

CAMPUS POLICE AND SECURITY PROGRAMS

CAS STANDARDS and GUIDELINES

Part 1. MISSION

Campus Police and Security Programs (CPSP) serve to provide a safe and orderly campus by enforcing the law, enforcing institutional and community standards, and fostering students' learning and development through the provision of safety education.

CPSP must develop, disseminate, implement, and regularly review its mission. The mission must be consistent with the mission of the institution and with professional standards. The mission must be appropriate for the institution's student populations and community settings. Mission statements must reference student learning and development.

CPSP must develop goals that address the institution's needs to maintain a safe and orderly campus:

- communicate and enforce applicable laws and ordinances
- collaborate with appropriate institutional agencies and programs to develop, disseminate, interpret, and enforce campus policies and procedures
- protect rights of students, employees, pre-college program participants, and campus visitors in the administration of campus police and security programs and enforcement of the law
- respond to student behavioral problems and violations of the law in a fair

- 25 **and consistent manner**
- 26 • **facilitate and encourage respect for the law, campus safety, and**
- 27 **institutional governance**
- 28 • **initiate and encourage educational activities that serve to reduce violations**
- 29 **of the law and of campus regulations**

30

31 CPSP should encourage appropriate individual and group behavior as well as serve the

32 campus community by reducing disruption, harm, and violation of institutional policy and

33 the law.

34

35 CPSP should be conducted in ways that will serve to foster the ethical development and

36 personal integrity of students and promote an environment that is consistent with the

37 overall educational goals of the institution.

38

39 **Part 2. PROGRAM**

40 *The formal education of students, consisting of the curriculum and the co-curriculum,*

41 *must promote student learning and development outcomes that are purposeful,*

42 *contribute to students' realization of their potential, and prepare students for satisfying*

43 *and productive lives.*

44 *Campus Police and Security Programs (CPSP) must collaborate with colleagues and*

45 *departments across the institution to promote student learning and development,*

46 *persistence, and success.*

47 *Consistent with the institutional mission, the CSPS must identify relevant and desirable*

48 *student learning and development outcomes from among the six domains and related*

49 *dimensions:*

50 *Domain: knowledge acquisition, integration, construction, and application*

- 51 • *Dimensions: understanding knowledge from a range of disciplines; connecting*
- 52 *knowledge to other knowledge, ideas, and experiences; constructing knowledge;*
- 53 *and relating knowledge to daily life*

54 **Domain: cognitive complexity**

- 55 • **Dimensions: critical thinking, reflective thinking, effective reasoning, and**
56 **creativity**

57 **Domain: intrapersonal development**

- 58 • **Dimensions: realistic self-appraisal, self-understanding, and self-respect; identity**
59 **development; commitment to ethics and integrity; and spiritual awareness**

60 **Domain: interpersonal competence**

- 61 • **Dimensions: meaningful relationships, interdependence, collaboration, and**
62 **effective leadership.**

63 **Domain: humanitarianism and civic engagement**

- 64 • **Dimensions: understanding and appreciation of cultural and human differences,**
65 **social responsibility, global perspective, and sense of civic responsibility**

66 **Domain: practical competence**

- 67 • **Dimensions: pursuing goals, communicating effectively, technical competence,**
68 **managing personal affairs, managing career development, demonstrating**
69 **professionalism, maintaining health and wellness, and living a purposeful and**
70 **satisfying life**

71

72 *[See The Council for the Advancement of Standards Learning and Developmental*
73 *Outcomes statement for examples of outcomes related to these domains and*
74 *dimensions.]*

75 **CPSP must**

- 76 • **assess relevant and desirable student learning and development outcomes**
- 77 • **provide evidence of impact on outcomes**
- 78 • **articulate contributions to or support of student learning and development in the**
79 **domains not specifically assessed**
- 80 • **articulate contributions to or support of student persistence and success**
- 81 • **use evidence gathered through this process to create strategies for improvement**
82 **of the CPSP**

83 **CPSP must be**

- 84 • **intentionally designed**
- 85 • **guided by theories and knowledge of learning and development**
- 86 • **integrated into the life of the institution**
- 87 • **reflective of developmental and demographic profiles of the student population**

