



**BOISE STATE UNIVERSITY**

University Policy 12130

## Security and Police Services Authority

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### **Effective Date**

September 2015

### **Last Revision Date**

December 2016

### **Responsible Party**

Chief Operating Officer and Vice President for Campus Operations, (208) 426-1233  
Department of Public Safety, (208) 426-6911

### **Scope and Audience**

This policy applies to all students, staff, faculty, and visitors.

### **Additional Authority**

- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), 20 U.S.C. §1092(f)
- Idaho Code §§33-107, 33-4005
- Idaho State Board of Education (SBOE) Governing Policies and Procedures, Section I. R. Campus Security
- University Policy 1100 (Use of University Space)
- University Policy 12000 (Clery Act Compliance)
- University Policy 12020 (Exclusion from Campus)
- University Policy 12030 (Threat Assessment)
- University Policy 12050 (C.A.R.E. Team)
- University Policy 12090 (Timely Warning)

- University Policy 12110 (Emergency Notification)
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## 1. Policy Purpose

To establish the authority through which The Department of Public Safety manages, promotes, and enhances campus safety and security; encourages sustainable transportation options; facilitates campus parking and access; and provides campus support services to students, faculty, staff, community partners, and visitors.

## 2. Policy Statement

The Department of Public Safety is a customer-oriented team of professionals dedicated to delivering modern solutions to meet the University's transportation and parking needs, security, and emergency management.

## 3. Definitions

### 3.1 Contracted Law Enforcement

A city, county, or state police agency that provides police operations or services by post-certified personnel to the University by contract. The Boise Police Department is the Contracted Law Enforcement agency for the University and has full police power including arrest authority and power to search for the University.

### 3.2 Contracted Security

A private firm hired by the University to provide security services to the University.

### 3.3 Event Security Measures

Specific Security Measures executed to maintain the safety and well-being of the University community at planned events. Such measures may comprise physical measures (including but not limited to search procedures, staffing levels, staff positions or standard operating procedures), electronic security (including but not limited to metal detectors, camera/surveillance systems, access control, and intrusion detection equipment/programs), medical interventions, and/or involvement of Contracted Law Enforcement, other public safety agencies, or Third Party Contracted Security.

### **3.4 Security Measures**

Any activities or plans executed to maintain the safety and well-being of the University community. Such measures include but are not limited to investigations, patrol, video surveillance, crowd control, parking control, event specific security measures (Event Security Measures), involving of Contracted Law Enforcement or Third Party Contracted Security.

### **3.5 Third Party Contracted Security**

A private security firm hired by a party outside the University, generally for a specific event. For example, this would include guest artists or speakers bringing their own private security with them to the University.

### **3.6 University Property**

All property under the control of the University to include master plan updates as they occur. It includes any property adjacent to campus, or off-campus when associated with the institution

## **4. Responsibilities and Procedures**

### **4.1 Responsibilities**

- a. Provide assistance for visitor parking, campus parking permits, event parking, and alternative transportation.
- b. Patrol the grounds regularly including the academic, administrative and housing buildings on the campus, make routine security checks of buildings, and take appropriate action.
- c. Chair threat assessments as part of the CARE Team as detailed in University Policy 12050 (Behavioral Intervention and the CARE Team). See also University Policy 12030 (Threat Assessments) for more information.
- d. Monitor the Integrated Security Technology System to include “Blue Light” phones, push-button and other alarms, and public safety camera systems for criminal incidents, fire, or any other type of emergency or suspicious activities. See University Policies 12140 (Public Safety Camera Systems) and 12150 (Security Systems and Alarms) for specific information.
- e. Operate the twenty-four-hour communication center at (208) 426-6911.
- f. Respond to witnessed or reports of criminal incidents, fire, or any other suspicious activities.

