education program has been completed, with field work to include an internship and student teaching in a special education setting. To be eligible for an Exceptional Child Certificate with a Generalist K-12 endorsement, a candidate must have satisfied the following requirements: (4-4-13)~~

~~**a.** Completion of a baccalaureate degree from an accredited college or university. (3-16-04)~~

~~**b.** Completion, in an Idaho college or university, of a program in elementary, secondary, or special education currently approved by the Idaho State Board of Education, or completion, in an out-of-state college or university, of a program in elementary, secondary, or special education currently approved by the state educational agency of the state in which the program was completed. (3-16-04)~~

~~**c.** Completion of thirty (30) semester credit hours in special education, or closely related areas, as part of an approved special education program. (3-16-04)~~

~~**d.** Each candidate must have a qualifying score on an approved core content assessment and a second assessment related to the specific endorsement requested. (3-16-04)~~

~~**03. Early Childhood Special Education Endorsement (Pre-K-3).** The Early Childhood Special Education (Pre-K-3) endorsement is non-categorical and allows one to teach in any Pre-K-3 special education setting. This endorsement may only be added to the Standard Exceptional Child Certificate in conjunction with the Generalist K-12 endorsement and is valid for five (5) years. Six (6) credit hours are required every five (5) years for renewal. To be eligible for an Exceptional Child Certificate with an Early Childhood Special Education (Pre-K-3) endorsement, a candidate must have satisfied the following requirements: (4-7-11)~~

~~**a.** Completion of a program of a minimum of twenty (20) semester credit hours in the area of Early Childhood Education to include course work in each of the following areas: Child development and behavior with emphasis in cognitive language, physical, social and emotional areas, birth through age eight (8); Curriculum and program development for young children ages three to eight (3-8); Methodology: planning, implementing and evaluating environments and materials for young children ages three to eight (3-8); Guiding young children's behavior: observing, assessing and individualizing ages three to eight (3-8); Identifying and working with atypical young children ages three to eight (3-8); Parent teacher relations; and, Field work to include an internship and student teaching at the Pre-K-3 grades. (4-7-11)~~

~~**04. Hearing Impairment Endorsement (K-12).** Completion of a minimum of thirty (30) semester credit hours in the area of hearing impairment. An institutional recommendation specific to this endorsement is required. To be eligible for an Exceptional Child Certificate with a Hearing Impaired endorsement, a candidate must have satisfied the following requirements: (4-11-06)~~

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- ~~a. Completion of a baccalaureate degree from an accredited college or university; (4-11-06)~~
- ~~b. Completion of a program from an Idaho college or university in elementary, secondary, or special education currently approved by the Idaho State Board of Education; or (4-11-06)~~
- ~~c. Completion of a program from an out of state college or university in elementary, secondary, or special education currently approved by the state educational agency of the state in which the program was completed; (4-11-06)~~
- ~~d. Completion of a program of a minimum of thirty (30) semester credit hours in the area of Hearing Impairment. Must receive an institutional recommendation specific to this endorsement from an accredited college or university. (4-11-06)~~
- 05. Visual Impairment Endorsement (K-12).** ~~Completion of a program of a minimum of thirty (30) semester credit hours in the area of visual impairment. An institutional recommendation specific to this endorsement is required. To be eligible for an Exceptional Child Certificate with a Visually Impaired endorsement, a candidate must have satisfied the following requirements: (4-11-06)~~
- ~~a. Completion of a baccalaureate degree from an accredited college or university; (4-11-06)~~
- ~~b. Completion of a program from an Idaho college or university in elementary, secondary, or special education currently approved by the Idaho State Board of Education; or (4-11-06)~~
- ~~c. Completion of a program from an out of state college or university in elementary, secondary, or special education currently approved by the state educational agency of the state in which the program was completed; (4-11-06)~~
- ~~d. Completion of a program of a minimum of thirty (30) semester credit hours in the area of Visual Impairment. Must receive an institutional recommendation specific to this endorsement from an accredited college or university. (4-11-06)~~

(BREAK IN CONTINUITY OF SECTIONS)

034. CERTIFICATION STANDARDS FOR PROFESSIONAL TECHNICAL EDUCATORS.

~~Teachers of professional technical classes or programs in secondary or postsecondary schools must hold an endorsement in an appropriate occupational discipline. This endorsement may be held on a Secondary Teaching Certificate or on an Occupational Specialist Certificate. For postsecondary instructors and administrators, certification fees are set by the State Board for Professional Technical Education, and application processes are managed by the Division of Professional Technical Education. (3-16-04)~~

035. DEGREE BASED PROFESSIONAL TECHNICAL CERTIFICATION.

~~**01. Teacher Preparation Through Degreed Program.** Individuals graduating from an approved occupational teacher preparation degree program qualify to teach in the following five (5) disciplines: Agricultural Science & Technology; Business Technology Education; Family & Consumer Science; Marketing Technology Education; and Technology Education. Occupational teacher preparation course work must meet the Idaho Standards for the Initial Certification of Professional School Personnel. The occupational teacher education program must provide appropriate content to constitute a major in the identified field. Student teaching shall be in an approved program and include experiences in the major field. Applicants shall have accumulated four thousand (4,000) clock hours of related work experience or shall have completed an approved practicum in their respective field of specialization. (3-16-04)~~

~~**02. Professional Technical Administrator Certificate.** The Professional Technical Administrator certificate is required for an individual serving as an administrator, director, manager or coordinator of professional technical education at the state, secondary or postsecondary level. Individuals must meet the following prerequisites to qualify for the Professional Technical Administrator Certificate. Equivalence in each area will be determined on an individual basis by the State Division of Professional Technical Education. (3-16-04)~~

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- ~~a. Qualify for or hold an Occupational Specialist certificate or hold an occupational endorsement on the secondary teaching credential; (3-16-04)~~
 - ~~b. Provide evidence of a minimum of three (3) years' teaching in an occupational discipline; (3-16-04)~~
 - ~~c. Hold a masters degree; and, (3-16-04)~~
 - ~~d. Completed at least fifteen (15) semester credits of administrative course work. Applicants must have completed: financial aspects of professional technical education; administration of personnel; and legal aspects of professional technical education. Additional course work can be selected from any of the following areas: administration and supervision of occupational programs; instructional supervision; administration internship; curriculum development; curriculum evaluation; research in curriculum; school community relations; communication; teaching the adult learner; coordination of work based learning programs; and/or measurement and evaluation. (3-16-04)~~
 - ~~e. To renew the Professional Technical Administrator Certificate, individuals are required to complete six (6) semester hours of related course work or meet renewal requirements for professional technical teachers. (3-16-04)~~
- ~~03. **Work-Based Learning Coordinator Endorsement.** Educators assigned to coordinate approved work-based experiences must hold the Work-Based Learning Coordinator endorsement. To be eligible, applicants must hold an occupational endorsement on the Standard Secondary Certificate or qualify for an Occupational Specialist Certificate, plus complete course work in coordination of work based learning programs. (3-16-04)~~
- ~~04. **Career Counselor Endorsement.** The endorsement for a Career Counselor may be issued to applicants who hold a current Pupil Personnel Services Certificate endorsed Counselor K-12 and who have satisfied the following professional technical requirement: Career Pathways and Professional Technical Guidance; Principles/Foundations of Professional Technical Education; and Theories of Occupational Choice. (3-16-04)~~
- ~~036. **INDUSTRY BASED PROFESSIONAL TECHNICAL CERTIFICATION.** Persons who need to hold the Occupational Specialist Certificate include: secondary educators assigned to Health Occupations Education and to Trades & Industry Education; specialized occupational areas where specific degree-granting professional technical teacher education programs do not exist; and postsecondary professional technical educators who teach courses to 9-12 students. (3-16-04)~~
- ~~01. **General Requirements.** Applicants must: be eighteen (18) years of age; document full time, successful, recent, gainful employment in the area for which certification is requested; possess either a high school diploma or General Educational Development (GED) certificate; meet provisions of Idaho Code; and, verify technical skills through work experience, certification or testing as listed below. When applicable, requirements of occupationally related state agencies must also be met. Since educational levels and work experiences vary, applicants may be determined highly qualified under any one (1) of the following three (3) options: (3-16-04)~~
- ~~a. Have sixteen thousand (16,000) hours of full time, successful, recent, gainful employment in the occupation for which certification is requested. Up to forty eight (48) months credit can be counted toward the eight (8) years on a month to month basis for journeyman training and/or postsecondary training successfully completed as a full time student in an approved/approvable, postsecondary, professional technical education program. (3-16-04)~~
 - ~~b. Have a bachelor's degree in the specific occupation or related area, plus six thousand (6,000) hours of full time, successful, recent, gainful employment in the occupation. (3-16-04)~~
 - ~~c. Meet one (1) of the following: (3-16-04)~~
 - ~~i. Have at least journeyman level plus two (2) years of recent, full time, gainful, related work experience. A person who has completed a formal apprenticeship program in the occupation or related area for which certification is requested. The apprenticeship must be under the direction of an employer and the Bureau of~~

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~~Apprenticeship and Training or an approved State Apprenticeship Agency; (3-16-04)~~

