CRIME PREVENTION HANDBOOK
On behalf of the men and women of the Weber State University Police Department (WSPD), I welcome you. This brochure has been designed to introduce you to the various programs and services the WSPD provides, as well as some basic crime prevention tips to avoid victimization. Utah Criminal Code 76-8-708 and 53B-3-105 authorize higher educational institutions to appoint police officers. WSU's Board of Trustees exercises that authority in establishing our department. The WSPD provides complete police services for the university community 24 hours a day, 365 days a year. Our office is located at Annex 4, which is directly northeast of Promontory Tower. WSPD officers have state police authority on any property owned or occupied by the university, and on any street, highway or interstate in Utah. Officers are responsible for the investigation of all criminal offenses and vehicle accidents occurring in and around campus, as well as enforcement of all traffic regulations. All police officers are certified graduates of the Utah Law Enforcement Academy. Though our department is obligated to enforce the law, we have not forgotten the essential human element of our profession. I welcome your comments and suggestions regarding our department and services. Our officers are available to provide demonstrations and discussions on a variety of topics. We look forward to being of assistance to you during your stay at WSU, and welcome the opportunity to be a resource for you or your organization.

Dane LeBlanc, Chief
YOUR SAFETY AND SECURITY

The university community is a great place to live, work, and study, but it is not immune to the types of problems that beset any other community. While the Weber State Police Department (WSPD) provides an element of safety and security through pro-active bike, foot and vehicle patrol, it is important for you to be aware of your surroundings. You should exercise the same precautions for your personal safety and the security of your belongings as you would at home.

COMMUNICATIONS AND QUICK REPORTING - DIAL 911

One of the key elements in preventing and detecting crime is quick reporting. Our professional communications staff stands ready to assist you at any hour, maintaining the important link between you and the police officers, firefighters and paramedics. We remind you that it is better to be safe than sorry when it comes to calling for help. Dial 911 in the event of a medical emergency, fire or crime in progress. In most cases, the sooner an incident is reported, the more likely it is to be successfully solved or resolved.

CRIME ON CAMPUS

Some of the most frequently reported crimes on college campuses include theft and vandalism. With so many cars on campus, parking lots are common targets for thieves. Fortunately, crimes of violence are relatively infrequent on campus. Most police activity involves responding to minor crimes. Pursuant to the Clery Act, detailed campus crime statistics are available at www.weber.edu/police/stats.htm.

REPORTING PROCESS

When an incident is reported to WSPD, an officer will be dispatched directly to the location of the incident or the location of the calling party. Some cases will be handled by the responding officer, while others will be assigned to a detective. Criminal charges and reports will be forwarded to the Weber County Attorney’s Office for review, filing of formal charges and adjudication of the case. Often times reports are also forwarded to Housing Services and the Dean of Students for review and administrative action.

STUDENT RIGHTS AND RESPONSIBILITIES

Students are expected to maintain standards of behavior that are in harmony with the educational goals of WSU, which are to observe federal, state, and local laws, and respect the rights, privileges and property of others. The Student Code can be viewed at documents.weber.edu/ppm/6-22.htm. Students are expected to observe federal, state, and local laws, to respect the rights, privileges and property of others, and to follow the Student Code. See documents.weber.edu/ppm/6-22.htm.
PERSONAL IDENTIFICATION

There exists a delicate and appropriate balance between personal privacy and your safety and security. You should have identification with you at all times. The use of false or fictitious identification is a criminal offense. In the event of criminal investigations, your inability or refusal to show proper identification upon request may result in detention until your identity can be established.

SEARCH AND SEIZURE

Students living on campus are afforded the same rights as any other renter or home owner relative to search and seizure. If the need arises for the search of a room – absent consent or urgent circumstances – an affidavit for a search warrant is filed with a judge and the warrant is obtained prior to the search. It should be noted that housing officials are not bound by the same restrictions as law enforcement and may enter, as directed in your Housing Agreement Contract (i.e.: maintenance, policy violations, the smell of smoke, etc.).

