	SFASU POLICE DEPARTMENT
	Policy 4.8 **Crime Prevention**
	Effective Date: 11/06/2020 **Updated: 05/01/2021**
	Approved: John Fields Chief of Police
	Reference: IACLEA 12.1.1a –c, 12.1.2, 12.1.3a - d, 12.1.4, 12.2.1, 12.2.2a – d, 12.3.1a – d, 12.3.2a – d, and 12.3.3a – e

I. POLICY

The policy of the Stephen F. Austin State University Police Department (SFA UPD) is to provide members of the campus community with a centralized source of assistance, proactive crime awareness and prevention programs to enhance safety and security measures. UPD is committed to utilizing crime prevention strategies, equipment and partnerships to deter all forms of criminal activities.

II. PURPOSE

The purpose of this policy is to affirm the department's commitment to provide crime prevention training, tactics and technology to enhance safety and security for all students, staff, faculty and visitors. Crime prevention functions are essential elements of the duties and responsibilities performed by all departmental personnel.

III. PROCEDURES

A. The CID sergeant will establish priorities for specific crime problems based on pertinent crime data by type and geographic area; victimization information; and personal knowledge of specific crime problems within the campus community.

B. The CID sergeant must be familiar with crime trends on campus and will take action to initiate crime prevention activities and programs that will be most effective in combating specific crime problems (IACLEA 12.1.1a).

C. The CID sergeant will initiate programs to address community perceptions or misperceptions of crime (IACLEA 12.1.1b).

D. The CID sergeant will evaluate both the quantitative and qualitative elements of all crime prevention programs at least once every four (4) years. The evaluation

report, due in January and forwarded to the Deputy Chief of Police, shall reflect whether the program(s) should remain as is, be modified, or discontinued (IACLEA 12.1.1c).

E. The University Police Department, City of Nacogdoches Police Department and Nacogdoches County Sheriff's Office will work to coordinate CPTED and disseminate information on prevention strategies that can have a positive effect in reducing crime in targeted areas on and around campus.

F. Liaison initiatives

1. In order to improve communications for non-emergency situations and provide for a familiar point of contact, the Chief of Police will assign law enforcement officers as liaisons throughout the SFASU community.

2. Department personnel will work with organizations and community groups (established and developing) to present various crime prevention programs. The programs are designed to establish and maintain cooperation with organizations throughout the campus community and to build long-term meaningful relationships where the exchange of ideas is welcomed (IACLEA 12.1.2 and 12.3.1a).

G. Security surveys will be utilized to identify strengths and vulnerabilities of the university infrastructures including but not limited to buildings, residence halls and parking facilities. Personnel who identify vulnerabilities must notify the appropriate authority through written communication so that the issue can be evaluated by stakeholders and corrective measures instituted.

When a vulnerability is identified, it is the responsibility of the entity to implement measures to address the safety concern. Personnel are required to follow-up within 60 days from the date that a vulnerability was discovered to determine if the concern was properly addressed, and to document and forward their findings through the chain of command (IACLEA 12.2.1).

H. Surveys will be used to acquire information from students, staff and faculty to evaluate agency practices behavior on police community interaction, and to implement any corrective actions that are identified.

I. The police department will publicize agency objectives, community problems and successes to enhance community relations (IACLEA 12.3.1b).

J. Law enforcement representatives will participate in employee, student and parent orientations and events to elicited public support, identify problems in the making, cultivate cooperative partnerships in resolving community issues and help to ensure that agency polices/practices accurately reflect community needs. Information learned during these exchanges will be forwarded to the appropriate institutional department or outside agency (IACLEA 12.3.1c).

K. When necessary, all members of the department will utilize problem-oriented and community policing strategies to address known problems/concerns (IACLEA 12.3.1d).

L. The CID sergeant may provide input regarding the development and/or revision of university policies affecting campus safety (IACLEA 12.1.3a).

M. The CID sergeant in coordination with the Director of Emergency Management may provide input to allow for the evaluation of personal and property safety issues prior to construction and/or renovation of university facilities (IACLEA 12.1.3b).