~~ii. Pass approved state or national certification/certification examination plus three (3) years of recent, full time, gainful, related work experience (length and type of work experience in emergency services and health professions will be determined on an individual basis); or (3-16-04)~~

~~iii. Pass approved industry related certification for skill level requirements (vendor and industry specific) plus three (3) years of recent, full time, gainful, related work experience (length and type of work experience in emergency services and health professions will be determined on an individual basis). If no competency test exists, a written recommendation from a representative occupational advisory council/committee and recorded in its minutes is required to verify occupational competence. (3-16-04)~~

~~02. **Limited Occupational Specialist Certificate.** This certificate is issued to individuals who are new to teaching trades and health occupations in public schools. The certificate is valid for three (3) years. (3-16-04)~~

~~a. Within the first eighteen (18) months, the holder must complete the pre-service workshop sponsored by the State Division of Professional Technical Education and an approved course in professional technical methods and student assessment. (3-16-04)~~

~~b. Complete a new teacher induction workshop at the state or district level. (3-16-04)~~

~~c. File a Professional Development Plan with the State Division of Professional Technical Education. (3-16-04)~~

~~d. Within the three (3) year period of the Limited Occupational Specialist Certificate, the instructor must satisfactorily complete course work which includes competencies in four (4) of the following: Principles/ Foundations of Occupational Education; Career Pathways and Guidance; Analysis, Integration, and Curriculum Development; Measurement and Evaluation; and Methods of Teaching Occupational Education. (3-16-04)~~

~~03. **Standard Occupational Specialist Certificate.** This certificate is issued to individuals who have completed course work equivalent to that required of the Limited Occupational Specialist Certificate. The certificate must be renewed every five (5) years, which shall include completion of six (6) semester credit hours of approved course work or verification of two hundred forty (240) hours of approved related work experience or ninety (90) hours of attendance at approved technical conferences, institutes, or workshops or any equivalent combination thereof, and file of a Professional Development Plan for the next certification period. (3-16-04)~~

~~04. **Advanced Occupational Specialist Certificate.** This certificate is issued to individuals who meet all the requirements outlined below: (3-16-04)~~

~~a. Meet the requirements for the Standard Occupational Specialist Certificate; (3-16-04)~~

~~b. Provide evidence of completion of a teacher training degree program or eighteen (18) semester credits of approved course work in addition to the twelve (12) semester credits required for the Standard Occupational Specialist Certificate (a total of thirty (30) semester credits); and (3-16-04)~~

~~c. File a new Professional Development Plan for the next certification period. (3-16-04)~~

~~d. This certificate must be renewed every five (5) years, which shall include completion of six (6) semester credit hours of approved course work or submit verification of two hundred forty (240) hours of approved related work experience or ninety (90) hours of attendance at approved technical conferences, institutes and workshops or any equivalent combination thereof, and file a new Professional Development Plan for the next certification period. (3-16-04)~~

~~0374~~-.041. (RESERVED)

042. ALTERNATE ROUTES TO CERTIFICATION.

The purpose of this program is to provide an alternative for individuals to become certificated teachers in Idaho

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without following a standard teacher education program. Alternative Routes to Certification shall allow individuals to serve as the teacher of record prior to having earned full certification status. The teacher of record is defined as the person who is primarily responsible for planning instruction, delivering instruction, assessing students formatively and summatively, and designating the final grade. Individuals who are currently employed as Para-Educators, individuals who are currently certificated to teach but who are in need of emergency certification in another area, and individuals with strong subject matter background but limited experience with educational methodology shall follow the alternate certification requirements provided herein. Applicants completing an approved alternative route to authorization may be granted an Idaho interim residency certificate and are subject to all of the requirements of the interim certificate as provided for in Section 017. (4-4-13)()

04301. Alternative Authorization -- Teacher To New Certification. The purpose of this alternative authorization is to allow Idaho school districts to request endorsement/certification when a professional position cannot be filled with someone who has the correct endorsement/certification. Alternative authorization in this area ~~is valid for up to three (3) years and is nonrenewable.~~ (5-8-09)()

01a. Initial Qualifications. Prior to application, a candidate must hold a Bachelor's degree, and a valid Idaho teacher certificate without full endorsement in content area of need. The school district must provide supportive information attesting to the ability of the candidate to fill the position. (5-8-09)()

02b. Alternative Route Preparation Program. (3-20-04)

i. Option I - Teacher to New Certification/Endorsement. (5-8-09)

~~i.~~ Candidate will work toward completion of the alternative route preparation program through a participating college/university, and the employing school district. Candidate must complete a minimum of nine (9) semester credits annually to ~~be maintain~~ eligibility ~~for extension of up to a total of three (3) years.~~ (3-20-04)

~~ii.~~ The participating college/university shall provide procedures to assess and credit equivalent knowledge, dispositions, and relevant life/work experiences. (3-20-04)

~~iii.~~ Candidate shall meet all requirements for the endorsement/certificate as provided herein. (3-20-04)()

ii. Option II - National Board (endorsement only). By earning National Board certification in content specific areas teachers may gain endorsement in a corresponding subject area. (5-8-09)

iii. Option III - Master's degree or higher (endorsement only). By earning a graduate degree in a content specific area, candidates may add an endorsement in that same content area to a valid certificate. (5-8-09)

iv. Option IV - Testing and/or Assessment (endorsement only). Two (2) pathways are available to some teachers, depending upon endorsement(s) already held. (5-8-09)

~~i.~~ Pathway 1 - Endorsements may be added through state-approved testing and a mentoring component. The appropriate test must be successfully completed within the first year of authorization in an area closely compatible with an endorsement for which the candidate already qualifies and is experienced. Additionally requires the successful completion of a one (1)-year state-approved mentoring component. (5-8-09)

~~ii.~~ Pathway 2 - Endorsements may be added through state-approved testing in an area less closely compatible with an endorsement for which the candidate already qualifies and is experienced. The appropriate test must be successfully completed within the first year of the authorization. Additionally requires the successful completion of a one (1)-year state-approved mentoring component and passing a final pedagogy assessment. (5-8-09)()

04402. Alternative Authorization -- Content Specialist. The purpose of this alternative authorization is to offer an expedited route to certification for individuals who are highly and uniquely qualified in a subject area to teach in a district with an identified need for teachers in that area. ~~Alternative authorization in this area is valid for three (3) years and is not renewable.~~ (3-20-04)()

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01a. Initial Qualifications. (3-20-04)

a.i. Prior to application, a candidate must hold a Bachelor's degree or have completed all of the requirements of a Bachelor's degree except the student teaching or practicum portion. (4-4-13)

b.ii. The candidate shall meet enrollment qualifications of the alternative route preparation program. (3-20-04)

02b. Alternative Route Preparation Program -- College/University Preparation. (3-20-04)

a.i. A consortium comprised of a designee from the college/university to be attended, and a representative from the school district, and the candidate shall determine preparation needed to meet the Idaho Standards for Initial Certification of Professional School Personnel. This preparation must include mentoring and a minimum of one (1) classroom observation per month until certified. (3-20-04)

b.ii. Prior to entering the classroom, the candidate completes eight (8) to sixteen (16) weeks of accelerated study in education pedagogy. (3-20-04)

e.iii. Candidate will work toward completion of the alternative route preparation program through a participating college/university, and the employing school district. A teacher must attend, participate in, and successfully complete an individualized alternative route preparation program as one (1) of the conditions to receive a recommendation for full certification. (3-20-04)

d.iv. The participating college/university shall provide procedures to assess and credit equivalent knowledge, dispositions and relevant life/work experiences. (3-20-04)

e.v. Prior to entering the classroom, the candidate shall meet or exceed the state qualifying score on appropriate state-approved content, pedagogy, or performance assessment. (3-20-04)

04503. Non-traditional Route To Teacher Certification. An individual may acquire interim certification as found in Section 0156 of these rules through an approved non-traditional route certification program. (3-20-14)()

01a. Approval of the Program. The State Board of Education must approve any non-traditional route to teacher certification. The program must include, at a minimum, the following components: (3-20-14)()

a.i. Preassessment of teaching and content knowledge; (4-6-05)

b.ii. An academic advisor with knowledge of the prescribed instruction area; and (4-6-05)

e.iii. Exams of pedagogy and content knowledge. (4-6-05)

02b. Eligibility. Individuals who possess a bachelor's degree or higher from an institution of higher education may utilize this non-traditional route to an interim Idaho Teacher Certification. (3-20-14)()

03c. Requirements for Completion. To complete this non-traditional route, the individual must: (3-20-14)()

a.i. Complete a Board approved program; (4-6-05)

b.ii. Pass the Board approved pedagogy and content knowledge exams; and (4-6-05)

e.iii. Complete the Idaho Department of Education Criminal History Check. (4-6-05)

04d. Interim Certificate. Upon completion of the certification process described herein, the individual will be awarded an ~~interim certificate from the State Department of Education's Bureau of Certification and Professional Standards. The term of the interim certification shall be three (3) years~~ **Idaho residency certificate**. During the term of the interim certificate, teaching by the individual must be done in conjunction with a two (2) year ~~a~~ teacher mentoring program approved by the Board. The individual must complete the mentoring program during the term of the ~~interim~~ certificate. In the case where teachers start their mentoring program in the third year of their ~~interim~~ certificate, they must apply to the State Department of Education Teacher Certification Department for a ~~waiver~~

