



California State University, Los Angeles
Department of Public Safety

NUMBER: IV-47

APPROVED: _____
Larry Bohannon, Interim Chief of Police

EFFECTIVE: August 7, 2013

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SUBJECT: Risk Assessment and Safety Issues

I. PURPOSE.

The purpose of this order is to recognize the distinctive challenges a campus law enforcement agency faces as well as to address some of the unique situations that exist within a campus setting.

II. POLICY.

It shall be the policy of the California State University, Los Angeles Police Department to provide effective service to the campus community.

III. DEFINITIONS.

- A. Risk Assessment: The identification, evaluation, and estimation of the levels of risks involved in a situation, their comparison against benchmarks or standards, and determination of an acceptable level of risk.
- B. Analysis: Detailed examination of the elements or structure of something, typically as a basis for discussion or interpretation.
- C. Risk reduction: The process of identifying, assessing, and controlling, risks arising from operational factors and making decisions that balance risk cost with mission benefits. Also called Risk Management.
- D. Budgetary off-set: Spending or revenue excluded from the budget totals by law.
- E. Self-funded: Assuming full responsibility for funding a project.
- F. FERPA: The Family Educational Rights and Privacy Act which protects the privacy of student educational records.

IV. PROCEDURE.

A. Risk Assessment and Analysis.

1. The Chief of Police or his/her designee will perform a documented risk assessment every three (3) years of the campus. The assessment shall cover and consist of the following:
 - a. Specific areas of the campus to include buildings, structures, common areas associated with the university, and include key control, access cards and security monitoring devices.
 - b. Records and reports to be used in the analysis shall be, at a minimum, police crime and incident reports, documented calls for service and property losses to the institution and individuals.
 - c. The risk to the campus community from criminal activity shall be analyzed in relation to time, place and manner.
 - d. The risks associated with campus community accidents shall be conducted by a review of personal injury cases and risk reduction efforts.
 - e. Identification of liability issues in relation to security requirements and the responsibilities of the University Police shall be noted within the assessment.
2. The risk assessment and analysis with conclusions and recommendations will be forwarded to affected University departments and the Vice President for Administration and Finance.

B. Budgetary Off-Sets

1. Campus entities and departments that receive supplementary and targeted services from the University Police Department may be charged for those additional efforts.
2. The Chief of Police has the responsibility and the authority to review, coordinate, and approve all related expenditures in special or supplementary services.

C. Campus Escort Services (See also, Department Order I-28, Auxiliaries – Eagle Patrol).

1. Escort services are provided to members of the campus community upon request through the University Police Communications Center (Dispatch), or in person to a member of Eagle Patrol. Additional conditions, operational factors, rules, and regulations include:
 - a. Assigned hours are generally Monday through Thursday, 1800-2300 hours; however, requests for escorts at other times should be honored when possible.
 - b. Each escort must begin from an identified and known point with a destination clearly defined and communicated to Dispatch.

- c. An ARMS entry detailing the time receiving a call for escort, destination of the escort, and completion time will be kept for each escort.
 - d. If a crime in progress is observed by an Eagle Patrol member while on an escort assignment, he/she shall report the event to the dispatcher immediately. The safety of the person being escorted shall be of ultimate importance, and no actions by the Eagle Patrol shall put the person at risk.
 - e. When not on an escort call, Eagle Patrol personnel will be walking through their respective assigned parking lots and buildings – remaining visible and observant.
 - f. **Eagle Patrol student assistants are to observe and report only, no other action shall be taken.**
- 2. Notification of escort services to the campus community shall be distributed via:
 - a. The Public Safety website;
 - b. At crime prevention presentations; and through
 - c. Written pamphlets and materials
- 3. Supervision of Eagle Patrol and the escort services shall be accomplished by:
 - a. Eagle Patrol supervisory personnel; and
 - b. The on-duty Watch Commander.
- 4. All personnel selected to be Eagle Patrol members shall be fingerprinted through Live Scan and be cleared for employment prior to appointment.
- 5. Training and orientation:
 - a. All Eagle Patrol must complete the basic department orientation and the specific training in the safe performance of escorts prior to being assigned the duty.

D. University Emergency Notification System (ENS).

- 1. The campus contracts with an outside vendor to provide the internet-based program for emergency notification of faculty, staff and students. This program includes email, text messaging, and voice messaging components.
 - a. Access to the system is granted via authorization and passwords to the following personnel who have the authority to activate the notification system:
 - 1) Chief of Police;
 - 2) Administrative Services Manager;
 - 3) Administrative Technology Personnel; and
 - 4) Dispatchers.

