



<b>Santa Clara University Campus Safety</b>	<b>Policy Manual</b>
<b>Use of Force</b>	<b>Effective Date: 10/15/2023</b>

**Purpose:**

Campus Safety Services staff members, in the discharge of their daily duties, may come into contact with a person or persons who are violent, belligerent, combative, or threatening. The purpose of this policy is to provide staff members with guidelines for these types of interactions, especially as it relates to the use of force.

**Definitions:**

**Force** - the physical use of hands, fists, elbows, or feet, or any weapon, improvised or not, to gain compliance or control.

**Policy:**

During campus interactions, CSS personnel are expressly prohibited from using any force. As an unarmed and non-sworn campus safety group, we are committed to doing everything in our power to maintain a safe environment for all. Staff members are expected to use communication skills, training, and resources to problem-solve during each contact. Staff members are prohibited from carrying weapons of any kind on their person.

If CSS personnel recognize that the current situation has become too dangerous, threatening, or has the potential to become violent, CSS personnel shall do the following:

- Via radio, contact Dispatch, and request the following:
  - A Shift Supervisor respond to the area
  - For the dispatcher to summon SCPD immediately; provide description of the party, location (building number), and what is happening
- Continue to try and de-escalate the other party; speak calmly, stay engaged

- Isolate the problem; look around and clear the area of any uninvolved parties
- Look for hazards in the area and/or anything that can be used as a weapon against you (chairs, skateboards, rocks, etc)
- Maintain a safe distance, focus on “observe and report,” await arrival of SCPD
- Upon arrival of SCPD, assume a support role
- Issue formal trespass notice when appropriate
- Write a detailed report
- Notify Assistant Director/Director

### **Force Exception(s):**

While Campus Safety Services personnel are prohibited from using force during normal circumstances, in the event they, or someone else are being physically assaulted, Campus Safety Services staff members are permitted to use a reasonable amount of force necessary to defend themselves or someone else. Campus Safety staff members should continuously seek opportunities to retreat to safety. When the threat has subsided and there is no longer a need to defend themselves or others, staff members will immediately cease using any force. Staff members will then do the following:

- If the Santa Clara Police Department has not already been called, Dispatch should summon them immediately
- All CSS resources shall be dispatched to the location to assist
- Review any injuries for yourself or other involved parties; provide basic first aid to person force was used upon; summon SCFD to treat any injuries (not EMS)
- Photographs of the area, any injuries (SCPD)
- CSS personnel will cooperate with any law enforcement investigation
- Issue formal trespass notice when appropriate
- Write a detailed report
- Notify Assistant Director/Director
- Notify General Counsel

If staff members find themselves in a “hot zone” during an “active shooter” event and come into contact with the suspect, members are permitted to use any force, including improvised weapons, in defense of their life and the lives of others.