SEX CRIMES

Utah criminal code 75-6-402 generally defines rape as sexual intercourse with another person without the victim’s consent. In most cases of campus rape, the victim and the offender know each other. Men should be aware that the lack of verbal or physical resistance because of the use of force, intimidation, or during alcohol or drug-induced intoxication does not constitute consent. Date or acquaintance rape is a serious crime that will be prosecuted to the fullest extent of the law. Other types of offensive and unacceptable behavior include forcible sexual assault, lewdness, voyeurism and obscene phone calls. These actions are criminal acts and will be dealt with accordingly.

ALCOHOL AND OTHER DRUGS

WSPD enforces all federal and state laws, including those involving the possession, sale or use of illegal drugs. Weber State University has a zero tolerance policy regarding the use of alcohol by minors, public intoxication, driving while intoxicated and providing alcohol to minors. We aggressively enforce these laws.

TRAFFIC REGULATIONS

All state traffic laws apply to campus roadways, sidewalks and parking lots. Traffic rules are enforced by the WSPD and state citations are issued for traffic violations. These citations are adjudicated in the Weber County Justice Court. WSPD also has the authority to enforce all laws off campus, and often will do so in assistance to other city agencies. Students walking to and from class create a great deal of pedestrian traffic on sidewalks, parking lots and roads. In an effort to keep the campus safe for foot traffic, the WSPD strictly enforces laws regarding pedestrian crosswalks and unlawfully driving on the sidewalk.

ARRESTS

Any member of the university community arrested by WSPD is afforded the same rights – and is subject to the same obligations – as any other citizen.
CRIME PREVENTION

To commit a crime, the offender must have motive, ability and opportunity. Law enforcement can do little to remove the offender’s motive and ability to commit crimes; however, together we – those of us in law enforcement and you as a member of the university community – can remove the element of opportunity. This is the essence of crime prevention. The WSPD has developed student and faculty programs to enhance crime prevention across campus. Several programs have been initiated to provide essential tools to combat crime. They are detailed throughout this handbook. The following are some basic crime prevention tips.

PROTECT YOUR PROPERTY:

- Lock your house, apartment, office or residence hall door every time you leave, even for errands, class or short trips down the hall.
- Never leave items such as wallets, purses, backpacks, books, coats, musical instruments, etc., unattended in such places as cafeterias, lounges, restrooms, classrooms or study areas.
- Do not leave your laundry unattended in laundry facilities.
- Always store your cash, credit cards, checkbook, jewelry and other valuables in a secure place out of plain view.
- Engrave or otherwise mark your personal property with your name or other identifier.
- Record the make, model and serial number of all property. If stolen, such items cannot be entered into the U.S. crime computer unless this information is available. See the Operation Identification entry on page 9.
- Lock your bicycle to bike racks with U-Bolt-style locks, not cable locks.
- Always lock your vehicle and pocket the keys. Store packages and other valuables out of sight in the trunk.
- Avoid leaving items of significant value in lockers for extended periods of time.
- Report thefts to WSPD immediately.

UNIFORM PATROL DIVISION
The Uniform Patrol Division is considered the backbone of the organization, providing rapid around-the-clock response to campus emergencies.

DETECTIVE DIVISION
The Detective Division is a specialized unit that focuses on the investigation of serious crimes or incidents which require long-term investigations. The detective gathers evidence, identifies suspects and prepares charges against perpetrators of crime.

SPECIAL EVENTS
WSPD manages the policing of all special events on campus. Paramedics may also be assigned to large events.

DEPARTMENTAL TRAINING
Police officer training is on-going throughout the year. A minimum of 40 hours of in-service training is mandatory for all certified police officers in the state of Utah. The WSPD requires at least 100 hours of annual in-service training for each officer. This helps our officers to remain well-versed in the latest law enforcement training and technology, enabling us to serve you better.

