

**REED COLLEGE  
COMMUNITY SAFETY  
DEPARTMENTAL DIRECTIVE  
Revised August 2021**

**CSO GUIDELINES FOR ENGAGING INDIVIDUALS & GROUPS REGARDING COVID  
19 REQUIRED PUBLIC HEALTH BEHAVIORS**

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CSOs shall contact individuals regarding public health behaviors for the following reasons:

Large groups congregating without college approval or otherwise not complying with published requirements and limitations

Any individual not wearing a mask inside a campus building (other than in a private room or office)

The CSO observes someone otherwise violating Public Health Behaviors in a way that is likely to cause others to be involuntarily exposed to their respiratory expressions (e.g. shouting)

CSOs should both exercise caution and apply officer safety strategies when approaching any individual or group, and make reasonable attempts to use non-confrontational methods when engaging individuals and groups on campus related to public health behaviors.

1. Greet the individual(s) and introduce yourself by name.
2. State your reason for addressing them, including any specific observation(s) that led to the engagement (e.g., "I see that you are not wearing a mask," or "I believe the number of people in this space is more than allowed")
  - a. If, upon contacting them, the people immediately comply by pulling up a face covering, modifying how a space is used, etc., the CSO may end the engagement at that time, thanking the people for their help in keeping campus safe for everyone.
3. If the person/people does/do NOT immediately respond or correct their behavior, CSO's are encouraged to use patience and wait a moment, and to restate their observations.
  - a. If a CSO recognizes that they have had multiple encounters with a single person or if a group is actively resisting calm and measured interactions from a CSO, it may be necessary to identify the people observed to be non-compliant with Reed Public Health Behavior expectations. \*Note that all Reed community members are required to provide Reed I.D. to a CSO upon request
    - i. People claiming to be Reed students, staff, or faculty who do not have I.D. should be asked for their name and be verified through Dispatch

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- ii. People who are not Reed community members should be asked to identify themselves and may be asked to leave campus if they do not cooperate with requests to follow campus guidelines
  - iii. People proximate to a public health violation, but who are not believed to have been in violation, do not need to be identified.
- b. Advise the people that a report of the CSO's observations will be made and forwarded to the appropriate college official for follow up. For students this will be the Dean of Students, for Staff the Vice President for their division, and for Faculty the Dean of Faculty.

### **Reporting**

Brief engagements where people involved correct any observed violations of required public health behaviors shall be documented with a CAD entry using the "HLTHB" code. The Dispatcher should make a brief entry in the Public Information field. If names are not collected from any people involved, none need to be entered.

In any engagement where a CSO believes it is necessary to identify a person, the person's name, if determined, shall be included in the CAD entry and the Master Name database.

An ARMS Incident Report shall be completed under the following circumstances:

- 1) An outright refusal by any person to comply with public health behavior guidelines after the person was made aware of the situation and asked to follow guidelines
- 2) An egregious failure to follow public health behavior guidelines. Examples may include the following:
  - a) A social gathering in a confined indoor space with a group larger than current guidelines and/or where most or all participants are failing to follow other public health guidelines.
  - b) An activity that a reasonable person would expect to be unsafe, such as contact sports.
  - c) Any activity that places people who are not direct participants at increased risk, including such behaviors as failing to wear a face covering inside a college building where the covering is required.
- 3) A person the CSO knows to have been previously contacted about a failure to follow public health guidelines is observed behaving similarly.

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