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one (1) year extension to complete the final year of their mentoring program for ~~full~~ professional certification. All laws and rules governing the fully certificated teachers with respect to conduct, discipline and professional standards shall apply to individuals teaching under an ~~interim~~ residency certificate. (3-20-14)()

~~05e. Interim Certificate Not Renewable. Interim~~ Certification hereunder is only available on a one (1) time basis per individual. It will be the responsibility of the individual to obtain full Idaho ~~Teacher~~ Professional Certification during the three (3) year ~~interim~~ certification term. (4-6-05)()

~~06f. Types of Certificates and Endorsements.~~ The non-traditional route may be used for first-time certification, ~~subsequent certificates~~, and additional endorsements. (3-20-14)()

~~046. (RESERVED)~~

~~047~~04. **Alternative Authorization - Pupil Personnel Services.** The purpose of this alternative authorization is to allow Idaho school districts to request emergency endorsement/certification when a position requiring the Pupil Personnel Services certificate cannot be filled with someone who has the correct endorsement/ certification. The exception to this rule is the School Nurse endorsement. The requirements for this endorsement are already defined in Subsection 027.03, of these rules. (4-2-08)

~~01a. Term of Validity.~~ Alternative authorization in this area is valid for three (3) years and will be reviewed annually and is nonrenewable. (4-2-08)()

~~02b. Initial Qualifications.~~ The applicant must complete the following: (4-2-08)()

~~a.i.~~ Prior to application, a candidate must hold a Masters degree and hold a current Idaho license from the Bureau of Occupational Licenses in the area of desired certification; and (4-2-08)

~~b.ii.~~ The employing school district must provide supportive information attesting to the ability of the candidate to fill the position. (4-2-08)

~~03c. Alternative Route Preparation Program.~~ (4-2-08)

~~a.i.~~ The candidate must work toward completion of the alternative route preparation program through a participating college/university and the employing school district. (4-2-08)

~~b.ii.~~ The candidate must complete a minimum of nine (9) semester credits annually to be eligible for extension of up to a total of three (3) years. (4-2-08)

~~e.iii.~~ The participating college/university or the State Department of Education will provide procedures to assess and credit equivalent knowledge, dispositions, and relevant life/work experiences. (4-2-08)

~~d.iv.~~ The candidate must meet all requirements for the endorsement/certificate as provided herein. (4-2-08)

~~048~~3. -- 059. (RESERVED)

(BREAK IN CONTINUITY OF SECTIONS)

066. FEES.

The state department of education shall maintain a record of all certificates issued, showing names, dates of issue and renewal, and if revoked, the date thereof and the reason therefor and the performance rating of each component on the statewide performance evaluation system. A nonrefundable fee shall accompany each application for a prekindergarten through grade twelve (12) certificate, alternate certificate, change in certificate or replacement as follows: (3-16-04)()

01. Initial Residency Certificate. All types, issued for ~~five~~ three (~~5~~3) years -- seventy-five dollars (\$75). (3-16-04)()

02. New or Renewal Certificate. All types, issued for five (5) years -- seventy-five dollars (\$75). (3-16-04)()

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03. **Alternate Route Authorization.** All types, ~~issued for one (1) year~~ -- one hundred dollars (\$100). ~~(3-16-04)~~
)
04. **Additions~~or~~, Changes, or Late Fees During the Life of an Existing Certificate.** Twenty-five dollars (\$25). ~~(3-16-04)~~()
05. **To Replace an Existing Certificate.** Ten dollars (\$10). (3-16-04)

(BREAK IN CONTINUITY OF SECTIONS)

120. LOCAL DISTRICT EVALUATION POLICY -- TEACHER AND PUPIL PERSONNEL CERTIFICATE HOLDERS.

Each school district board of trustees will develop and adopt policies for teacher performance evaluation using multiple measures in which criteria and procedures for the evaluation of certificated personnel are research based and aligned to Charlotte Danielson Framework for Teaching Second Edition domains and components of instruction. The process of developing criteria and procedures for certificated personnel evaluation will allow opportunities for input from those affected by the evaluation; i.e., trustees, administrators, teachers, and parents. The evaluation policy will be a matter of public record and communicated to the certificated personnel for whom it is written. Summative evaluations based on the Idaho state performance evaluation system must include observations completed by two (2) observers who have proof of proficiency in evaluating teacher performance as stated in Subsection 121.05 of these rules. One (1) of the observations may be conducted through video. ~~(3-20-14)~~()

01. **Standards.** Each district evaluation model shall be aligned to state minimum standards that are based on Charlotte Danielson's Framework for Teaching Second Edition domains and components of instruction. Those domains and components include: (3-29-10)
- a. Domain 1 - Planning and Preparation: (3-29-10)
- i. Demonstrating Knowledge of Content and Pedagogy; (3-29-10)
- ii. Demonstrating Knowledge of Students; (3-29-10)
- iii. Setting Instructional Outcomes; (3-20-14)
- iv. Demonstrating Knowledge of Resources; (3-29-10)
- v. Designing Coherent Instruction; and (3-29-10)
- vi. Designing Student Assessments. (3-29-12)
- b. Domain 2 - The Classroom Environment: (3-29-12)
- i. Creating an Environment of Respect and Rapport; (3-29-10)
- ii. Establishing a Culture for Learning; (3-29-10)
- iii. Managing Classroom Procedures; (3-29-10)
- iv. Managing Student Behavior; and (3-29-10)
- v. Organizing Physical Space. (3-29-10)
- c. Domain 3 - Instruction and Use of Assessment: (3-29-10)

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- i. Communicating with Students; (3-29-12)
- ii. Using Questioning and Discussion Techniques; (3-29-10)
- iii. Engaging Students in Learning; (3-29-10)
- iv. Using Assessment in Instruction; and (3-29-12)
- v. Demonstrating Flexibility and Responsiveness. (3-29-12)
- d. Domain 4 - Professional Responsibilities:** (3-29-10)
 - i. Reflecting on Teaching; (3-29-10)
 - ii. Maintaining Accurate Records; (3-29-10)
 - iii. Communicating with Families; (3-29-10)
 - iv. Participating in a Professional Community; (3-29-12)
 - v. Growing and Developing Professionally; and (3-29-10)
 - vi. Showing Professionalism. (3-29-10)

02. Professional Practice. For evaluations conducted on or after July 1, 2013, all certificated instructional employees must receive an evaluation in which at least sixty-seven percent (67%) of the evaluation results are based on Professional Practice. All measures included within the Professional Practice portion of the evaluation must be aligned to the Charlotte Danielson Framework for Teaching Second Edition. The measures included within the Professional Practice portion of the evaluation shall include a minimum of two (2) documented observations annually, with at least one (1) observation being completed by January 1 of each year. District evaluation models shall also include at least one (1) of the following as a measure to inform the Professional Practice portion of all certificated instructional employee evaluations: (3-20-14)

- a. Parent/guardian input; (3-20-14)
- b. Student input; and/or (3-20-14)
- c. Portfolios. (3-20-14)

03. Student Achievement. For evaluations conducted on or after July 1, 2013, all certificated instructional employees, principals and superintendents must receive an evaluation in which at least thirty-three percent (33%) of the evaluation results are based on multiple objective measures of growth in student achievement as determined by the board of trustees and based upon research. For evaluations conducted on or after July 1, 2014, growth in student achievement as measured by Idaho's statewide assessment for Federal accountability purposes must be included. This portion of the evaluation may be calculated using current and/or past year's data and may use one (1) or multiple years of data. Growth in student achievement may be considered as an optional measure for all other school based and district based staff, as determined by the local board of trustees. (3-20-14)

04. Participants. Each district evaluation policy will include provisions for evaluating all certificated employees identified in Section 33-1001, Idaho Code, Subsection 16. Evaluations shall be differentiated for certificated non-instructional employees and pupil personnel certificate holders in a way that aligns with the Charlotte Danielson Framework for Teaching Second Edition to the extent possible. Policies for evaluating certificated employees should identify the differences, if any, in the conduct of evaluations for nonrenewable contract personnel and renewable contract personnel. (3-20-14)

05. Evaluation Policy - Content. Local school district policies will include, at a minimum, the following

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information: (4-1-97)