RECORDS DIVISION
Accurate and timely record keeping is a vital aspect of police operations. Records provide the department data that help identify potential problem areas and plan pro-active patrols. Our Records and Detective divisions share records with local law enforcement agencies, courts and federal agencies that collect and analyze information pertaining to national crime trends. Additionally, the Records Division assists victims in obtaining appropriate documents for their insurance companies.
**PROTECT YOURSELF:**

- Always lock your door and close first-floor windows when you take a nap or retire for the evening.
- If possible, do not walk alone at night. Stay on lighted walkways. If you believe that you are being followed, go quickly toward a campus emergency phone, group of people, well-lighted area, open business or private home.
- Alcohol is a factor in most cases of date or acquaintance rape. Do not let peer pressure influence the amount of alcohol you drink. Never leave your drink unattended or accept a drink from someone you did not see make it.
- Let someone know your whereabouts and when you plan to return. If you plan on leaving for an extended period of time, tell a friend or roommate how you can be reached and with whom you are going in the event of an emergency.
- Be cautious of Internet acquaintances that lead to meetings or dates. Be sure such get-togethers happen in public places.
- Be alert to strangers wandering around your residence hall floor, apartment building, office or work area. Call WSPD immediately in such cases.
- Do not purchase magazine subscriptions or other goods from door-to-door solicitors. (Note: Door-to-door sales are not permitted on campus.)
- When working in labs, studios, offices or other isolated areas, try to have at least one other person with you. Never prop open a locked door to provide others access to a secured area.
- Be cautious of telephone or door-to-door surveys.

Trust your instincts. If a person or situation appears suspicious, or if you feel threatened, you are probably right. Get away and call WSPD immediately.

**PROTECT UNIVERSITY PROPERTY:**

- Record the serial numbers and WSU property numbers in your care.
- Do not loan out departmental keys. As long as you possess a key to a given area, you are entrusted with the responsibility of keeping that area secure.
- Never prop a door for someone who will be joining you later; you may be enabling any number of unauthorized people into your area without your knowledge, putting both property and other employees at risk.
- When leaving your office for the day, make sure all windows and doors are closed and locked, secure all valuable or sensitive materials, and lock desks, files, and cabinets.
- Be alert to strangers wandering aimlessly around your office or work area. An individual intent upon criminal activity is often unable to articulate the specific reason for the visit or name the individual for whom they say they are looking.

If an individual or situation makes you uncomfortable, call WSPD immediately. Report all theft or property loss promptly to WSPD. Do not disturb the crime scene, step out of the area and dial 626-6460.
**OPERATION IDENTIFICATION**

Operation Identification, an anti-theft program and tool in crime prevention, deters theft, helps police recover stolen property, and identifies the owner. Electric engravers are available from the WSPD. Engrave your property with your driver's license number. DO NOT USE YOUR SOCIAL SECURITY NUMBER. Precede the license number with the state abbreviation. EXAMPLE: UT 123456789 If you do not have a driver’s license number, mark your valuables with your student identification number and the letters WSU preceding your number. EXAMPLE: WSU 888111333 Record serial numbers, model names and numbers, brand names and detailed descriptions of your property. If you are a victim of property theft, you can give this information to WSPD. It is also helpful to have photographs of valuable items. A log to record the identification information of your property is below. Operation Identification stickers are available at the WSPD.

**IDENTITY THEFT**

The term “identity theft” generally refers to crimes involving fraudulent acts for financial gain by using someone else’s identification (i.e.: name, address, social security number, date of birth, driver’s license, telephone number, bank account and credit card numbers, Internet address, etc.)

The prevention of identity theft begins with the protection of your social security and credit card numbers, since those numbers are often the key to obtaining false IDs and making fraudulent financial transactions. Internet or e-mail accounts are rapidly becoming tools of the trade for identity theft and fraud. The following tips may help you prevent identity theft:

- Guard the use of your social security number. Many institutions, including WSU, have discontinued the use of social security numbers for student and employee identification. Identity thieves may search your garbage to obtain personal information.
- Shred credit card receipts and other documents, which contain your name, social security number, banking information, etc., after use.
- Do not leave your mail in your mailbox for extended periods of time since identity thieves often steal mail from them. It is safer to receive your mail in a P.O. Box and to send your mail from a marked U.S. Post Office box.
- Conduct electronic financial transactions only on secured lines.
- Closely monitor your credit report, as well as your social security number and credit card activity. As a college student, you must be particularly cautious with credit cards, check books, ATM card and PIN numbers, long distance phone codes and e-mail/Internet access codes.