2. Conditions to initiate the ENS.
 - a. The ENS is used in situations where immediate notification is required for life-saving situations, or any other emergency situations in which information needs to be disseminated quickly to the campus community.
 - b. The ENS is used for one of the following situations:
 - 1) Alert persons of emergency situations, such as shelter in a place, active shooter or other potentially life-threatening situations.
 - 2) Announcement of drills and exercises, such as evacuation or shelter in place drills.
 - 3) Alert persons to non-life threatening situations, such as avoidance of an area because of a broken water line, or other unplanned events.
 - 4) Any other situation deemed necessary by the University President, Chief of Police, or other person acting in their behalf.
3. Methods in which information will be released via ENS Messages.
 - a. Messages will be approved by the Chief of Police, Administrative Service Manager or the Lieutenant before they are sent.
 - b. Messages for this system are one of the following:
 - 1) A pre-set message that can be used for a specific incident, such as a fire or avoidance situation.
 - 2) Messages created for that particular incident. Messages of this type will be in the following format:

EMERGENCY NOTIFICATION exist for CSU Los Angeles [SITUATION] in progress at/in [LOCATION]. [PERSON/AGENCY/DEPT] on scene. Situation is [STABLE, UNDER CONTROL, SERIOUS, and/or CIRCUMSTANCES ARE UNKNOWN]. Access to campus is [RESTRICTED/CLOSED/NORMAL].
4. Testing of the ENS.
 - a. Testing of the ENS will occur on at least an annual basis.
 - b. At a minimum, one emergency drill will occur every academic year. During this exercise, all persons in the CSULA database are sent text and email messages.
 - c. Results of the tests (successful sends) are sent to the Administrators of this program.
5. Administration of the Program.
 - a. The Administrative Services Manager takes the lead in the set-up, testing and administrative aspect of this program.

- b. Other authorized personnel have access to this program and can perform these duties at any time that is required, or when the Administrative Services Manager is unable to access the system.
 - 6. Notification of the emergency notification system (ENS) to the campus community shall be distributed via:
 - a. The Public Safety website;
 - b. At crime prevention presentations; and through
 - c. Written pamphlets and materials
- E. Active shooter and terrorism (See also, Department Order IV-41, Active Shooter and Department Order IV-43, Criminal Intelligence and Homeland Security Activities).
 - 1. Immediate notification to the campus community shall occur within a reasonable time period using the University Emergency Notification System. Authorization for this notification must come from the Watch Commander, the Lieutenant, or the Chief of Police and be documented within ARMS by the on-duty dispatcher.
 - 2. Notification will be made to surrounding law enforcement agencies and/or through the use of mutual aid only after approval by a Command Officer, or in their absence, the Watch Commander. Record of the request and the approval must be included in an ARMS/CAD entry (Department Order IV-3, Unusual Occurrences).
 - 3. Assaulting and controlling the threat when lives are in imminent danger shall follow the guidelines provided within Department Order IV-41, Active Shooter.
 - 4. Lockdown and containment of the incident will be accomplished by establishing an inner perimeter as outlined in Department Order IV-41, Active Shooter.
 - 5. A documented annual review of the active shooter plan and training needs shall be completed each year by the Chief of Police, or his/her person delegated this responsibility. This action shall include a review of the plan with primary stakeholders.
- F. Campus Behavioral Threat Assessment Process.
 - 1. Workplace Violence and Threat Assessment.
 - a. Administrative Procedure P-004 addresses the University course of action regarding campus violence.
 - b. The University Police shall coordinate threat assessment activities, in consultation with Human Resources, the Student Health Center, University Counsel, and designated and required personnel necessary to complete a review as dictated by the situation.

G. Behavioral Concern Report.

1. A Behavioral Concern report can be completed by any member of the campus community if they observe behavior that they believe should be brought to the attention of the University Police.
2. These reports are accessed on the University website and when completed are to be routed directly to the Chief of Police.
3. The Lieutenant shall coordinate a preliminary investigation into any allegations noted, and should it be deemed necessary, the Chief of Police can convene a meeting of appropriate personnel for advisement.

H. Campus Video Camera Surveillance Systems (See also, Department Order V-2, Audio, Video and Telephone Operations and Administrative Procedure 415).