- a.** Purpose -- statements that identify the purpose or purposes for which the evaluation is being conducted; e.g., individual instructional improvement, personnel decisions. (4-1-97)
- b.** Evaluation criteria -- statements of the general criteria upon which certificated personnel will be evaluated. (4-1-97)
- c.** Evaluator -- identification of the individuals responsible for appraising or evaluating certificated instructional staff and pupil personnel performance. The individuals assigned this responsibility shall have received training in evaluation and prior to September 1, 2018, shall demonstrate proof of proficiency in conducting observations and evaluating effective teacher performance by passing a proficiency assessment approved by the State Department of Education as a onetime recertification requirement. (3-20-14)
- d.** Sources of data -- description of the sources of data used in conducting certificated personnel evaluations. For certificated instructional staff, a minimum of two (2) documented classroom observations shall be included as one (1) source of data. At least one (1) of those observations must be completed prior to January 1 of each year. Parent/guardian input, student input and/or portfolios shall be considered. (3-20-14)
- e.** Procedure -- description of the procedure used in the conduct of certificated personnel evaluations. (4-1-97)
- f.** Communication of results -- the method by which certificated personnel are informed of the results of evaluation. (4-1-97)
- g.** Personnel actions -- the action available to the school district as a result of the evaluation and the procedures for implementing these actions; e.g., job status change. Note: in the event the action taken as a result of evaluation is to not renew an individual's contract or to renew an individual's contract at a reduced rate, school districts should take proper steps to follow the procedures outlined in Sections 33-513 through 33-515, Idaho Code in order to assure the due process rights of all personnel. (3-20-14)
- h.** Appeal -- the procedure available to the individual for appeal or rebuttal when disagreement exists regarding the results of certificated personnel evaluations. (4-1-97)
- i.** Remediation -- the procedure available to provide remediation in those instances where remediation is determined to be an appropriate course of action. (4-1-97)
- j.** Monitoring and evaluation. -- A description of the method used to monitor and evaluate the district's personnel evaluation system. (4-1-97)
- k.** Professional development and training -- a plan for ongoing training for evaluators/administrators and teachers on the districts evaluation standards, tool and process. (3-29-10)
- l.** Funding -- a plan for funding ongoing training and professional development for administrators in evaluation. (3-29-10)
- m.** Collecting and using data -- a plan for collecting and using data gathered from the evaluation tool that will be used to inform professional development. Aggregate data shall be considered as part of the district and individual schools Needs Assessment in determining professional development offerings. (3-20-14)
- n.** Individualizing teacher evaluation rating system -- a plan for how evaluations will be used to identify proficiency and record growth over time. No later than July 1, 2013, districts shall have established an individualized teacher evaluation rating system with a minimum of three (3) rankings used to differentiate performance of teachers and pupil personnel certificate holders including:

 - i.** Unsatisfactory being equal to "1"; (3-20-14)

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ii. Basic being equal to “2”; and (3-20-14)

iii. Proficient being equal to “3”. (3-20-14)

o. A plan for including all stakeholders including, but not limited to, teachers, board members, administrators, and parents in the development and ongoing review of their teacher evaluation plan. (3-20-14)

06. Evaluation Policy - Frequency of Evaluation. The evaluation policy shall include a provision for evaluating all certificated personnel on a fair and consistent basis. (3-20-14)

07. Evaluation Policy - Personnel Records. Permanent records of each certificated personnel evaluation will be maintained in the employee’s personnel file. All evaluation records will be kept confidential within the parameters identified in federal and state regulations regarding the right to privacy (Section 33-518, Idaho Code). Local school districts shall report the rankings of individual certificated personnel evaluations to the State Department of Education annually for State and Federal reporting purposes. The State Department of Education shall ensure that the privacy of all certificated personnel is protected by not releasing statistical data of evaluation rankings in local school districts with fewer than five (5) teachers and by only reporting that information in the aggregate by local school district. (3-20-14)

08. Evaluation System Approval. Each school district board of trustees will develop and adopt policies for teacher and pupil personnel certificated performance evaluation in which criteria and procedures for the evaluation are research based and aligned with the Charlotte Danielson Framework for Teaching Second Edition. By July 1, 2014, an evaluation plan which incorporates all of the above elements shall be submitted to the State Department of Education for approval. Once approved, subsequent changes made in the evaluation system shall be resubmitted for approval. (3-20-14)



Tiered Certification (Licensure)



Obtaining Residency Certificate

- Institutional recommendation from a state approved educator preparation program:
 - A performance evaluation with basic or higher ratings in all 22 components of the Idaho state evaluation framework
 - Individualized Learning Plan
 - Student Learning Objectives or Measurable Student Achievement



Residency Certificate

- 3 year non-renewable certificate
- Professional Development in Years 1-3 includes:
 - Year 1 – intensive mentoring (paid from leadership premium pool)
 - Year 2 – mentoring at a lesser level (paid from leadership premium pool)
 - Year 3 – independent practice



Qualification for Professional Certificate

- Teacher can apply after year 3 if he/she meets the following criteria:
 - For 2 of 3 years, including the final year prior to applying:
 - Demonstrated teaching proficiency on the Idaho state performance evaluation framework:
 - Must have 16 or more elements marked as Proficient or higher
 - No more than 6 elements marked as Basic
 - No more than 2 elements marked as Basic in Domain 1 or 4
 - No more than 1 element marked as Basic in Domain 2 or 3
 - No elements marked as Unsatisfactory
 - Increased Student Achievement/Growth (as defined in Appendix A)
 - Annual Individualized Professional Learning Plan (framework developed at district level based on identified areas of growth from the annual evaluation)



Contingencies

- If a teacher cannot meet the criteria to qualify for a Professional Certificate within 3 years, he/she has the opportunity to return to a higher education institution for instruction in the area of non-proficiency. The teacher would not be certificated during this time period.
- If successful in completing the higher education instruction, the teacher can re-apply for a Residency Certificate.
- A teacher would not be eligible for a continuing contract until he/she qualifies for the Professional Certificate.
- A teacher may “bank” one year of combined proficiency and student achievement, and may apply for a Professional Certification once he/she meets the qualification requirements.



Professional Certificate Renewal

- 5 year renewal
 - Meet current credit requirement (IDAPA 08.02.02.)
 - For 3 of 5 years, one of which must be the 4th or 5th year, achieve the following:
 - Demonstrated teaching proficiency on the Idaho state performance evaluation:
 - Must have 18 or more elements marked as Proficient
 - No more than 4 elements marked as Basic
 - No more than 2 elements marked as Basic in Domain 1 or 4
 - No more than 1 element marked as Basic in Domain 2 or 3
 - No elements marked as Unsatisfactory
 - Increased Student Achievement/Growth (as defined in Attachment A)
 - Annual Individualized Professional Learning Plan (framework developed at district level based on identified areas of growth from the annual evaluation)



Contingencies

- If a teacher does not meet these criteria, he/she is moved to a Contingent Professional Certificate.
 - The teacher will be placed on an improvement plan. The improvement plan will include peer assistance and, if appropriate, intervention courses from higher education institutions.
 - Contingent status on Professional Certificate removed once Professional Certificate renewal requirements are satisfied at next renewal.



Additional Contingent Professional Certificate Provisions

- Any teacher with a Contingent Professional Certificate is not eligible for a leadership premium, other than those currently serving in a “Hard to Fill” position.
- Any teacher with a Contingent Professional Certificate is not eligible to move to Master Professional Certificate at next renewal.



Qualification for Master Professional Certificate

- 5 year renewable
 - Meet current credit requirements
 - A minimum of 8 years teaching experience as certificated employee, the last 5 of which must be with standard Professional Certificate
 - For 3 of 5 years, one of which must be the 4th or 5th year, must achieve the following:
 - Student achievement/growth
 - 60 percent of students must meet or exceed growth targets
 - Demonstrated Teacher Proficiency on the Idaho state performance evaluation framework:
 - No elements marked as basic
 - No less than 6 distinguished ratings
 - 4 out of the six must be in Domains 2 and 3



Qualification for Master Professional Certificate (Continued)

- For last 5 years:
 - No District Performance Improvement Plan or Probation
 - No elements marked as Unsatisfactory on state performance evaluation
 - Annual Individualized Professional Learning Plan (framework developed at district level with based on identified areas of growth from the annual evaluation)



Additional Master Professional Provisions

- Upon renewal, individuals who cannot meet Master Professional Certificate requirements will be granted a standard Professional Certificate.
- Upon renewal, individuals who cannot meet Master Professional or standard Professional Certificate requirements will be granted a Contingent Professional Certificate, and will be subject to the requirements associated with that certificate.



