

Tufts University Department of Public Safety

General Directives Summary – Policies and Procedures

Bias and Hate Crimes

Commentary - This policy is designed to assist officers in identifying crimes motivated by bias toward an individual's race, religion, ethnicity, handicap, sexual orientation or gender and to define appropriate steps for assisting victims and apprehending suspects.

The key to a successful law enforcement response to bias crimes is building a partnership with the Tufts community. There needs to be a relationship of trust and cooperation between the police and our community. Students, faculty and staff need to be encouraged to come forward whenever a hate crime occurs and to have confidence that the police will handle these matters with the seriousness and concern, they deserve. The Tufts Community needs to look at the police as allies in the fight against hate violence.

Also, recognizing the particular fears and distress typically suffered by victims of these crimes, the potential for reprisal and escalation of violence, and the possible far-reaching negative consequences of these acts on the community and the department, particular attention shall be given to addressing the security and related concerns of the immediate victims as well as their families and others affected by the crime.

Policy - It is the policy of the Tufts Police Department that all personnel are committed to safeguard the state and federal civil rights of all individuals irrespective of their race, religion, ethnicity, handicap, sexual orientation or gender. Any acts or threats of violence, property damage, harassment, intimidation, or other crimes that are designed to infringe upon every person's civil rights will be treated seriously. Bias crimes are viewed very seriously and will be given high priority. The department will use every necessary resource rapidly and decisively to identify the perpetrators, arrest and prosecute them, and take vigorous enforcement action. (November 16, 2020)

Bias-Based Profiling

Commentary - Biased-based profiling refers to discriminatory enforcement activities including but not limited to traffic contacts, field interviews, asset seizures, and forfeiture efforts based on categories that include race gender, color, national origin, ethnic background, sexual orientation, gender identity, religion, age, economic status, cultural group, or any other identifiable group.

The Tufts University Department of Public Safety is committed to protecting the constitutional and civil rights of all citizens and initiating fair and impartial enforcement activities that are free of unlawful bias. Allegations of biased-based profiling or discriminatory practices, real or perceived, are detrimental to the relationship between police and the communities they protect

and serve, because they strike at the basic foundation of public trust. This trust is essential to effective community-based policing.

Biased-based profiling is an illegal and ineffective law enforcement tactic that often results in increased safety risks to officers and citizens, and the misuse of valuable police resources. Additionally, such improper methods violate the civil rights individuals and may lead to increased exposure to liability. The Tufts University Department of Public Safety prohibits any type of bias-based profiling by its officers. While recognizing that most officers perform their duties in a professional, ethical and impartial manner, this department is committed to identifying and eliminating any and all instances of biased-based profiling.

Policy - Officers are prohibited from engaging in bias based profiling and shall not use race, gender, color, national origin, ethnic background, sexual orientation, gender identity, religion, age, economic status, cultural group, or any other identifiable group, as a factor, to any extent, in deciding to initiate any law enforcement action, or as a basis for establishing reasonable suspicion or probable cause to stop and detain a person/s or motor vehicle unless it is done in association with a suspect specific incident where an actual and apparently credible description of a specific suspect/s or motor vehicle was provided to the investigating officer. Officers will:

- Provide all individuals with fair and impartial police services consistent with constitutional and statutory mandates;
- Assure the highest standard of integrity and ethics among all our members;
- Respect the diversity and the cultural differences of all people;
- Take positive steps to identify, prevent, and eliminate instances of biased-based profiling by our members;
- Continue our commitment to community-oriented policing and problem solving, by establishing trust and building partnerships through frequent engagement with the law-abiding stakeholders and groups within our community including those that represent minority groups and special populations.
- Promote prevention and strengthen public trust, confidence, and awareness through proactive, nondiscriminatory law enforcement initiatives designed to prevent crime, fear of crime, disorder, and improve the quality of life; and
- Actively recruit for diversity when hiring DPS personnel.

(November 16, 2020)

Crime Prevention & Community Involvement

Commentary - Preventing crime demands an integrated, coordinated response by the Tufts University Police Department. Therefore, for a crime prevention function to meet its goals, it should maintain close ties with other campus functions including Residential Life, Residential Facilities, Facilities Services, Office of Campus Life, Dean of Students Office and student groups that support and make possible the advancement of the crime prevention effort, especially by patrol officers engaged in field assignments.

Community interaction provides the framework for the establishment of action priorities. The Tufts University Police, in concert with the community, should decide which crimes present the greatest problems; where the problems are most severe or where crime prevention activities could be most effective; and what types of responses would be most beneficial.

Tufts University Police personnel conducting evaluations should consider developing specific criteria necessary to measure program effectiveness and recognize ancillary benefits, constructing instruments that accurately collect information on the program, and soliciting the viewpoints of members of the Tufts community on the prevalence of crime and on the effectiveness of the Department's crime prevention efforts. After each evaluation, the Department should decide whether each program or initiative should remain functioning as is, be modified, or be discontinued.

