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All individuals have had past experiences with uniformed officers and “authority figures.”

Regardless of the CSO’s approach and demeanor, an individual’

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'(3$570(17$/',5(&7,9(● Minimize the risk of problematic interactions

'HILQLWLRQV ●)ROORZXS Follow up with the reporting person(s) as part of investigation and

response to suspicious activity reported to Community Safety. ● 2IILFHUGLVFUHWLRQ A CSO’s ability to determine how reported or observed
suspicious circumstances are investigated, including deciding whether or not to

engage an individual reported to be suspicious ● 5HSRUWLQJSHUVRQ Any person who contacts Reed College Community Safety
by any means, via Dispatch or by contact with a CSO in the field, who is reporting suspicious activity that they either observed or that was reported to them by a witness who asked them to contact Community Safety to report the suspicious activity. A CSO should be alert to the possibility that a reporting

person may have found a person or activity suspicious due to their own bias. ● 6XVSLFLRXVDFWLYLW\ Behavior of an individual, known or unknown to the
observer, that a reasonable person could conclude might be disruptive, unsafe, a violation of Reed College policies, illegal and/or related to criminal activity. This may include individuals on campus who have been, or who are believed to have

been, excluded from campus. ● 6XVSLFLRXVSHUVRQ Any individual that is observed and/or reported as currently
involved, or having been involved, in suspicious activity on, or in the vicinity of, Reed College property. This may include individuals believed to have been previously excluded from campus, or believed to have been associated with

disruptive events and/or criminal activity. ● 6XVSLFLRXVFLUFXPVWDQFHV Any combination of factors that would lead a
reasonable CSO to believe that a situation is disruptive, unsafe, represents a violation of policy, and/or is illegal and/or related to criminal activity. Factors

include, but are not necessarily limited to, the following: ̀

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○ The CSO’s training and experience

● :LWQHVV A person that may or may not be a reporting person who observed

suspicious activity.

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The following examples are not all-inclusive, nor are they necessarily indicative of an

individual engaged in problematic behavior. Moreover, observation of one or more of the

following behaviors may not necessarily require CSO action.

Examples of some suspicious behaviors by individuals include, but are not necessarily

limited to, the following:

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'(3$570(17$/',5(&7,9(● Broken windows, doors, or other signs of actual or attempted forced entry ● Doors normally closed or locked found unlocked or propped open ● Sounds that may indicate attempted or actual forced entry ● Shouts, screams, or other vocalizations that could reasonably indicated that
someone is at risk ● Activation of alarms (e.g., intrusion alarm, smoke alarm, fire alarm, panic alarm,
security system fault or trouble, etc.) ● Hang-up calls from emergency phones or to Dispatch ● Lights and/or noises originating from secured areas or at unusual times ● Other fresh evidence of safety or security risk and/or fresh evidence of a crime

(e.g., freshly painted graffiti, broken vehicle glass in a parking lot, etc. 3RWHQWLDOO\3UREOHPDWLF5HDVRQVIRU(QJDJLQJDQ,QGLYLGXDO The presence of any of the following does not preclude a CSO from investigating the circumstances and/or making contact with an individual. However, the following are examples of observations and/or circumstances that, on their own, should not be used

to initiate contact: ● An individual’s perceived race, ethnicity, country of origin, gender, age, sexual

orientation, physical or mental disability, or similar characteristics ● An individual’s style of dress ● An individual’s perceived or stated identification with a specific religion, club,

group, or other community
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,QIRUPDWLRQ&ROOHFWLRQ
Whenever Dispatch receives a call from, or is contacted in person, by a reporting person about suspicious activity the Dispatcher shall attempt to gather the following

information: ● The location of the observed suspicious activity ○ NOTE: When possible, a CSO should be dispatched to the area of the

suspicious person or circumstance as soon as the location is known in order to speed the response while the Dispatcher is collecting additional

information. The Dispatcher should ask the caller to stay on the line while 6

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initiating the CSO response and alert the CSO to expect additional

information ● The first and last name of the reporting person ● A phone number to be able to contact the reporting person for follow up ● Details about the observed suspicious activity ● A description of the individuals involved in the suspicious activity ● The approximate time since they last saw the person(s) involved in the