Summative Evaluations

- Summative evaluations based on Idaho state performance evaluation framework must include observations completed by two observers who have proof of proficiency in evaluating teacher performance as stated in IDAPA 08.02.02.121.05.c.
 - Second observation may be conducted through video



Certification Appeal Process

- Appeals regarding certification will be conducted by the Professional Standards Commission
- Appeals are made at the time of renewal or new certification
- Only the process as it applies to certification/recertification is appealable



Out-of-State Teachers

- Less than 3 years of experience:
 - 3 Year Interim Residency Certificate (non-renewable)
 - To qualify for a Professional Certificate:
 - Must meet Idaho's proficiency and student growth qualification requirements
 - May provide out-of-state evidence of proficiency and student growth comparable to Idaho requirements
 - Must meet Idaho's qualification requirements for at least one year while teaching in Idaho
 - If a teacher fails to qualify for a Professional Certificate, the Interim Residency Certificate expires and the teacher is subject to provisions applicable to Residency Certificate holders who fail to meet Professional Certificate requirements



Out-of-State Teachers

- 3 or more years of experience:
 - 3 Year Interim Professional Certificate (non-renewable)
 - To qualify for a Professional Certificate:
 - Must meet Idaho's proficiency and student growth qualification requirements
 - May provide out-of-state evidence of proficiency and student growth comparable to Idaho requirements
 - Must meet Idaho's qualification requirements for at least one year while teaching in Idaho
 - If a teacher fails to qualify for a Professional Certificate, the Interim Professional Certificate expires and the teacher is subject to provisions applicable to Residency Certificate holders who fail to meet Professional Certificate requirements



Out-of-State Teachers

- 8 or more years of experience
 - To receive a 3 Year Interim Master Professional Certificate (non-renewable)
 - Must show proof of meeting Master Professional Certificate proficiency and student growth requirements through comparable out-of-state evidence, or
 - Must hold a Master (tier 3 or equivalent) certificate in current certifying state



Interim Master Professional Certificate Holders

- Must meet proficiency and student achievement requirements in 2 of 3 years, including the final year, in Idaho to receive an Idaho Master Professional Certificate
- If a teacher holding an Interim Master Professional Certificate does not meet the Master Professional Certificate requirements he/she may receive a Professional Certificate, provided he/she meets the Professional Certificate requirements
- If a teacher does not meet the Professional Certificate requirements he/she would receive a Contingent Professional Certificate



Leave of Absence

- Teachers who are granted a district approved leave of absence from teaching for 1 or more years may receive a maximum 1 year extension to their renewal time frame
- Teachers must notify the Certification Department they have an approved leave of absence from the school district
- Renewal timeframe may be extended to 2 years if the purpose of the leave is to serve in a district approved position
- In the event of military leave, the renewal timeframe may be extended to a timeframe equivalent to the military obligation



Inactive Status

- Applies to certificate holders who are no longer in the classroom
- During inactive status, the teacher must maintain credit renewal requirement
- Must complete required courses prior to returning to active status
- Upon return to active status, the teacher is placed at year 1 of standard Professional Certificate, provided any contingencies applicable at the time the individual became inactive shall apply upon reactivation.
- Must apply for inactive certificate status prior to or at the time of current certificate renewal.



Exceptional Child Certification Teacher/Librarian Endorsement Gifted and Talented Endorsement

- Teachers with above certifications and endorsements participate in the tiered licensure model



Pupil Personnel Services Certification

- Includes Nurses, Audiologists, Psychologist's, etc. (IDAPA 08.02.02.027)
- Separate from teachers for purposes of evaluation and funding
- Reclassify as “School Support Specialists”
- School Support Specialists could also include IT, purchasing agents, fiscal agents, other specialty and classified administrative personnel



Appendix A

Student Achievement/Growth

Statement of Increased Student Achievement/Growth:

“For movement to a Professional Certificate and maintenance of a Professional Certificate: *At least three assessments* must be used in demonstration of a teacher’s student achievement. Of those three, *the Idaho Reading Indicator [IRI] and the Statewide standards achievement test* must be included as applicable. *Student Learning Objectives*, including pre and post assessment for student learning must be included *for non-tested* (SBA IRI) subjects. Other measures shall be chosen at the district level, selected from the attached list. The majority of student achievement evaluation shall be based on student growth.”



Student Achievement/Growth List

- Statewide standards achievement test (e.g. Smarter Balanced Assessment)
- Student Learning Objectives (includes pre and post assessments)
- Formative assessments
- Teacher-constructed assessments of student growth
- Pre and Post Tests
- Performance-based assessments
- Idaho Reading Indicator
- PSAT/SAT
- District-adopted assessment
- End of Course exams
- ACT
- Advanced Placement Exams
- International Baccalaureate
- ISAT Science
- Professional-Technical Exams

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PLANNING, POLICY AND GOVERNMENTAL AFFAIRS COMMITTEE
AUGUST 14, 2014

DIVISION OF PROFESSIONAL-TECHNICAL EDUCATION

SUBJECT

Proposed Rule – Docket 55-0104-1401

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section IV.E.2.
Section 33-1629, Idaho Code

BACKGROUND/DISCUSSION

The Idaho Legislature enacted Idaho Code Section 33-1629, Agricultural and Natural Resource Education Programs during the 2014 session. The purpose of this section is to establish (1) Idaho Quality Program Standards Incentive Grants, and (2) Agricultural Education Program Start-Up Grants.

Idaho Code Section 33-1629 requires the State Board for Professional-Technical Education to adopt rules to implement the Idaho Quality Program Standards Incentive Grants and Agricultural Education Program Start-Up Grants.

The Division of Professional-Technical Education entered into negotiated rulemaking that included formal and informal meetings with agricultural and natural resources stakeholders from education, industry, and agricultural-related agencies. Consensus was built on key elements of the attached rules, including award amounts, eligibility, and use of funds.

IMPACT

Implementation of the Idaho Quality Programs Standards Incentive Grants and Agricultural Education Program Start-Up Grants

ATTACHMENTS

Attachment 1 – Proposed Rule IDAPA 55.01.04	Page 3
Attachment 2 – Idaho Agricultural Education Quality Program Standards	Page 9
Attachment 3 – Board Policy IV.E. – Division Of Professional-Technical Education -1 st Reading	Page 18
Attachment 4 – Section 33-1629, Idaho Code	Page x

STAFF COMMENTS AND RECOMMENDATIONS

Proposed rules have a 21 day comment period prior to becoming Pending rules. Based on received comments and Board direction, changes may be made to Proposed rules prior to entering the Pending stage. All Pending rules will be brought back to the board for approval prior to submittal to the Department of Administration for publication in the Idaho Administrative Rules Bulletin as a Pending Rule. Pending rules become effective at the end of the legislative session in which they are submitted if they are not rejected by the Legislature.

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Staff recommends approval.

BOARD ACTION

I move to approve the Proposed Rule Docket 55-0104-1401, Rules Governing Idaho Quality Program Standards Incentive Grants and Agricultural Education Program Start-up Grants as submitted in Attachment 1.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

AND

I move to approve the Idaho Agricultural Education Quality Program Standards as submitted in Attachment 2.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

AND

I move to approve the first reading of amendments to Board Policy IV.E. Division of Professional-Technical Education, incorporating the Idaho Agricultural Education Quality Program Standards by reference as submitted in Attachment 3.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

55.01.04 - Rules Governing the Idaho Quality Program Standards Incentive Grants and the Agricultural Education Program Start-Up Grants

000. LEGAL AUTHORITY

This chapter is adopted under authority of Section 33-1629, Idaho Code.

001. TITLE AND SCOPE

01. Title. The title of this chapter is IDAPA 55.01.04, "Rules Governing Idaho Quality Program Standards Incentive Grants and the Rules Agricultural Education Program Start-Up Grants."

02. Scope. These rules shall govern the standards and procedures for application to the Idaho Quality Program Standards Incentive Grants and the Agricultural Education Program Start-up Grants as administered by the Idaho Division of Professional-Technical Education.

002. WRITTEN INTERPRETATIONS

In accordance with Section 67-5201(19)(b)(iv), Idaho Code, any written interpretations of the rule of this chapter will be made available at the Idaho Division of Professional-Technical Education.

003. ADMINISTRATIVE APPEALS

All appeals under these rules shall be conducted pursuant to the procedures outlined herein.

004. INCORPORATION BY REFERENCE.

There are no documents that have been incorporated by reference into these rules.

005. OFFICE INFORMATION

01. Office Hours. The offices of the Division of Professional-Technical Education are open from 8 a.m. to 5 p.m., except Saturday, Sunday, and legal holidays.

02. Street Address. The offices of the Division are located at 650 W. State Street, Boise, Idaho.

03. Mailing Address. The mailing address of the Division is P.O. Box 83720, Boise, ID 83720-0095

04. Telephone Number. The telephone number of the Division is (208) 334-3216

05. Facsimile. The facsimile number of the Division is (208) 334-2365

06. Website. The website of the Division is <http://pte.idaho.gov/>

006. PUBLIC RECORDS ACT COMPLIANCE

These rules are subject to the provisions of the Idaho Public Records Act, Title 9, Chapter 3, Idaho Code.

007-009. RESERVED

010. DEFINITIONS

01. Administrator means the administrator for the Division of Professional-Technical Education.

02. Agricultural and Natural Resources Program means a program approved by the Division of Professional-Technical Education that is a standards-based curriculum in agriculture, food and natural resources systems delivered through an integrated model that incorporates classroom and laboratory instruction, experiential learning and student leadership and personal development.

02. Board means the State Board for Professional-Technical Education.

03. Division means the Division of Professional-Technical Education.

04. FTE means a Full Time Equivalent employee.

05. School District or District means public school district or a charter school authorized by the Public Charter School Commission or school district.