The intent of this directive is to establish accountability for the crime prevention function. This function should be developed and operated to effectively establish partnerships between the Tufts University Department of Public Safety and the Tufts community.

Policy - Crime prevention is the anticipation, recognition and appraisal of crime risks, and the initiation of action to remove or reduce such risks. The policy of the Tufts University Police Department is to reduce the likelihood of crime by providing information, programs and training to educate the University community on ways to deter crime and implement preventative measures to provide for an environment that is reasonably safe. The Tufts University Police Department is committed to the development and continuance of community crime prevention programs
(November 16, 2020)

Crowd Management and Control

Commentary - Tufts University believes that free inquiry and expression are indispensable in attaining the goals of the university. The university respects the rights of members of the Tufts community to engage in peaceful and un-obstructive demonstrations for the purpose of expressing and discussing ideas, concerns, and opinions. The right to protest and demonstrate does not include the right to engage in conduct that disrupts the university's operations, damages property and/or endangers the safety of others. This policy establishes guidelines for managing crowds and preserving peace during civil disturbances and demonstrations and.

Policy - The Department of Public Safety (DPS)/Tufts University Police Department (TUPD), will strive to effectively manage crowds during civil disturbances and demonstrations or to prevent violence, injury, or property damage and minimize disruptions to persons who are uninvolved. Officers encountering such incidents shall adhere to this policy to protect life, property, and the exercise of First Amendment rights.
(November 16, 2020)

Domestic Violence

Commentary - Among the most difficult and sensitive calls for police assistance are those involving domestic violence. When responding to a domestic disturbance, officers must be both alert and impartial, and must be concerned with the needs of the victims where domestic violence is apparent or alleged. At the same time the officers must always anticipate the unexpected. What appears to be a dispute of a minor nature may quickly escalate into a conflict of dangerous proportions because of the potentially violent nature of such incidents. Domestic violence situations are often characterized by anger, frustration, intense emotion and a batterer's attempt to control household members. These feelings can easily be directed against the responding officers, who can suddenly become the focus and target of the ensuing violence. It is not unusual for aggressive outbursts within the families to lead to serious bodily injury or even death. For this reason, whenever possible, at least two officers should be assigned to a domestic situation unless immediate intervention is necessary to prevent serious physical harm.

Policy - Upon receiving a call for a possible domestic violence situation, the Dispatcher shall immediately dispatch an officer to the scene and, whenever possible, a backup officer as well. The dispatcher shall then notify the on-duty supervisor of the call so that he/she may respond also. The Dispatcher, as soon as practical, shall then notify the following personnel of the call: Respective Station Commander; Detective/Investigator; and, when determined as necessary, the On-Call Dean of Students (if students are involved).

Whenever any law enforcement officer has reason to believe that a family or household member has been abused or is in danger of being abused such officer shall use all reasonable means to prevent further abuse.

The officer shall take the following action:

- Remain on the scene where the abuse occurred or was (or is) in danger of occurring as long as the officer has reason to believe that at least one of the parties involved would be in immediate physical danger without the presence of a law enforcement officer for a reasonable period of time to prevent abuse.
- Assist the victim in obtaining medical treatment necessitated by an assault, which may include arranging for appropriate transportation to the emergency room of the nearest hospital, or to another health care facility.
- Assist the victim and dependent children in locating and getting to a safe place, including but not limited to a designated meeting place for a shelter or a family member's or friend's residence (or a similar place of safety). The officer shall consider the victim's preference in this regard and what is reasonable under all the circumstances.
- *NOTE: In the case of Tufts students, the Tufts Office of Residential Life and Office of the Dean of Students have available 24-hour housing arrangements for students or student families involved in emergency situations such as domestic violence. If space is not immediately available on campus, arrangements will be made with a local hotel. Officers should be sure to advise students of this option. If a student or member of a student's family is interested in this option, the system can be activated by notifying the Dean on Call. Furthermore, any off-campus housing victim shall be advised that bill*

(SB2402) was recently enacted. This bill is designed to expand Massachusetts General Law 186 to give victims of domestic violence, stalking, and sexual assault added protection from assailants. This bill will give victims who live in private housing the same protections as residents of public housing. This includes letting them break a lease without penalty. The bill also allows the victims to request timely changing of locks. Landlords may request verification of victim status but will be required to keep it confidential.

- Give the victim immediate and adequate notice of his/her rights by handing him/her and reading a form detailing those. Where said person's native language is not English, the statement shall be provided in said person's native language whenever possible.
- Assist the victim by activating the emergency judicial system (For an emergency on weekends, holidays or weeknights the officer shall contact the on-call justice of the superior, probate and family, district or Boston municipal court departments.)
- Inform the victim that the abuser will be eligible for bail and may be promptly released.
- Arrest any person the officer witnesses or has probable cause to believe has violated a temporary or permanent vacate, restraining, no contact order or judgment or similar protection issued by another jurisdiction.

