



University of Dallas

Law Enforcement

Safety and Security Policy

POLICY ALS

Responsible Executive: Executive Vice President
Responsible Office: Office of Executive Vice President
Approved by: Board, 12.30.20
Issued: 12.30.20
Revised: n/a

1. PURPOSE

This Policy contains University of Dallas policy regarding the prevention of and response to criminal activity and other emergencies. This Policy contains provisions required under 20 U.S.C. § 1092(f) (the “Clery Act”) and 34 C.F.R. § 668.46(b)(2), (3), (4), (7), (13), and (14) and 34 C.F.R. § 668.49(b)(6), and under Sections 3.2, 3.3, 3.4, 3.7, 3.13, and 3.14 of Policy AIC-C – Consumer Information Policy – Security and Crime Information, and Section 2.6 of Policy AIC-S – Consumer Information Policy – Fire Safety Information.

2. REPORTING CRIMES AND OTHER EMERGENCIES

Community members, students, staff, faculty, and guests are encouraged to report all crimes, public safety-related incidents, and emergencies to the University of Dallas Police Department (UDPD) in a timely manner.

- 2.1. Reporting. Crimes, public safety-related incidents, and emergencies can be reported by contacting UDPD in person, via phone, via email, or via the online reporting link below. They can be reported to any University of Dallas police officer or Campus Safety officer (CSO).

University of Dallas Police Department
Haggard Center, First Floor
(972) 265-5911
(972) 721-5305
cso@udallas.edu

On and off campus the University of Dallas Police Department can be reached by calling 911.

Online reporting link: https://www.udallas.edu/offices/police/report-crime.php

- 2.2. Confidentiality. If you choose, your identity may be displayed as “Anonymous” and cannot be traced. All information will be kept confidential unless you indicate otherwise or as required by law.
2.3. Mandatory reporting by University officials. All University officials who are campus security authorities are required to report allegations of Clery reportable crimes to UDPD.
2.4. Clery reportable crimes. Clery reportable crimes are crimes the Clery Act requires the University to disclose, including allegations of any of the following when the alleged crime or incident occurred on or near campus:
2.4.1. Homicide;

- 2.4.2. Aggravated assault;
 - 2.4.3. Sexual assault;
 - 2.4.4. Robbery;
 - 2.4.5. Burglary;
 - 2.4.6. Motor vehicle theft (stolen vehicles);
 - 2.4.7. Arson;
 - 2.4.8. Weapons violations (e.g., possession, brandishing);
 - 2.4.9. Drug law violations (e.g., possession, sale, use);
 - 2.4.10. Alcohol violations (e.g., minor in possession);
 - 2.4.11. Hate crimes;
 - 2.4.12. Dating violence, domestic violence, and stalking.
 - 2.4.13. For definitions and additional information about Clery reportable crime, see Policy AIC-C – Consumer Information Policy – Security and Crime Information.
- 2.5. **Emergencies.** Emergencies include campus emergencies, as defined in Section 3 of this Policy, as well as any other significant emergency or dangerous situation involving an immediate threat to the health or safety of individuals who are on campus (e.g., dangerous situations occurring in nearby areas off campus or inclement weather).
- 2.6. **Crime statistics.** Clery reportable crimes should be reported to the UDPD to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community.
- 2.6.1. The University of Dallas Police Department is the campus security authority responsible for maintaining and preparing the University’s crime log and annual crime statistics for disclosure.
- 2.7. **Relationship with the Office of Student Affairs.** UDPD incident reports involving students are forwarded to the Office of Student Affairs for review and potential action.
- 2.8. **Relationship with outside law enforcement agencies.** When appropriate, the University of Dallas Police Department may seek outside assistance from local law enforcement agencies.
- 2.9. **Sexual assault.** Individuals who may be victims of sexual assault or rape are encouraged to report the incident to the University of Dallas Police Department.
- 2.9.1. For more information about resources available to victims of sexual violence, including resources that are available without reporting to law enforcement, see Policy CRP – Civil Rights Policy and its related policies or by checking the University’s web page on sexual violence:

- 2.9.2. The University is committed to responding to reports of sexual violence in accordance with federal and state law, including mandatory reporting laws.

3. EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus (“campus emergency”), the University will, without delay, and taking into account the safety of the community, determine the content that notification to the community should have and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

- 3.1. **Confirmation.** Upon receipt of information indicating that a campus emergency may exist, the President or, in the President’s absence, the Executive Vice President, as applicable, will consult with the University of Dallas Police Department, other appropriate University officials, local law enforcement, or such other persons, as needed, to confirm whether or not a campus emergency exists.
- 3.2. **Initiating notification system.** Upon confirmation of a campus emergency, the President or, in the President’s absence, the Executive Vice President, will initiate the University’s emergency notification system. As part of initiating the University’s emergency notification system, the President, or Executive Vice President, when applicable, will:
- 3.2.1. Determine the appropriate segment or segments of the campus community to receive the notification (e.g., notifying all students residing in a specific residence hall or group of residence halls, or all faculty and students scheduled to be in a specific building for class on a Saturday during the summer);
- 3.2.2. Determine the content of the notification; and
- 3.2.3. Notify the Chief of Police or, in the absence of the Chief of Police, the senior officer in the University of Dallas Police Department, that the emergency notification system has been initiated.
- 3.3. **Notification.** The Chief of Police or, in the absence of the Chief of Police, the senior officer in the University of Dallas Police Department, is responsible for issuing the emergency notification after receiving the President’s, or Executive Vice President’s, determinations as to the appropriate segment or segments of the campus community and the contents of the notification.
- 3.3.1. The University utilizes an emergency notification system in which the UDPD sends voicemails, text messages, and emails to students, faculty, and staff in the event of a campus emergency. Emergency notices will be sent with the frequency and regularity that is commensurate with the nature of the emergency.
- 3.3.2. The University may also use the emergency notification system to convey other information that is of an urgent nature, such as major weather events that force the cancellation of classes.

- 3.3.3. The University may send out updated information regarding emergency notifications, as warranted by the nature of the situation.
- 3.3.4. Students and employees are encouraged to keep their contact information up-to-date through [BannerWeb](#) to ensure they receive critical information in an emergency.
- 3.4. **Opt out.** A student or employee may elect not to receive emergency notifications from the University. This preference must be submitted electronically or in writing and must be renewed at the start of each academic year.
 - 3.4.1. Requests to opt out of receiving emergency notifications should be sent to cs@udallas.edu.
 - 3.4.2. Students and employees who elect not to receive emergency notifications from the University are assuming any and all risks associated with or caused by not receiving the emergency notifications.
- 3.5. **Supplemental notification.**
 - 3.5.1. **Website.** Depending on the particular circumstances of the campus emergency, the University of Dallas Police Department may also post a notification on the UDPD website at:

<https://udallas.edu/offices/police/index.php>
 - 3.5.2. **Surrounding community.** The Assistant Vice President for Marketing and Communications is responsible for releasing additional information to the surrounding community, as appropriate.
- 3.6. **Evacuation procedures.** The University of Dallas Police Department is responsible for developing evacuation procedures for all campus residential facilities. The University's evacuation procedures are available at:

<https://udallas.edu/offices/police/>

4. MISSING STUDENT NOTIFICATION PROCEDURES

A member of the University community who has reason to believe that a student who resides in on-campus housing is missing should immediately notify residence hall staff, the University of Dallas Police Department or Campus Safety Office.

- 4.1. **Investigation.** The University will investigate all reports of missing students made to residence hall staff or the University of Dallas Police Department or Campus Safety Office.
 - 4.1.1. The UDPD is responsible for conducting the investigation, in collaboration with the Dean of Students or designee.
 - 4.1.2. The Dean of Students, or designee, will immediately check the assigned room in University-operated housing to determine if the student is present;

- 4.1.3. The Dean of Students, or designee, will attempt to contact the student at all applicable numbers; and
- 4.1.4. The Dean of Students, or designee, will contact the University of Dallas Police Department if the Dean, or designee, is unable to contact the student in a reasonable, timely manner.
- 4.2. **Notification.** If the Chief of Police, or designee, determines that the student has been missing over twenty-four (24) hours, the University will, within the next twenty-four (24) hours:
 - 4.2.1. Notify the individual identified as the student’s emergency contact person;
 - 4.2.2. Notify a parent or guardian, if the student is under eighteen (18) years of age; and
 - 4.2.3. Notify the appropriate law enforcement agency of the determination that a student is missing.
 - 4.2.4. The Dean of Students is responsible for notifying the student’s emergency contact person and, where applicable, the student’s parent or guardian.
 - 4.2.5. The Chief of Police is responsible for notifying the appropriate law enforcement agency.
- 4.3. **Missing person reports.** The University of Dallas Police Department will comply with applicable state law (see Texas Code of Criminal Procedure, [Ch. 63](#)) regarding the investigation and reporting of all missing person reports that it receives.

