

- a. The assigned officer will make contact with Building Coordinator twice a month.
- b. Contact can be made by:
 - Email;
 - Telephone (voice message);
 - By leaving a personal card;
 - In writing by memorandum; and/or
 - In person.
- c. An ARMS entry will be established each time a contact is attempted, indicating the type of contact made (i.e., in person, writing a memorandum, etc.).
- d. Information developed in the contact will be part of the ARMS entry.
- e. The officer will walk the building(s) assigned as often as possible (at least twice a month), with emphasis on:
 - Fire/Life Safety issues (i.e., hallways containing property, fire doors propped open, etc.);
 - Potential security issues (i.e., rooms left unlocked and unattended, locks in need of repair, etc.); and
 - Crime prevention (i.e., unauthorized people, vandalism, property left unattended, etc.).
- f. Information developed in building inspections will be documented:
 - ARMS entry, if minor;
 - Information miscellaneous report, if needing immediate attention; or
 - A crime report, if warranted.
- g. Notification to the building coordinator will be made on any issues found during building inspections.
- h. Crime prevention presentations may be done by the officer assigned to a building and are encouraged.
 - Authority shall be obtained from immediate supervisor.
 - Presentations are to be given during normal work hours, unless approved by the duty Command Officer.
 - Any Campus Watch presentation must first be coordinated through the Administration Manager, before such programs are presented.
 - All presentations are to be documented in ARMS at the time the presentation takes place.
 - Supervisors and their staff who do conduct approved Campus Watch programs/presentations shall promptly provide the Crime Prevention Specialist the number of people in attendance, location, date, times, subject matter, and a list of materials distributed, if any, within five working days after the approved event has taken place.

2. Distribution of the buildings will be as assigned by the Chief of Police, or the Lieutenant of Operations. Four zones are established, with one zone given to each squad:
 - Zone 1. King Hall, Music, Fine Arts, and Library North and South.
 - Zone 2. Student Union, Salazar Hall, Simpson Towers, Luckman.
 - Zone 3. Administration Student Affairs, Housing, Health Center, Career Center.
 - Zone 4. Engineering & Technology, Physical Science, Biological Science, Physical Education.
3. Sergeants in charge of individual squads are given the responsibility of:
 - ensuring the Campus Watch Program is maintained;
 - assigning officers to buildings within the zones established; and
 - assisting the officers in any capacity required.

C. ARMS entries related to the Campus Watch Program and any connected activities will be part of the annual crime prevention analysis.

V. APPENDICES:

1. Campus Watch Program, Community Involvement & Training Event Report.
2. Community Involvement Quarterly Report.



California State University, Los Angeles
Department of Public Safety

Campus Watch Program, Community Involvement & Training Event Report

Campus Watch Community Involvement Training

Date of activity: _____ Time: _____ Location: _____

Summary:

Were any current concerns voiced by the community [attendees] that require action by our Department?
YES No If yes, please provide related information.

Were there any potential problems presented that have bearing on law enforcement within the community?
YES No If yes, please provide related information.

Were there any recommended actions presented that addressed previously identified problems and concerns?
YES No If yes, please provide related information.

If appropriate, please provide a statement of progress from previously identified concerns and problems.

Date submitted: _____ **Submitted by:** _____



California State University, Los Angeles
Department of Public Safety

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(45.2.2 a-d)

Community Involvement Quarterly Report

Check Quarter January–March April-June July-September October-December

1. Description of current concerns voiced by the community.

2. Description of potential problems that have bearing on law enforcement within the community.

3. Recommended Actions that addressed previously identified problems and concerns.

4. Statement of progress from previously identified concerns and problems.

Date Submitted:

Submitted by:
