



COLLEGE OF
SOUTHERN
IDAHO

**College of Southern Idaho
Campus Procedures and
Guidelines**

2025-2026

COLLEGE OF SOUTHERN IDAHO CAMPUS PRACTICES AND PROCEDURES

This document outlines the College of Southern Idaho's practices and procedures related to facilities and maintenance. In instances where practices and procedures are directly connected to the College of Southern Idaho Employment Policies and Operational Policies, as approved by the College of Southern Idaho Board of Trustees, the appropriate Policy is identified. In these instances, the practices and procedures outlined in this document are intended to add clarity and additional information related to the specific Policy. In instances where practices and procedures are not directly linked to a policy, the information in this document is intended to provide information regarding the accepted practices and procedures of the College. Employees of the College of Southern Idaho are expected to follow all College policies, practices, and procedures. Nothing in this document should be construed to run contrary to the Board approved Employment Policies and Operational Policies, as those policies supersede language in this document.

Final decisions on practices and procedures are always the purview of the President.

Updates to these procedures can be made as needed by the identified department responsible. Changes should be (1) initiated through standard reporting lines (2) brought to Cabinet for awareness (3) updated (with revision date) on the official posted copy at www.csi.edu

Finalized: April 2026

Maintenance, Facilities, and Campus Safety Practices and Procedures
Responsible Department: Office of Facilities and Maintenance
Contact Information: Executive Director for Facilities and Maintenance

GENERAL CAMPUS SAFETY

Emergency Procedures Manual (Rev. 7/25)

The *CSI Emergency Procedures Manual* exists to acquaint employees with the proper procedure should an emergency occur in their workplace. All employees should become familiar with this manual which is available on the CSI website and on CSI Connect. Copies have also been distributed to all Building Captains. Additional hard copies are available by contacting Campus Safety.

Emergency Disaster Notification Plan (Rev: 7/25)

In the event of a disaster or dangerous situation, the person witnessing the event should immediately call 911 to notify first responders. The second call should be to CSI Campus Safety at 732-6605. The caller should notify CSI Campus Safety whether a 911 call has been made. Upon receiving notification of a campus emergency/threat that warrants a campus wide alert, the CSI Campus Safety Office will ensure that 911 authorities have been notified. If warranted, the Director of Marketing and Communication will activate the RAVE mobile safety emergency alert notification system as quickly as possible. This system will send information via text message, voice, and e-mail to employees, students, and community members who have not opted out of the service. The RAVE system will be tested once each semester and the test results documented by CSI Campus Safety.

Emergency situations and disasters require CSI employees to remain flexible and react based upon the best information available at the time. Written procedures provide the framework for responses but the need for adaptability to address issues must be maintained.

Hazardous Waste Disposal (Rev: 7/25)

All faculty and staff are responsible for safe and legal handling of all chemicals which they use. This includes, but is not limited to, identification, monitoring, use, and storage of chemicals until they are properly transferred to the Facilities and Maintenance Department for disposal. The Facilities and Maintenance Department will consult industrial hygienists and hire specialty service vendors as needed for the disposal of hazardous waste. The Executive Director of Facilities and Maintenance, or their designee, is responsible for maintaining disposal logs and documentation.

The College of Southern Idaho is a very small quantity generator (VSQG). As such, the college is limited to no more than 100 kg (220 lbs.) of hazardous waste and no more than 1 kg (2.2 lbs.) of acute hazardous waste per month.

No chemicals or waste may be accepted by the college as a donation or transfer from another

entity without the written consent of the Executive Director of Facilities and Maintenance.

All purchased chemicals should be labeled with a purchase date and a disposal date. The labeling and recording of these chemicals and dates is the responsibility of the CSI department purchasing the chemicals. Chemicals must be disposed of prior to becoming so hazardous that they are not accepted by our waste vendor.

Examples of waste handled at CSI include:

- Formalin Waste - collected from Life Science and Vet Tech from dissection specimens
- Chemistry lab waste from Physical Science Department
- Biology lab waste from Life Science Department
- Motor oil, anti-freeze, etc., from academic auto shop and maintenance garage
- Bottoms from auto body paint shop distillery
- Turpentine/paint rags from Art Department
- Auto body paint booth filters
- Freon
- Oily, etc., rags from maintenance paint shop and garage
- Mercury from labs and from HVAC techs replacing thermostat mercury
- PCB Ballasts
- Fluorescent tubes
- Batteries

It is the responsibility of the applicable department to comply with all record keeping requirements concerning the chemical donation, purchasing, and disposal date. It is the responsibility of the CSI Facilities and Maintenance Department to facilitate record keeping documenting the safe collection, removal, and disposal of hazardous waste.