1. The University Police currently monitor video surveillance cameras located in public areas on campus for the purpose of deterring crime, assisting police in criminal investigations, and protecting the safety and property of the campus community.
2. Conditions for the installation of cameras and camera locations.
 - a. No video surveillance or recording equipment may be installed on campus without the approval of the University Police.
 - b. Virtual or fake cameras cannot be installed on campus.
 - c. Cameras may not be established in private areas of the campus without obtaining a warrant and are subject only to appropriate legal authority.
 - d. Video surveillance cameras shall not be directed or zoomed into the windows of any private residential building including residence halls.
 - e. Use of video surveillance cameras shall be accompanied by signage indicating use of such cameras with signage appropriate to the facility and camera placement. Signage content and placement must be approved by University Police.
 - f. Prior to adding video monitoring systems to any location, departments are encouraged to request a site inspection conducted by a Public Safety employee to determine minimum requirements for the area.
 - g. Placement of video surveillance cameras shall be the responsibility of the University Chief of Police and shall conform to applicable federal and state laws.
3. Conditions and responsibilities for monitoring cameras and responding to potential incidents.

- a. The existence of video surveillance cameras does not imply or guarantee that cameras will be monitored in real time continuously or otherwise.
 - 1) Dispatchers shall observe the direct-video signal when possible or for cause, but are not required to continually view the monitors.
 - 2) The viewing of the camera systems is considered a “secondary” responsibility to a dispatcher, after telephone and radio communications.
 - 3) In any case where an incident or potential incident is observed it shall be the responsibility of the dispatcher to advise field units of the type of incident observed (i.e. suspicious person, burglary in progress, etc.) and inform responding units the method in which the information was received.
 - 4) It shall be the responsibility of the dispatcher to keep responding units appraised of the incident as new information is being received/viewed, keeping officer safety a priority.
4. Security access protocols.
 - a. Information obtained through video surveillance recordings will be used only for security and law enforcement.
 - b. Only those responsible for investigation and enforcement of laws/policies will have access to the recorded video.
 - c. Access to recorded video is subject to approval by the Chief of Police.
 - d. Monitors for video equipment shall be installed in controlled-access areas and shall not be viewed by unauthorized persons.
5. Data storage and retrieval.
 - a. Recordings will be stored in a manner consistent with available technology and transported in a manner that preserves security.
 - 1) Both current and archived recordings will be secured.
 - 2) All storage and access to recordings will be accessible to University Police as directed by the Chief of Police.
 - b. Recordings used in law enforcement investigations or criminal prosecutions shall be retained until the end of the court or judicial proceedings and appeal period unless directed otherwise by a court.
 - c. Recordings may also be retained for other bona fide reasons as determined by the Chief of Police, in consultation with University General Counsel.
 - d. Recordings shall be retained for 90 days and then will be erased or recorded over unless retained as part of a criminal investigation, a civil or criminal court proceeding, or pursuant to a preservation request issued by the Office of the General Counsel.

- e. No attempt shall ever be made to alter any recording. Editing or otherwise altering recordings or still images, except to enhance quality for investigative purposes, is strictly prohibited.
 - f. Transmission of recordings using the Internet or campus network will use encryption technology to ensure that recordings are not improperly accessed.
 - g. For FERPA purposes, recordings with information about a specific student are considered law enforcement records unless the University uses the recording for discipline purposes or makes the recording part of the educational record.
 - h. Any person who tampers with or destroys a camera, a recording, or any part of the electronic surveillance system may be prosecuted in the criminal justice system as well as through the campus judicial process.
6. Maintenance and testing.
- a. The University Police oversees installation and maintains video camera monitoring systems throughout the University.
 - b. Monitoring cameras, devices, recording units, and all associated wiring, cabling, network connections, and associated costs are the responsibility of the facility in which they are installed. Exceptions would be negotiated on a case by case basis between the department and the Chief of Police.
 - c. The testing of video systems is completed by the Lead Camera Technician at the start of each work shift.
 - d. Any maintenance issues are reported directly to the Chief of police and/or his/her designee, typically via email communication.
7. Training.
- a. All new video camera monitoring system installations on campus must have accompanying user training provided by Public Safety personnel and, if required, by the vendor that installed the device(s). Periodic training will be provided on an as needed basis.
 - b. Camera control operators, and all persons with remote access ability to control cameras, to include all dispatch personnel, shall be trained in the technical, legal and ethical parameters of appropriate camera use.
 - c. Camera control operators, and all persons with remote access ability to control cameras, shall receive a copy of Administrative Procedure 415. Any Public Safety personnel with access to the camera system will receive a copy of this Department Order as part of the training requirements. An ARMS/CAD entry is to be made after, acting as proof of acknowledgement that they have read and understood its contents.
8. Responsibilities.