**OPERATION IDENTIFICATION LOG**

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<tr>
<th>ITEM</th>
<th>MANUFACTURER</th>
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SERVICES AND PROGRAMS

Campus Watch – This program is an offshoot of the well-known crime prevention program, “Neighbor- hood Watch.” It is a team effort with you and WSPD working together to prevent crime. Campus Watch asks the entire community – students, faculty and staff – to look out for each other’s welfare, to be alert to anything that threatens the quality of life on campus, and to report all suspicious activities, emergencies and other concerns to WSPD.

Residence Hall Watch – This program focuses solely on the students who live in WSU Housing Facilities and the possible crimes and problems that can arise while living on-campus. The residents, resident assistants, and WSPD will work together to ensure the safety and well-being of the residents. By coordinating and training these three entities, we will become more aware of occurring crimes and suspicious activities. We will be more willing to report crime, because we will have a working knowledge of the expectations and fears of each entity. The goal of this program is to make living at WSU a safe and fun experience through knowledge and training.

Resident Officer Program – Resident Officers (RO) is a program implemented by the WSPD for Housing Services. This program assigns an officer to Residence Halls on campus, enabling the officer to get to know the residents and their specific needs. It also dedicates a police presence to the residence halls for better protection and service.

Rape Awareness/Self Defense - Members of the WSPD have been specifically trained to instruct classes on rape awareness, risk reduction and self-defense. These classes, which are geared toward women, combine physical skills with a threat assessment process to increase physical safety awareness. Please contact Sgt. Mike Davies at 626-7729 for further information.

Bike / Foot Patrol – WSU police officers patrol the campus on foot and bikes throughout the day, in addition to their regular vehicle patrols. Please take the opportunity to stop and talk with them.

Group Presentations – Police officers enjoy speaking to residence hall floors, student organizations and faculty or staff groups. Topics include rape, crime prevention, alcohol and drug awareness/enforcement, personal safety and security, workplace violence, etc.

Security Surveys – WSPD offers formal security surveys of apartments and campus offices or facilities. Off-campus surveys can be done upon special request.

Bike Registration – WSPD will record the make, model and serial number of your bike, and provide you with an identification sticker. The cost is $1, which goes toward the supply of stickers.
WEBER STATE SHUTTLE BUS SERVICES REGULAR ROUTE

Monday through Friday daily service on the regular route begins at 6:30 a.m. from the Dee Events Center parking lot. The last bus stops at 11 p.m. Buses run a route around the entire campus every 20 minutes. From 7:30 a.m. to 2 p.m. the buses pass every five minutes.

EXPRESS ROUTE

Beginning at 7 a.m. until noon the Express bus runs every 10 minutes. This route goes from the Dee Events Center to the Social Science stop, to the Lind Lecture Hall, and back to the Dee Events Center.

UNIVERSITY VILLAGE ROUTE

Beginning at approximately 7:20 a.m. until 11:50 a.m., two buses run every 10 minutes from University Village (UV). The buses stop at the east and west ends of UV and serve all the stops except the Dee Events Center.

NIGHTS AND SATURDAY BUS

After 6 p.m. the driver is allowed to deviate from the regular route to provide enhanced safety to students until 11 p.m. To arrange service, contact the bus driver by phone at 543-1439. The Saturday bus runs from 8 a.m. until 4 p.m. on a flexible schedule to serve students’ needs on weekends. To arrange service, contact the bus driver by phone at 543-1439.

Motorist Assists – When available WSU police officers will respond to assist motorists who have locked their keys in their vehicles. Keep in mind, response to such situations occurs only after response to higher priority emergency calls.

Safety Escort – This program provides transportation during selected night time hours (after shuttle bus hours or for emergency circumstances) for individuals who have particular concerns about their safety and well-being. Transportation is provided only to and from on-campus locations after response to higher priority emergency calls has been completed. See the shuttle bus schedule on page 15.

