



*Department of Campus Security*

## **PERSONAL SECURITY ESCORTS POLICY**

### **Purpose**

This policy provides rules and regulations concerning the use of Campus Security resources in an effort to provide for a safe and secure environment for its students, employees, and visitors.

### **Authority**

The safe operation of the campus is a matter delegated to Campus Security by the Vice President for Student Affairs.

### **Definitions**

**A personal security escort** is defined as a Department of Campus Security officer accompanying another person to provide a sense of security when moving from one point to another.

### **Applicability**

This policy applies to all Hollins University employees, dependents, students, guests, visitors and contracted service representatives, and to all property owned, leased, operated or controlled by Hollins University.

### **Policy**

The Department of Campus Security provides a free personal security escort service for all members of the community who may request an escort, limited by the procedures written below. This service may be delivered by either vehicle or by foot, depending on the status of the security officer(s) at the time of the request.

### **Procedures**

The following procedures are set to maintain a safe and secure campus environment while also providing a personal security escort service that compliments the entire community, and does not remove security officers from their normal duties of providing crime prevention patrols and other duties as designated by the university.

Community members may request a personal security escort by calling the Campus Security Dispatch Center at 362-6419 or by summoning a patrolling security officer who may be in your immediate presence. The guidelines for personal security escorts are as follows:

1. Personal Security Escorts are provided to lone persons, during the hours of darkness.
2. Personal Security Escorts are provided to community members temporarily, due to threats of crime against the community member or protective orders issued on behalf of the community member; at any time of the day.



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3. **Personal Security Escorts are not provided for two or more persons in a group, unless at the time of the call to Campus Security, a serious security concern is in progress.**
4. **Personal Security Escorts are not provided for inclement weather conditions.**

All personal security escorts are dependent upon the availability of security officers at the time of the request. If an officer is not available at the time of the request, the requester will be advised of the approximate time that the officer will be able to conduct their personal security escort. The requester should wait in the campus security station, their vehicle, residence or office, until the officer is available.

At no time will security officers **provide TAXI services** either on or off university property.

The above guidelines will be followed **unless a serious security concern is in progress requiring the response of a security officer.**

### **Responsibilities**

It is the responsibility of division heads, academic deans, academic unit heads, directors, managers, and supervisors to ensure that the provisions of this policy are reviewed with employees and students.

It is the responsibility of each student, employee, visitor or contractor, to comply with this policy.

It is the responsibility of the Director of Campus Security to periodically review this policy to be assured that it is within the best interest of the entire community.

### **Sanctions**

Community members violating any rule or regulation of the university may be disciplined under the Standards of Conduct section of the Employee Information Handbook, if Faculty or Staff, or under the Student Handbook, section on Student Conduct and Social Responsibility, if a student.

Violation of these rules and regulations by non-community members may result in their being removed from campus and/or barred from future visits to the university.

### **Exclusions**

This policy may be altered temporarily under exigent circumstances.

### **Interpretation**

The authority to interpret this policy rests with the Vice President for Student Affairs, and is generally delegated to the Director of Campus Security.

Date Effective: March 8, 2021