011. – 099. (RESERVED)

100. INCENTIVE GRANT

01. Eligibility Requirements. Eligible applicants must meet quality program and instructor requirements as approved by the board. Applicants may re-apply each year regardless of whether they have received a previous grant award.

a. An agricultural and natural resources program in any grade 9 through 12 must first meet the minimum program-specific quality program standards as approved by the board.

b. Programs will be rated on a scale consisting of “non-existent,” “below basic,” “basic,” “qualified,” “distinguished,” and “exemplary.” Eligibility requires that the program must meet each of the program quality indicators at the level of “basic” or higher. Programs must also have an overall average rating of no less than “distinguished” for all program-specific quality standards. This average will be calculated using the quality indicators within each standard. Programs that do not meet the minimum quality standards requirements in one year may be found eligible in subsequent year. Programs will be assessed by the division.

c. Instructors must teach in an agricultural and natural resources program that meets the quality program standards and must also meet the instructor-specific quality program standard as approved by the board.

d. Instructors will be rated on a scale consisting of “non-existent,” “below basic,” “basic,” “qualified,” “distinguished,” and “exemplary.” Eligibility requires that the instructor must meet each of the program quality indicators at the level of “basic” or higher. Instructors must also have an average rating of no less than “distinguished” for all

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instructor-specific quality indicators. Instructors that do not meet the minimum quality standards requirements in one year may be found eligible in subsequent year. All instructors of agricultural and natural resources programs in grades 9 through 12 are eligible to apply for the grant.

e. Payments to districts will be adjusted according to the percent of time an instructor teaches within an approved agricultural and natural resources program.

f. Should the division request additional information from a school district regarding a grant application, districts must respond to the request within the time period indicated. Failure to respond will result in the cancellation of the application and/or the forfeiture of the grant.

02. Application Process. The application process consists of a formal application and assessment.

a. To be considered for the grant, a school district must first complete and submit a formal application and supporting documentation on behalf of an instructor for an approved program according to the timeline established by the administrator. Applications may be submitted electronically to the division. In the event of a mailed application, applications must be postmarked no later than the timeline specified by the division. Instructors may not apply on their own behalf.

b. Following the receipt of an application, the division will conduct an assessment of the program and instructor to ensure they both meet the minimum eligibility requirements, as outlined in the quality program standards. At the administrator's discretion, the division may partner with additional subject-matter experts to assist in the evaluation. Assessments will be conducted each school year the instructor and program participate in the grant program. Districts will only be eligible to apply for the grant during the academic year the program received an assessment. Prior assessments cannot be used for subsequent grant applications.

03. Selection of Grant Recipients. Grants will be awarded annually based on the availability of grant funds and the number of qualified applicants. Grants will be awarded to applicants based on ranking in accordance with the following criteria:

a. Applicants will be ranked according to their overall score. Scores will be calculated using the sum of:

- i. the average score of the program quality indicators, and;
- ii. the average score of the instructor-specific program quality indicators.

04. Incentive Grant Award.

a. Announcement of the grant award will be made following administrator approval through the distribution of a funding authorization letter. Prior to the distribution of the letter, the division will verify that the grant recipient continues to teach at the same school, in the same agricultural and natural resources program, and at the same FTE level as indicated on the formal application.

b. The total number of recipients will vary by year in accordance with the availability of funds and the qualifications of the applicant pool. Awards will be in the amount of \$10,000 until available funds are exhausted or all qualified recipients have been awarded the grant. Grants may be less than \$10,000 when certain conditions exist:

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- i. Tied ranking. In the event of a tie, and in those instances where the number of qualified applicants exceeds the available funds, grants will be awarded evenly among those recipients with a tied score.
 - ii. Less than full-time employment in an approved program. Grants will be awarded using FTE to calculate the percent of time an instructor spends teaching within an approved agricultural and natural resources program. In the event an instructor teaches in an approved program in less than a full-time capacity, grants will be pro-rated according to the percent of time the instructor spends teaching in the approved program.
- c. Grants are awarded on an annual basis and are not renewable or transferrable.
- d. The use of grant funds must be in accordance with division guidelines and must be clearly linked to the agricultural and natural resources program identified on the formal application.
- e. Grant funds may be used to improve the agricultural and natural resources program, including but not limited to:
 - i. offset travel and registration fees associated with educational workshops and/or professional training on behalf of the instructor;
 - ii. purchase or repair equipment; or
 - iii. purchase educational supplies/curricula
- f. Grant funds may not be used to:
 - i. cover the costs of salaries and/or benefits, including extended contracts;
 - ii. offset expenses associated with the FFA organization or other student organizations; or
 - iii. supplant other district funding sources, e.g. routine facility maintenance or improvements

101—199. (RESERVED)

200. START-UP GRANT

01. Eligibility Requirements. A school district may apply for a start-up grant for a newly-approved agricultural and natural resources program or to re-establish an agricultural and natural resources program in any grade 9 through 12 when specific eligibility requirements are met. Districts are only eligible to apply for the grant in the fiscal year their program is approved or re-established.

a. To start a new program, districts are required to first complete a request for new secondary program of study form for a new agricultural and natural resources program in one of the specified grades. The new agricultural and natural resources program must then be approved by the division prior to application for the grant. Expansions of existing programs, including the addition of new career pathways or additional staff, do not qualify as a new program.

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b. To re-start a program, districts are required to first complete a Request for New Secondary Program of Study form to re-establish an agricultural and natural resources program in any grade 9 through 12. The re-established agricultural and natural resources program must then be approved by the division prior to application for the grant. The re-established program must have been inactive for at least two academic years to qualify for the grant.

02. Application Process. A school district may submit an application for a new or re-established program. Completed applications, which must be authorized by the district superintendent, must be submitted to the division according to the timeline established by the administrator. In the event of a mailed application, the application must be postmarked no later than the timeline specified.

a. Applications must include all required information outlined in the grant application, including specific documents detailing the district's proposed budget and long-term strategy for sustaining the program.

b. Communication with state officials. Should the division request additional information from a district regarding a grant application, districts must respond to the request within the time period indicated. Failure to respond will result in the cancellation of the application and/or the forfeiture of the grant.

03. Selection of Grant Recipients. Grants will be awarded annually by the division based on the availability of grant funds and the number of qualified programs. Grants will be awarded to districts based on ranking and priority that considers factors including but not limited to: the strength of the budget proposal, sustainability potential of the proposed program, and the history of prior grant awards.

04. Start-up Grant Award. Announcement of the grant award will be made following administrator approval through the distribution of a funding authorization letter. The total number of recipients will not exceed four awards annually, and may vary by year in accordance with the availability of funds and the qualifications of the applicant pool. Awards will be in the amount of \$25,000 until available funds are exhausted or all qualified recipients have been awarded the grant.

a. Grants are awarded on a one-time basis and are not renewable or transferrable. If a district is awarded the grant for a new program, the program is ineligible for future awards should the program terminate and then be re-established.

b. Use of grant funds must be in accordance with division guidelines and must be clearly linked to the agricultural and natural resources program identified on the formal application. If a district fails to spend the entire award amount, those funds may not be carried forward to the next fiscal year.

c. Grant funds may be used to improve the agricultural and natural resources program, including but not limited to:

- i.** offset travel and registration fees associated with educational workshops and/or professional training on behalf of the instructor;
- ii.** purchase or repair equipment; or
- iii.** purchase educational supplies/curricula

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iv. start-up costs, up to \$1,000, associated with establishing a new chapter of FFA or other relevant student organization

d. Grant funds may not be used to:

- i. cover the costs of salaries and/or benefits, including extended contracts;
- ii. offset ongoing expenses associated with the FFA organization or other student organizations; or
- iii. supplant other district funding sources, e.g. routine facility maintenance or improvements

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300. Payments. Payment of grant funds will be made to the district using a reimbursement process. For grants awarded under section 100, funds will be made to the district on behalf of the instructor. To receive reimbursement for eligible expenses, school districts must submit a reimbursement request no later than July 15 each year for the preceding school year, but may request reimbursement as costs are incurred.

301. Appeals. Any grant applicant or recipient adversely affected by a decision made under provisions of these rules may appeal such adverse decision as follows. The grant applicant or recipient must appeal in writing no later than thirty (30) days following the announcement of the award, and the written statement must include the basis for the appeal. The appeal must be submitted to the administrator. The division shall acknowledge receipt of the appeal within seven (7) days. The administrator may or may not agree to review the action, or may appoint a subcommittee of three (3) persons to hear the appeal, including at least one (1) agricultural and natural resources professional.

01. If the appeal is transmitted to the subcommittee, the subcommittee will review the appeal and submit a written recommendation to the administrator within fifteen (15) days from the time the subcommittee receives the appeal document. The grant applicant or recipient initiating the appeal will be notified by the chairperson of the subcommittee of the time and place when the subcommittee will consider the appeal and will be allowed to appear before the subcommittee to discuss the appeal.