5. SECURITY AND ACCESS TO BUILDINGS

A member of the University community who has reason to believe that there is a potential safety or security hazard on campus should notify the appropriate University official or office.

- 5.1. **Contacts.** The following offices are responsible for addressing many safety and security issues on campus:
 - 5.1.1. Facilities Department (972) 721-5296
 - 5.1.2. University of Dallas Police Department (972) 721-5305
 - 5.1.3. Information Technology Services support@udallas.edu
- 5.2. **Business hours.** During business hours, the University (excluding certain facilities, mostly housing) will be open to students, parents, employees, contractors, guests, and invitees.
- 5.3. **Non-business hours.** During non-business hours, access to all University facilities is by key, magnetic ID card, University of Dallas Police Department, and, in the case of housing, by Office of Student Affairs staff.
 - 5.3.1. Prior written approval to the University of Dallas Police Department is required for access to University facilities for non-university affiliated contractors or visitors.

- 5.4. **Residence halls.** Residence halls may only be accessed using a key card or a magnetic ID card, and/or by the University of Dallas Police Department or Office of Student Affairs staff, twenty-four (24) hours a day.
 - 5.4.1. Over extended breaks, the doors of all residence halls will be secured around the clock, and will be equipped with a lock separate from the student resident ID card access.
- 5.5. **Exceptions.** Some facilities may have individual hours, which may vary at different times of the year.
- 5.6. **Emergencies.** Emergencies may necessitate changes or alterations to any posted schedules.

6. LAW ENFORCEMENT

The University of Dallas Police Department is responsible for promoting and maintaining community safety and security, enforcement of local, state, and federal laws, and compliance with general University policies.

- 6.1. **General information.** The University of Dallas Police Department with full-time police officers, as well as full-time officers in its Campus Safety Office. The Police Department and Campus Safety Office officers patrol the campus on foot and in vehicles, twenty-four (24) hours a day, and seven (7) days a week.
- 6.2. **Campus Safety Office.** The Campus Safety Office's primary responsibility is to create and maintain a safe and secure work environment for students, faculty, and staff.
 - 6.2.1. The Campus Safety Office works under the authority of the University of Dallas Police Department.
 - 6.2.2. All CSO officers are certified in CPR, AED, and First Aid.
- 6.3. **Police Department.** The University of Dallas police officers are commissioned by authority of the Board of Trustees of the University of Dallas and are certified as peace officers by the State of Texas to provide police services for the campus.
 - 6.3.1. All UDPD officers are full-equipped law enforcement officers with full police powers of arrest for offenses committed on property owned or controlled by the University of Dallas, as well when performing duties assigned to the officer by the University.
 - 6.3.1.1. UDPD officers have the same law enforcement powers as Irving Police Department officers and have the authority to make arrests on campus and, in certain circumstances, in all of Dallas County.
 - 6.3.2. All UDPD officers undergo specialized, required training to enable them to better understand the nature of policing on a private university campus.
- 6.4. **Relationship with Irving Police Department.** The University of Dallas Police Department has a cooperative relationship with the City of Irving Police Department.
 - 6.4.1. **Agreement.** The UDPD and IPD have entered into a written memorandum of understanding.

6.4.1.1. **Primary agency.** By agreement, the UDPD is the primary agency in dealing with most law enforcement response and investigative needs related to calls and offenses occurring on the University of Dallas campus.

6.4.1.2. **Joint investigations.**

6.4.1.2.1. The UDPD may call upon the IPD for additional patrol or investigative assistance on any calls for services or criminal offenses occurring on campus.

6.4.1.2.2. In the event that the UD Police Department requests that the Irving Police Department become involved in an investigation of an offense on campus, the investigation will be conducted as a joint investigation by both agencies.

6.4.1.3. **Exceptions.** The Irving Police Department is the lead agency in investigations of homicide, suicide, or sexual assault and may take the lead on other major felony crimes.

6.4.2. **Communication.** The UD Police Department operates on the same radio communications system with the Irving Police Department.

6.5. **Consequences of criminal activity.**

6.5.1. When students are involved in matters that constitute violations of local, state, or federal laws, the students are subject to arrest or citation as allowed by law.

6.5.2. Additionally, in criminal cases involving students, the case will also be referred through the Office of Student Affairs for possible University sanctions and/or discipline.

