

# READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 387

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**SUBJECT: Campus Security and Jeanne Clery Act**

Responsibility of: RSHS Program Directors  
Revised: 2019 Reviewed:

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**SCOPE:**

Students enrolled at the Reading Hospital School of Health Sciences (RSHS).

**PURPOSE:**

To describe security services at the RSHS campus.

**POLICY:**

The mission of the Campus Security Department is to provide a safe environment for patients, visitors, employees, students, and the community in a courteous, compassionate and professional manner. The mission is supported by Hospital and School policies and procedures and continuing education.

**DEFINITIONS:**

Jeanne Clery Act - The Jeanne Clery Act formerly known as The Crime Awareness and Campus Security Act of 1990 provides guidance regarding campus safety and security. Additional Information can be obtained at <http://clerycenter.org/>

**PROCEDURE:****Professional Standards and Services**

The Reading Hospital employs a full-time, in-house security department which provides 24/7 around-the clock protection and services. Foot and vehicular patrols are conducted 24 hours a day throughout the year. The Director of Security oversees the security department and the department's responsibilities. Each shift may be staffed with a supervisor who reports directly to the Director of Security. Shift supervisors may also provide supervisory guidance and support for all officers and are responsible for the day to day operation of the security department. Hospital security officers are responsible for enforcing hospital policies and procedures, but must also be mindful of federal, state and local laws. Officers receive continuing education training to maintain proficiency in areas which may include topics such as the use of AED, CPR, TACT (verbal de-escalation techniques), pepper spray and handcuffs.

In addition to providing security and emergency procedure responsibilities, the security department provides a number of support services for the needs of the campus community. Some of those services include:

- Registering vehicles and providing parking assignments for hospital staff and students.

- Conducting mobile and foot patrols of the campus, school, and non-campus residence hall.
- Inspecting buildings and grounds for safety compliance
- Inspecting Elevator Emergency, Panic, and Blue emergency alarms
- Inspecting cameras, lighting, doors, locks, access systems, windows or any other problem areas around campus
- Reporting malfunctioning equipment to Facilities Management Department for repair.
- Providing escorts 24/7 by foot or by vehicle when requested
- Providing assistance in starting vehicles with dead batteries and accompanying students to their vehicle.
- Providing photo ID for all employees, students, and other contractual representatives

### **Arrest Authority and Relationships with Other Agencies**

Although the security officers have no police or arrest powers, the security department maintains a working relationship with Reading, West Reading, and Wyomissing Police Departments. The security department has also established liaisons with other law enforcement agencies at all levels: city, county, state, and federal. Whenever it is necessary for officers of these agencies to respond to our facility for official business or emergencies, they will generally contact a supervisor of the hospital's security department.

### **Incident and Reporting Response**

The effectiveness of any security system depends upon the cooperation of all concerned. Individuals should notify the security department if they notice suspicious people and/or criminal activity or if they find areas on campus that are of a particular security and safety concern.

- Report all criminal actions or emergencies immediately to 911 for local police, fire or ambulance assistance, and follow-up with notification to campus security at 484-628-8222.
- Follow up to these incidents will be performed by Security in consultation with local police and the School Director. In some cases if an ongoing threat exists, Security may issue a Timely Warning Security Alert via the Everbridge emergency notification system.
- The Clery Act requires that in addition to campus security, staff designated as Campus Security Authorities (CSA) provide statistics for annual reporting. Crimes can be reported directly to the following campus security authorities who have significant responsibility to student activities, housing, conduct, discipline, and judicial proceedings. CSA include: Security Officers, Coordinator of Student Services and/ or Resident Assistants, Faculty Advisors to student organizations, Program Director or designee, School Director or designee.
- Security officers are required to complete incident reports on all rules infractions and criminal cases reported and report all crimes occurring on campus to the local police agencies that are nearest to the campus or where the crime occurs. Security maintains the crime log and updates the Annual Security Report and Crime Log for Clery Act compliance.

- Information involving students is forwarded to the RSHS Director for potential action, as appropriate.

### **Safety Awareness and Prevention Programs**

The Security Department and/or local police agencies may assist with crime awareness and prevention information during student orientation and during safety week at the Hospital. Each new student is provided emergency contact information during orientation.

### **Annual Report**

The Security Annual Report provides detailed information regarding the Clery Act requirements including campus security, how to report a crime, timely warnings, and crime logs. The Clery Act requires the distribution of an annual security report containing statistics on the occurrences of specific crimes (see the Clery Act) which have occurred on the Reading Hospital and School campus as reported to campus security or local law enforcement authorities. The school's annual report is available on the school's website policy page. The Reading Hospital Security Department can provide printed copies of the annual report, or information recorded in the daily log, during normal business hours.

Additional resources:

- Annual Campus Crime report log onto the school's website policy page
- Policy 385: Identification Badges
- Policy 379 Emergency Policy
- Policy 380 Emergency Plan
- Policy 375: Student Demographic Information
- For more information on the Jeanne Clery Act, log onto <http://www.securityoncampus.org/> or <http://clerycenter.org/>

**EDUCATION AND TRAINING:** Students receive education during new student orientation.

**REFERENCES:** NA

**COMMITTEE AND COUNCIL APPROVALS:** RSHS Directors Meeting, February 2020

**CANCELLATION:** Reading Hospital or Tower Health policies directly related to this topic shall supersede this RSHS policy. This policy supersedes all previous policies, memoranda, and/or other communications pertaining to this policy.