88 • *responsive to needs of individuals, populations with distinct needs, and relevant*
89 *constituencies*

90 • *delivered using multiple formats, strategies, and contexts*

91 *Where institutions provide distance education, the CSPS must assist distance learners*
92 *to achieve their educational goals by providing access to information about programs*
93 *and services, to staff members who can address questions and concerns, and to*
94 *counseling, advising, or other forms of assistance.*

95

96 **CPSP must establish authority and policies within the context of the mission and**
97 **purpose. A written statement describing the authority, philosophy, jurisdiction,**
98 **and procedures of the CPSP must be developed and disseminated to all members**
99 **of the campus community.**

100

101 This CPSP statement should address

102 • the jurisdiction

103 • the authority

104 • the distinction between security and policing responsibilities

105 • the relationship between campus police and security programs and external law
106 enforcement agencies with a clear description, including guidelines regarding
107 when external law enforcement authorities will be called in

108 • the relationship that campus police and security programs have with institutional
109 student conduct programs

110 • the impact of the “Clery Act” in the USA and other laws governing CPSP
111 operations

112 • the CPSP intention to respond to and protect the constitutional or contractual

113 rights of members of the community and the community itself.

114 The institutional policy statement should

- 115 • describe whether the CPSP is a police agency, a campus security agency, or
- 116 some combination thereof
- 117 • indicate whether the institution contracts with a security agency or a local law
- 118 enforcement agency to provide services to the campus or whether the CPSP is a
- 119 branch of the institution
- 120 • applicable laws, ordinances, or policies that govern the CPSP operations

121

122 **If an institution chooses, or is required by law, to provide a CPSP that is**
123 **maintained and operated by the institution as a separate internal agency, it**
124 **must**

- 125 • **clearly identify the authority of this agency**
- 126 • **determine the levels of authority within the agency (e.g., ranks of officers,**
- 127 **supervisory structure, task assignments)**
- 128 • **determine whether the agency will include sworn police officers, non-**
- 129 **sworn security personnel, or some combination of both.**

130

131 Roles and functions of CPSP personnel who operate within the institution as a separate
132 agency, an external non-police agency, or a local law enforcement agency may include

- 133 • patrolling campus and surrounding property
- 134 • enforcing applicable laws
- 135 • enforcing institutional policy to include participation in the student conduct
- 136 system

- 137 • investigating violations of law or institutional policy
- 138 • enforcing institutional traffic and parking regulations
- 139 • examining and ensuring the integrity and safety of institutional facilities
- 140 • advising students and others on their rights and responsibilities
- 141 • providing institutional safety and crime awareness programs for members of the
- 142 community and external entities
- 143 • maintaining accurate records of all actions.

144

145 A CPSP officer may be assigned responsibility for training student conduct board
146 members and other student conduct personnel regarding laws and policies related to
147 the institution and for informing faculty, administration, and staff about legal and
148 disciplinary matters.

149

150 **If an institution chooses to contract with an external non-police agency such as a**
151 **private security company, it must clearly identify the authority, responsibility, and**
152 **limits of this agency and its personnel. The institution must make this information**
153 **available to employees, students, and visitors and identify the institutional**
154 **employee to whom this agency and its personnel report.**

155

156 **The institution must inform local law enforcement agencies of the authority,**
157 **responsibility, and limits of any contracted agency and its personnel.**

158

159 **If an institution contracts with a local law enforcement agency to provide police**
160 **and security services on campus, it must**

- 161 • clearly identify any additional or extraordinary responsibilities of these
- 162 personnel while working on behalf of the institution
- 163 • provide training to these personnel regarding their responsibility for
- 164 enforcement of institutional policy
- 165 • identify an institutional employee to whom this agency and its personnel
- 166 report while working on behalf of the institution.