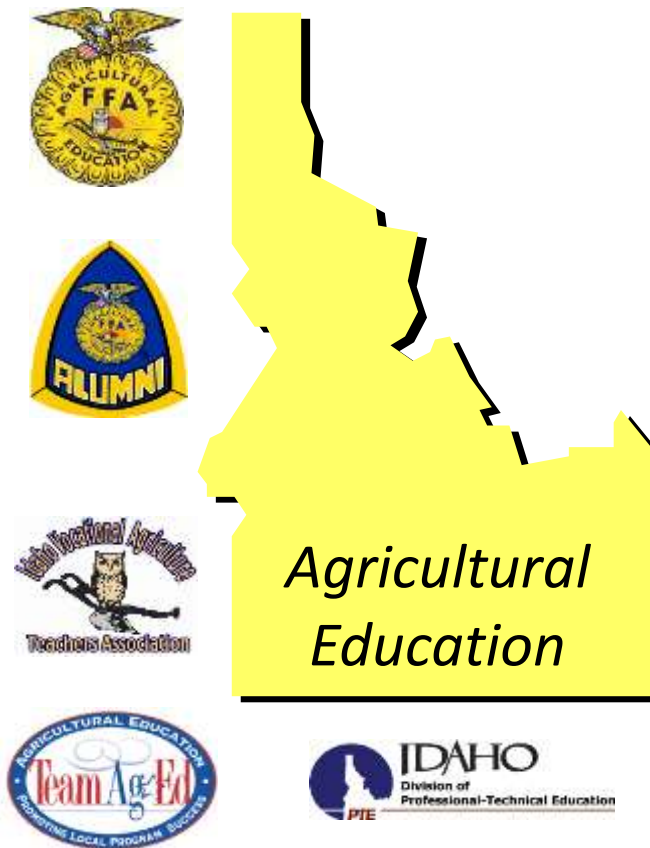
02. Following the subcommittee's decision, the administrator will present the subcommittee's recommendation to the board at the next regularly scheduled meeting of the board. The grant applicant or recipient initiating the appeal may, at the discretion of the board, be permitted to make a presentation to the board.

03. The decision of the board is final, binding, and ends all administrative remedies, unless otherwise specifically provided by the board. The board will inform the incentive grant applicant or recipient in writing of the decision of the board.

Idaho

Agricultural Education

Quality Program Standards



This document was prepared and reviewed by representatives of:

Idaho Team Ag Ed
Idaho Division of Professional-Technical Education
Idaho Vocational Agriculture Teachers Association
Department of Agricultural Education & 4-H Youth Development, University of
Idaho

INTRODUCTION

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The Idaho Agricultural Education Quality Program Standards are a result of a need to provide a consistent delivery of high quality agricultural education programs across the state of Idaho focused on relevant instruction, rigorous clear goals, continuous program improvement and the development of essential skills for student success. Input from local and state leaders was sought and obtained regarding the qualities of highly successful agricultural education programs.

The Idaho Agricultural Education Quality Program Standards are designed to be used by the local instructor(s), administration, community partners and/or stakeholders, advisory council, FFA Alumni and/or an external assessment team to conduct an evaluation of the local agricultural education program and develop clear goals and objectives for program improvement. The local self-assessment or evaluation will serve as the basis for further review by the State Division of Professional-Technical Education in determining how well an agricultural education program meets the Idaho Agricultural Education Quality Program Standards.

During the 2014 sixty-second Legislative regular session, Senate Bill 1275 was passed to amend Chapter 26, Title 33 of the Idaho Code to establish provisions relating to the Idaho Quality Standards Incentive Grants and direct the State Board of Professional-Technical Education to adopt and implement the Idaho Agriculture Education Quality Program Standards.

The Idaho Agriculture Education Quality Program Standards comprise seven main areas dealing with the school based agricultural education program and the agricultural education instructor. Standards 1 – 6, address the agricultural education program and standard 7 addresses the agricultural education instructor. Each standard and standard statement is followed by a series of quality indicators which further define or assess the standard or standard statement.

Local Program Success materials found in the National FFA Local Program Resource Guide may provide additional tools, resources and information to help agricultural education programs meet the standards and standard statements in this document.

Standard 1: Program Planning, Design & Curriculum

Standard Statement:

A standards-based curriculum in Agriculture, Food & Natural Resources Systems is delivered through an integrated model that incorporates classroom and laboratory instruction, experiential learning and student leadership & personal development.

Quality Indicators:

1. The agricultural education curriculum includes: 1.) approved Ag/NR courses; 2.) course names & descriptions; 3.) course objectives/ competencies; 4.) course sequences, 5.) course prerequisites, 6.) staffing assignments for all courses.
2. The Program of Study (POS) offered by the program is cross-walked/aligned to the Idaho Department of Education (SDE) academic content standards and references the Idaho Core Standards.
3. Experiential learning (SAE) is integrated throughout the instructional program.
4. Student leadership & personal development (FFA) is integrated throughout the instructional program.
5. The agricultural education program consults with an advisory board, recognized by the local board of education, with current constitution and bylaws on program planning, design and curriculum.
6. The agricultural education program provides students with “value added” components to enhance their ability to be either college or career ready.

Standard 2: Instruction & Assessment

Standard Statement:

Programs promote academic achievement and skill development of all students through year-round instruction using multiple methods to assess student learning that illustrates academic achievement and skill development.

Quality Indicators:

1. Instructional activities throughout the year are balanced between classroom & laboratory instruction, experiential learning (SAE), and leadership & personal development (FFA).
2. Course instructional outlines are documented and based upon an approved Program of Study (POS).
3. Instruction reinforces written objectives and appropriate assessments aligned to relevant and rigorous academic content and Idaho Core standards. The instructor uses multiple instructional strategies for varied student learning styles and incorporates real-life experiences to facilitate learning.
4. The instructional program uses a variety of current instructional materials, equipment, techniques, technology and community-based resources.

Standard 3: Facilities & Equipment

Standard Statement:

The facilities and equipment support implementation of the agricultural education program and curriculum by providing all students opportunities for the development and application of knowledge and skills. (Facilities are defined as classroom, agricultural education science laboratory, computer laboratory, wood and metal shop, greenhouse, head house, land laboratory, livestock facilities, storage areas and office).

Quality Indicators:

1. Facility size, layout, storage and labs provide for effective delivery of the courses offered and student enrollment.
2. Facility is clean, organized, and maintained to provide an environment conducive to learning.
3. Facility meets existing local, state, and/or federal health standards including air, temperature, water, acoustics, ventilation, light and particulate control.
4. Idaho Building Safety Inspection (IBSI) has been conducted on the facility, equipment and tools with all defective items removed, repaired, or replaced.
5. Current equipment is available and maintained and adequate consumable supplies are provided annually to deliver instruction.
6. Current technology is available, maintained, and updated to offer high quality instruction and support experiential learning and student leadership development.

Standard 4: Experiential Learning

Standard Statement:

Education is enhanced through active participation by all students in a year-round experiential learning program that is planned, developed and managed by the student with instruction and support by the agriculture instructor.

Quality Indicators:

1. All students have experiential learning programs based on career pathways/clusters/ interests and agricultural education curriculum standards.
2. Continuous instruction and supervision of student experiential learning programs are provided by the agriculture instructor throughout the calendar year.
3. Students have comprehensive experiential learning programs that show evidence of continuous improvement.
4. The agricultural education program consults with an advisory board, recognized by the local board of education, with current constitution and bylaws on experiential learning.

Standard 5: Leadership Development

Standard Statement:

All students participate in year-round intra-curricular agricultural education student organization programs and activities.

Quality Indicators:

1. The FFA chapter annually plans and implements a Program of Activities (POA) and reviews and approves Chapter constitution and/or bylaws.
2. The agricultural education program students participate in FFA programs and activities and have a progressive plan for leadership and personal development.
3. The FFA chapter conducts and/or participates in local activities and events.
4. The FFA chapter participates in district, state and national activities.
5. Students who are FFA members show evidence of continuous improvement by achieving advanced degrees based on the SAE program and FFA participation.
6. The agricultural education program consults with an agricultural education advisory board, recognized by the local board of education, with current constitution and bylaws on leadership development.

Standard 6: Partnerships & Marketing

Standard Statement:

Key stakeholders are continually engaged, consulted and invested in the agricultural education program.

Quality Indicators:

1. School and community partners (School Board, Administration, agriculture advisory board, Alumni, parents, media, decision makers, agricultural industry leaders and community) are familiar with the agricultural education model (classroom, SAE and FFA), are involved in shaping and strengthening the program and promoting program accomplishments and success.
2. Agricultural education program stakeholders and supporters are recognized for their support of the agricultural education program.
3. Community volunteers (FFA Alumni or others) are organized and involved in supporting the agricultural education program.
4. The agricultural education program provides relevant data/information to key stakeholders and other entities.
5. A recruitment and retention plan is annually developed and implemented for prospective and current students.
6. Follow-up data is collected and maintained on all agriculture program graduates.

**Standard 7: Certified Agricultural Education Instructor and
Professional Growth**

Standard Statement:

Competent and certified agricultural education instructor provides the core of the program.

Quality Indicators:

1. The agricultural education instructor has current Idaho certification to teach agriculture and has advanced training to enhance instruction in the agricultural education program.
2. The agricultural education instructor provides student instruction and supervision throughout the year in classroom & laboratory, experiential learning (SAE) and leadership & personal development (FFA).
3. The agricultural education instructor demonstrates effectiveness in quality teaching that promotes student growth.
4. The agricultural education instructor practices classroom management that maximizes time-on-task and minimizes disruptive behaviors.
5. The agricultural education instructor demonstrates effectiveness involving experiential learning (SAE) activities that promotes student growth.
6. The agricultural education instructor demonstrates effectiveness involving leadership and personal development (FFA) activities that promotes student growth.
7. The agricultural education instructor demonstrates professional growth through activities to promote knowledge of content, instructional strategies, industry practices, and instructor leadership roles.
8. The agricultural education instructor is an active member in local, state and national professional education associations.