STUDENT SAFETY PROCEDURES

Missing Student Notification (Rev. 7/25)

The College of Southern Idaho takes student safety seriously. To this end, the following procedures have been established concerning students who live in CSI-owned on-campus housing who, based on the facts and circumstances known at the time to CSI officials, are presumed and/or determined to be missing.

Most missing person reports in the college environment result from students changing their regular routines without informing roommates and/or friends or family members of the change. For purposes of this, a student will be presumed missing, if a roommate, classmate, faculty member, friend, family member or other campus person has not seen or heard from the student in a reasonable amount of time. In general, a reasonable amount of time is 24 hours or more but may vary with the time of day and information available regarding the missing student's daily schedule, habits, and reliability. Students will also be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

Anyone who believes that a student who lives in on-campus housing is missing should report their concerns immediately to Campus Safety. Missing student reports can be made to the Director of Campus Safety, any Safety Officer, or to the Campus Safety Office.

At the beginning of each academic year, students living in on-campus housing will be asked to provide, on a voluntary basis, confidential emergency contact information in the event they are reported missing while enrolled at CSI. The contact information will be registered confidentially, and the information will be accessible only to authorized campus officials and it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. This emergency information will be gathered and/or updated each semester by the Housing Coordinator.

At the beginning of each semester, Residence Hall staff will inform students residing in on-campus housing that an official from CSI will notify the appropriate law enforcement agency in addition to the individual(s) identified by the student on the Emergency Contact/Medical Information form and the parent/guardian (if the student is under 18 years of age and not emancipated) within 24 hours of the determination that the student is missing.

CSI will follow these general notification procedures for a missing student that resides in on-campus housing. The official receiving the report will try to collect and document the following information:

- The name and relationship of the person making the report.
- The date, time, and location where the missing student was last seen.
- A description including clothes last worn, where the student might be, who the student might be with, a vehicle description, information about the physical and mental wellbeing of the student, an up-to-date photograph, and a class schedule.
- The general routine or habits of the suspected missing student (e.g., friends who live off-campus, working off-campus) including any recent changes in behavior or demeanor.
- The missing student's cell phone number, if known.

Every missing student report will be followed up with an investigation to determine the validity of the missing person report.

Once CSI receives a missing student report, the following officials/offices may have a need to know and be informed:

- President
- Vice President of Instruction
- Vice President of Student Affairs and Enrollment Management
- Dean of Students
- Director of Campus Safety
- Eagle Hall Coordinator
- College Apartments Manager

If, after investigating the official report, Campus Safety determines that the subject of a missing

student report is considered to be missing, the following will occur:

- Campus Safety will notify the appropriate law enforcement agency within 24 hours of the determination by Campus Safety that the student is missing.
- The CSI Dean of Students or designee will notify the individual(s) identified by the student within 24 hours of the determination by Campus Safety that the student is missing.
- If the student is under 18 years of age and not an emancipated individual, the Dean of Students or designee will also notify a custodial parent or guardian in addition to the individual(s) identified by the student within 24 hours of the determination that the student is missing.

Upon notification from any entity that a student who resides in on-campus housing may be missing, CSI may use any or all of the following resources to assist in locating the student:

- Contact the student via e-mail or phone.
- The Eagle Hall Coordinator and staff may be asked to assist in physically locating the student by keying into the student's assigned room and talking with known associates.
- Campus Safety may search campus locations to find the student and utilize the student's ID picture for assistance in obtaining pertinent information.
- Contact roommates, floor mates, known friends, family, faculty members or advisors to seek information on last sighting or additional contact information.
- Check the student's social networking sites.
- Campus Safety may access security cameras and video recordings to determine the most recent sightings of the missing student.
- Campus Safety may access vehicle registration or license information for vehicle location and distribution to authorities.
- Information Technology staff may be asked to examine logs for the last login and use of CSI's systems (e.g., e-mail, network, Canvas, etc.).
- If there is any indication of foul play or an immediate safety/security concern, the appropriate law enforcement agency will be notified immediately.

Students are notified of these procedures in the following ways:

- Via the CSI Website
- As discussed during beginning of term mandatory Residence Hall meetings
- Via the annual Campus Safety Report

Student Housing Fire Safety Procedures (Rev: 7/25)

The College of Southern Idaho has one dormitory and two apartment complexes that constitute student housing. These entities are operated by the college in conjunction with the College of Southern Idaho Dormitory Housing Commission.

Dormitory housing is provided in Eagle Hall which is located on the main campus. Student Resident Assistants receive training each fall in first aid, CPR, emergency procedures, and

building fire procedures.