167

168 Part 3. ORGANIZATION AND LEADERSHIP

169 *To achieve student and program outcomes, Campus Police and Security Programs*
170 *(CPSP) must be structured purposefully and organized effectively. CPCS must have*

- 171 • *clearly stated goals*
- 172 • *current and accessible policies and procedures*
- 173 • *written performance expectations for employees*
- 174 • *functional work flow graphics or organizational charts demonstrating clear*
175 *channels of authority*

176 *Leaders with organizational authority for the CPSP must provide strategic planning,*
177 *supervision, and management; advance the organization; and maintain integrity through*
178 *the following functions:*

179 *Strategic Planning*

- 180 • *articulate a vision and mission that drive short- and long-term planning*
- 181 • *set goals and objectives based on the needs of the population served and desired*
182 *student learning or development and program outcomes*

- 183 • *facilitate continuous development, implementation, and assessment of goal*
- 184 *attainment congruent with institutional mission and strategic plans*

- 185 • *promote environments that provide meaningful opportunities for student learning,*
- 186 *development, and engagement*

- 187 • *develop and continuously improve the CPSP in response to the changing needs*
- 188 *of students served and evolving institutional priorities*

- 189 • *intentionally include diverse perspectives to inform decision making*

190 *Supervising*

- 191 • *manage human resource processes including recruitment, selection,*
- 192 *development, supervision, performance planning, evaluation, recognition, and*
- 193 *reward*

- 194 • *influence others to contribute to the effectiveness and success of the unit*

- 195 • *empower professional, support, and student staff to accept leadership*
- 196 *opportunities*

- 197 • *offer appropriate feedback to colleagues and students on skills needed to*
- 198 *become more effective leaders*

- 199 • *encourage and support professional development, collaboration with colleagues*
- 200 *and departments across the institution, and scholarly contribution to the*
- 201 *profession*

202 *Managing*

- 203 • *identify and address individual, organizational, and environmental conditions that*

204 *foster or inhibit mission achievement*

- 205 • *plan, allocate, and monitor the use of fiscal, physical, human, intellectual, and*
- 206 *technological resources*
- 207 • *use current and valid evidence to inform decisions*
- 208 • *incorporate sustainability practices in the management and design of programs,*
- 209 *services, and facilities*
- 210 • *understand appropriate technologies and integrate them into the CPSP*
- 211 • *be knowledgeable about codes and laws relevant to the CPSP and ensure that*
- 212 *staff members understand their responsibilities through appropriate training*
- 213 • *assess potential risks and take action to mitigate them*

214 *Advancing the Organization*

- 215 • *communicate effectively in writing, speaking, and electronic venues*
- 216 • *advocate for the CPSP*
- 217 • *advocate for representation in strategic planning initiatives at appropriate*
- 218 *divisional and institutional levels*
- 219 • *initiate collaborative interactions with internal and external stakeholders who*
- 220 *have legitimate concerns about and interests in the functional area*
- 221 • *facilitate processes to reach consensus where wide support is needed*
- 222 • *inform other areas within the institution about issues affecting practice*

223 *Maintaining Integrity*

- 224 • *model ethical behavior and institutional citizenship*
- 225 • *share data used to inform key decisions in transparent and accessible ways*
- 226 • *monitor media used for distributing information about the CPSP to ensure the*
227 *content is current, accurate, appropriately referenced, and accessible*

228

229 **A member of the campus community who possesses appropriate training and**
230 **experience must be designated as the person to whom the CPSP reports.**

231

232 This person should be at a senior administrative level, beyond the internal command
233 structure of the CPSP.

234

235 The person responsible for the CPSP should have an educational background in the
236 behavioral sciences (e.g., college student affairs, psychology, sociology, student
237 development including moral and ethical development, higher education administration,
238 counseling, law, criminology, or criminal justice).

239

240 The person responsible for the CPSP, the most senior person within the CPSP
241 command structure, and all other professional staff members in CPSP should possess

- 242 • a clear understanding of the legal requirements for substantive and procedural
243 due process
- 244 • legal knowledge sufficient to confer with attorneys involved in law enforcement
245 as well as student disciplinary proceedings and other aspects of the student
246 conduct services system

- 247 • a general interest in and commitment to the welfare and development of
- 248 students who violate the law or institutional policies
- 249 • demonstrated skills in decision-making processes and conflict resolution
- 250 • teaching and consulting skills appropriate for educating, advising, and
- 251 coordinating CPSP personnel
- 252 • the ability to communicate and interact with students and other members of the
- 253 community regardless of race, sex, disability, sexual orientation, and other
- 254 personal characteristics
- 255 • an understanding of the requirements relative to confidentiality and security of
- 256 law enforcement and student conduct programs files
- 257 • the ability to create an atmosphere in which staff feel free to ask questions and
- 258 obtain assistance.

