

Date Adopted: October 20, 2020

Date Reviewed: October 20, 2020

**IMPARTIAL SERVICE**

To: All Security Personnel

Purpose: To establish practices and standards that affirm the Security Services Department's commitment to impartial/unbiased security work and to reinforce procedures that assure the Carleton Community that we provide service and handle incidents in a fair and equitable manner.

**I. College Governance**

- a. The guiding principles for the Security Services Department related to non-discrimination are found in the [College Statement of Non-Discrimination](#) in the Campus Handbook.
- b. This impartial service policy provides further guidance for Security Services employees as they perform duties unique to security work in a residential higher education setting.

**II. Racial Profiling Definition**

- a. Racial profiling has the meaning (adapted from Minnesota Statute [626.8471, subd. 2](#)) for a non-sworn public safety role:

"Racial profiling" means any action initiated by a security officer that relies upon the race, ethnicity, or national origin of an individual rather than:

- i. the behavior of that individual; or
- ii. information that leads a security officer to a particular individual who has been identified as being engaged in or having been engaged in criminal activity, or conduct contrary to Carleton College Community Standards.

Racial profiling includes use of racial or ethnic stereotypes as factors in selecting whom to contact and/or engage with. Racial profiling does not include use of race or ethnicity as one of a number of factors to determine whether a person matches a specific description of a particular subject.

### III. Performing Security Work Impartially

- a. Pedestrian or other contacts, searches, and property confiscation by security officers are based on the standard of reasonable suspicion that a community standard or State statute is being or has been violated. Security officers must be able to articulate specific facts, circumstances, and conclusions that support reasonable suspicion for pedestrian or other contacts, searches, and property confiscation.
- b. Security officers do not consider race, ethnicity, national origin, gender, sexual orientation or religion in establishing reasonable suspicion, except as provided in paragraph (c)
- c. Security officers may consider the race, ethnicity, national origin, gender, sexual orientation and religion of specific subject(s) based on information that links specific, suspected, or suspicious activity that could be considered a violation of Carleton community standards or State criminal code to a particular individual or group of individuals. This information may be used in the same manner security officers use age, height, weight, etc. as identifying characteristics.

### IV. Preventing Perceptions of Bias

- a. To prevent the perception of biased security work, security officers are expected to follow these guidelines:
  - i. Be professional and respectful.
  - ii. Identify yourself, whenever your identity may be in question, to the community member and state the reason for the contact as soon as practical, unless providing this information will compromise safety or an ongoing investigation.
  - iii. Ensure the contact is no longer than necessary to take appropriate action.
  - iv. Attempt to answer relevant questions the community member may have regarding the contact, including referrals to other departments/offices when appropriate.
  - v. Provide your name when requested. Security officers should provide a department business card when requested.
  - vi. Explain your findings and next steps at the end of the contact.

## V. Supervision and Accountability

- a. Security Services Department administration/supervisors are expected to ensure that all Security Services personnel are familiar with the content of this policy and conduct their duties in compliance of it.
- b. Carleton community members are encouraged to notify the Security Services Department administration/supervisors of suspected violations of this policy.
  - i. Security Services administration/supervisors can be contacted by:
    1. Calling or emailing Director of Security John Bermel at 507-222-4427 or [jbermel@carleton.edu](mailto:jbermel@carleton.edu)
    2. Calling or emailing Assistant Director of Security Blake Held at 507-222-4409 or [bheld@carleton.edu](mailto:bheld@carleton.edu)
    3. Calling or emailing Security Sergeant Jordan Volkert at 507-222-4590 or [jvolkert2@carleton.edu](mailto:jvolkert2@carleton.edu)
    4. Completing a [Security Services Feedback Form](#)
    5. Completing a [Community Concern Form](#)

*History: Original 10-20-2020*