

GENERAL ORDER



DISTRICT OF COLUMBIA

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| Subject | | |
| Responding to Campus Incidents | | |
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I. BACKGROUND

The purpose of this order is to establish the policy and procedures for responding to incidents occurring on or near university campuses. Additionally, this order establishes reasonable parameters and guidelines for executing timely communications and information sharing between the Metropolitan Police Department (MPD) and University Departments of Public Safety (UDPS).

UDPS special police officers may be appointed under the provisions in D.C. Official Code § 5-129.02 to protect the campus property of an academic institute of higher education. UDPS special police officers' duties include integrating the principals of private and public policing and adapting them to the academic community. Their primary function is to provide a visual level of security on campuses and address and/or adjudicate both non-criminal and criminal violations which occur within their area of responsibility.

II. POLICY

It is the policy of MPD to provide effective and timely assistance for incidents that occur on or near college and university campuses within the District of Columbia and to work in concert with campus personnel to mitigate those incidents.

III. DEFINITIONS

For the purpose of this order, the following terms shall have the meanings designated:

1. Campus – Any building or property owned or controlled by an educational institution within the same geographic area and used by the institution, in direct support of, or in relation to, the institution’s educational purposes.
2. Non-campus building or property –
 - a. Any structure or land controlled by a student organization that is officially recognized by the institution.
 - b. Any structure or land owned or controlled by an institution that is used in direct support of, or in relation to, the educational purposes, is frequently used by students, and is not located within the same geographic area or reasonably near the institution.
3. Clery Act – Officially known as “The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” is a federal law which mandates “all colleges and universities participating in federal financial aid programs must keep and disclose information about crime on or near their respective campuses.” (20 U.S.C. § 1092 (f))
4. Public property – All communal land, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to campus.
5. Institutions of Higher Education – Institutions of higher education and research which is authorized to grant elevated academic degrees.
6. Incident Command System (ICS) – Standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. See GO-HSC-800.02 (Incident Command System) and Standard Operating Procedure (SOP) (Incident Command System).
7. Incident Commander (IC) – Individual in charge of a single or multiple incidents.

8. Unified Command – An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross jurisdictions.

IV. REGULATIONS

Campus related demonstrations and assemblies that occur in public space shall be handled in accordance with the provisions of D.C. Official Code § 5-331.01, *et. seq.* and the *MPD Standard Operating Procedures for Handling First Amendment Assemblies and Mass Demonstrations*.

V. PROCEDURES

A. Responsibilities of Members

1. Members shall only respond to a campus incident when:
 - a. Invited by a campus official(s);
 - b. Exigent circumstances exist;
 - c. Dispatched by the Office of Unified Communications (OUC);
 - d. Directed by an official of MPD; or
 - e. Advised of/or witness to a violation of D.C. or U.S. law.
2. Members shall not patrol campus areas unless requested by campus officials and approved by the element Watch Commander. However, public thoroughfares and other public property in a campus area or its immediate vicinity serving as traffic arteries shall be patrolled as other city streets are patrolled.
3. When dispatched or directed to respond to a campus and exigent circumstances **do not** exist, members shall first contact a member of UDPS and request a representative respond to the location of the assignment.
4. When dispatched or directed to respond to a campus and exigent circumstances **do** exist, members shall respond directly to the assignment and notify the UDPS as soon as practical and request a representative respond to the location of the assignment.
5. While on a campus, MPD's main role is to assist UDPS with the assignment and UDPS shall handle the assignment until such time as MPD's intervention is necessary. For example, should a member assist on a call for disorderly conduct, UDPS will handle the incident unless, upon further investigation, it is revealed the underlying incident involved a sexual assault. At this point MPD shall become the lead agency. Members shall make appropriate notifications for any offense

which would be investigated by a specialty unit (e.g., Criminal Investigations Division.)