259

260 **Part 4. HUMAN RESOURCES**

261 *Campus Police and Security Programs (CPSP) must be staffed adequately by individuals*
262 *qualified to accomplish mission and goals.*

263 *Within institutional guidelines, CPSP must*

- 264 • *establish procedures for staff recruitment and selection, training, performance*
265 *planning, and evaluation*
- 266 • *set expectations for supervision and performance*
- 267 • *assess the performance of employees individually and as a team*
- 268 • *provide access to continuing and advanced education and appropriate*
269 *professional development opportunities to improve the leadership ability,*
270 *competence, and skills of all employees.*

271 *CPSP must maintain position descriptions for all staff members.*

272 *To create a diverse staff, CPSP must institute recruitment and hiring strategies that*
273 *encourage individuals from under-represented populations to apply for positions.*

274 ***CPSP must develop promotion practices that are fair, inclusive, proactive, and non-***
275 ***discriminatory.***

276 ***To further the recruitment and retention of staff, CPSP must consider work life***
277 ***initiatives, such as compressed work schedules, flextime, job sharing, remote work, or***
278 ***telework.***

279 ***CPSP professional staff members must hold an earned graduate or professional degree***
280 ***in a field relevant to the position they hold or must possess an appropriate combination***
281 ***of educational credentials and related work experience.***

282 ***CPSP professional staff members must engage in continuing professional development***
283 ***activities to keep abreast of the research, theories, legislation, policies, and***
284 ***developments that affect their programs and services.***

285 ***CPSP must have technical and support staff members adequate to accomplish their***
286 ***mission. All members of the CPSP staff must be technologically proficient and qualified***
287 ***to perform their job functions, be knowledgeable about ethical and legal uses of***
288 ***technology, and have access to training and resources to support the performance of***
289 ***their assigned responsibilities.***

290 ***Degree- or credential-seeking interns or graduate assistants must be qualified by***
291 ***enrollment in an appropriate field of study and by relevant experience. These individuals***
292 ***must be trained and supervised adequately by professional staff members holding***
293 ***educational credentials and related work experience appropriate for supervision. CPSP***
294 ***supervisors must be cognizant of the roles of interns and graduate assistants as both***
295 ***student and employee and closely adhere to all parameters of their job descriptions,***
296 ***work hours, and schedules. CPSP supervisors and the interns or graduate assistants***
297 ***must agree to compensatory time or other appropriate compensation if circumstances***
298 ***necessitate additional hours***

299 ***CPSP student employees and volunteers must be carefully selected, trained, supervised,***
300 ***and evaluated. They must be educated on how and when to refer those in need of***
301 ***additional assistance to qualified staff members and must have access to a supervisor***
302 ***for assistance in making these judgments. Student employees and volunteers must be***
303 ***provided clear job descriptions, pre-service training based on assessed needs, and***
304 ***continuing development.***

305 ***All CPSP staff members, including student employees and volunteers, must receive***
306 ***specific training on institutional policies pertaining to functions or activities they***
307 ***support and to privacy and confidentiality policies and laws regarding access to student***
308 ***records and other sensitive institutional information.***

309 ***All CPSP staff members must receive training on policies and procedures related to the***
310 ***use of technology to store or access student records and institutional data.***

311 ***CPSP must ensure that staff members are knowledgeable about and trained in***
312 ***emergency procedures, crisis response, and prevention efforts. Prevention efforts must***
313 ***address identification of threatening conduct or behavior of students, faculty and staff***
314 ***members, and others and must incorporate a system for responding and reporting.***

315 ***CPSP must ensure that staff members are knowledgeable of and trained in safety and***
316 ***emergency procedures for securing and vacating facilities.***

317
318
319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336
337
338
339
340

Initial and in-service training of all CPSP personnel must be provided.