- a. An annual reevaluation of the video monitoring system will be conducted to ensure costs, benefits, and risk factors are considered appropriately.
 - b. Annual reevaluation of camera locations will also be conducted to ensure camera locations best fit the purposes of deterring crime and protecting the safety and property of the campus community.
9. Request to view recordings and the release of information.
- a. Access to recorded video is subject to approval by the Chief of Police.
 - b. No researcher or organization, whether faculty, staff, student, or the general public, is authorized to use these cameras or recordings from the cameras for research purposes.
 - c. Monitors for video equipment shall be installed in controlled-access areas and shall not be viewed by unauthorized persons.


I. Campus Emergency Telephones.

- a. Eagle Patrol will conduct a monthly inspection and test of all Blue Light/Emergency Telephones on University property.
 - 1) All inspections will be documented in the *Emergency Phone Inspection Sheet*.
 - 2) Completed forms will be turned in to the Fire Technician whom, if necessary, will contact an outside vendor for repairs.
- b. All inspections will be documented in the form of a log entry. If a phone is found to be defective, Eagle Patrol will notify dispatch and have that logged via date and time.
- c. When the University acquires a new property or constructs/remodels an existing building, the campus Planning and Construction Office will notify the University Police department to have a representative attend the pre-construction meeting. The University Police Department, at that time, will make recommendations on optimal locations for the installation or removal of Emergency Telephones.
- d. Notification of the Emergency Phones ("Blue Light," nondial, outdoor emergency telephones) to the campus community shall be distributed via the Annual Security & Fire Safety Report and at crime prevention presentations.
- e. The Administrative Manager will complete a needs review of the Emergency Telephones every three years based on a documented security survey.
- f. Calls received via an Emergency Telephone will be treated as an emergency unless the nature of the call does not warrant an emergency response from field units (Department Order IV-18, Responding to Routine and Emergency Calls).

V. APPENDICES:

- A. Behavioral Concern Checklist & Report Guideline Form
- B. University Police Dispatch Camera Monitoring Systems Checklist & Operational Inspection Form
- C. Campus Security Authorities Crime & Incident Report Form
- D. Emergency Phone Inspection Sheet

		Behavior Concern Checklist & Report Guideline			
For Faculty & Staff					
Your Name:		Phone #	Dept/College:		Date:
Your Supervisor:			Your Email:		Time:
Person of Concern:			<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Other		
Describe behavior or situation:					
What is your concern?					
Identify other individuals involved, including their contact information and status as faculty, staff, students or other (if known):					
Have you taken any actions?:		<input type="checkbox"/> Yes <input type="checkbox"/> No		If "yes" describe and include any previous reported incidents.	
Supervisor/Administrator Notified?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Name of Supervisor or Administrator Notified:	
Witnesses:	Name:			Contact #	
	Name:			Contact #	
	Name:			Contact #	
Forward completed form to the University Police for possible follow-up					
For Administrative Use					
Related cases:	1.	2.	3.		
Follow-up assigned to:				Date Assigned:	
Date Completed:		Command Level Review :			
Comments:					