The dormitory has fire extinguishers, a fire alarm system, and a fire suppression sprinkler system, all of which meet current building and safety codes at the time this policy is published. They are tested and inspected according to current codes and regulations.

Emergency fire drills are conducted at least once per semester for the dormitory. All occupants are required to evacuate the building upon the activation of the fire alarm system and to remain outside of the building until authorized to return by the proper authorities. Fire drills are coordinated through the Dean of Students, Eagle Hall Coordinator, Executive Director of Facilities and Maintenance, and Director of Campus Safety. The Executive Director and Director of Campus Safety are responsible for documenting these drills.

The apartment complexes consist of the North View Apartments which are located on the northwest edge of the main campus, and Eagle View Apartments which are located on Falls Avenue West near the southwest corner of campus.

The North View apartments consist of four (4) buildings in close proximity, and one laundry building. The buildings are of residential, wood-framed construction style and do not have fire sprinkler systems. Each apartment has one exit which leads to an exterior hallway with two possible directions of evacuation. Windows may also be utilized for egress in an emergency. Fire extinguishers are located in each building as follows:

- A Building – One at each end and one in the middle of each floor
- B Building – One fire extinguisher between every two apartments – 2 upstairs and 2 downstairs
- C Building – One fire extinguisher upstairs in the middle and two downstairs – one at each end
- D Building – One fire extinguisher upstairs in the middle and two downstairs – one at each end
- Laundry – One fire extinguisher in the building, which is a single room-building.

These are inspected monthly by Campus Safety staff to ensure they are charged. Additionally, a fire extinguisher service company services all fire extinguishers every three years.

When the individual apartments are leased, the renter is provided with a smoke alarm with new batteries. The renter is responsible for keeping charged batteries in the smoke alarm and periodically testing the smoke alarm. There is no central fire alarm system, and fire alarm drills are not held for the North View Apartments.

Eagle View apartments are located near on the southwest side of the main campus. They consist of four (4) buildings in close proximity. They are commercial style construction with concrete floor slabs and heavy-gauge steel stud framing. The buildings are equipped with a fire alarm system and fire suppression sprinkler system which meet current building and safety codes at the time this policy is published.

Fire Extinguishers are located as follows:

- A Building-One fire extinguisher upstairs and one downstairs both located on the exterior wall of building.
- B Building- One fire extinguisher upstairs and one downstairs both located on the exterior wall of building.
- C Building- One fire extinguisher upstairs, one downstairs both located on the exterior wall of building, and one in the laundry room.
- D Building- One fire extinguisher upstairs, one downstairs both located on the exterior wall of building, one in the laundry room, and one right outside the apartment manager's office.

The CSI Director of Campus Safety is responsible for collecting data and filing an annual report for each housing group detailing the following:

- Number of fires
- Number of deaths
- Number of injuries
- Documentation of Fire Drills
- Fire related property damage
- A listing of the type of fire detection system in each building

Questions concerning fire safety, testing, and procedures should be directed to the Executive Director of Facilities and Maintenance.

Crime Statistics – Jeanne Clery Act (Rev. 7/25)

College of Southern Idaho campus crime statistics are published and annually reported in compliance with federal regulations. A Campus Crime and Fire Log is maintained by the CSI Office of Campus Safety and is available for public review.

College of Southern Idaho campus crime statistics are published online through the U.S. Department of Education Campus Safety and Security website (OPEID: 00161900) and can also be viewed on the CSI Webpage.

USE OF COLLEGE GROUNDS AND FACILITIES

Keys, Fobs, Physical Facilities Access (Added: 7/25)

Keys and key fobs will be supplied to employees based upon their specific job description and their need to access physical areas of campus.

Access to public spaces within the physical facilities of the College of Southern Idaho is generally available to employees, students, and the public during regular business hours. Areas not deemed to be public spaces (e.g., offices, classrooms, storage spaces, etc.) and after-hours access to buildings is restricted to students and employees who have a demonstrated need to

access the space.

After-hours access by students can be arranged in cooperation with Campus Safety. Contact Campus Safety to provide a list of students and the physical spaces to which they need after-hours access. Students must have employee permission and must provide photo identification in order to be granted access.

Inclement Weather Closure (Rev. 7/25)

While every attempt is made to maintain normal operations and services for the benefit of our students, faculty, and staff, it may occasionally be necessary to close the college when extreme weather conditions occur. The decision to close campus and cancel classes is made by administration based on careful consideration of a variety of factors and conditions.