In order for CPSP personnel to fulfill their roles and functions, initial training must include

- **police-related training that is the same as or equal to the training provided to personnel of other police agencies**
- **a review of constitutional and other relevant individual and institutional legal rights and responsibilities**
- **a description of the organization of the CPSP**
- **information regarding the authority of the CPSP**
- **policies regarding the use and carry of weapons**
- **offensive and defensive weapons training if weapons are authorized to be carried**
- **information regarding informal and formal agreements with local law enforcement agencies off campus**
- **records documenting that the needs of the agency are addressed and that there is accountability for all training provided**

Training for CPSP agencies that provide security services and for CPSP personnel who do not provide policing duties (e.g., security and other non-sworn personnel) must be appropriate to their responsibilities. This training may differ from police training.

341 **Because CPSP personnel may also be involved in the student conduct process,**
342 **they must be provided with**

- 343 • **an overview of all student conduct policies and procedures of the**
344 **institution**
- 345 • **an explanation of the operation of the student conduct process at all levels,**
346 **including authority and jurisdiction**
- 347 • **an overview of the institution’s philosophy on student conduct and the role**
348 **of CPSP in this process**
- 349 • **roles and functions of all student conduct bodies and their members**
- 350 • **an explanation of sanctions**
- 351 • **an explanation of institutional policies and privacy laws regarding access**
352 **to student records and other sensitive institutional information (e.g., in the**
353 **U.S., the Family Educational Rights and Privacy Act, FERPA) and the**
354 **differences between “education records” and “law enforcement records”**
355 **that result from this law**
- 356 • **an explanation of pertinent ethics, including particularly the importance of**
357 **privacy of student disciplinary records and addressing bias and conflict of**
358 **interest in the student conduct process**
- 359 • **a description of available personal counseling programs and referral**
360 **resources**
- 361 • **an outline of conditions and interactions that may involve external**
362 **enforcement officials, attorneys, witnesses, parents of accused students,**
363 **and the media**
- 364 • **training in the developmental and interpersonal issues likely to arise**

365 **among college students**

366 Evaluation of the CPSP should include

- 367 • performance evaluations of all staff members by their supervisors
- 368 • periodic performance evaluations of individual hearing boards
- 369 • on-going evaluation of training programs and publications
- 370 • periodic review of applicable state/provincial and federal laws and current case
- 371 law to ensure compliance

372

373 In-service training should include participation in relevant and on-going workshops,
374 seminars, and conferences. A library containing current resources about campus police
375 and security issues should be maintained and be accessible to CPSP personnel.

376

377

378 Students in academic programs, particularly in areas such as police science, forensic
379 science, criminalistics, law, or criminology, may assist the campus police and security
380 programs through student employment, practicums, internships, and assistantships.

381

382 Students who participate in some services to the CPSPs (with proper supervision) may
383 be awarded academic credit. Clear objectives and assignments should be outlined to
384 ensure that a student's grade for this participation is in no way influenced by his or her
385 decisions on a particular case.

386

387 **Part 5. ETHICS**

388 *Campus Police and Security Programs (CPSP) must review relevant professional ethical*
389 *standards and must adopt or develop and implement appropriate statements of ethical*
390 *practice.*

391 *CPSP must publish and adhere to statements of ethical practice and ensure their*
392 *periodic review by relevant constituencies.*

393 *CPSP must orient new staff members to relevant ethical standards and statements of*
394 *ethical practice and related institutional policies.*

395 *Statements of ethical standards must specify that CPSP staff members respect privacy*
396 *and maintain confidentiality in all communications and records to the extent that such*
397 *communications and records are protected under relevant privacy laws.*

398 *Statements of ethical standards must specify limits on disclosure of information*
399 *contained in students' educational records as well as requirements to disclose to*
400 *appropriate authorities.*

401 *Statements of ethical standards must specify limits on disclosure of information*
402 *contained in students' educational records as well as requirements to disclose to*
403 *appropriate authorities.*

404 *Statements of ethical standards must address personal and economic conflicts of*
405 *interest, or appearance thereof, by staff members in the performance of their work.*

406 *Statements of ethical standards must reflect the responsibility of staff members to be*
407 *fair, objective, and impartial in their interactions with others.*

408 *Statements of ethical standards must reference management of institutional funds.*