 University Police Dispatch Camera Monitoring Systems Checklist & Operational Inspection							Inspection Conducted by:	Date:
#	IP Server	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Recording <input checked="" type="checkbox"/>	Notes			
Annex Link								
1	001 Annex Emergency Exit	YES	NO	YES	NO			
2	002 Annex Main Exit	YES	NO	YES	NO			
3	003 Annex Rear Exit	YES	NO	YES	NO			
Group: Corporate Yard								
4	001 Corporate Yard Left	YES	NO	YES	NO			
5	002 Corporate Yard Right	YES	NO	YES	NO			
Group: DPS Exterior								
6	001 DPS Rear NW PTZ	YES	NO	YES	NO			
7	002 DPS Yard NE PTZ	YES	NO	YES	NO			
8	003 DPS Yard SE PTZ	YES	NO	YES	NO			
9	004 Lot 1 SW PTZ	YES	NO	YES	NO			
10	005 PRC 1	YES	NO	YES	NO			
11	006 PRC 2	YES	NO	YES	NO			
12	007 PRC 3	YES	NO	YES	NO			
13	008 PRC 4	YES	NO	YES	NO			
14	009 PS Front Intercom	YES	NO	YES	NO			
15	010 PS Front Parking Lot	YES	NO	YES	NO			
16	011 PS Mid Parking Lot	YES	NO	YES	NO			
17	012 PS Rear Parking Lot	YES	NO	YES	NO			
18	013 Rear Entrance	YES	NO	YES	NO			
Group: DPS Hallways								
19	001 Admin 1 North Hall	YES	NO	YES	NO			
20	002 Admin 1 South	YES	NO	YES	NO			
21	003 Admin 2 North Hall	YES	NO	YES	NO			
22	004 Admin 2 South Hall	YES	NO	YES	NO			
23	005 Dispatch Hallway	YES	NO	YES	NO			
24	006 Emergency Exit	YES	NO	YES	NO			
25	007 EP/CP Hallway	YES	NO	YES	NO			
26	008 Lockers Hallway	YES	NO	YES	NO			
27	009 Patrol Hallway	YES	NO	YES	NO			
28	010 Rear Exit	YES	NO	YES	NO			
A	007a EP/CP Hallway - Audio only	YES	NO	YES	NO			
Group: ECST								
29	001 ECST	YES	NO	YES	NO			
30	002 ECST Main Entrance	YES	NO	YES	NO			
Group: Evidence Room								
31	001 Evidence Room	YES	NO	YES	NO			
Group: Front Lobby - Audio								
32	001 Front Teller	YES	NO	YES	NO			
33	002 Lobby East	YES	NO	YES	NO			
34	003 Lobby West	YES	NO	YES	NO			
35	004 Reception East	YES	NO	YES	NO			
36	005 Reception West	YES	NO	YES	NO			
A	000a Lobby 1 - Audio only	YES	NO	YES	NO			
A	000a Lobby 2 - Audio only	YES	NO	YES	NO			
A	000a Lobby 3 - Audio only	YES	NO	YES	NO			
A	000a Lobby 4 - Audio only	YES	NO	YES	NO			
A	002a Lobby East - Audio only	YES	NO	YES	NO			
A	003a Lobby West - Audio only	YES	NO	YES	NO			
A	004a Reception East - Audio only	YES	NO	YES	NO			
A	005a Reception West - Audio only	YES	NO	YES	NO			
Group: Golden Eagle Apartments								
37	001 GEA CourtYard	YES	NO	YES	NO			
38	002 GEA CourtYard	YES	NO	YES	NO			
39	003 GEA CourtYard	YES	NO	YES	NO			
40	004 GEA CourtYard	YES	NO	YES	NO			
41	005 GEA Court Yard Stairs	YES	NO	YES	NO			
42	006 GEA Entry/Exit Valley	YES	NO	YES	NO			
43	007 GEA Front Entrance	YES	NO	YES	NO			
44	008 GEA Front Entry Gate	YES	NO	YES	NO			
45	009 GEA HandyCap Ramp	YES	NO	YES	NO			
46	010 GEA Mariondale Rd	YES	NO	YES	NO			
47	011 GEA Mariondale Left	YES	NO	YES	NO			
48	012 GEA Mid Parking Gate	YES	NO	YES	NO			
49	013 GEA Rear Coverage, Valley	YES	NO	YES	NO			
50	014 GEA Rear Coverage, Valley	YES	NO	YES	NO			