- g. Develop and continuously update the comprehensive [emergency operations plan](#). See the latest [Annual Security and Fire Safety Report \(ASFSR\)](#) for details.
- h. Prepare for, mitigate, respond to, and recover from emergencies.
- i. Operate Timely Warning and Emergency Notification communication when a crime is reported. See University policies #12090 and #12110 for more information.
- j. Publish the [ASFSR](#), including crime statistics and policy information.
- k. Enforce campus policies through investigations, referrals to the Student Conduct Board, and/or citations or fines as specific to the policy.
- l. Implement appropriate Security Measures, including Event Security Measures. See Section 4.3, below.
- m. Administer contracts with Contracted Law Enforcement and Third Party Contracted Security and coordinate such activities.

#### **4.2 Transportation and Parking**

- a. Visitor parking options are available in numerous locations throughout campus. Visitors must comply with all University traffic and parking regulations.
- b. Students, staff, and faculty may purchase permits/decals for parking on campus.
- c. The entire campus community is encouraged to explore alternative means of transportation. From bicycling to shuttle use, alternative means of transportation reduce the stress on the environment, help alleviate the campus parking shortage, and save money.

#### **4.3 Security and Event Management (Community Service Officer Team) Authority**

In order to fulfill its responsibilities, the Department of Public Safety security and event management team (community service officer team) has the authority to:

- a. Request identification of any University student or employee
- b. Observe, detect, and prevent parking violations and take appropriate enforcement action when violations are observed.

- c. Enforce University policies, rules, regulations, and guidelines
- d. Issue citations that may result in fines for policy violations on University students or employees
- e. Exclude individuals from campus who violate policies or laws
- f. In a manner consistent with law, pursue, detain, or use force when reasonable and necessary to prevent injury or death to any individuals.

#### **4.4 Event Security and Parking**

- a. All campus venue directors and student organization liaisons shall develop a process to inform the Department of Public Safety of upcoming events where parking or security services are needed, at least fourteen (14) days prior to the event, Requests outside of this window will be accommodated if possible when resources are available.
  - (i.) Event Parking is available by making parking arrangements through Traffic Event Services.
  - (ii.) Submit the Event Parking Request Form with event details directly to the Traffic Event Services Unit at least fourteen days in advance of any campus event needing event parking support.
- b. The Department of Public Safety will work with all campus venues and organizations to establish Event Security Measures.
- c. The Department of Public Safety shall have the authority and responsibility to determine and mandate any necessary Event Security Measures to be used on all University Property, including those involving Third Party Contracted Security.
  - (i.) The University strives to maximize the use of campus facilities but it must also maintain safety for all and provide excellent customer service.
  - (ii.) The Department of Public Safety, in cooperation with campus venues and Campus Services, may disallow an event when it is unable to accommodate the security and other logistical needs of the event, given the location, date, time, duration, anticipated attendance, and prior notice of the event as well as other previously planned events on campus.

- d. Whether to use Event Security Measures, what Event Security Measures to employ, and the responsibility for paying the costs of such will vary depending on location. For location and venue specific guidelines, see [University Event Services](#).
- e. Third Party Contracted Security must be approved by The Department of Public Safety. This includes approval of officer training and required background checks, as well as all other applicable standards.

#### **4.5 Citizens Assist Services**

The Department of Public Safety offers the following free services, including: security escorts; bike registration; vehicle unlocks and jump-starts; office/room unlocks; and alarm system monitoring. See more information on the Department of Public Safety website.

#### **4.6 Shared Responsibility**

The responsibility of access to transportation, parking, and a positive educational and work experience for all members of the campus community is a shared responsibility. In the event of a policy violation or general concern that affects the ability of others to safely access and enjoy the University campus, contact The Department of Public Safety to help resolve the problem.

### **5. Related Information**

Annual Security and Fire Safety Report

<https://www.boisestate.edu/publicsafety-security/campus-crime/annual-security-report/>

Emergency Operations Plan

<https://www.boisestate.edu/publicsafety-emergencymanagement/>

University Event Services

<https://eventservices.boisestate.edu/>

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### **Revision History**

December 2016