(November 16, 2020)

Emergency Medical Dispatch

Commentary - Medical emergencies present the most common type of emergency telephone call received by Tufts University Public Safety Communications. The dispatcher receiving such a call is, in a sense, the first public safety responder as they have the ability to ask questions to ensure the correct response and may provide instructions to start patient care even before police or EMS arrive at the patient's side.

Policy - This directive applies to all four domestic campuses; however, the directive concerning Emergency Medical Dispatch of TEMS shall also apply to the Medford/Somerville campus during the academic year when Tufts EMS (TEMS) is in service. In cases where the two directives conflict the content of the directive Emergency Medical Dispatch of TEMS shall prevail.

Upon receipt of a call to respond to an emergency, the department will dispatch at least one University Police officer and shall notify the service zone provider without delay. The ambulance service selected by the local municipality shall be construed as the service zone provider, for the purpose of this directive, in the case that the municipality does not yet have a service zone plan approved by the Mass. Department of Public Health, or if the service zone plan has not been provided to the department.

The department will provide EMD using the International Academy EMD Protocol™ by Priority Dispatch Corp., a protocol reference system approved by the State 911 Department. As a private safety department, as defined by 560 CMR 5.03, the department is not required to comply with the requirements of 560 CMR 5; however, the department endeavors to voluntarily implement

such a program in order to provide services to the Tufts community that are comparable to the requirements for services available to the general public.
(November 16, 2020)

Handling the Mentally Ill

Commentary - The conduct of a Public Safety Officer must reflect a professional attitude and be guided by the fact that mental illness, standing alone, does not permit or require any particular Public Safety activity. Individual rights are not lost or diminished merely by virtue of a person's mental condition. These principles, as well as the following procedures, must guide an officer when responding to, or encountering situations involving persons displaying behaviors that are consistent with mental illness.

Policy - It is the policy of this department that officers shall accord all persons, including those with mental illness, all the individual rights to which they are entitled; and officers shall attempt to protect mentally ill persons from harm and shall refer them to agencies or persons able to provide services where appropriate.

Officers are not expected to diagnose mental conditions however, they must be able to recognize behaviors that are indicative of persons affected by mental illness. Officers, Dispatchers, Campus Security Officers and Public Safety Officers shall receive training upon hire on mental illness as well as every three (3) years.
(November 16, 2020)

Internal Affairs

Commentary - The Internal Affairs function is important for the maintenance of professional conduct throughout the Tufts University Department of Public Safety. The integrity of this agency depends on the personal integrity and discipline of each employee. Public confidence and departmental image is largely determined by the quality of the Internal Affairs function in responding to allegations of misconduct by the agency or its employees.

Policy - It is the policy of the Tufts University Department of Public Safety to accept, review, and investigate all complaints, including anonymous complaints, made against this agency and its employees. This may include, but is not limited to, misconduct, violations of laws, policies and procedures, and any breach of civil rights. It is the responsibility of the shift supervisor or officer in charge to accept all complaints and forward them to the Station Commander. The receipt of the complaint will be verified in writing to the complainant by the Director of Public Safety/Chief of police or his/her designee and advised that the department will investigate the complaint.
(November 16, 2020)

Jurisdiction and Geographical Boundaries

Commentary - This policy outlines the geographical boundaries that are the responsibilities of the Tufts University Police Officer in the performance of his/her duties. Borders that encompass each campus will be defined and maps for each campus can be viewed at: www.tufts.edu/home/maps. Also included in this document is the protocol in the event that the need for mutual aid is requested.

Policy - The Tufts University Police Department assumes primary jurisdiction and responsibility for all crimes, incidents and police services in and upon the lands and structures owned, used or occupied by the Trustees of Tufts College. This includes the Standard Patrol Areas and those other specific inclusions to the Tufts Community as described in the policy. A Tufts Police Officer is required from time to time to travel to areas not specifically outlined in this policy and therefore may at times be called upon, or may come upon, an incident that requires immediate police response. If this should occur, he shall act in accordance with Massachusetts General Laws and immediately notify the on-duty supervisor of the circumstances surrounding the incident. The supervisor shall ensure that proper notification to the jurisdiction that has primary responsibility is made.
(November 16, 2020)

Timely Warnings

Commentary - In order to keep the Tufts University campus communities informed about safety and security issues on and around campus, the Tufts University Department of Public Safety will advise the community of certain incidents in a manner that is timely and will aid in the prevention of similar crimes.