6. When members respond to a call for service on a campus and UDPS is not on the scene, members shall contact UDPS and advise the nature and disposition of the call and provide CCNs, if applicable.
7. When members respond to a call for service to a campus-affiliated location off-campus (e.g., fraternity house, off-campus housing), they shall contact UDPS and request UDPS to respond to the location. If UDPS is unable to respond to the location, members shall contact UDPS and advise the nature and disposition of the call and provide CCNs, if applicable.
8. When members are responding to serve a summons or execute a search or arrest warrant, they shall first respond to the campus UDPS office if time and circumstances permit and ask for UDPS personnel to accompany them to the location.

B. Demonstrations

1. Members responding for a demonstration on campus grounds or adjacent public streets shall:
 - a. Request an official from the affected Patrol District to respond to the location.
 - b. Contact the UDPS (if not already on the scene) and request the presence of an official.
 - c. Monitor the demonstration and advise the Command Information Center (CIC) and the OUC of the size of the group, direction of travel, if applicable, and the activity of the group.
 - d. Remain on the scene until relieved by a MPD official.
2. Members policing a student demonstration or disturbance on **public space** shall be guided by the requirements as noted in the *(MPD SOP for Handling First Amendment Assemblies and Mass Demonstrations.)*

C. Responsibility of Officials

Officials on the scene of a campus incident shall:

1. Meet with the first member on the scene and/or a member from the UDPS and assume the role of Incident Commander.
2. Ascertain if additional resources are needed.

3. Assess the situation for seriousness and the potential for escalation. If the incident involves an assembly which is peaceful and adequate resources are available, efforts should be made to allow the demonstration to continue by redirecting vehicular and pedestrian traffic around the incident.
4. Contact the CIC and the Patrol District Watch Commander and advise them of the situation.
5. Notify the Watch Commander, Special Operations Division (SOD), and request a response from SOD, if necessary.
6. If necessary, establish a Command Post. Should a Command Post be established, a member of UDPS shall be included.

D. Dispersing a Demonstration

1. When the Incident Commander deems the demonstrators need to be dispersed in accordance with Part IV of this order, members shall use only the minimum amount of force necessary for the accomplishment of the mission.
2. Unless exigent circumstances dictate, the Watch Commander, SOD, and the Field Commander shall be contacted before police action is taken to disperse demonstrators.
3. Verbal warnings must be given as outlined in the (*MPD SOP for Handling First Amendment Assemblies and Mass Demonstrations*). Specifically, warnings **must** be:
 - a. Authorized by the Chief of Police, the Field Commander or the Commanding Official in Charge of SOD.
 - b. Amplified so as to be heard by the entire assemblage.
 - c. Be delivered from a stationary position, observable to the crowd.
 - d. Consist of the offense or violation and a directive to disperse.
 - e. Be documented by audio and visual recordings, if not available, written documentation shall note date, time, location, warning verbiage, number of warnings and time allotted for the dispersing.

NOTE: When available, Incident Commanders shall refer to Appendix D of the (*MPD SOP for Handling First Amendment Assemblies and Mass Demonstrations*.)

E. Hazardous Materials Incident on Campus

1. The initial responder to a hazardous material scene on campus shall consult with a UDPS official to ensure all available information has been gathered. That information shall then be provided to the OUC to ensure emergency personnel are prepared with sufficient information and equipment to properly respond.
2. The initial responding member shall assist UDPS and in securing the affected area(s) until the District of Columbia Fire Department-Hazardous Material Unit determines the affected areas are safe.
3. Members shall follow the guidelines enumerated in GO-OPS-802.04 (Hazardous Materials Incidents).

F. Terrorist Related Activity on Campus

MPD shall respond to all incidents involving terrorist activity on campus. In addition, the CIC shall be notified and a MPD member of the Joint Terrorism Task Force shall be requested to respond.

G. Non-Uniformed Personnel

Non-uniformed personnel may enter a campus for duty related reasons (e.g., Investigative follow-up) but shall not enter onto a campus during any active incident unless:

1. Exigent circumstances exist; or
2. Directed by an official of MPD.

H. Active Shooter

An active shooter scenario requires prompt action and UDPS may be first on the scene. The actions taken by UDPS will vary from campus to campus depending on policy, training and if the UDPS members are armed.

NOTE: UDPS members at Howard University and the University of the District of Columbia are armed.