If the college decides to close the campus and cancel classes, information will be posted on the CSI Website and communicated to the media (local TV and radio stations), posted on official CSI social media channels, and sent through the RAVE Mobile emergency contact system. Information will be periodically updated as conditions warrant. Notification of a decision to close will be communicated as quickly as possible.

When the Twin Falls Main Campus is closed due to inclement weather the closure also applies to all off-campus centers. However, the college may choose to close one or more off-campus center(s) while keeping the Twin Falls Main Campus open. As a general rule, when the college is closed, activities such as athletic events, music and theatre performances, club meetings, private events in rented spaces, etc., are also cancelled.

Each employee has their unique circumstances (weather conditions at their home, condition of roads between their homes and the campus, cars they drive, etc.). Employees must assume responsibility for their own safety and must use their own judgment regarding whether they should travel to CSI under varying weather conditions.

Campus Memorials Procedures (Rev. 8/25)

The college occasionally receives requests from various organizations and individuals concerning the procedure for establishing a memorial for a deceased individual or to recognize a special organization. In general, these organizations and individuals are encouraged to establish a scholarship or endowment with the College of Southern Idaho Foundation instead. However, for organizations or individuals who wish to establish a physical memorial on campus, the following guidelines apply:

- The only approved memorial will be a single tree and associated plaque.
- The applicant may request a specific tree variety, but the ultimate selection of a tree will be made by the college to ensure that it is consistent with the overall landscaping plan of the college and that it is appropriate for the climate.
- The applicant may request a specific location, but the ultimate decision will be made by the college. Site selection will take existing trees, the campus master plan, and the overall

landscaping plan into effect.

- After the variety and location are approved by the college, the donor shall purchase the tree from a local nursery and notify the Facilities and Maintenance Department. The Facilities and Maintenance Department will pick up and plant the tree.
- If the tree does not survive it may be replaced at the applicant's expense.
- A brass plaque not to exceed nine (9) inches by four (4) inches with minimal wording may be chosen to be placed near the tree. The college must approve all wording. The college will submit the order to a local engraving company. The donor will pay for the order and, upon completion, the college will pick up and install the plaque. The plaque will be mounted in a flat, ground level concrete slab cast and located by the college.
- The college reserves the right to move the tree and/or plaque to a new location if needed.
- Applicants may contact the Executive Director of Facilities and Maintenance concerning tree varieties, possible locations, and the ordering of a brass plaque.

USE OF CSI FACILITIES

Facility Reservations, Fees, and Waivers (Added: 7/25)

The primary purpose of all CSI facilities is to promote student learning and success. CSI facilities are available to qualified outside organizations, agencies, and groups for their use when that use does not interfere with educational programs and services and is not in conflict with the mission of the college.

Charges for facilities may apply. These charges vary based upon the type of organization requesting facility use (e.g., governmental agency, non-profit, for-profit) and the specific space being used (e.g., classroom, gymnasium, meeting room). Fees may only be waived with the approval of the President or the President's designee.

For more information or to request the use of a CSI facility, please contact the CSI Events Coordinator.

USE OF COLLEGE VEHICLES, TRAFFIC, PARKING REGULATIONS

College Vehicle Pool Use (Rev. 7/25)

These procedures outline the use of vehicles owned by the College of Southern Idaho. College vehicles are only to be used for official college business and must be driven by an authorized driver.

Authorized Driver

An authorized driver is a college employee, a CSI student, or an approved volunteer who meets the requirements below:

- Must have a driver's license valid in the United States. A driver's license from another

state is not valid if that person has claimed residence in Idaho for 30 days and has not attained an Idaho Driver's License (note: this excludes students who do not register Idaho as their home state) refer I.C. 49-320. A copy will remain on file in the Facilities and Maintenance Department. At the time a driver's license expires, is suspended, or is revoked, the individual is no longer considered an authorized driver.

- Must have a clean driving record. Status as an authorized driver may be suspended or revoked for traffic violations or poor driving behavior.
- Employees must receive approval from their supervisor in order to become an authorized driver.
- Students must receive the approval of their instructor, advisor, or department director/head.
- Volunteers must be authorized by the President or President's designee.

Additionally, student drivers and volunteers must be accompanied by an advisor or instructor and must meet the following restrictions:

- Passenger Cars: Authorized student/volunteer drivers must be at least 21 years of age.
- Passenger Vans: Authorized student/volunteer drivers must be at least 25 years of age or must be at least 21 years of age with a valid CDL License.
- Students employed by the college must be at least 18 years of age to operate a college vehicle and may only operate the vehicle as it pertains to their scope of employment.

General Expectations

Authorized drivers of vehicles owned or leased by CSI are expected to operate those vehicles in a safe, legal, and courteous manner, remembering that they are directly responsible for maintaining CSI property, employee and student safety, and the public trust.