Policy - It is the policy of the Tufts University Department of Public Safety to issue Timely Warnings to members of the community. A Timely Warning is the prompt delivery of information about a crime or incident which represents a serious and continuing threat to safety. A Timely Warning is issued soon after an incident has occurred, to help prevent a similar incident in the future and to allow community members to take steps to protect themselves.

When a Timely Warning notice is required:

- When there is a threat to students' or employees' person or property which is serious and represents a continuing threat;
- Including, but not limited to attempted or completed: murder, non-negligent manslaughter, manslaughter, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, auto theft, arson, hate-crimes;
- Incidents which occur on or near a Tufts University property.
- Incidents do not need to be within the "Public Property" guidelines as defined by the federal "Clery Act" - any incident which could reasonably affect Tufts students or employees in the course of their university business at a Tufts campus shall be considered for Timely Warning. For example, an incident occurring on a thoroughfare

between campus and the nearest public transit stop should be considered for Timely Warning.

- It is irrelevant whether the victims or perpetrators are members of the campus community.
- A warning meeting all other criteria shall be considered, regardless of whether or not the involved persons are related to Tufts University.
- The incident must be known to Public Safety to be subject to this directive. Information learned about a past incident which may be subject to Timely Warning shall be handled pursuant to this policy as quickly as possible, once Public Safety becomes aware of the incident.

(November 16, 2020)

Use of Force

Commentary - Police officers are sometimes confronted with situations requiring or resulting in the use of various degrees of force to affect a lawful arrest, to ensure public safety, or to protect the officer himself/herself or others from harm. A police officer may only use the amount of force reasonably necessary to overcome the unlawful resistance by a suspect.

The objective of the use of force is to maintain and/or re-establish control over a situation. Control is reached when a person complies with the officer's directions and/or the suspect is restrained or apprehended and no longer presents a threat to the officer or others. Since an officer will encounter a wide range of behaviors, the officer must be prepared to utilize a range of force options that are reasonable and necessary to maintain and/or re-establish control by overcoming resistance to the officer's lawful authority while minimizing injuries.

There are a number of possibilities under a wide variety of circumstances where a police officer may use force lawfully. Because of these variances, no written directive can offer definitive answers to every situation in which the use of force might be appropriate. Rather, this directive will set certain specific guidelines and provide officers with a concrete basis on which to utilize sound judgment in making objectively reasonable and prudent decisions regarding the use of force.

Policy - It is the policy of this Department to value and preserve human life. As such, members of this Department shall only use force that is reasonably necessary to affect lawful objectives and effectively bring an incident or individual under control, while protecting the safety of the officer(s) involved and others. This standard applies to deadly force, less lethal force, and weaponless force.

A use of force must be objectively reasonable. The officer must use only that force which a reasonably prudent officer would use under similar circumstances, facing the same tensions and uncertainties, based on the totality of circumstances, including the severity of the crime, the level of threat the suspect poses to the officer(s) or others, or whether the suspect is actively resisting or attempting to evade arrest.

An officer shall use de-escalation techniques and other alternatives to higher levels of force consistent with his/her training whenever possible and appropriate before resorting to force and to reduce the need for force.

The use of neck restraints or similar weaponless control techniques, commonly known as chokeholds, neck holds, strangle holds, or carotid restraints, have a potential to cause serious injury or death; therefore, their use is prohibited unless the circumstances justify the use of deadly force.

All DPS officers should be aware of their personal responsibility during a use of force encounter. Officers shall have an affirmative duty to intervene, when it is safe and reasonable to do so, should they observe a situation in which they perceive more than the necessary use of force is being deployed by a fellow officer.

Once the scene is safe and as soon as practical, officers shall render first aid and promptly request medical assistance for subjects who are under control and have been injured as a result of police use of force, including incidents where there are no visible injuries and the subject complains of being injured or requests medical attention.

All use of force incidents shall be documented by the officer involved and initially reviewed by the on-duty supervisor prior to the end of his/her tour of duty. Officers who witness use of force incidents shall also document their account of the facts and circumstances before the end of his/her tour of duty. In the event that officers are injured in the use of force encounter, reports will be completed as soon as reasonably possible after treatment.

An administrative review of each use of force incident shall be conducted by a member of the command staff.

Tufts University sworn personnel receive their authority to carry weapons authorized by the Colonel of the State Police through the Code of Massachusetts Regulations, 515 CMR, 504(6). Tufts University Police Officers shall maintain a valid Massachusetts License to Carry Firearms under MGL Chapter 140, Section 131 & 131 E for all lawful purposes. If for any reason a Tufts University Police Officer's License to Carry Firearms is suspended or revoked, the officer must bring this fact to the attention of his/her immediate supervisor, both verbally and in writing as soon as the officer is so informed. The officer's immediate supervisor shall notify the Director/Police Chief upon learning of the suspension or revocation, both verbally and in writing, while assuring that members of the command staff are also informed.