51	015	GEA Rear Coverage, Valley	YES	NO	YES	NO		
52	016	GEA Rear Coverage, Valley	YES	NO	YES	NO		
53	017	GEA Rear Parking 1	YES	NO	YES	NO		
54	018	GEA Rear Parking 2	YES	NO	YES	NO		
55	019	GEA Rear Parking 3	YES	NO	YES	NO		
56	020	GEA Rear Parking 4	YES	NO	YES	NO		
Group: Housing								
57	001	Housing Exit Driveway	YES	NO	YES	NO		
58	002	KH Lower Stair	YES	NO	YES	NO		
59	003	KH Mid Stair	YES	NO	YES	NO		
60	004	KH Stair Landing	YES	NO	YES	NO		
61	005	KH Upper Stair	YES	NO	YES	NO		
62	006	Lot 5 Sairwell	YES	NO	YES	NO		
63	007	Lot 7 Entrance	YES	NO	YES	NO		
64	008	Lot 7 PTZ	YES	NO	YES	NO		
65	009	PH 1 Loop NW	YES	NO	YES	NO		
66	010	PH 1 Loop SW	YES	NO	YES	NO		
67	011	PH 1 Loop West	YES	NO	YES	NO		
68	012	PH 2 Main Quad	YES	NO	YES	NO		
69	013	PH 2 Quad Office	YES	NO	YES	NO		
70	014	Phase 1 S Drive	YES	NO	YES	NO		
71	015	PHS 1 Hallway	YES	NO	YES	NO		
72	016	PHS 1 Vending	YES	NO	YES	NO		
73	017	PHS 2 Café	YES	NO	YES	NO		
74	018	Quad Phase 1	YES	NO	YES	NO		
75	019	Upper Lot 7	YES	NO	YES	NO		
76	020	Upper Lot 7 Stairs	YES	NO	YES	NO		
Group: Hydrogen Station								
77	001	Hydro PTZ 1	YES	NO	YES	NO		
78	002	Hydro PTZ 2	YES	NO	YES	NO		
Group: Interview Room - Audio								
79	001	Interview Room	YES	NO	YES	NO		
A	001a	Interview Room - Audio only	YES	NO	YES	NO		
Group: King Hall Link								
80	001	King Hall	YES	NO	YES	NO		
81	002	King Hall Emergency Exit	YES	NO	YES	NO		
Group: Kiosk								
82	001	Drive Up Kiosk Inside	YES	NO	YES	NO		
83	002	Drive Up Kiosk Outside	YES	NO	YES	NO		
Group: Lib North								
84	001	1st Floor SW Exit	YES	NO	YES	NO		
85	002	1st Floor Emergency Exit	YES	NO	YES	NO		
86	003	1st Floor Entrance	YES	NO	YES	NO		
87	004	1st Floor H.S.	YES	NO	YES	NO		
88	005	1st Floor NW Exit	YES	NO	YES	NO		
89	006	1st Floor NE Exit	YES	NO	YES	NO		
90	007	1st Floor SE Exit	YES	NO	YES	NO		
91	008	2nd Floor NE Exit	YES	NO	YES	NO		
92	009	2nd Floor NW Exit	YES	NO	YES	NO		
93	010	2nd Floor SE Exit	YES	NO	YES	NO		
94	011	2nd Floor SW Exit	YES	NO	YES	NO		
95	012	3rd Floor NE Exit	YES	NO	YES	NO		
96	013	3rd Floor NW Exit	YES	NO	YES	NO		
97	014	3rd Floor SE Exit	YES	NO	YES	NO		
98	015	3rd Floor SW Exit	YES	NO	YES	NO		
99	016	4th Floor Bridge	YES	NO	YES	NO		
100	017	4th Floor Stair	YES	NO	YES	NO		
101	018	Level A NW Exit	YES	NO	YES	NO		
102	019	Level A NE Exit	YES	NO	YES	NO		
103	020	Level A SE Exit	YES	NO	YES	NO		
104	021	Level A SW Exit	YES	NO	YES	NO		
105	022	Level B NE Exit	YES	NO	YES	NO		
106	023	Level B NW Exit	YES	NO	YES	NO		
107	024	Level B SE Exit	YES	NO	YES	NO		
108	025	Level B SW Exit	YES	NO	YES	NO		
Group: Lib South								
109	001	1st Floor East Exit	YES	NO	YES	NO		