1. In the event a campus incident escalates into an active shooter situation, the first MPD member on the scene shall assume command of the situation until relieved by an MPD official.
2. The first MPD member on the scene must ascertain all essential information as quickly as possible. This information includes but is not limited to:
 - a. The number of suspected shooter(s);

- b. A description and last known location of the suspected shooter(s);
 - c. If any UDPS members are in the location and/or actively pursuing the shooter(s);
 - d. If the UDPS members engaged are in uniform or not; and
 - e. Description(s) of the non-uniformed UDPS member(s).
3. UDPS not actively engaged may enter the area/building after consulting with the MPD Incident Commander and being advised the situation has been stabilized to assist with further evacuations, if necessary, and to provide institutional knowledge relating to the incident.

NOTE: Civilian and officer safety is paramount during an active shooter scenario, therefore, **only** uniformed members should enter the area/building initially. Absent an adequate number of uniformed members, the Incident Commander may permit non-uniformed MPD members to enter.

VI. ROLES AND RESPONSIBILITIES

A. Responsibility of the Office of Unified Communications (OUC)

The OUC is responsible for notifying the appropriate UDPS office whenever units are dispatched to a campus or off-campus university owned and/or operated facility.

B. Responsibilities of the Patrol Service Area (PSA) Lieutenants

PSA Lieutenants shall:

1. Serve as the liaison between the college/university and MPD.
2. Establish and maintain a close working relationship with UDPS at the Institutions of Higher Education in their respective PSAs.
3. Inform UDPS of the dates, times and locations of monthly PSA meetings.
4. Inform UDPS of any unusual incidents or crime trends which may affect the school, students or staff.

C. Responsibilities of Patrol District Watch Commanders

Patrol District Watch Commanders shall:

1. Respond to all campus incidents when requested by UDPS or a MPD

member.

2. Assume the position of Incident Commander, once on the scene.
3. Contact the SOD Watch Commander and the Field Commander prior to dispersing a demonstration.
4. Contact the Field Commander should the incident require more assets than available.

NOTE: The prescribed notifications are preferable, but the Incident Commander may begin dispersing crowds under exigent circumstances. Safety issues, personal or property concerns may necessitate dispersing the crowd prior to making the notifications.

D. Responsibilities of the Watch Commander, SOD

The Watch Commander, SOD, shall:

1. Respond to campus incidents when requested.
2. Dedicate additional resources when requested and permit patrol members to leave the scene and go back in service.
3. Assume the position of Incident Commander upon his/her arrival.
4. Ensure UDPS, OUC and CIC are properly apprised of the situation and provided with a final disposition at the conclusion of the incident.

E. Responsibilities of District/Division Commanding Officials

District/Division Commanding Officials shall:

1. Establish and maintain a close working relationship with UDPS at the Institutions of Higher Education in their respective Districts.
2. Ensure the Director in charge of UDPS for the Institutions of Higher Education in their District is provided with:
 - a. The Commanding Official's office and cell phone numbers along with his/her e-mail address; and
 - b. The phone number to the Watch Commander phone.
3. Obtain the office, cell phone and e-mail address of the Director in charge of UDPS as well as any important contact numbers for the UDPS staff. This information shall be disseminated to all officials in the District.

4. Ensure the Director in charge of the UDPS is informed of the dates, times and locations of PSA meetings and is invited along with any interested staff to attend.
5. Ensure any crime trends, special events or other items of importance which could affect the campus and/or students, faculty or workers are included in PSA meeting agendas.
6. Work with the Director in charge of the UDPS and SOD to ensure District, MPD and Campus Emergency Action Plans:
 - a. Are updated;
 - b. Are shared between the parties; and
 - c. Complement each other.

VII. CROSS REFERENCES

- A. D.C. Official Code § 5-129.02, (Campus and University Special Police)
- B. D.C. Official Code § 5-331.01, et. seq (First Amendment Rights and Police Standards)
- C. GO-OPS-802.04 (Hazardous Materials Incidents)
- D. *MPD Standard Operating Procedures for Handling First Amendment Assemblies and Mass Demonstrations*
- E. U.S. Code 20 U.S.C.S. § 1092 (f) – Cleary Act



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