



# Your Rights and Responsibilities

## When Interacting with Springfield College Police Department (SCPD)



### Springfield College Identification Cards (SCID)

The information below describes what the members of the Pride community can expect when asked to produce a SCID by a College official, including an SCPD officer. The Department recognizes that these requests can be uncomfortable, create anxiety, and be seen as questioning a person's full membership in the Springfield College community. Through this document, the SCPD seeks to outline when, why and how requests for identification might be made, as well as the standards of professionalism the community should expect from the SCPD in these interactions. It also outlines steps community members can take to help facilitate a constructive encounter.

Springfield College provides its students, faculty, and staff with a SCID card that affords access to numerous activities and locations on campus. These cards allow entry into College buildings and offices. In addition, they allow employee and student identification for business transactions on campus and the ability to attend events that may be open only to the Springfield College Family.

With a community of more than 2,200 undergraduate students and over 1,000 graduate students, identification cards serve as a readily available and positive means of identifying ourselves as members of Springfield College. Especially given the open environment in which we operate, the cards are an important part of the campus's security environment. As a result, all members of Springfield College are responsible for having their SCID cards available whenever present on College property. In addition, all members of the community are expected to present their SCID card at the request of any properly identified Springfield College official.



# Springfield College Police Department

## Reasons your Identification may be requested include:

- Access to areas on campus that are normally closed or locked;
- For identification purposes after hours or on holidays or weekends when parts of the College are typically not open for business;
- For identification purposes in an emergency, medical or otherwise;
- Whenever it is necessary to ascertain whether a person is a member of the College community or an authorized visitor;
- If needed to document witnesses or participants in an event in, for example, a Springfield College Police Department report;
- Whenever the SCPD has a reasonable basis to believe that someone may be on College property in violation of College regulations or that a crime has been, is in the process of being, or is about to be committed.

College identification may not be requested based solely upon race, age, sex, national origin, ethnicity, religion, gender, gender identity, gender presentation, or sexual orientation, in the absence of listed characteristics in a specific description or without some other indicator that the person is related in some way to criminal activity or a threat to the College community.

Springfield College Identification Policy can be found at:  
<https://springfield.edu/studenthandbook>  
Page 20 of the Springfield College Student Handbook

## Community Contacts

SCPD officers regularly greet, talk with, and have a wide variety of contacts with community members. Most of these contacts are routine and informal. Often students, faculty, staff, and visitors approach officers for information or directions, to report a crime, to seek assistance, and to occasionally report something to the police about which they are concerned. In all these circumstances, officers are expected to deal with the community respectfully, helpfully, and courteously. As part of our efforts to facilitate safety on campus, it is occasionally necessary for SCPD officers to stop members of the campus community and ask for information. These interactions are inherent to any effort to protect a community and offer the SCPD more context through which to evaluate situations. As with a request for identification, SCPD officers recognize that these contacts may result in a certain amount of inconvenience, and may raise heightened emotions or concerns about inclusion and belonging. As such, we are acutely aware of the need to conduct our work in a way that is fully respectful and appreciative of the great diversity at Springfield College and our responsibility to ensure that our work on behalf of the campus is undertaken with sensitivity and care.

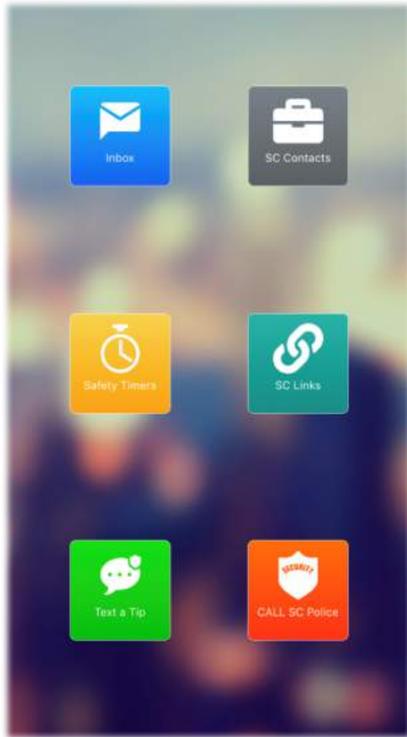


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If you are stopped, you can expect the following:

- The interaction will be courteous and professional;
- It will be as brief as possible given the circumstances;
- The officer will provide an explanation for the stop. (It is important to note that it may not always be possible for this explanation to occur at the beginning of the encounter);
- An apology for any inconvenience will be made if appropriate;
- All SCPD officers will identify themselves by name and badge number when requested; and
- Officers not in uniform will clearly identify themselves as law enforcement officers by announcing that fact and presenting their badges.

If you are stopped by a law enforcement official, please:

- Remain calm and respectful;
- Do not run or walk away from the officer;
- Comply with the officer's directives and identify yourself, if asked, by presenting your College identification;
- Wait for the right opportunity to ask any questions you may have; and
- Note the name of the officer(s) you had contact with.

The SCPD offers a variety of methods in which community members may submit feedback about their interactions with SCPD officers. If you believe the encounter did not adhere to the standards of professionalism and respect articulated in this document, if you believe you were otherwise not treated appropriately by a member of the Department, or if you wish to share a compliment about an officer, you are encouraged to bring your concerns and feedback to the attention of the SCPD by being in touch with one of the following individuals:

- the on-duty supervisor at **(413) 748-3516** (available 24 hours a day)
- Detective Sergeant Tiraboschi at **(413) 748-3659** (hours may vary)
- Public Information Officer at **(413) 740-3366** (hours may vary)



It is important to remember that during an encounter with a law enforcement official may not be the most appropriate time to attempt to address your dissatisfaction with the officer or the situation.

Additionally, community members can file a complaint, raise a concern about the professionalism of an interaction, or commend an officer through the Rave Guardian App "Text a Tip". The App is downloadable at <https://springfield.edu/department-of-public-safety/rave-guardian-app>. Springfield College members may include their name and email address or remain anonymous.