

<b>Policy Title:</b>	Simulated Violence, Confrontation or Disturbance for Academic Purposes
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<b>Governing Body:</b>	SOU.	<b>Policy Number:</b>	AAD.039
<b>Policy Contact:</b>	Provost	<b>Date Revised:</b>	
<b>Custodial Office:</b>	Academic Affairs	<b>Date Approved:</b>	February 2, 2011
<b>Approved By:</b>	Cabinet	<b>Next Review:</b>	February, 2014
<b>Related Policy:</b>			

### A. Purpose

The purpose of this policy is to create guidelines to manage simulated events that are staged, for academic purposes, on the SOU campus, in order to prevent any confusion, alarm or misinterpretation of the nature of these exercises.

### B. Definitions

Simulated violence -- From time to time, various disturbing scenes are simulated to be taped for video productions or to be used as field laboratory exercises for other academic work. These scenes may contain simulated violence and/or simulated confrontations or other events that may be misinterpreted by persons who encounter them.

### C. Policy Statement

SOU encourages the production of video scenarios and other simulated scenes on campus for class projects or creative intellectual expression. However, this policy is designed to govern the use of the SOU campus for any video production or other academic project that includes simulations of violence, injuries, spirited confrontation (violence/injuries/confrontation) or a simulated disturbance.

This policy establishes procedures for students and instructors to notify Campus Public Safety (CPS) and other authorities as needed prior to these events, and to identify these events with signage, when they are staged in order to avoid any confusion about the simulated nature of these events.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

### D. Policy Consultation

Academic Council, Campus Public Safety, Business Affairs Council, Student Affairs Council, Crisis Management Council, Department of Art & Art History, Department of Communication, Department of Criminology & Criminal Justice, Rogue Valley Community Television (RVTV), SOU Policy Review Committee

### E. Associated Procedures or Other Information

PRIOR TO SCHEDULING SIMULATED EVENTS CONTACT CAMPUS PUBLIC SAFETY.

ASSOCIATED PROCEDURES FOLLOW.

ASSOCIATED PROCEDURES

## SECTION I. RULES FOR STUDENTS STAGING SCENES USING SIMULATED VIOLENCE ON CAMPUS.

These rules govern the use of the SOU campus by student, employees, and other groups or individuals affiliated with the SOU community for staging scenes for any academic exercise that includes simulations of violence, injuries, spirited confrontation or other disturbances.

### A. STUDENTS – CLASS project on campus.

-- Application – Any student who intends to use any portion of the SOU Campus for staging scenes for video recording (or filming) of a production, or any academic exercise employing simulations of violence/injuries/confrontation for a class project, is required to inform his or her instructor, in writing or via e-mail, four school days prior to the event about the schedule, location, and nature of this staged setting. Instructors will inform CPS of the scheduled activity. Students may appeal a CPS refusal to the Associate Provost.

-- Authorization – Students must subsequently receive their instructor's authorization in writing (or via e-mail) to stage any scene of this nature prior to starting a project. Students will be directed to post signage obtained from RVTV saying: "Simulation Staged for Academic Exercise."

-- Cancellations or Schedule changes – Students are required to notify CPS promptly, via e-mail, when a scheduled staging is cancelled. To arrange a new production schedule, students must contact CPS directly; CPS will approve a new schedule proposal within 24 hours.

-- Discipline – Because of the serious nature of this activity, failure to comply with this policy will result in appropriate disciplinary actions.

### B. STUDENTS – INDEPENDENT (non-class) project on campus.

-- Application – Any student who intends to use any portion of the SOU Campus for staging scenes for video recording (or filming) for any independent project, employing simulations of violence/injuries/confrontation, is required to inform Campus Public Safety (CPS), in writing or via e-mail, four school days prior to the event about the schedule, location and nature of this planned staging.

-- Feasibility – CPS will determine the feasibility of the proposed project and will inform the students of its finding within 48 hours (two school days) before students are authorized to stage the scene on campus. Students may appeal a CPS refusal to the Dean of Students. If students are unable to obtain authorization for this staging it is prohibited. Students will be directed to post signage obtained from RVTV saying: "Simulation Staged for Academic Exercise."

-- Cancellations or Schedule changes – Students are required to notify CPS promptly, via e-mail, when a scheduled project is cancelled. To arrange a new production schedule, students must contact CPS directly; CPS will approve a new schedule proposal within 24 hours.

-- Discipline – Because of the serious nature of this activity, failure to comply with this policy will result in appropriate disciplinary actions.

## SECTION II. RULES FOR STUDENTS STAGING SCENES USING SIMULATED VIOLENCE OFF CAMPUS.

### A. STUDENTS – CLASS project off campus.

-- Application -- Any student who intends to stage scenes for a video recording (or film) production or any academic exercise, employing simulations of violence/injuries/confrontation for a class project, off the SOU campus is required to inform his or her instructor in writing (or via e-mail) four school days prior to the shoot about the schedule, location and nature of this planned production. Instructors will inform CPS of the scheduled activity and obtain a permit from the City or County (depending on where the staging will take place), informing those communities of

any scenarios that might be mistaken as a real, dangerous event. City of Ashland : Ashland Police Department 1155

S. Main St. (541) 482-5211; City of Medford : Medford Police City Hall 411 W 8th St. (541) 770-4784; Jackson County: Jackson County Sheriff's Dept., 787 West 8th St., Medford (541) 774-6800. If students are unable to necessary permits for this staging it is prohibited.