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: IV. ORGANIZATION SPECIFIC POLICIES AND PROCEDURES

Subsection: E. Division of Professional-Technical Education [April 2002October 2014](#)

1. Purpose.

The Division of Professional-Technical Education provides leadership and coordination for programs in professional-technical education in various parts of the state. The general purposes are to carry out the governing policies of the Board and the applicable provisions of state and federal legislation.

2. Delegation of Authority

The Board delegates to the state administrator of professional-technical education, the chief executive officer of the statewide system, the responsibility to supervise and manage professional-technical education in Idaho. The division administrator shall report to the Board through the Executive Director. The Board has the power to name a president of Eastern Idaho Technical College who may perform such duties as delegated by the Board. For purposes of accreditation the EITC President shall be the CEO of the institution. The state administrator is responsible for the preparation and submission, through the Executive Director, of an agenda for matters related to professional-technical education for Board review and action.

3. Functions

The Professional-Technical Education Division provides statewide leadership, administration, supervision, planning, and coordination for professional-technical education activities in Idaho. The major functions include:

- a. Statewide Administration: maintaining a qualified professional staff to provide statewide leadership and coordination for professional-technical education and the programs offered in accordance with applicable state and federal legislation.
- b. Eastern Idaho Technical College: assist in the delivery of professional-technical programs and courses consistent with the role and mission of the college, assist the EITC President with the programmatic affairs of the college, supervise the budgetary affairs of the college as part of the professional-technical education budget, and in cooperation with the EITC president, to recommend appointment of advisory committee representatives to the State Board.
- c. Supervisory and Consultative Services: providing technical assistance to local education agencies to assist in the maintenance and implementation of professional-technical education programs including support and leadership for student organizations and education equity.

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- d. Planning: assisting local agencies in the development of annual plans and data collection and analyzing services for the establishment of a Five-Year Plan, annual plans, and accountability reports from the local educational agencies.
 - e. Evaluation: conducting and coordinating professional-technical education evaluations in accordance with state and federal guidelines to monitor program activities to determine the status of program quality in relation to established standards and access.
 - f. Budget Preparation: preparing annual budgets and the maintenance of a statewide finance and accountability system.
 - g. Program and Professional Improvement: through its professional staff, initiating and coordinating research, curriculum development, and staff development statewide.
 - h. Management Information: collecting, analyzing, evaluating and disseminating data and program information which provides a comprehensive source of accurate, current, and easily accessible information for statewide decision making.
 - i. Coordination: providing liaison with related state agencies and organizations, the State Advisory Council, business and industry, and community-based organizations.
4. Organization.

The programs and services of the state division are organized into two (2) broad segments: (a) Regular Occupational Programs and (b) Special Programs and Support Services.

- a. Regular Occupational Programs are programs designed to prepare students at the secondary and postsecondary levels with the skills, knowledge, attitudes, and habits necessary for entry-level employment in recognized occupations in Idaho, the Northwest, and nationally. These programs also provide the supplemental training to upgrade the skills of those citizens of Idaho who are currently employed. Regular programs include: (1) Agriculture; (2) Marketing and Multi-Occupations; (3) Health Occupations; (4) Industrial Arts; (5) Home Economics; (6) Business and Office; and (7) Trade and Technical. A program specialist is employed in each program area to provide leadership and technical assistance to local education agencies.
- b. Special Programs and Support Services are special programs designed to serve students in Consumer Home Economics, Special Needs, and other program activities not considered occupational in nature. These Special Programs include: (1) Consumer and Homemaking Education; (2) Pre-professional-technical

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Education; and (3) Special Needs - Disadvantaged and Handicapped. In addition, support services are provided in the areas of Education Equity; Program Improvement (to include Curriculum Development, Research, and Personnel Development); professional-technical Guidance; and Work Study.

Additionally, through state and federal legislation, or by contract for administration, professional-technical education supervises and manages the following programs: (1) Job Training and Partnership Act (JTPA); (2) State Occupational Information Coordinating Committee (SOICC); (3) the Displaced Homemaker Program; and (4) Fire Service Training; and, from time to time, other professional-technical training programs as appropriate.

5. Program Delivery

Professional-Technical Education Programs are made available at three (3) levels in Idaho -- secondary, postsecondary, and adult.

- a. Secondary Programs: All participating high school districts and several joint district professional-technical education programs.
- b. Postsecondary Programs: Through the state system of six (6) area professional-technical schools. The area schools are:
 - i. College of Western Idaho (Nampa)
 - ii. College of Southern Idaho Professional-Technical School (Twin Falls)
 - iii. Eastern Idaho Technical College (Idaho Falls)
 - iv. Idaho State University Professional-Technical School (Pocatello)
 - v. Lewis-Clark State College School of Technology (Lewiston)
 - vi. North Idaho College Professional-Technical School (Coeur d'Alene)
- c. Adult Programs: Primarily through the six (6) area professional-technical schools to provide upgrading and retraining programs for persons in the work force. Some classes are offered by Idaho public high schools. These offerings range from brief seminar classes to intensive courses which normally are less than 500 hours of annual instruction.
- d. [The Idaho Agricultural Education Quality Program Standards shall be used to evaluate the quality of Agricultural and Natural Resource education programs. The Idaho Agricultural Education Quality Program Standards as approved August 14, 2014 are adopted and incorporated by reference into this policy. The](#)

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[standards may be found the Division of Professional-Technical Website at
http://pte.idaho.gov.](http://pte.idaho.gov)

6. Internal Policies and Procedures

The chief executive officer may establish additional policies and procedures for the internal management of the Division of Professional-Technical Education which complement, but do not supplant, the Governing Policies and Procedures of the Board. Such internal policies and procedures are subject to Board review and action.

TITLE 33
EDUCATION
CHAPTER 16
COURSES OF INSTRUCTION

33-1629. AGRICULTURAL AND NATURAL RESOURCE EDUCATION PROGRAMS. (1) Idaho Quality Program Standards Incentive Grants.

(a) The board of professional-technical education shall adopt and implement Idaho quality program standards for agricultural and natural resource education programs offered in any grade 9 through 12. Such standards shall apply to the areas of instruction, curriculum development, advisory committees, student development and community development. Such standards shall be used to assess the quality of local programs and to set goals for continued program improvement.

(b) The board of professional-technical education shall establish and administer an incentive grant program for instructors of agricultural and natural resource education programs offered in any grade 9 through 12 where such programs meet or exceed the applicable Idaho quality program standards as determined by the board. A district may apply to the board, on behalf of an instructor, for a grant provided for in this subsection. The board shall develop an application form and criteria to judge each application for the grant program. Grant awards shall be made by the board to instructors of programs that meet or exceed the criteria established by the board. The maximum amount of an incentive grant as provided for in this section shall be ten thousand dollars (\$10,000).

(c) There is hereby created in the state treasury the quality program standards incentive grant fund, to which shall be credited all moneys both public and private that may be appropriated, allocated, donated, distributed to or otherwise provided for by law. Moneys in the fund shall be used exclusively for incentive grants as provided for in this subsection. Moneys in the fund shall be continuously appropriated for the purposes of this incentive grant program. All idle moneys in the fund shall be invested by the state treasurer in a like manner as provided for in section [67-1210](#), Idaho Code, with respect to other surplus or idle moneys in the state treasury. Interest earned on the investments shall be returned to the fund.

(d) The board of professional-technical education shall in its annual budget request to the legislature request funding for the grant program provided for in this section.

(e) The board of professional-technical education shall adopt rules to implement the grant program established by this subsection.

(2) Agricultural Education Program Start-Up Grants.

(a) The board of professional-technical education shall establish and administer a start-up grant program for school districts and public charter schools to begin or to re-establish an agricultural and natural resource education program in any grade 9 through 12.

(b) The board shall develop an application form and criteria to judge each application for a start-up grant. Any school district or public charter school may apply for a start-up grant.

(c) There shall be no more than four (4) start-up grants awarded per school year. The maximum award for any one (1) start-up grant shall be twenty-five thousand dollars (\$25,000).

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(d) There is hereby created in the state treasury the agricultural and natural resource education program start-up grant fund, to which shall be credited all moneys both public and private that may be appropriated, allocated, donated, distributed to or otherwise provided for by law. Moneys in the fund shall be used exclusively for start-up grants as provided for in this subsection. Moneys in the fund shall be continuously appropriated for the purposes of this start-up grant program. All idle moneys in the fund shall be invested by the state treasurer in a like manner as provided for in section [67-1210](#), Idaho Code, with respect to other surplus or idle moneys in the state treasury. Interest earned on the investments shall be returned to the fund.

(e) The board of professional-technical education shall in its annual budget request to the legislature request funding for the grant program provided for in this subsection.

(f) The board of professional-technical education shall adopt rules to implement the grant program established by this subsection.

(3) The provisions of this section shall apply to agricultural and natural resource education programs provided for in grades 9 through 12.

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