7. OFF-CAMPUS CRIMINAL ACTIVITY

The University of Dallas requires all student organizations to abide by federal, state, and local laws, as well as University policies and regulations.

7.1. **Policy violations.** The University may become involved in off-campus conduct of recognized student organizations or individual students when such conduct constitutes a violation of University policy or an applicable University code of conduct.

7.2. **Off-campus housing facilities.** The University of Dallas does not have any student organizations housed in off-campus facilities that are officially recognized by the University.

7.3. **Reports from local law enforcement agencies.**

7.3.1. The University of Dallas Police Department receives regular (typically daily) neighborhood watch reports from the Irving Police Department, which report all crimes within a half-mile of the University. The report provides the UDPD with the type of crime reported and a general address and the UDPD can follow up with a request for additional information about specific crimes or incidents.

- 7.3.2. All local and foreign law enforcement agencies from which the University needs to request information for the University’s crime statistics are requested by mail. All reports that the UDPD receives, whether pursuant to those requests or otherwise, are reviewed, at a minimum as part of the preparation of the University’s crime statistics.

8. SAFETY AND SECURITY PROGRAMS

The University will adopt safety and security programs that, at a minimum, include:

- 8.1. A security awareness and crime prevention program that, at a minimum, is designed to do the following:
- 8.1.1. Inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others; and
 - 8.1.2. Inform students and employees about the prevention of crimes. (adapted from 34 C.F.R. § [668.46\(b\)\(5\)-\(6\)](#)).
- 8.2. A fire safety education and training program provided to students and employees that is designed to train students and employees about what they should do in the case of a fire. (adapted 34 C.F.R. § [668.49\(b\)\(6\)](#)).
- 8.2.1. The fire safety education and training program will include evacuation procedure training, such as conducting fire/evacuation drills in all residence facilities.
 - 8.2.1.1. The purpose of the drills is to prepare building occupants for an organized evacuation in case of an emergency. All fire drills are unannounced. These evacuation drills are used as a way to educate and train occupants on issues specific to their facility. During the drill, occupants “practice” drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the University an opportunity to test the operation of the fire alarm system components. Any deficient equipment is noted so that appropriate repairs can be performed.

9. DEFINITIONS

- 9.1. “**Campus security authorities**” include:
- 9.1.1. The University of Dallas Police Department and the University of Dallas Campus Safety Office;
 - 9.1.2. Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or campus security department, such as an individual who is responsible for monitoring entrance into institutional property;

- 9.1.3. Any individual or organization specified in the University’s campus security policy as an individual or organization to which students and employees should report criminal offenses; and
- 9.1.4. A University official who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor, the official is not considered a campus security authority when acting as a pastoral or professional counselor. (adapted from 34 C.F.R. § [668.46\(a\)](#)).
- 9.2. **“Campus emergency”** means a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. Only the President or, in the President’s absence, the Executive Vice President, has the authority to declare a campus state of emergency. (adapted from 34 C.F.R. § [668.46\(g\)\(1\)](#)).
- 9.3. **“Campus Safety Office”** or **“CSO”** means non-commissioned officers in the University of Dallas Police Department whose primary responsibility is to create and maintain a safe and secure work environment for students, faculty, and staff.
- 9.4. **“Chief of Police”** means the Chief of Police of the University of Dallas Police Department.
- 9.5. **“Executive Director for Marketing and Communications”** means the Executive Director for Marketing and Communications in the Office of Advancement at the University of Dallas. The Executive Director of Marketing and Communications is responsible for releasing additional information about campus emergencies to the surrounding community, as appropriate.
- 9.6. **“Executive Vice President”** means the Executive Vice President of the University of Dallas. In the absence of the President, the Executive Vice President is responsible for determining whether a campus emergency exists, determining the appropriate segment or segments of the campus community that should receive a notification, determining the content of the notification, and initiating the emergency notification system.
- 9.7. **“President”** means the President of the University of Dallas. The President is responsible for determining whether a campus emergency exists, determining the appropriate segment or segments of the campus community that should receive a notification, determining the content of the notification, and initiating the emergency notification system.
- 9.8. **“University”** and **“the University”** mean the University of Dallas.
- 9.9. **“University of Dallas Police Department”** or **“UDPD”** means the Campus Safety Office, as well as the police officers commissioned by authority of the Board of Trustees of the University of Dallas and certified as peace officers by the State of Texas to provide police services for the campus.
- 9.10. **“University official”** means (adapted from U.S. Dep’t of Ed., [Model Notification of Rights under FERPA for Postsecondary Institutions](#)):