- All drivers and passengers are required to utilize seatbelts as mandated by law.
- The use of cell phones (for phone calls or texts) or computers while the vehicle is being operated is prohibited. Drivers must be safely parked before using a cell phone or computer.
- No alcoholic beverage or tobacco (including vapes) use is allowed in any CSI vehicle at any time.
- Vehicles must be picked up and returned to the CSI Maintenance Department at the times indicated on the approved Vehicle Use Request.
- All trash, spills, excess dirt, etc., should be removed by the user at the time the vehicle is returned.
- In the event of an accident, the authorized driver should ensure the safety of all passengers and should seek immediate medical attention should it be needed. All accidents must be investigated by a police officer if it involves another party. No admission of fault should be made, nor should anything be signed except when working with a police officer. All accidents or traffic violations should be reported to the authorized driver's supervisor and Campus Safety as soon as possible.
- Failure to follow these general expectations may result in loss of access to college vehicles and/or excess cleaning fees.

Motor Pool Vehicle Use

The College operates a pool of shared vehicles that employees may checkout for short-term use. Please note that department/program vehicles are subject to other unique rules. Drivers should have situational awareness of their vehicle usage.

Authorized drivers must complete the following prior to scheduled vehicle pick up date:

- An electronic Vehicle Request with the driver's contact information, passenger information, itinerary, and emergency contact information at least three business days prior to departure. This submission does not guarantee that a vehicle will be available, therefore the Vehicle Request should be submitted as early as possible.
- The authorized driver must sign and submit a Vehicle Use Agreement prior to departure.
- Training requirements (required for passenger vans) must be completed at least three days prior to departure.
- When traveling with students, the authorized driver must submit a detailed travel itinerary and an Emergency Contact List for all students at least three days prior to departure.

Restrictions

- Trips should be limited to twelve hours per day.
- All drivers are limited to four hours behind the wheel at one time, and a total of six hours per day. Drivers must take a minimum one hour break after driving four hours before driving the last two hours allowed per day.
- Drivers of passenger cars must adhere to the posted speed limits or less and must adjust to a lower speed should driving conditions warrant.
- Drivers of passenger vans must not exceed the posted speed limit and must adjust to a lower speed should driving conditions warrant.
- All passenger cars are limited to five people, including the driver. All minivans are limited to seven people, including the driver.
- Only CSI employees, students, and approved volunteers may ride in college owned vehicles unless approval has been granted by the President or President's designee.
- Employees of other government entities, acting within the scope of employment, may ride in CSI vehicles.
- In the event an employee wishes to transport a family member or any person who is not a CSI employee, student, or approved volunteer, the employee must get permission from the President or President's designee or must obtain approval to take their own personal vehicle and request mileage reimbursement.

With prior approval and on irregular isolated instances, a CSI vehicle may be taken to an employee's home when it is to be used for official travel that begins or ends outside regular working hours, or under other circumstances when the President or President's designee judges it to be prudent.

Any department, club, organization, or entity utilizing CSI vehicles will be charged usage costs based on mileage and a daily rate indicated on the schedule of Vehicle Use Fees which is available from the Maintenance Department.

Employees who use CSI vehicles on a scheduled, reoccurring, consistent basis need only to fill out the Vehicle Request Form once with the scheduled, reoccurring, consistent layout of their proposed use of the vehicle, as approved by the appropriate supervisor.

CSI Passenger Vans are to be used for activities directly involved with the College. The use of college vehicles by other government entities and community organizations will be evaluated on a case-by-case basis by the President or President's designee.

Campus programs and departments possessing their own college vehicles, or with vehicles assigned to them on a permanent basis, must monitor that usage to ensure that college procedures are followed and documented.

Any exceptions to the College Vehicle Pool Use Procedures must be approved by the President or President's designee.

Traffic and Parking Regulation (Rev. 7/25)

No person, while operating a vehicle on the campus of the College of Southern Idaho, will drive a vehicle at a speed greater than is reasonable and prudent under the conditions, and having a regard to the actual and potential hazards there existing. Consistent with the foregoing, every person will drive at a safe and appropriate speed when special hazards exist with respect to pedestrians or other traffic or by reason of weather or roadway conditions. Pedestrians have the right of way at all times.

Speed Limit: The speed limit as hereinafter authorized will be a maximum of twenty (20) miles per hour. Failure to comply with maximum and safe limits may result in the issuance of a citation by Campus Safety, employee disciplinary action, or sanctions pursuant to the College of Southern Idaho Student Code of Conduct.