110	002	1st Floor Main Exit	YES	NO	YES	NO		
111	003	1st Floor West Exit	YES	NO	YES	NO		
112	004	2nd Floor East Exit	YES	NO	YES	NO		
113	005	2nd Floor West Exit	YES	NO	YES	NO		
114	006	3rd Floor East Exit	YES	NO	YES	NO		
115	007	3rd Floor West Exit	YES	NO	YES	NO		
116	008	4th Floor Bridge	YES	NO	YES	NO		
117	009	4th Floor East Exit	YES	NO	YES	NO		
118	010	4th Floor Storage	YES	NO	YES	NO		
119	011	4th Floor West Exit	YES	NO	YES	NO		
Group: Live Scan - Audio								
120	001	Live Scan	YES	NO	YES	NO		
A	001a	Live Scan - Audio only	YES	NO	YES	NO		
Group: Metro Busway								
121	001	MTA Circle East	YES	NO	YES	NO		
122	002	MTA Circle West	YES	NO	YES	NO		
123	003	Student Drop Off	YES	NO	YES	NO		
Group: Metro Platform								
124	001	Metro Elevator	YES	NO	YES	NO		
125	002	Metro Platform 1	YES	NO	YES	NO		
126	003	Metro Platform 2	YES	NO	YES	NO		
127	004	Metro Platform 3	YES	NO	YES	NO		
128	005	Metro Platform 4	YES	NO	YES	NO		
129	006	Metro PTZ 1	YES	NO	YES	NO		
130	007	Metro PTZ 2	YES	NO	YES	NO		
131	008	Transit Walkway	YES	NO	YES	NO		
Group: North Field								
132	001	North Field 1	YES	NO	YES	NO		
133	002	North Field 2	YES	NO	YES	NO		
134	003	North Field 3	YES	NO	YES	NO		
135	004	North Field 4	YES	NO	YES	NO		
Group: P&T Center								
136	001	P&T Awning	YES	NO	YES	NO		
137	002	P&T Exit Door	YES	NO	YES	NO		
138	003	P&T H Desk	YES	NO	YES	NO		
139	004	P&T Safe Room	YES	NO	YES	NO		
140	005	P&T T Desk	YES	NO	YES	NO		
141	006	P&T Window 2 Int	YES	NO	YES	NO		
142	007	P&T Window 4 Int	YES	NO	YES	NO		
143	008	P&T Windows Exit	YES	NO	YES	NO		
A	000a	P&T - Audio only	YES	NO	YES	NO		
A	000a	P&T - Audio only	YES	NO	YES	NO		
A	000a	P&T - Audio only	YES	NO	YES	NO		
A	000a	P&T Recording - Audio only	YES	NO	YES	NO		
Group: PKS A								
144	001	Lot A 1	YES	NO	YES	NO		
145	002	Lot A 10	YES	NO	YES	NO		
146	003	Lot A 11	YES	NO	YES	NO		
147	004	Lot A 12	YES	NO	YES	NO		
148	005	Lot A 13	YES	NO	YES	NO		
149	006	Lot A 14	YES	NO	YES	NO		
150	007	Lot A 15	YES	NO	YES	NO		
151	008	Lot A 2	YES	NO	YES	NO		
152	009	Lot A 3	YES	NO	YES	NO		
153	010	Lot A 4	YES	NO	YES	NO		
154	011	Lot A 5	YES	NO	YES	NO		
155	012	Lot A 6	YES	NO	YES	NO		
156	013	Lot A 7	YES	NO	YES	NO		
157	014	Lot A 8	YES	NO	YES	NO		
158	015	Lot A 9	YES	NO	YES	NO		
Group: Processing Room - Audio								
159	001	Jail 1	YES	NO	YES	NO		
160	002	Jail 2	YES	NO	YES	NO		
161	003	Processing 1	YES	NO	YES	NO		
162	004	Processing 2	YES	NO	YES	NO		
A	001a	Jail 1 - Audio only	YES	NO	YES	NO		
A	002a	Jail 2 - Audio only	YES	NO	YES	NO		
A	003a	Processing 1 - Audio only	YES	NO	YES	NO		
A	004a	Processing 2 - Audio only	YES	NO	YES	NO		
Group: Salazar Hall Link								
163	001	Salazar Hall Main	YES	NO	YES	NO		
164	002	Salazar Hall Side	YES	NO	YES	NO		
Group: Student Union								
165	001	Student Union	YES	NO	YES	NO		
166	002	Student Union Emerg Exit	YES	NO	YES	NO		

		Group: Track & Field and Reeder Field						
167	001	Baseball Field	YES	NO	YES	NO		
168	002	Track & Field PTZ	YES	NO	YES	NO		
169	003	Track & Field 1	YES	NO	YES	NO		
		Group: Walkway						
170	001	Library Plaza A	YES	NO	YES	NO		
171	002	Library Plaza B	YES	NO	YES	NO		
172	003	Main Walkway	YES	NO	YES	NO		
173	004	Walkway Downhill	YES	NO	YES	NO		
		Group: Walkway						
174	001	WC Door Entry	YES	NO	YES	NO		
175	002	WC Window E	YES	NO	YES	NO		
176	003	WC Window W	YES	NO	YES	NO		
177	004	WC Drive Up Ext E	YES	NO	YES	NO		
178	005	WC Front S	YES	NO	YES	NO		
179	006	WC North	YES	NO	YES	NO		
180	007	WC South	YES	NO	YES	NO		
181	008	WC Window W	YES	NO	YES	NO		
A	000a	Welcome Center 1 - audio only	YES	NO	YES	NO		
A	000a	Welcome Center 2 - audio only	YES	NO	YES	NO		
A	000a	Welcome Center 3 - audio only	YES	NO	YES	NO		
A	000a	Welcome Center 4 - audio only	YES	NO	YES	NO		
Issues:								

Appendix C



Campus Security Authorities Crime & Incident Report Form

**CONFIDENTIAL**

FILENAME: CSA Form for reporting Crimes & Incidents 2.vsd

University Police, CSULA

According to the Higher Education Act, or 20 U.S.C. 1092, now known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, California State University, Los Angeles is required to collect and annually publish statistics concerning the occurrence of selected crimes on campus property (including residential facilities), non-campus property, and public property, reported or known to University Police, local police or any individuals identified by the University as "Campus Security Authorities" (CSA). Campus Security Authorities are defined as, "An official of an institution who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus judicial procedures." The information collected from these forms is used to prepare a compilation of statistical crime information for inclusion in the campus' Annual Security Report. University Police will use this form to determine the category of the crime or incident and the location under which the incident should be reported according to the requirements of the *Clery Act*. Data collected on this form is to be used to promote crime awareness and enhance campus safety.

