

SECTION: PERSONNEL

SUBJECT: CAMPUS SAFETY AND SECURITY

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**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:** September 30, 2014

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** 09/2014

**Summary of Major Changes incorporated in this revision to the policy:** This revision includes reporting requirements.

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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 or property loss is dependent upon prompt reporting to Campus Security. All personnel on campus, whether employee, student, or visitor that have knowledge of, or should have knowledge of, any thefts, vandalism, violence, sexual misconduct, or any other criminal activity, actual or suspected, should report such immediately. This also includes incidence of damage or potential damage to persons or property and lost or missing persons.
- 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 are 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 off the Library parking lot.
- D. If you wish to remain anonymous, the campus has several ways to make reports. Online is a form: <https://www.lcsc.edu/security/clery-actcrime-awareness/secret-witness> or Security's Anonymous Tip Line (208) 792-2929, or you can report unethical, illegal, or irresponsible activity through LCSC's Confidential Report Line. The Confidential Report Line is administered by Lighthouse Services, a third-party hotline service and is available 24 hours a day, 7 days a week. Reports will be routed to the applicable Lewis-Clark State College department for review. Telephone 1-855-840-0070.
- E. 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.
- F. 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.
- G. 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.

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- H. 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 authorized entry to locked buildings/rooms. Notify Security if you will be working 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.

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- 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
  - 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). Additional guidance to students on possession or use of dangerous weapons and incendiary or explosive substances is contained in the Student Code of Conduct at <https://www.lcsc.edu/student-affairs/student-code-of-conduct>.
  - 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](http://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

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to, the following information: type of crime, location of occurrence, and available suspect information.