suspicious activity ● Any other information relevant to the report
'LVSDWFKD&62
After gathering this information* the Dispatcher will routinely dispatch a single of ficer to respond to the area to investigate the suspicious activity reported and start a CAD entry. The Dispatcher will provide over the radio to the responding CSO the following

information: ● Details about the reported suspicious activity ● The location of the observed suspicious activity ● A description of any individual(s) involved in the suspicious activity ● The approximate time since the reporting person said they last saw the
individual(s) involved in the suspicious activity ● The first and last name of the reporting person ● Inform the CSO they have contact information at Dispatch to follow up with the
reporting person ● *NOTE: As described above, the Dispatcher should consider dispatching a CSO
to the area of a reported concern as soon as that information is known and then collect the remaining information

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Dispatch shall check the name of the reporting party, and the name(s) of anyone who is the subject of the report, in the ARMS Master Name database to determine if there is relevant information available that could inform the response to the report.

$VVLVW&62UHVSRQVHDQGLQYHVWLJDWLRQ Dispatch should assist the CSO’s response and investigation by providing information available to dispatch that the CSO may request, by relaying any relevant information from the Master Name search, and by contacting Portland Police emergency or non-emergency to assist the CSO(s), as requested by the primary CSO assigned. Dispatch should routinely check in on the status of the CSO while engaged in response

and investigation to ensure safety (5-10 minute CSO safety checks). 7

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When the CSO clears from the call the Dispatcher should enter narrative information

into the CAD entry to include:

● If the CSO made contact with a person or people, or not

● If contact was made, any findings or conclusion as reported by the CSO

● That the reporting party was contacted and advised of the outcome of the call, as

appropriate. If the reporting party did not provide contact information or could not

be contacted, that information should be included

● Other information reported by the CSO

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When a CSO is dispatched to a report of suspicious activity they shall respond and

investigate the report as soon as possible, secondary to higher priority emergency calls

for service. The following are guidelines when responding:

● Based on the information Dispatch provided, determine if a cover of ficer is

immediately needed or desired and, if so, let Dispatch know to send another

CSO. If the information received from a reporting person is lacking in details it

may be best to check out the area before requesting additional CSO(tMM̃llownMMic̠ࠦ͠

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The responding CSO may, based on all known information, including the CSO’s observations and other circumstances, determine the best course of action that results in the overall safety and security of the campus. If the responding CSO determines, based on the totality of the circumstances, that the reported activity is NOT suspicious (as defined in this directive), then the responding CSO may decide whether or not to make contact with the reported individual(s), or to continue to observe the situation before acting. As part of this decision the CSO should first consider personal safety and the safety of the community, then consider the benefits of making contact vs. any potential negative outcome or perception that may occur as a result of the contact. The responding CSO shall advise Dispatch of whether or not contact will be made. Additionally, the responding CSO has officer discretion to have Dispatch request assistance from Portland Police Bureau, emergency or non-emergency, if the CSO determines that all the circumstances render it unsafe for the CSOs on duty to contact the individual(s) involved, or if the activity has moved off of college property. 3HUVRQVLQ&DUV3DUNHGLQRXWRIXVHORWVDQGRUDUHDV If CSOs are dispatched to, or discover during routine patrol activity, a car suspiciously parked and occupied in a lot or area that is not typically in use at the time of the call or discovery, CSOs shall first attempt to gain as much information as possible from a safe

distance. ● Determine what is known regarding the vehicle and possible occupants through
communication with Dispatch. ● If the car is not registered or otherwise known to Reed College Community
Safety, call another CSO to assist. ● Coordinate with another CSO to position vehicles in such a way as to leave the

subject vehicle an egress route. ● Use flashlights/spotlights to gain the attention of the subject vehicle occupants. ● If the subject vehicle departs, the engagement is complete. ● If the subject vehicle occupant rolls down a window/gets out/attempts to

communicate, CSOs shall communicate from a safe distance with windows down to gather more information and use Officer Discretion to determine further action

based on the totality of the circumstances. 9