It is the policy of the California State University, Los Angeles (Cal State L.A.) to ensure that victims and witnesses to crime are aware of their right to report criminal acts to the police, and to report University policy violations to the appropriate office (e.g., student conduct violations to the Vice President of Student Affairs). However, if a reporting person requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included on this form that would personally identify the victim without his/her consent.

In order for Cal State L.A. to satisfy the statistical reporting requirements of the *Clery Act*, all CSA's are required to complete this form when specified crimes/incidents (listed below) are reported to them. In addition, a person reporting an incident of this nature to a CSA shall also be encouraged to report the crime to the Cal State L.A. University Police Department.

Procedures If you are one of Cal State L.A.'s CSA's and you receive a report, or otherwise become aware of the occurrence of one of the selected crimes listed below, please do the following:

1. Encourage the crime victim(s) and/or witness(es) to report the incident to University Police;
2. If the incident indicates the possibility of an imminent community threat, inform University Police without delay;
3. If the incident reported is a sexual assault or other violent crime:
 - ♦ Inform the victim(s) and/or witness(es) of the support services available which can be found in our Annual Security Report (<http://www.calstatela.edu/univ/police/clery.htm>)
 - ♦ Actively support the victim(s) and/or witness(es) in accessing these services.
4. Complete the Crime & Incident Report form and handle as a "confidential" document.
5. Submit the form in a confidential envelope and deliver it to:

University Police, Attn: Chief of Police,
5151 State University Drive, Building C, Los Angeles, CA 90032

If you have any questions concerning this form, please call (323) 343-3738.

Name (of person receiving report):		Department:		Date of Report:	Time of Report:
Position:		Phone Number:		Date of Incident:	Time of Incident:
Reporting Party: <input type="checkbox"/> Victim <input type="checkbox"/> Witness <input type="checkbox"/> Third Party/Other: _____ Relationship to Victim _____					
Crime/Incident Information					
Type of Incident <input checked="" type="checkbox"/>	<input type="checkbox"/> Homicide <input type="checkbox"/> Robbery <input type="checkbox"/> Arson <input type="checkbox"/> Aggravated Assault <input type="checkbox"/> Alcohol <input type="checkbox"/> Sex Offense <input type="checkbox"/> Burglary <input type="checkbox"/> Motor Vehicle Theft <input type="checkbox"/> Narcotics/Drugs <input type="checkbox"/> Weapon(s)				
	<input type="checkbox"/> On campus, but not in Student Housing <input type="checkbox"/> Off campus, affiliated property [owned, controlled, or affiliated with the campus, e.g., leased property, fraternity, sorority] <input type="checkbox"/> On campus, NOT affiliated with or adjacent to the campus <input type="checkbox"/> On campus, in Student Housing <input type="checkbox"/> Off-campus public property immediately adjacent to campus <input type="checkbox"/> Unknown				
Describe any weapons involved: <input type="checkbox"/> Unknown <input type="checkbox"/> No <input type="checkbox"/> Yes – describe: _____					
Police Report Filed: <input type="checkbox"/> Unknown <input type="checkbox"/> No <input type="checkbox"/> Yes, agency reported to: _____ Date Police Report Filed: _____					
Sex Offenses: rape; sodomy; sexual assault; fondling; statutory rape					
Sex offenses are of special concern to the campus community because they have been historically under reported. The victim of a sex offense typically desires confidentiality and anonymity, as a result he/she will often seek a reporting source other than law enforcement such as a designated CSA. Because the sex offender may continue to pose a threat to the community, the threat potential needs to be evaluated and the campus community alerted/warned as necessary. In this regard, the following additional information is requested.					
Was this crime/incident a sexual offense? <input type="checkbox"/> No <input type="checkbox"/> Yes	Was it a rape or attempted rape? <input type="checkbox"/> No <input type="checkbox"/> Yes	Was the Assailant: <input type="checkbox"/> Known offender (friend, classmate, acquaintance, date, etc.) <input type="checkbox"/> Cal State L.A. affiliated; if yes: <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Unknown offender (stranger)			
University Police					(323) 343-3700
CONFIDENTIAL					

[illegible]