



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.
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- 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.

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### **3. EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

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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

- 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 [csos@udall.edu](mailto:csos@udall.edu)

- 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.

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## 5. SECURITY AND ACCESS TO BUILDINGS

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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](mailto: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.**

- 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.

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## 6. LAW ENFORCEMENT

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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.

6.4.1.1. **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 Iqu4(th)2(e)p(ve)4(r

- 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.

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## 8. SAFETY AND SECURITY PROGRAMS

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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.

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## 9. DEFINITIONS

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- 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

- 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.

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## 10. RESPONSIBILITIES

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Responsible Party	List of Responsibilities
President	<ol style="list-style-type: none"> <li>1. Confirm campus emergencies and initiate the emergency notification system.</li> </ol>
Executive Vice President	<ol style="list-style-type: none"> <li>1. Oversee compliance with this Policy.</li> <li>2. In the absence of the President, confirm campus emergencies and initiate the emergency notification system.</li> </ol>
Office of General Counsel	<ol style="list-style-type: none"> <li>1. Monitor compliance with this Policy</li> </ol>
UD Police Department	<ol style="list-style-type: none"> <li>1. Provide police services to the University of Dallas.</li> <li>2. Send out emergency notifications when the emergency notification system is initiated.</li> <li>3. Collect, maintain, and prepare crime and fire statistics for submission to the Department of Public Safety.</li> </ol>



Reporting Violations	Report suspected violations of this Policy to the Office of General Counsel, Office of Executive Vice President, or UD Police Department.
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**13. RELATED DOCUMENTS**

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

**14. CONTACTS**

Subject	Office or Position	Telephone Number	Office Email or URL
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