409 *Statements of ethical standards must reference appropriate behavior regarding research*
410 *and assessment with human participants, confidentiality of research and assessment*
411 *data, and students' rights and responsibilities.*

412 *Statements of ethical standards must include the expectation that staff members*
413 *confront and hold accountable other staff members who exhibit unethical behavior.*

414 *Statements of ethical standards must address issues surrounding scholarly integrity.*

415 *As appropriate, CPSP staff members must inform users of programs and services of*
416 *ethical obligations and limitations emanating from codes and laws or from licensure*
417 *requirements.*

418 *CPSP staff members must recognize and avoid conflicts of interest that could adversely*
419 *influence their judgment or objectivity and, when unavoidable, recuse themselves from*
420 *the situation.*

421 *CPSP staff members must perform their duties within the limits of their position,*
422 *training, expertise, and competence. When these limits are exceeded, individuals in need*
423 *of further assistance must be referred to persons possessing appropriate qualifications.*

424 *Promotional and descriptive information must be accurate and free of deception.*

425 *CPSP must adhere to institutional policies regarding ethical and legal use of software*
426 *and technology.*

427

428 **Part 6. LAW, POLICY, AND GOVERNANCE**

429 *Campus Police and Security Programs (CPSP) must be in compliance with laws,*
430 *regulations, and policies that relate to their respective responsibilities and that pose*
431 *legal obligations, limitations, risks, and liabilities for the institution as a whole.*
432 *Examples include constitutional, statutory, regulatory, and case law; relevant law and*
433 *orders emanating from codes and laws; and the institution's policies.*

434 *CPSP must inform staff members, appropriate officials, and users of programs and*
435 *services about existing and changing legal obligations, risks and liabilities, and*
436 *limitations.*

437 *CPSP must have written policies on all relevant operations, transactions, or tasks that*
438 *have legal implications.*

439 *CPSP must regularly review policies. The revision and creation of policies must be*
440 *informed by best practices, available evidence, and policy issues in higher education.*

441 *CPSP staff members must use reasonable and informed practices to limit the liability*
442 *exposure of the institution and its officers, employees, and agents. CPSP staff members*
443 *must be informed about institutional policies regarding risk management, personal*
444 *liability, and related insurance coverage options and must be referred to external*
445 *sources if coverage is not provided by the institution.*

446 *The institution must provide access to legal advice for CPSP staff members as needed to*
447 *carry out assigned responsibilities.*

448 *CPSP must have procedures and guidelines consistent with institutional policy for*
449 *responding to threats, emergencies, and crisis situations. Systems and procedures must*
450 *be in place to disseminate timely and accurate information to students, other members*
451 *of the institutional community, and appropriate external organizations during emergency*
452 *situations.*

453 *CPSP staff members must neither participate in nor condone any form of harassment or*
454 *activity that demeans persons or creates an intimidating, hostile, or offensive*
455 *environment.*

456 *CPSP must obtain permission to use copyrighted materials and instruments. The SPSP*
457 *must purchase the materials and instruments from legally compliant sources or seek*
458 *alternative permission from the publisher or owner. References to copyrighted materials*
459 *and instruments must include appropriate citations.*

460 *CPSP staff members must be knowledgeable about internal and external governance*
461 *systems that affect programs and services.*

462

463 **The institution's policies regarding the administration of applicable laws must be**

464 **clearly described in writing. Elements to be addressed in this policy must include**

- 465 • **CPSP personnel arrest authority**
- 466 • **circumstances under which, and by whom, weapons will be carried by**
- 467 **CPSP personnel**
- 468 • **the roles of various personnel within the CPSP**
- 469 • **a formal or informal agreement with local law enforcement personnel**
- 470 **regarding jurisdiction**
- 471 • **policies regarding campus crime reports, crime logs, and other required**
- 472 **documentation**
- 473 • **threat assessment procedures**

474

475 **Procedures and processes must be designed by the CPSP to ensure that all**
476 **relevant legal requirements are met and, if within a private institution, how private**
477 **status impacts the institution with regard to law enforcement.**

478

479 CPSP should provide a statement of relevant state/provincial and local laws regarding
480 status as “special police or deputies” or other designations that allow law enforcement
481 responsibilities.