Silent Witness – WSPD’s “Silent Witness” Web page, located at www.weber.edu/police, allows you to report victim or witness information anonymously. The information is electronically submitted to the detective via e-mail.
PROTOCOLS FOR STAYING SAFE IN SPECIFIC SITUATIONS:

Active Shooter Response Protocol
College and university campuses are not immune to serious or violent crime. In the aftermath of the Columbine and Virginia Tech shootings, it is imperative that students, faculty and staff know how to respond during potentially violent criminal attacks on campus.

If you see or know that a person has a firearm on campus, or if you hear shots fired, or if you witness an armed person shooting people, here’s what you should do:

1. Protect yourself first. Move to a safe location.
2. Call 911 or dial 6460 from a campus phone or use a campus Emergency Blue Light Phone if available and safe.
3. Tell the dispatcher your name, location, phone number and describe the situation you are reporting: who, what, when, where, how and why (if known). Also inform the dispatcher if anyone is hurt or injured.
4. If possible, alert others in the immediate area about the current situation.

An active shooter can be described as a person who causes death or serious bodily injury through the use of a firearm. This is a situation that usually evolves rapidly and demands an immediate response from law enforcement officers to terminate the life-threatening situation. The immediate response of the first officers on the scene is to take aggressive action to find and stop the shooter(s).

Officers from WSPD will most likely be the first to respond to the scene, with possible support from Ogden City Police, South Ogden City Police and/or Weber County Sheriff’s Office. As police move into the affected area, rescue efforts will be delayed until the shooter is located and stopped or no longer a threat to life safety.

If you are wounded or with someone who is wounded, these first-response officers will bypass you to search for the shooter and stop the threat. Rescue teams will follow shortly to aid you and others. Please stay calm and patient during this time, and do not interfere with police operations. If you know where the shooter is, and/or have the shooter’s description, tell the police.

When you encounter the police, keep your hands empty and in plain view at all times. Listen to their instructions and do exactly what they say. If you are evacuating, carry nothing with you that could be mistaken for a weapon.

Rescue workers will follow shortly after the first responding officers enter the building. They will attend to the injured and remove everyone safely from the area.

If the shooter is outside your building:
1. Unless directed otherwise, turn off all the lights, close and lock all windows and doors. If you cannot lock the door, try to block the door with desks and chairs.
2. If you can do so safely, get all occupants on the floor and out of the line of fire.
3. If you can do so safely, move to the core area of the building and remain there until the police tell you it is safe to leave. Do not respond to commands until you are certain they are issued by a police officer.

If the shooter is inside your building:
1. If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window. Leave books, backpacks, purses, etc., in the room.
2. As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer points a firearm at you, make no movement that may cause the officer to mistake your actions for a threat. Try to stay calm.
3. If you get out of the building and do not see a police officer, attempt to call the police by dialing 911 or ext. 6460 from any campus phone, or use a campus Emergency Blue Light Phone if available and safe. Tell the dispatcher your name and location and follow his or her instructions.
4. If you are unable to escape the building, move out of the hallway and into an office or classroom and try to lock the door. If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and/or under a desk and remain silent. Wait for the police to come and find you.

If the shooter enters your office or classroom:
1. There is no set procedure in this situation. If possible, call 911 and talk with a police dispatcher. If you cannot speak, leave the phone line open so the police can hear what is happening.
2. Use common sense. If you are hiding and flight is impossible, attempts to negotiate with the suspect may be successful. Playing dead may also be a consideration. Both of these actions have proven effective in some active shooter incidents in the past.
3. Attempting to overcome the suspect with force is a last resort that should only be considered in the most extreme circumstances. Only you can decide if this is something you should do. Remember there may be more than one shooter.
4. If the shooter exits your area and you are able to escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding police officers who may mistake you as the shooter.
5. While escaping, as soon as you see a police officer, put your hands over your head and immediately comply with the officer’s instructions.

What else can you do?
Prepare a plan of action for an active shooter in advance. Determine possible escape routes and know where the nearest building exits are.
## Reference Numbers

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## Crisis Numbers

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<td>Weber County Mental Health</td>
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<td>Your Community Connection (Battered Women's Assistance)</td>
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<td>WSU Student Affairs Office</td>
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