- 9.10.1. A person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health center and counseling center staff);
- 9.10.2. A person, company, or organization with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent);
- 9.10.3. A person serving on the Board of Trustees of the University; or
- 9.10.4. A student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

10. RESPONSIBILITIES

Responsible Party	List of Responsibilities
President	1. Confirm campus emergencies and initiate the emergency notification system.
Executive Vice President	1. Oversee compliance with this Policy. 2. In the absence of the President, confirm campus emergencies and initiate the emergency notification system.
Office of General Counsel	1. Monitor compliance with this Policy
UD Police Department	1. Provide police services to the University of Dallas. 2. Send out emergency notifications when the emergency notification system is initiated. 3. Collect, maintain, and prepare crime and fire statistics for submission to the Department of Education. 4. Assist in the preparation and delivery of safety and security programs for students and employees
Office of Student Affairs	1. Assist UDPD in determination of whether a student is missing. 2. Assist in the preparation and delivery of safety and security programs for students.
Office of Human Resources	1. Assist in the preparation and delivery of safety and security programs for employees.
Campus security authorities	1. Report all allegations of Clery reportable crimes to UDPD.

11. PROCEDURES

Task	Procedure
Reporting suspected criminal activity or other emergencies	1. All students, faculty, employees, and visitors are encouraged to report suspected criminal activity or other emergencies to UDPD.

	<ol style="list-style-type: none"> 2. All University officials who are campus security authorities are required to report allegations of Clery reportable crimes to UDPD.
Monitoring safety and security of campus	<ol style="list-style-type: none"> 1. The UDPD, including CSO, monitor the safety and security of campus by, among other things, regularly patrolling the campus grounds and buildings. 2. If UDPD receives notice of a possible campus emergency, UDPD will notify the President or, in the President's absence, the Executive Vice President. 3. If UDPD receives notice of a possible extreme emergency, the senior officer will determine whether an emergency notification should be sent out while awaiting a determination from the President or Executive Vice President.
Determination of campus emergency	<ol style="list-style-type: none"> 1. The President has the primary responsibility to confirm whether a campus emergency is occurring, determine what segment or segments of the campus community should be notified, and prepare the content of the notification. 2. The Executive Vice President makes the determination of campus emergency in the absence of the President.
Missing student	<ol style="list-style-type: none"> 1. If someone reports to UDPD or the Office of Student Affairs that a student who lives on campus is missing, the University will investigate the report. 2. The Office of Student Affairs will attempt to contact the student at the student's residence and via available telephone numbers. 3. If UDPD determines that a student has been missing for at least 24 hours, UDPD will initiate notification that the student is missing. 4. Within the following 24 hours, UDPD will contact local law enforcement, as appropriate, and the Office of Student Affairs will contact the student's emergency contact as well as, if the student is under the age of 18, the student's parent or guardian.
Training programs	<ol style="list-style-type: none"> 1. In coordination with the University of Dallas Police Department, the Office of Student Affairs will provide safety and security programs for students. 2. In coordination with the University of Dallas Police Department, the Office of Human Resources will provide safety and security programs for employees.

12. POLICY ENFORCEMENT

Enforcement	The Office of General Counsel, Office of the Executive Vice President, or UD Police Department will investigate suspected violations of this Policy, and take appropriate action in accordance with University policy.
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Reporting Violations Report suspected violations of this Policy to the Office of General Counsel, Office of Executive Vice President, or UD Police Department.

13. RELATED DOCUMENTS

Policy or Document	Web Address
Policy CIS - Consumer Information Policy - Fire Safety Information	https://udallas.edu/about/university-policies/index.php
Policy CIC - Consumer Information Policy - Security and Crime Information	https://udallas.edu/about/university-policies/index.php

14. CONTACTS

Subject	Office or Position	Telephone Number	Office Email or URL
Policy Clarification	Office of Executive Vice President	(972) 721-5125	jplotts@udallas.edu
Policy Clarification	Office of General Counsel	(972) 721-5363	hlachenauer@udallas.edu
Law enforcement	UDPD	(972) 721-5305	cso@udallas.edu
Missing Students	Office of Student Affairs	(972) 721-5294	studentaffairs@udallas.edu
Web Address for this Policy		https://udallas.edu/about/university-policies/index.php	