482

483 CPSP should assist all employees and students of the institution to understand the
484 sources and lines of authority of the CPSP.

485

486 **The institution must be clear about how it defines the jurisdiction of the CPSP to**
487 **include whether officers have authority beyond the borders of the campus and**

488 **policy addressing the pursuit of suspects who leave the campus, the areas of**
489 **patrol for CPSP personnel, and the relationship of the CPSP with local law**
490 **enforcement agencies beyond the surrounding community.**

491
492 Agreements should be reached between law enforcement agencies in adjoining
493 jurisdictions or within the agency's jurisdiction to provide assistance to each other in the
494 event of disaster, mass disorder, terrorism, or other emergency situations.

495
496 **CPSP must maintain records of patrol activities, actions taken by CPSP**
497 **personnel, information for a campus crime log, evidence to be used by CPSP**
498 **personnel in law enforcement activities, and student conduct proceedings on**
499 **campus.**

500
501 **The institution must clearly state the legal issues and conduct regulations that**
502 **apply to student organizations, the procedures that will be followed in the**
503 **enforcement of cases related to student organizations, and the guidelines used to**
504 **determine if actions of individual members or small groups within an**
505 **organization constitute action by the organization.**

506
507 **The institution must clearly state the legal issues and conduct regulations that**
508 **apply off campus and which are, as a result, the responsibility of CPSP**
509 **personnel. These include dealing with individual students and dealing with off-**
510 **campus enforcement at residential facilities owned and operated by student**
511 **organizations.**

512
 513 Appropriate policies and practices to ensure compliance with regulations should include
 514 notification to all constituencies of their rights and responsibilities under applicable laws
 515 as well as the student conduct system; a written description; accurate record keeping of
 516 all aspects of the campus police and security operations; and regular reviews of the
 517 campus police and security policies and practices.

518
 519 **CPSP must work with the institution to develop clear policy about the protocols**
 520 **for the use of video surveillance.**

521
 522 **Part 7. DIVERSITY, EQUITY, and ACCESS**

523 *Within the context of each institution's unique mission and in accordance with*
 524 *institutional policies and all applicable codes and laws, Campus Police and Security*
 525 *Programs (CPSP) must create and maintain educational and work environments that are*

- 526 • *welcoming, accessible, and inclusive to persons of diverse backgrounds*
- 527 • *equitable and non-discriminatory*
- 528 • *free from harassment*

529 *CPSP must not discriminate on the basis of ability; age; cultural identity; ethnicity;*
 530 *family educational history (e.g., first generation to attend college); gender identity and*
 531 *expression; nationality; political affiliation; race; religious affiliation; sex; sexual*
 532 *orientation; economic, marital, social, or veteran status; or any other basis included in*
 533 *institutional policies and codes and laws.*

534 *CPSP must*

- 535 • *advocate for greater sensitivity to multicultural and social justice concerns by the*
 536 *institution and its personnel*
- 537 • *modify or remove policies, practices, facilities, structures, systems, and*
 538 *technologies that limit access, discriminate, or produce inequities*
- 539 • *include diversity, equity, and access initiatives within their strategic plans*
- 540 • *foster communication that deepens understanding of identity, culture, self-*
 541 *expression, and heritage*
- 542 • *promote respect about commonalities and differences among people within their*
 543 *historical and cultural contexts*

- 544 • *address the characteristics and needs of a diverse population when establishing*
545 *and implementing culturally relevant and inclusive programs, services, policies,*
546 *procedures, and practices*
- 547 • *provide staff members with access to multicultural training and hold staff*
548 *members accountable for integrating the training into their work*
- 549 • *respond to the needs of all students and other populations served when*
550 *establishing hours of operation and developing methods of delivering programs,*
551 *services, and resources*
- 552 • *ensure physical, program, and resource access for persons with disabilities*
- 553 • *recognize the needs of distance learning students by providing appropriate and*
554 *accessible services and resources or by assisting them in gaining access to other*
555 *appropriate services and resources in their geographic region*
- 556 • *be sensitive to the community that it serves and prohibit profiling*