Seat Belt Use: State law requires that those operating motor vehicles shall wear seat belts while driving or riding in any vehicle, including college-owned vehicles.

Parking Regulations General: Parking is permitted in designated parking areas only. Parking is not permitted in fire lanes, no parking zones, or other areas not posted for parking. Parking in handicapped/disabled spaces is prohibited unless the vehicle displays a proper license plate or placard.

Special Permit Required: It is recognized that on occasion, loading and unloading of vehicles is necessary in campus areas that are not permitted for parking. Special, short-term permits are available through the Campus Safety department for this purpose. Vehicles parked in prohibited areas without a short-term permit will be cited for improper parking.

Prima Facie Responsibility: If any vehicle is found stopped, idling, or parked in a manner in violation, and the operator cannot be determined, the owner, person, corporation or named lessee in whose name the vehicle is registered, shall be held prima facie responsible for the violation.

Campus Parking Citations: Campus Safety has been assigned the responsibility for traffic enforcement on College of Southern Idaho properties. This authority includes issuing campus traffic citations. Law enforcement also has citing authority for certain traffic offenses on campus, which includes disabled parking violations.

Improper Parking Fine: The fine for all improper campus parking violations shall be twenty dollars (\$20) per offense. The campus fine for improperly parking in a designated handicapped parking space shall be fifty dollars (\$50) per offense.

Towing and Impound: Vehicles improperly parked and/or causing a clear public safety hazard may be towed and impounded at the owner's expense. Campus Safety will make a reasonable attempt to locate the driver/owner before towing a vehicle.

Payment deadline: Improper parking citations shall be paid, or an appeal requested, within five (5) business days of the issuance of the citation. Parking fines shall be paid at the College of Southern Idaho Business Office in the Taylor Administration Building.

Citation Appeals Process

- Student Appeals: Students may appeal a parking violation in the Office of the Dean of Students. The decision of the Dean of Students is final.
- Employee Appeals: Employees may appeal a parking violation in the Office of Human Resources. The decision of the Director of Human Resources is final.
- Community Member Appeals: Members of the community may appeal a campus parking violation to the Director of Campus Safety. The decision of the Director of Campus Safety is final.

Failure to pay a fine

- Student: Failure to pay an improper parking citation may include additional sanctions.
- Employee: Failure to pay an improper parking citation may result in disciplinary action.
- Community Member: Failure to pay an improper parking citation may result in the college seeking judicial remedies and/or banning the vehicle from college property.

RV Parking and Camping (Added: 7/25)

All vehicles parked on campus shall be parked in designated parking stalls unless authorized by the Campus Safety Department.

Recreational Vehicles shall not park overnight unless approved by the Campus Safety Department. Exemptions shall only be approved in unique circumstances that enhance CSI's

community and educational mission.

Per local zoning laws, camping is not permitted on CSI properties. Camping is defined as using recreational vehicles, motor homes, mobile trailers, or fabric tents for temporary lodging or sleeping purposes. Some overnight activities may be permitted if they are necessary for educational purposes and are approved by Campus Safety and the Maintenance Department.

PROHIBITED OR RESTRICTED BEHAVIORS ON CAMPUS

Smoke and Tobacco Free Campus (Rev. 7/25)

Smoking is prohibited on all college properties, including CSI-owned and operated residences. This includes the use of products including, but not limited to, cigarettes, cigars, cigarillos, pipes, vapes, and e-cigarettes.

Organizers and attendees at public events, such as conferences, meetings, public lectures, athletic events, social events, and cultural events are required to abide by the CSI Smoke Free Campus requirement. Organizers of such events are responsible for communicating this requirement to attendees and for enforcement.

Additional restrictions include the following:

- Smoking is prohibited in all CSI-owned or leased vehicles.
- The sale of tobacco products on campus is prohibited.
- The free distribution of tobacco products on campus is prohibited.
- Campus organizations are prohibited from accepting money or gifts from tobacco companies.
- Tobacco advertisements are prohibited in college-sponsored publications.

Effective implementation and enforcement of these procedures depends upon the courtesy, respect, and cooperation of all members of the CSI community. Complaints or disputes should be directed to Campus Safety.

Weapons, Explosives, and Fireworks on Campus (Rev: 7/25)

An environment of safety and security is critical for educational institutions to cultivate a climate conducive to knowledge and learning. Therefore, the possession and use of dangerous weapons on CSI property or at CSI sponsored events by students, faculty, staff, and visitors is prohibited except as authorized by Idaho state law (Idaho §18-3309). In order to provide a safe and positive campus environment for teaching, learning and working, CSI strongly discourages bringing firearms to CSI facilities, even when permitted by law to do so. Possession of explosives, and/or fireworks is prohibited on college premises and at college sponsored activities and events.