N. Video Surveillance requirements

  1. Any use of video recording equipment must conform to state and federal laws and be managed in an ethical manner.

  2. Forensic video retrieval shall be conducted utilizing an evidence chain of custody procedure.

  3. Security camera displays will be observed inside the communication center and Telecommunicators are responsible for monitoring all visible camera feeds. When Telecommunicators observe suspicious or criminal activity, they are required to immediately notify patrol about the circumstances and location. For incidences of in-progress crimes, where the camera view is not currently displayed, Telecommunicators are required to locate the nearest camera feed(s) and to transmit pertinent information to officers. In these situations, Telecommunicators are required to "flag" the video feed for future evidentiary purposes (IACLEA 12.2.2a).

  4. Security cameras shall not be utilized in places where people have a right to privacy, including but not limited to restrooms, dressing rooms, locker rooms or private rooms.

5. Monitoring or recording of audio is strictly prohibited.

6. Monitoring shall be limited to uses that do not violate a reasonable expectation to privacy.

7. No security video cameras may be accessible from the public internet.

8. No video surveillance or recording equipment may be installed on campus without the approval of UPD unless explicitly excluded in this policy.

9. The purchase of all security related video surveillance and recording equipment must be coordinated through the university's IT department.

10. Virtual or fake cameras cannot be installed on campus.

11. Confidentiality
    a. Video monitoring shall be conducted in a professional, ethical and legal manner.
    b. Recordings which are not related to, or of value to an investigation are to be kept strictly confidential.
    c. Video cameras shall not be purposefully directed through windows of any residential dwelling (including off campus private residences), or any non-university location where an individual has a reasonable expectation of privacy.
    d. Copies of recordings shall only be made for investigative and/or evidence purposes and shall be controlled by the CID sergeant.

12. Security of Recordings
    a. Information obtained through video monitoring shall be used exclusively for security and law enforcement purposes, and only be released in accordance with this policy.
    b. Video recordings shall be stored in a secure manner.
    c. No attempt shall be made to alter any part of a recording. An exception is the redaction of video to comply with the freedom of information act.
    d. When a recording is used as evidence, the name of the investigating officer, date and time of the recording shall be entered into an official police report.
    e. Release of recordings to the media for the purposes of identifying suspects, or crime prevention education requires the authorization of the Chief of Police and the Office of General Counsel.

f. The CID sergeant shall be responsible for security video evidence retrieval and preservation of evidence from the security camera system.

g. Recordings in the possession of UPD are not records of a law enforcement agency subject to the Texas Public Information Act. Recordings contain information relating to the specifications, operating procedures, and location of SFASU video surveillance system, which are considered confidential under Section 418.182 of the Government Code. To the extent any such recordings are in the possession of a law enforcement agency for purposes of a criminal investigation, they are protected from Public Information Act disclosure pursuant to Section 552.101. Accordingly, a recording should not be produced in response to a PIA request without the direction of the General Counsel.

13. Retention
   a. Video review documentation generated for criminal investigations will be maintained in the department's CAD system until the evidence in the case reaches its final legal disposition date. All video evidence will be stored, maintained, and destroyed in accordance to the Texas State Library and Archives Commission, and Texas Commission on Law Enforcement requirements, and as stated in UPD policy 5.3 Computer and Electronic Equipment Usage and Data Security (IACLEA 12.2.2d).
   b. Recorded media will be stored in a secure location accessible by authorized personnel only.
   c. Recorded media will be stored for a minimum period of not less than 30 days unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other use as approved by the Chief of Police and/or the Office of General Counsel.

14. Testing
   a. During regularly scheduled work weeks, UPD personnel will test SFASU owned security cameras weekly to ensure they are functioning properly (IACLEA 12.2.2b).
   b. UPD dispatch personnel will immediately notify (email, work order and/or phone call) a Public Safety Technology Specialist of any problems/concerns with the video camera system (IACLEA 12.2.2c).
   c. When a security camera test determines a particular camera is malfunctioning, dispatch shall inform the Public Safety Technician

Specialist of the specific problem/concern, location and identification number of the security camera that is not functioning.

