



Effective: 01/21/1999
Last Revised: 09/15/2019

**CSU FULLERTON POLICE DEPARTMENT
GENERAL ORDER NUMBER 5-3 [CALEA 81.2.11]**

**CONTACTING STUDENTS
DURING INSTRUCTIONAL ACTIVITIES**

- SUBJECT:** Procedures for contacting faculty or students during instructional activities.
- PURPOSE:** To establish the proper procedures for contacting students or instructors while attending class.
- POLICY:** Interrupting the instructional mission of the University by contacting students or faculty during a class session will normally be attempted only in the case of an emergency situation.

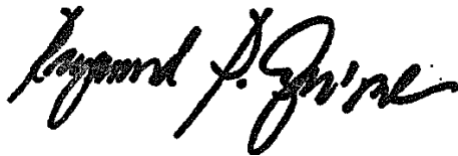
PROCEDURE:

- I. Notifying Students and Faculty
 - A. Situations requiring immediate contact by University Police Personnel with a student or professor who are taking part in an instructional activity must be approved by the Chief of Police or Command Staff.
 - B. During the hours of 8:00 a.m. to 5:00 p.m., persons or agencies wishing to contact students or professors who are taking part in an instructional activity shall notify a ranking member of Student Life and Leadership in the case of students, or a ranking member of Academic Affairs in cases involving instructors. Those offices shall determine whether the situation necessitates immediate contact.
 - C. Situations requiring immediate contact shall generally be limited to:
 1. Serious illness or a death in the student's or instructor's family.
 2. An immediate need for law enforcement officials to contact a student concerning an important police matter or crime whose current home address is not known or who cannot be reached at the known address or phone number.
 3. Other critical situations in which a person's health or well-being may be threatened and there is not time to contact the student or instructor through other means.

- D. The ranking member of Student Life and Leadership shall contact the student's instructor and ask to have the student contact the Dean of Students or a University Police representative. The contact may be made in the hallway, an office or, in the case of police matters, the student may be directed to report to the Police Department.
- E. If the circumstances do not warrant an immediate contact, which would interrupt the class (one of the situations defined above) contact may be made in the hallway after the class has been excused. Contact with instructors shall be made in their office or in the classroom immediately following the end of the class session.
- II. Special Considerations
- A. This policy shall not apply in cases where it is reasonable to believe the person being contacted is potentially dangerous or a suspect in a violent or serious crime (felony).
1. Unless absolutely essential to safeguard other lives, no contact shall be made with potentially dangerous individuals while they are attending class.
 2. These contacts shall be made outside the classroom in a location where officers will have greater control over the situation, should the person become violent or resist the officers in their efforts to resolve the matter in a peaceful manner.
 3. Preferably all such contacts will take place in an open area (i.e. a parking lot) a safe distance from innocent civilians.
- B. A person who wishes to contact a student who is taking part in instructional activities after 5:00 p.m. or on weekends shall contact University Police Dispatch, and request that a Police Officer go to the student's class and make contact with the student.

REVIEWED BY:
P.Dupree

APPROVED:



Raymund Aguirre
Chief of Police