Definitions

Dangerous weapon: An object, device, instrument, material or substance that is used for or is

readily capable of causing death or serious bodily injury. This term does not include a pocket knife with a blade of less than 6 inches in length. Firearms are included in this category as are incendiary devices and explosives.

Firearm: A dangerous weapon (including a starter gun) which will, is designed to, or may, readily be converted to expel a projectile by the action of an explosive.

Concealed firearm: A firearm which is carried upon one's person so as not to be readily discernible by ordinary observation.

Upon one's person: The physical carrying of a firearm in clothing or handbag as well as having the weapon in close proximity, readily available for prompt use.

Open Carry: Carrying a firearm upon one's person or in a vehicle where it is clearly visible.

Procedures

The open carrying of firearms (including in vehicles) is prohibited at all times on CSI property or at CSI sponsored events except by sworn peace officers or others who have been approved by campus administration.

The possession, wearing, carrying, transporting or use of a dangerous weapon is strictly prohibited on college owned or controlled premises, including in vehicles parked upon these premises except as allowed by state law (Idaho §18-3309). The only exceptions to this are the following categories of individuals who have been authorized by state law (Idaho §18-3309) or college administration to carry a concealed firearm on CSI property/events, including:

- Full-time sworn peace officers
- Qualified retired law enforcement officers
- Persons who hold an "Enhanced License to Carry Concealed Weapons" (Idaho §18-3302K)
- Those individuals who have been granted specific permission from CSI administration

Students, staff, faculty, and visitors shall produce their credentials to carry a concealed firearm when requested to do so by a representative of the CSI Campus Safety Department or law enforcement personnel.

Per Idaho §18-3309, concealed weapons shall not be carried into or possessed within the following CSI facilities, even if an individual holds an "Enhanced License to Carry Concealed Weapons":

- Eagle Hall Dormitory
- CSI Gymnasium
- CSI Fine Arts Building
- CSI Expo Center

Violations may result in disciplinary action up to and including expulsion for student offenses, termination for employee offenses, and a trespass from campus for offending community members. Criminal violations will be referred to local law enforcement.

Unless an employee of the college is required by the CSI President or President's designee to carry a firearm as a part of that employee's job duties, any possession or use of a firearm is not within the course and scope of employment with the college. Therefore, any civil or criminal litigation stemming from such possession or use will not be covered or defended by the college.

Alcohol Use on Campus (Added: 7/25)

Alcohol use is prohibited on college grounds, in all college facilities and college-owned properties, and at all college events, except as authorized at non-college sponsored special events as approved by the President under the Alcohol Consumption at Special Events operational policy.

ANIMALS ON CAMPUS

Animals on Campus (Rev. 7/25)

Definitions

Handler: The owner and person in charge of an animal.

Pet: Any animal kept for ordinary use and companionship. Service and Support Animals are not considered pets.

Service Dog: Any dog that is individually trained to do work or perform tasks for the benefit of a person with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the person's disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.

Service Dog in Training: A dog who is participating in a formal program to learn how to become a service dog.

Support Animal: An animal that provides emotional or other support that improves one or more identified symptoms or effects of a person's disability. Unlike service dogs, support animals are not required to be trained to perform work or tasks, and they may include species other than dogs. Support animals could include, but are not limited to domestic dogs, domestic cats, rabbits, companion birds, and other animals commonly kept as pets.

Procedures

The College of Southern Idaho is committed to making reasonable modifications to its rules, policies, and practices as required by law to afford people with disabilities an equal opportunity

to access its programs, services, and activities. Possession of any animal on campus including but not limited to domestic pets, wildlife, livestock, wild animals, exotic animals, vicious animals, and insects must comply with local, state, and federal laws and regulations. Twin Falls City Code Title 6, Chapters 3-4 should be consulted before bringing any animal on campus.

Animals in Outdoor Spaces: Animals may be brought onto outdoor spaces on campus that are open to the public, except for college athletic fields/arenas if the animal is accompanied and appropriately restrained by a competent handler at all times and the animal and the handler comply with all applicable laws and regulations.

Service Dogs: Service dogs are permitted to accompany people with disabilities in all areas of the college facilities, including on-campus housing, where students, members of the public, and other participants in services, programs, or activities are allowed to go. A service dog must be trained so that it controls its waste elimination, absent illness or accident. The handler must maintain control of the service dog at all times by a harness, leash, or other tether, or by voice, signals or other effective means if the handler is unable to hold control devices, or such use would interfere with the service dog's performance of work or tasks. The college does not require documentation, such as proof that the animal has been certified, trained, or licensed as a service dog. College employees may only ask two questions of the handler to determine whether the animal qualifies as a service dog:

- Is the animal required because of a disability?
- What work or task has the animal been trained to perform?

