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**CSU FULLERTON POLICE DEPARTMENT  
GENERAL ORDER NUMBER 6-4**

**CRIME PREVENTION/  
COMMUNITY INVOLVEMENT**

- SUBJECT:** Crime prevention and community involvement activities.
- PURPOSE:** To describe the Community Services Unit and establish guidelines for crime prevention and community related programs and services to be provided by all members of the Department.
- POLICY:** The CSU Fullerton Police Department is committed to contributing to the welfare of the campus community. The Community Services Unit supports this commitment through programs designed to anticipate, recognize, appraise crime risks, and initiate actions to reduce those risks. These programs attempt to promote community involvement and support for Department activities. It also serves to address community perceptions and misperceptions of crime.

**PROCEDURE:**

- I. Department Involvement
- A. Crime prevention activities are implemented and coordinated through the Community Services Unit, and involve 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.
1. All employees should be familiar with crime prevention, community relation activities, and programs offered by the Department.
  2. The Community Services Unit will be supervised by the Community Services Corporal or Community Service Officer.
  3. The Community Services Corporal or Officer will train employees about various crime prevention programs and techniques, and their responsibilities for achieving community relations' objectives.
  4. Training needs will be identified through interviews with campus and community representatives, consultations with those involved in internal investigations, and discussions with Department supervisors.
- B. Personnel assigned to the Community Services Unit will focus on activities related to community relations, crime prevention, and security on campus. Department employees will keep the Community Services Corporal/Officer informed about potential problems and concerns of the campus community, either by directly

informing the Corporal or documenting the information in a memorandum. [CALEA 45.2.3]

## II. Crime Prevention

A. The Department's crime prevention function is a shared responsibility of all employees, but specific duties are assigned to the Community Services Corporal/Officer.

B. The Department's crime prevention function provides for the following:

1. Targeted crime prevention programs based on Department data analysis of the type and location of crimes that are occurring. [CALEA 45.1.1a];
2. Targeted crime prevention programs based on community feedback to address community perceptions or misperceptions of crime; and [CALEA 45.1.1b]
3. Conducting a documented evaluation of crime prevention programs, at least once every three years. [CALEA 45.1.1c]

C. The Chief of Police will designate the Community Services Corporal/Officer to assess and provide input for new construction plans, projects, or proposed university policy changes. The Community Services Corporal/Officer will identify any security concerns or risks and provide appropriate recommendations. [CALEA 45.1.3]

## III. Community Involvement and Education

A. The Community Services Unit is responsible for the following community involvement functions:

1. Coordinating activities with other organizations on campus to educate and raise awareness levels of students, faculty and staff, on personal safety issues.
2. Developing and maintaining an inventory of literature for distribution, including brochures, flyers, and newsletters, promoting the Department's crime prevention programs and objectives.
3. Responding to requests for crime prevention information from media, parents, faculty, staff, students, and prospective students. [CALEA 45.2.1c]
4. Establishing relationships with community organizations to convey information and suggestions regarding crime prevention programs to all members of the police Department. [CALEA 45.2.1a, d]
5. Serving as the Department's representative on university advisory boards and ad hoc committees, as needed.

6. Attending shift briefings and continually reminding all personnel that they are responsible for achieving the Police Departments community involvement and education objectives. [CALEA 45.2.1e]
  7. Assisting in the development of community involvement policies for the Department. [CALEA 45.2.1b]
  8. Publicizing the Department's crime prevention objectives, community problems and successes at public meetings. [CALEA 45.2.1c]
  9. Improving the Department's community involvement and education through community policing. [CALEA 45.2.1e]
  10. Developing community policing strategies. [CALEA 45.2.1f]
  11. Organizing crime prevention programs in areas identified as crime hot spots and maintaining established community relationships with relevant community groups. [CALEA 45.2.1a]
  12. Providing crime prevention presentations to the campus community including fraternities, sororities, residence halls, staff, student clubs, organizations and other community groups.
    - a. Crime prevention programs are presented in the residence halls at least once each semester.
    - b. Presentations on campus safety and security are provided during orientation sessions for first year students, transfer students, parents, and new employees.
    - c. Programs are provided each year to fraternities and sororities when requested by the chapters or as a need is identified.
    - d. Community education presentations will include sexual assault and acquaintance rape prevention, alcohol and drug abuse, bicycle safety, general campus safety and security, workplace violence, active shooter, home, residence hall and office security, personal safety, and theft prevention.
- B. Along with the Community Services Unit, the Investigations Unit is responsible for the following:
1. Conducting analysis of crime trends and helping to create and present crime prevention programs based on information learned.
  2. Presenting community awareness programs in areas such as sexual assault, workplace violence, stalking, and drug and alcohol abuse.
  3. Conducting security analysis of workplace environments and residence halls to include suggestions for creating safer environments.

4. Providing crime prevention training to employees who work in areas that handle money and/or sales of merchandise.
5. Preparing Timely Warning advisories on known or potential threats to the campus community.

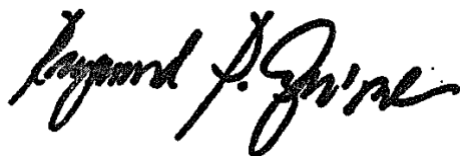
#### IV. Reports and Surveys

- A. At least quarterly, the Community Services Corporal will prepare a report to the Chief of Police, that includes input from Department personnel as noted in Section I, B of this order, and contains at a minimum the following elements:
  1. A description of current concerns voiced by the community [CALEA 45.2.2a];
  2. A description of potential problems that have a bearing on law enforcement activities within the community [CALEA 45.2.2b];
  3. A statement of recommended actions that address previously identified concerns and problems [CALEA 45.2.2c]; and
  4. A statement of progress made toward addressing previously identified concerns and problems. [CALEA 45.2.2d]
- B. A survey of citizen attitudes and opinions will be conducted at least every three (3) years. The results of this survey will be compiled by the surveying body in written format and will be provided to the Chief of Police. The survey shall address [CALEA 45.2.5]:
  1. Overall Department performance. [CALEA 45.2.4a]
  2. Overall competence of Department employees. [CALEA 45.2.4b]
  3. Citizen's perceptions of officers' attitudes and behavior. [CALEA 45.2.4c]
  4. Community concerns over safety and security within the campus community as a whole. [CALEA 45.2.4d]
  5. Citizen's recommendations and suggestions for improvements. [CALEA 45.2.4e]

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