



California State University, Los Angeles
Department of Public Safety

NUMBER: II-3 APPROVED: _____
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EFFECTIVE: April 19,2012

SUPERSEDES: May 1,2010 Reviewed/Revised: April 30, 2020

SUBJECT: **Crime Prevention and Community Involvement**

I. PURPOSE:

To describe the crime prevention and community services functions and to establish guidelines for the provision of community related programs and services to be accomplished by all members of the Department.

II. POLICY:

The Cal State L.A. University Police Department is committed to contributing to the welfare of the campus community. The University Police supports this commitment through programs designed to anticipate, recognize and appraise crime risks, and that initiate action to reduce those risks. These programs attempt to promote community involvement and support of activities that address community perceptions and misperceptions of crime.

III. DEFINITIONS:

- A. Crime Prevention Programs. Police programs that strengthen community partnerships and assist in formulating policing strategies.
- B. Service Community. Those persons living within the agency’s jurisdiction.
- C. Victim. A person who suffers physical, financial, or emotional harm as the direct result of a specified crime committed upon his or her person or property.

IV. PROCEDURES:

- A. Crime prevention activities are implemented and coordinated through the Crime Prevention Specialist, who reports to the Administration Manager.
- B. The Investigations Unit personnel, supervised by the Sergeant in that unit, have a supplemental role in field crime prevention activities and play an important role for an integrated Department response. The assignment of responsibility to an individual does not relieve other employees from being aware of and involved in crime prevention activities and programs.
- C. All employees should be familiar with the crime prevention and community relations activities and programs offered by the Department.

- D. Crime prevention training needs will be identified through interviews with campus and community representatives, consultations with those involved in internal investigations, and discussions with Department supervisors.
- E. The Department crime prevention function shall focus activities on community relations, crime prevention and security on campus. Department employees will keep the Administration Manager (Crime Prevention Function coordinating manager) informed concerning potential problems and concerns of the campus community, either through: informing the supervisor directly; documenting information in memorandum form; or using the Campus Watch Program, Community Involvement & Training Event Report.
- F. Crime Prevention Function Initiatives.
 - 1. The Department's crime prevention function is a shared responsibility of all employees, but specific duties are assigned to the Crime Prevention Coordinator and the Police Deputy Chief or his/her designee.
 - 2. The Department's crime prevention function provides for the following:
 - a. Targeting crime prevention programs based on the type and geographic area of the crimes, as the result of an analysis of crime data by Department Investigators or other Department employees;
 - b. Targeting crime prevention programs to address community perceptions or misperceptions of crime; and
 - c. Evaluating the effectiveness of crime prevention programs at least once every three years.
 - 3. Organization of crime prevention groups in residential and other campus areas shall be a continual process. Campus areas shall be encouraged to form "neighborhood watch" groups and campus employees will be provided information on crime prevention and reporting of observed incidents.
 - a. Crime prevention activities shall include presentations to:
 - 1) University departments and office areas;
 - 2) Campus Housing;
 - 3) Fraternities and Sororities;
 - 4) Campus clubs and organizations; and,
 - 5) Other interested groups.
 - b. Crime prevention programs will be presented in Campus Housing twice a year.
 - c. Information on campus safety and security are provided through orientation sessions for first year students and transfer students, and during presentations for parents of first year students.
 - d. Programs are provided each year to fraternities and sororities when requested by the chapters or as a need is identified.
 - e. Community education presentations will include sexual assault and acquaintance rape prevention, alcohol and drug abuse, bicycle safety, general campus safety and security, workplace violence,

home, campus housing and office security, personal safety, and theft prevention.

- f. Documentation on all programs presented will be maintained.
4. If granted the opportunity, crime prevention input will be provided in relation to the development or revision of zoning policies, building codes, fire codes, and residential/commercial building permits.
 - a. The Department, through the Chief of Police, will provide input into any new construction plans and projects to identify any security concerns or risks and make recommendations.
 - b. Additionally, input will be provided into any proposed University policy changes that may affect the safety of the campus community.

G. Community Involvement.

1. The crime prevention/community involvement function provides the following basic services.
 - a. Establishing liaison with formal campus organizations and other community groups. This includes:
 - 1) Coordinating activities with organizations on campus to educate and raise awareness levels of students, faculty and staff, on personal safety issues;
 - 2) Conveying information and suggestions from citizens and community organizations regarding crime prevention to the appropriate individuals within the Department;
 - 3) Developing and maintaining an inventory of literature for distribution, including brochures, flyers and newsletters, promoting the Department's crime prevention programs and objectives;
 - 4) Responding to requests for information from faculty, staff, parents, students, and prospective students; and,
 - 5) Providing problem-solving assistance and answering questions about program goals.
 - b. Assisting in the development of community involvement policies for the department.
 - c. Publicizing agency objectives, community problems, and successes.
 - d. Conveying information transmitted from citizens' organizations to the department.
 - e. Improving agency practices bearing on police community interaction.
 - f. Developing problem oriented or community policing strategies, when possible.

- g. Reminding and informing all personnel that they are responsible for achieving the agency's community involvement objectives. This shall be partially accomplished through attendance at roll-call shift briefings.
 - h. Identifying training needs through interviews with citizen representatives, consultation with those involved with internal investigations and conferences with supervisors.
 - i. Establishing community groups where they are needed.
 - 2. At least quarterly, the Crime Prevention Coordinator will prepare a report [and forward same to the Chief of Police] that includes at a minimum, the following elements:
 - a. A description of current concerns voiced by the community;
 - b. A description of potential problems that have a bearing on law enforcement activities within the community;
 - c. A statement of recommended actions that address previously identified concerns and problems; and,
 - d. A statement of progress made toward addressing previously identified concerns and problems.
 - 3. Procedures to transmit information related to community involvement and crime prevention that is received by department members.
 - a. Current concerns or potential problems that come to the attention of any member of the department shall be documented through a written memorandum or by directly informing the supervisor of Investigations.
 - b. Written memorandums may be submitted to the Chief of Police on any issues expressed by the community or observed by an employee.
 - c. Written correspondence should include recommendations related to actions that could resolve the issue or concern.
- H. A survey of citizen attitudes and opinions will be conducted at least every two years that addresses:
- 1. Overall Department performance;
 - 2. Overall competence of Department employees;
 - 3. Officers' attitudes and behavior toward citizens;
 - 4. Community concerns over safety and security within the campus community as a whole; and,
 - 5. Recommendations and suggestions for improvements.

V. APPENDICES: None.