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Source(s): Guidebook to Reed Alcohol and other drug (AOD) policy, Guidebook to Reed Implementation Plan. Departmental Directive issued by the Community Safety Director.
Original Publication: January 2011
Latest review & revision: August 2021

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All Community Safety staff are required to follow the most current Reed College guidelines for public health behaviors at all times. Individual responsibilities for these behaviors are listed on the college's [COVID-19 Response Plan](#). Community Safety guidelines include, but are not necessarily limited to the following:

- 1) CS staff are required to use Personal Protective Equipment (PPE), such as face coverings or N95 respirators, gloves, eye guards, etc. as appropriate to the circumstances
- 2) CS staff are required to maintain an appropriate physical distance from others, except for exigent circumstances and with appropriate PPE
- 3) CS staff are expected to use accepted hygiene and sanitization procedures whenever indicated

The health and safety of CS staff and other persons is the overriding criterion for all CS activity. In the unlikely situation where practicing appropriate public health behaviors is in conflict with carrying out Community Safety duties and responsibilities, the health and safety of CS staff and other persons shall normally take precedence.

Community Safety staff are expected to be familiar with public health guidelines, plan ahead for handling service calls safely, and to make reasonable attempts to BOTH carry out their assigned duties AND adhere to the college's public health guidelines. Most potential health risks may be mitigated by the use of PPE and the use of appropriate safety practices, allowing CS staff to carry out their duties without undue risk. Any circumstance where public health guidelines conflict with the provision of CS services shall be immediately reported to the CS Manager On-call for evaluation and follow up.

No CS staff member is expected to knowingly place themselves or another person at increased risk of personal harm in order to carry out their duties.

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All people are susceptible to unconscious bias influencing their perceptions and actions, a potential that is amplified for CS staff who are required to respond to calls for service or initiate contact with people based on reported or observed behavior. All CS staff are expected to be alert for this potential and to use objective information when deciding when and how to interact with people to the maximum extent possible.

All people have had past experiences with uniformed officers and “authority figures.” Regardless of a Community Safety Officer’s (CSO) approach and demeanor, a person’s past experiences may inform their perceptions of an encounter. In particular, a person’s race, national origin, ethnicity, disability, gender identification, etc. may influence that person’s perception of an encounter. CSOs are expected to be alert for the potential for their actions to be perceived differently from how they are intended.

Moreover, some identities/ethnicities/races are underrepresented among the Reed College community of students, staff, and faculty. This fact may lead underrepresented people to feel singled out, and it may leave CSOs susceptible to disproportionately identifying individuals from underrepresented groups for scrutiny. CSOs are expected to be alert for the possibility that they, or a reporting party, have identified an individual because of the individual’s perceived identity/ethnicity/race, and to take care to ensure that objective criteria are used to evaluate reports and observations.

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When CSOs initiate an engagement with people they are expected to be aware of these intercultural and anti-racism considerations. CSOs should always be alert to the possibility that an individual of any description may feel singled out by the contact, and CSOs should be thoughtful with their choice of words and mindful of the potential impact of the interaction. In many circumstances it may be appropriate to apologize for inconveniencing people and for initiating a potentially awkward interaction. This is not to say that CSOs need to be apologetic for doing their work, rather that they should acknowledge the potential for the impact of the interaction different from the intent.

Attempting to treat everyone the same will likely result in treating many or most people inappropriately. Since all individuals are unique and bring their own perspective to interacting with a CSO, the CSO should strive to evaluate each interaction individually and treat each situation and individual according to the circumstances.

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Community Safety Officers (CSOs) will assume that individuals with alcohol are acting according to the Honor Principle and complying with the AOD Policy, provided the CSO does not have a reasonable concern that the individuals are violating school policy, the law, or that alcohol use has created, or is likely to create, an unsafe or disruptive situation.

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This directive is intended to accomplish the following:

- Protect the safety and security of individual members of the community
- Protect the college community from injury or disruption
- Protect the standing of the college in the larger community
- Ensure that underage drinking, and other concerns relating to the use of alcohol are addressed consistently, reasonably, and honorably
- Preserve respectful and open relationships between CSOs, students, other members of the Reed community, and visitors
- Prevent disruption of campus activities and events
- Provide clear and objective standards for when CSOs may take reasonable steps to monitor the consumption of alcohol at Reed, including monitoring for underage drinking, and the distribution of alcohol at Reed

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Community Safety Officer (CSO): All Community Safety (CS) field staff, including officers, managers, and the Director
Alcohol: For purposes of this directive, alcohol refers to any beverage or consumable containing alcohol

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In order to implement Reed College's policy regarding the possession and consumption of alcohol, CSOs shall take reasonable steps to monitor the use of alcohol on Reed property, and to determine whether or not individuals observed, reported, or reasonably believed to be consuming alcohol at Reed are at least 21 years of age, or otherwise in violation of relevant policies and/or laws.

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1. CSOs shall not question individuals randomly or indiscriminately about their age
2. CSOs shall not target individuals for age checks because of a group affiliation, residential situation, gender, race, national origin, perceived gender identification, or any other characteristics not directly linked to the individual's reported or observable behavior.
3. CSOs shall abide by the Honor Principle in all contacts with individuals related to alcohol by striving to be respectful and to minimize potential embarrassment and inconvenience to an individual being contacted.
4. CSOs will generally limit contact to individuals observed or reported to have a container with a beverage containing alcohol or acting in a disruptive manner because of apparent consumption of alcohol.
5. Do not attempt to physically take any alcohol from the possession of an individual against their will or engage in any physical confrontation.
 - a. If you have immediate access to a camera, photograph the alcohol, and the individual(s), if possible.
 - b. Inform the individual that the college's policy and your directives require you to confiscate alcohol not in the possession of someone legally allowed to have it.
 - c. Inform the individual that their declining to give you the alcohol is actively preventing you from doing your job and is not consistent with the college's policy.
 - d. Politely ask the individual to allow you to do your job and surrender the alcohol.
 - e. If the individual still refuses to surrender the alcohol, tell them that you are required to call a Community Safety Manager immediately for instructions.
 - f. Contact the CS Manager on duty or the On-call CS Manager immediately for instructions (24/7).
 - g. If the individual begins to leave the area, if they have been identified, allow them to leave. If the individual has not been identified and you do not know if the person is a Reed community member, you may issue a verbal exclusion and ensure that they leave campus.