Asking additional questions of the handler may be a violation of College Policy on Unlawful Discrimination, Harassment. If a college employee has concerns about a service dog they should contact Student Accessibility Services, Human Resources, or Campus Safety.

Requests for assistance with service dogs:

- Students: Contact CSI Student Accessibility Services.
- Employees: Contact the CSI Human Resources Office.
- Others: Contact Campus Safety.

Support animals and pets: The following are procedures for where support animals and pets are allowed and under what circumstances.

- On Campus Student Housing
 - A support animal may reside in on-campus housing, including accompanying persons with disabilities in all public or common use areas of on-campus housing, when it may be necessary to afford the person with a disability an equal opportunity to use and enjoy on-campus housing.
 - Before a support animal can move into on-campus housing with a person with a disability, the student requesting use of an animal must submit a request to the

Student Accessibility Services. Student Accessibility Services will review the request and notify the student and Eagle Hall Coordinator if the request is approved or denied. Prior to a final decision, Student Accessibility Services staff may request additional information from the student. The request for a support animal should be made at least thirty (30) days prior to the student bringing the support animal into on-campus housing.

Student Accessibility Services will require documentation for support animals from a licensed physician or mental health provider, including without limitation a qualified psychiatrist, social worker, or other mental health professional, to provide sufficient information for the college to determine that:

- The individual qualifies as a person with a disability.
- The support animal is necessary to afford the person with a disability an equal opportunity to use and enjoy on-campus housing.
- There is a reasonable, documented connection between the animal and the disability.

Once approved, refer to the Service and Support Animal Guidelines for more information. These guidelines will be given to handlers of living in on-campus housing upon approval of a support animal.

Pets are not allowed in on campus student housing, classrooms, offices, or buildings. If any member of the college community is concerned about any animal on campus, they may address their concerns with Student Accessibility Services, Human Resources, or Campus Safety as appropriate.

Service Dog Trainees: Service dogs in training are allowed on campus to the same extent and subject to the same limitations as service dogs.

Responsibilities

The college is not responsible for the care or supervision of service dogs or support animals. Handlers are responsible for the cost, care, and supervision of their animals, including:

- Compliance with any laws pertaining to animal licensing, vaccination, and owner identification.
- Keeping the animal under control and taking effective action when it is out of control.
- Feeding and walking the animal as necessary, and disposing of its waste.
- Handlers may be charged for damage caused by their animals to the same extent that the college would normally charge a person for the damage they cause. However, the college will not require any surcharges or fees for the use of service or support animals.
- Handlers must ensure their animals comply with applicable college rules regarding noise, safety, disruption, and cleanliness.

Exceptions and Exclusions

The college may impose some restrictions on, and may even exclude an animal in certain

instances, including service and support animals. Any animal may be excluded from an area in which it was previously authorized to be if:

- It is out of control and effective action is not taken to control it.
- It is not house-broken or the handler fails to clean a cage or box designated for the animal's waste such that the cleanliness of the room is not maintained.
- It the animal poses a direct threat to the health or safety of others that cannot be mitigated by reasonable modifications of policies, practices, or procedures, or the provision of auxiliary aids or services.

In the event that restriction or removal of a service or support animal is determined to be necessary, the person with a disability will still be given the opportunity to participate in the service, program, or activity without having the animal present.

Guidelines for Members of the College Community

To ensure equal access and nondiscrimination of people with disabilities, members of the college community must abide by the following practices:

- Allow service dogs, and in some cases support animals, to accompany people with disabilities on campus.
- Do not ask for details about a person's disability.
- Do not pet a service dog or support animal as it distracts the animal from its work.
- Do not feed a service dog or support animal.
- Do not deliberately startle, tease, or taunt a service dog or support animal.
- Do not allow pets to approach and/or interfere with a service dog or support animal.
- Do not separate or attempt to separate a handler from his/her service dog or support animal.

Policy Non-Compliance

Violation of any portion of this policy may result in disciplinary action. Incidents will be evaluated on a case-by-case basis and may result in the following sanctions up to:

- Exclusion or expulsion in the case of students.
- Exclusion or dismissal from employment, in the case of employees.
- Exclusion from campus, in the case of the public.

If a handler feels his or her animal has been improperly excluded from campus, the handler may contact Student Accessibility Services, Human Resources, or Campus Safety as appropriate.