IV. CRIME PREVENTION REPORTS

A. The CID sergeant will submit a bi-annual report to the Chief of Police which includes:

1. a summary of progress made in addressing previously expressed community concerns and problems (IACLEA 12.3.2a);

2. a summary of current concerns voiced by community members (IACLEA 12.3.2b);

3. a summary of potential problems that could affect law enforcement, security, and public relations within the community (IACLEA 12.3.2c); **and**

4. a list of recommendations to address identified concerns and problems identified by the community (IACLEA 12.3.2d).

B. Any department employee with relative information concerning the above listed items will provide that information to the CID sergeant for inclusion in the bi-annual reports.

V. COMMUNITY SAFETY SURVEYS

Crime Prevention Surveys will be conducted at least every four (4) years of community attitudes and opinions. Surveys should seek information about the overall agency performance, competence of agency employees, community members perceptions of agency employee attitudes and behavior, concerns over safety and security within the agency service area, and recommendations and suggestions for improvements (IACLEA 12.3.3a - e).

VI. CRIME PRVENTION PROGRAMS OFFERED BY UPD

A. **Sexual Assault Awareness** – Informs persons of the potential dangers of leaving drinks unattended at clubs or parties, not going out alone, using the buddy system, and knowing where you are going and who you are going with.

B. **Civilian Response to Active Shooter Events (CRASE)** - UPD has certified instructors to present this nationally recognized program to our community

members to offer options if they are confronted with an active shooter or other hostile event.

C. **Facility Security Surveys** - This program consists of on-site inspection of University buildings and is designed to point out security deficiencies or hazards, and suggestions for mitigation. A personalized survey letter is forwarded to the building authority that includes recommendations for consideration.

D. **Rape Aggression Defense** – This is a training program of realistic self-defense tactics and techniques for women, children, men and seniors. The course is free of charge to anyone interested and provides attendees with information, tactics, and considerations which would be useful for various types of abductive encounters perpetrated against individuals. Each of these programs includes educational components comprised of lecture, discussion, physical resistive strategies. At this time our instructors are only trained in the Rape Aggression Defense for Women.

E. **Bicycle Theft Prevention and Registration Programs** - Helpful tips on preventing bicycle theft and UPD's bicycle registration program. This program recommends student participation in order to reduce campus bicycle thefts.

F. **RAVE Guardian App** - The RAVE Guardian Mobile Safety Application allows users to quickly contact university police in cases of an emergency by phone call or text.

G. **Bicycle Safety Program** - This program is designed to educate bicyclists on the rules of the road to ensure they are operating a bicycle in a safe manner.

H. **Personal Safety Awareness** – Teaches people to be more aware of their personal surroundings, specifically related to locations, people, possible escape routes, emergency call phones and safe paths of travel. UPD and university services are also discussed such as personal escorts by vehicle or on foot and Driving Jacks.

I. **Drug and Alcohol Awareness -** A course taught to educate attendees of the effects of drug and alcohol use. The attendee is made aware of how the use will affect their academic status, possible disciplinary sanctions imposed, and possible criminal charges that could be pursued.

J. **Residential and Office Security** – Teaches community members basic safety protocols to follow in securing their personal items, locking their doors at all times, and not leaving personal items unattended in classrooms, gymnasiums, cafeterias or walking tracks.

K. **New Student Orientation (SFA 101)** - This program is designed to inform incoming students of safety and security resources that are offered by the UPD and the university.

L. **Community Liaison Program** – Law enforcement representatives are assigned to specific buildings and/or areas to build informal partnerships with students, staff and faculty to improve non-emergency safety and security issues (program focuses on community oriented policing philosophies).

M. **National Night Out** - The event is held annually and sponsored by the National Association of Town Watch in the United States and Canada. The event is meant to increase awareness about police programs in communities, such as drug prevention, neighborhood watch and other anti-crime efforts. National Night Out is typically held on the first Tuesday in October.