In addition to alerting law enforcement agencies, permission from owners of any properties where filming occurs may also be required.

-- Authorization -- Students must subsequently receive their instructor's authorization in writing (or via e-mail) to stage any scene of this nature prior to starting a project. Students will be directed to post signage obtained from RVTV saying: "Simulation Staged for Academic Exercise."

-- Cancellations or Schedule changes -- Students are required to notify CPS promptly, via e-mail, when a scheduled staging is cancelled. CPS will notify all external authorities. To arrange a new production schedule, students must contact CPS directly; CPS will approve a new schedule proposal within 24 hours.

-- Discipline -- Because of the serious nature of this activity, failure to comply with this policy will result in appropriate disciplinary actions.

#### **B. STUDENTS – INDEPENDENT (non-class) project off campus.**

-- Application -- Any student who intends to stage scenes for a video recording (or film) of any independent project or who intends to stage any project, employing simulations of violence/injuries/confrontation off the SOU campus must first notify CPS in writing (or via e-mail) at least four school days prior to the scheduled project and obtain a permit from the City or County (depending on where the staging will take place), informing those communities of any scenarios that might be mistaken as a real, dangerous event. City of Ashland : Ashland Police Department 1155 S. Main St. (541) 482-5211; City of Medford : Medford Police City Hall 411 W 8th St. (541) 770-4784; Jackson County: Jackson County Sheriff's Dept., 787 West 8th St., Medford (541) 774-6800. If students are unable to obtain necessary permits for this staging it is prohibited.

In addition to alerting law enforcement agencies, permission from owners of any properties where filming occurs may also be required.

-- Authorization -- Students must subsequently receive CPS authorization in writing (or via e-mail) to stage any scene of this nature prior to starting a project. Students will be directed to post signage obtained from RVTV saying "Simulation Staged for Academic Exercise."

-- Cancellations or Schedule changes -- Students are required to notify CPS promptly, via e-mail, when a scheduled project is cancelled, as well as all external authorities. To arrange a new schedule, students must contact CPS directly; CPS will aim to approve a new schedule proposal within 24 hours.

-- Discipline -- Because of the serious nature of this activity, failure to comply with this policy will result in appropriate disciplinary actions.

### **SECTION III. RULES FOR INSTRUCTORS SUPERVISING THE STAGING OF SCENES USING SIMULATED VIOLENCE ON CAMPUS.**

#### **A. INSTRUCTOR OBLIGATIONS – class projects & information.**

-- Assessment -- Instructors receiving these notifications will make an assessment of the feasibility and content of the proposed project, which employs simulations of violence/injuries/confrontation. Instructors are encouraged to discuss the feasibility of the project with Campus Public Safety (CPS) as needed.

-- Notification -- If the project seems reasonable, given the nature of the video and timing and location of the shoot, instructors are required to provide written or e-mail notice to CPS two school days prior to the time whenever any projects, employing simulations of violence/injuries/confrontation, are scheduled. These reports will briefly detail the nature of the simulation, the time and location of the event, and the student's name, e-mail address and phone number

(including cell phone).

-- Authorization -- After consultation with CPS, instructors are authorized to inform their students in writing (or via e-mail) they have permission to stage these events.

-- Signage -- Instructors will direct students to post signage obtained from RVTV identifying approved: "Simulation Staged for Academic Exercise."

-- Circulation -- In order to distribute this information widely, instructors teaching classes that employ these staged events are required to circulate this policy to their students and discuss it with their students at the beginning of each term.

-- Discipline -- Because of the serious nature of this activity, failure to comply with this policy will result in appropriate disciplinary actions.

B. Instructors have no obligations for student-produced INDEPENDENT (non-class) projects.

#### SECTION IV. RULES FOR INSTRUCTORS SUPERVISING THE STAGING OF SCENES USING SIMULATED VIOLENCE OFF CAMPUS.

A. INSTRUCTOR OBLIGATIONS – class projects & information.

-- Assessment -- Instructors receiving these notifications will make an assessment of the feasibility and content of the proposed project employing simulations of violence/injuries/confrontation. Instructors are encouraged to discuss the feasibility of the project with Campus Public Safety (CPS). Instructors will be responsible for contacting the appropriate authorities to determine the feasibility of the project.

-- Notification -- If the project seems reasonable, given the nature of the staging and the timing and location of the event, instructors will send a written or e-mail notice to CPS two school days prior to the time whenever any staging, employing simulations of violence/injuries/confrontation, are scheduled. These reports will briefly detail the nature of the simulation, the time and location of the event, and the student's name, e-mail address and phone number (including cell phone). Instructors will be responsible for contacting the appropriate authorities to determine the feasibility of the project.

-- Authorization -- After consultation with CPS, instructors are authorized to inform their students in writing (or via e-mail) they have permission to stage these events.

-- Signage -- Instructors will direct students to post signage obtained from RVTV identifying approved: "Simulation Staged for Academic Exercise."

-- Discipline -- Because of the serious nature of this activity, failure to comply with this policy will result in appropriate disciplinary actions.

B. Instructors have no obligations for student-produced INDEPENDENT (non-class) projects.

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.