**Campus Safety Department** 

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| General Order (GO) No: **2.14** | Supersedes: **2.14 Campus Safety Shuttle** |
| Effective Date: 6/29/2023 | Relates/Refers to GO: **2.39 Counting and Recording Statistics** |
| Subject: **Safety Escorts** | Distribution: **Department** |
| Revised: **9/1/2023, 9/16/2023, 9/20/2023** | Is GO on the website: **Yes, in full.** |
| **Revision Notes: Added bullet #6 in Instructions Section regarding off-campus transports. Added definition per 2.39. Added that GO is on website and ASR.** | Is GO in Report Exec: No |
| Revision Distribution: **Department on 9/1. None on 9/16 or 9/20 as not substantive.** | Is GO in the ASR: **Yes, highlighted section.** |

**Purpose**

The purpose of this General Order is to establish guidelines and procedures for providing safety escorts by the Nazareth University Campus Safety Department. Safety escorts aim to enhance the safety and well-being of the campus community by offering assistance to individuals during their travels on campus.

**Background**

Nazareth University is committed to maintaining a safe and secure environment for all students, faculty, staff, and visitors. Safety escorts are provided as a proactive measure to ensure the personal safety of individuals who may feel vulnerable or require assistance while moving across campus, especially during evening hours or in secluded areas.

The Nazareth University Campus Safety Department, as of approximately 2020, no longer operates a shuttle service except for certain special events.

**Scope & Compliance**

This General Order applies to all members of the Nazareth University Campus Safety Department responsible for providing escorts on campus. All members of the Campus Safety Department receiving distribution must comply with the guidelines and instructions outlined in this GO. Failure to comply may result in disciplinary action, up to and including termination of employment.

**Instructions**

* Safety escorts shall be provided to any member of the Nazareth University community, including students, faculty, staff, and visitors, upon request.
* Safety escorts will be provided within a reasonable timeframe, taking into account the availability of Campus Safety personnel and operational demands.
* Escorts will be provided on foot or by authorized Campus Safety vehicles, depending on the circumstances and distance required.
* Safety escorts shall prioritize the safety and well-being of the individual being escorted and maintain a professional and courteous demeanor throughout the escort process.
* Escorts shall adhere to all applicable laws, regulations, and Nazareth University policies during the escort.
* Off campus escorts are permitted at the discretion of the on-duty supervisor so long as the escort serves a legitimate business purpose, adheres to all other policy described here, and does not unnecessarily compromise the safety of the Nazareth University campus.

**Responsibilities**

Campus Safety Officers:

* Respond promptly to requests for safety escorts.
* Conduct safety escorts in a professional and courteous manner.
* Continuously assess the safety and security of the individual being escorted and the surrounding environment.
* Report any suspicious or potentially dangerous situations encountered during the escort to the appropriate authorities.

Individuals Requesting Safety Escorts:

* Provide accurate information about the desired destination and any specific concerns or requirements.
* Cooperate with Campus Safety personnel and follow their instructions during the escort.
* Immediately report any suspicious activities or potential safety hazards to Campus Safety.

**Timeline**

Safety escorts shall be provided throughout the year, 24 hours a day, 7 days a week, subject to the availability of Campus Safety personnel. This GO is effective immediately upon approval.

**Contacts**

On-Duty Supervisors are responsible for ensuring that Campus Safety personnel comply with this General Order and provide service in line with Departmental expectations.

**Recordkeeping**

Campus Safety officers providing safety escorts shall document the details of each escort, including the date, time, destination, and individuals involved in their Daily Activity Report. Any notable incidents or observations made during the escort should be documented in an Incident Report.

1. **Safety Escort (Code 62):**
   * **Definition:** Safety escort services involve Campus Safety officers accompanying individuals on campus to ensure their safety and security, typically during nighttime hours or in situations where a person feels unsafe traversing campus alone. Each request for a safety escort should be counted separately. Two-way trips should be counted as two, and each individual should be counted.
2. **Medical Escort (Code 62m):**
   * **Definition:** Medical escort services involve Campus Safety officers assisting individuals who, for a medical reason, request assistance traversing campus. Each request for a medical escort should be counted separately. Two-way trips should be counted as two, and each individual should be counted.

**Amendments and Revisions**

This GO may be amended or revised as needed to ensure its alignment with applicable laws, regulations, and best practices. Any proposed amendments or revisions should be communicated to the Assistant Director of Campus Safety for review and approval. This GO has been reviewed and approved by the undersigned. Any changes to this GO require the same level of review and approval before implementation.

**Approval Date**

Director of Campus Safety: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire and Life Safety Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assistant Director of Campus Safety: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please acknowledge receipt and understanding of this GO by signing by September 10, 2023.