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CSOs shall contact individuals with alcohol and verify whether or not the individual is at least 21 years of age for one or more of the following reasons:

Reported or observed disruptive behavior

Reported or observed intoxication

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Observed and overt attempts to conceal alcohol that would lead a reasonable officer to conclude that the individual is attempting to avoid an interaction with the CSO

The CSO has personal knowledge that the individual is under 21

The CSO receives a first-hand report from a named member of the Reed community that a named individual is under 21

Observed distribution/sharing of alcohol from a container that a reasonable officer would conclude contains more alcohol than an individual could safely consume in a single sitting

The individual is in possession of a quantity of alcohol that a reasonable officer would conclude is more than an individual could safely consume in a single sitting

Other than as listed above, anytime the CSO establishes a reasonable concern that an individual's behavior involving alcohol presents a safety risk or is disruptive

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In order to preserve the best possible relationships between CSOs and students, while actively monitoring for AOD-related activity, CSOs should consider the following in all interactions:

Avoid characterizing an individual's behavior as "dishonorable" or "dishonest."

Avoid any judgment-based comments, such as, "I'm disappointed . . .," "You should consider . . .", or "What you did was wrong . . ."

Avoid using phrases that emphasize official authority or power, such as, "I caught you . . .," "You've broken the law . . .," or "I'm enforcing . . ."

Emphasize terms/phrases such as "engagement," "inconsistent with policy," and "conversation."

Tell students and others specifically why they are being engaged by describing what was observed and/or reported.

If the statements made by someone do not match observations, re-state what was observed and point out—without judgment—that what has been observed does not match what is being reported.

Tell individuals that your report will state what was observed, what was said, and any other relevant objective information, and that it will be up to the CS Director and Dean to determine the appropriate follow up.

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- c. Individuals proximate to AOD-related violations who refuse to be identified, including individuals who claim to be students, will normally be immediately excluded from campus.
7. Once I.D. has been obtained and information recorded, explain that you are responsible for taking possession of alcohol (if used, distributed to, or in the possession of anyone under 21), and illicit substances. Also explain that you are responsible for determining who precisely was usingpo

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Generally, unaffiliated persons found in violation of the college's AOD policy will be required to immediately leave campus and will be provisionally excluded pending appropriate follow up. However, persons with some kind of official business with the college may be engaged differently depending on specific circumstances. Take the following circumstances into account and follow these general guidelines when applicable. When informing a CS Manager of a situation, mention all relevant information.

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Alumni routinely access campus for alumni-specific events (Reunions, etc.), student or general campus events (Convocation, Renn Fayre, Commencement, etc.), to volunteer for the college, to access the Sports & Fitness Center, etc. Historically, it is not uncommon for alumni to engage in behavior that may not be consistent with Reed's current AOD policies. The following guidelines apply specifically to engagements with alumni.

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Current students have certain *rights* based on their enrollment status, whether or not they reside in a college residence hall, and other factors. Alumni, however, do not have "rights" in the way that students do. Alumni have certain *privileges* that allow them access to the college's resources in ways not available to the general public. Because of this distinction, engagements with alumni related to potential violations of the AOD policy may be different than interactions with students or others for the same circumstances.

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Alumni involved in minor AOD violations (cannabis violations, possession of personal use quantities of drugs not defined as "hard" in the AOD policy, intoxication, etc.) may be allowed to remain on campus

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Exclusion of alumni requires notification of the CS Manager On-call. Unless exclusion is required immediately, this notification should be made before exclusion. Exclusion of alumni also requires notification of the CS Director and the Director of Alumni Programs, either in advance, or as soon as possible after the fact.

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Conference attendees may be excluded provisionally for any violation of Reed College policy, including minor AOD violations, as well as for any other behavior that would normally result in exclusion of a person.

Exclusion of conference attendees requires notification of the CS Manager On-call. Unless exclusion is required immediately, this notification should be made before the exclusion. Exclusion of conference attendees also requires notification of the CS Director and the Director of Conference and Events Planning (CEP) as soon as possible after the fact.

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Persons not affiliated with the college, or with officially sanctioned business with the college, may be excluded for any violation of Reed College policy or any other behavior that would normally result in exclusion.

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If an individual is not recognizable as a Reed community member, and is in possession of alcohol, CSOs may contact the individual in order to determine whether or not the individual is a Reed community member or invited guest. While such contacts should not be used as a pretext for conducting age checks, if the CSO learns during the course of the contact that the individual is underage, the CSO will take appropriate actions. If an individual is contacted solely for the purpose

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CSOs shall confiscate alcohol that is illegally possessed, possessed in violation of Reed policy, including confiscating alcohol in the possession of individuals who are of legal drinking age, but otherwise in violation of the law or policy, and alcohol that has been left unattended in a way that would allow access to the alcohol by anyone under the age of 21 years.

All alcohol present within a group or gathering shall be confiscated if anyone in the group or part of the gathering is found to be underage and in possession of alcohol or determined to be under the influence of alcohol and it is likely that the alcohol was acquired at the gathering or event.

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