557

558 **Part 8. INSTITUTIONAL and EXTERNAL RELATIONS**

559 *Campus Police and Security Programs (CPSP) must reach out to relevant individuals,*
560 *groups, communities, and organizations internal and external to the institution to*

- 561 • *establish, maintain, and promote understanding and effective relations with those*
562 *that have a significant interest in or potential effect on the students or other*
563 *constituents served by the CPSP*
- 564 • *garner support and resources for the CPSP as defined by the mission statement*
565 • *disseminate information about the programs and services*
- 566 • *collaborate, where appropriate, to assist in offering or improving programs and*
567 *services to meet the needs of students and other constituents and to achieve*
568 *program and student outcomes*
- 569 • *engage diverse individuals, groups, communities, and organizations to enrich the*
570 *educational environment and experiences of students and other constituents*

571 *CPSP must have procedures and guidelines consistent with institutional policy for*

- 572 • *communicating with the media*
- 573 • *contracting with external organizations for delivery of programs and services*
- 574 • *cultivating, soliciting, and managing gifts*
- 575 • *applying to and managing funds from grants*

576

577

578 Representatives of the CPSP should meet regularly with pertinent campus

579 constituencies (e.g., student government, student development offices, staff, faculty

580 members, academic administrators, legal counsel) to exchange information concerning
581 their respective operations and to identify ways to work together to prevent behavioral
582 problems and to correct existing problems. Such collaborative efforts may include
583 educational programs and joint publications.

584

585 CPSP representatives should also meet periodically with relevant external agencies
586 (e.g., local police, district attorneys, and service providers) to ensure their
587 understanding about the campus police and security programs as well as to address
588 student behavior problems in an effective manner.

589

590 **CPSP must publish information about its specific programs for the campus**
591 **community.**

592

593 **CPSP publications must contain**

- 594 • **the Clery Act (in the USA) campus crime statistics report**
- 595 • **campus policies, such as those concerning legal representation by**
596 **campus legal services if available, the maintenance of law enforcement**
597 **records, and the destruction of records**
- 598 • **campus procedures, such as filing a crime report or request for**
599 **disciplinary action, gathering information, conducting an investigation**
- 600 • **a general explanation of how and when non-campus law enforcement**
601 **officials are engaged.**

602 **Publications must be distributed to all members of the campus community.**

603

604 Dissemination methods may include electronic media; the institutional catalog;
605 orientation programs; the student handbook; specific publications related to
606 requirements of the Clery Act and the Drug Free Schools and Community Act (in the
607 USA) and other legal requirements; and admissions, registration, and billing materials.

608

609 **Part 9. FINANCIAL RESOURCES**

610 *Campus Police and Security Programs (CPSP) must have funding to accomplish the*
611 *mission and goals. In establishing funding priorities and making significant changes, a*
612 *comprehensive analysis must be conducted to determine the following elements: unmet*
613 *needs of the unit, relevant expenditures, external and internal resources, and impact on*
614 *students and the institution.*

615 *CPSP must demonstrate efficient and effective use and responsible stewardship of fiscal*
616 *resources consistent with institutional protocols.*

617

618 **Part 10. TECHNOLOGY**

619 *Campus Police and Security Programs (CPSP) must have adequate technology to*
620 *support the achievement of their mission and goals. The technology and its use must*
621 *comply with institutional policies and procedures and be evaluated for compliance with*
622 *relevant codes and laws.*

623 *CPSP must use current technology to provide updated information regarding mission,*
624 *location, staffing, programs, services, and official contacts to students and designated*
625 *clients.*

626 *CPSP must explore the use of technology to enhance delivery of programs and services,*
627 *especially for students at a distance or external constituencies.*

628 *When technology is used to facilitate student learning and development, the CPSP must*
629 *select technology that reflects intended outcomes.*

630 *CPSP must*

- 631 • *maintain policies and procedures that address the security, confidentiality, and*
632 *backup of data, as well as compliance with privacy laws*
- 633 • *have clearly articulated plans in place for protecting confidentiality and security*
634 *of information when using Internet-based technologies*
- 635 • *develop plans for replacing and updating existing hardware and software as well*
636 *as plans for integrating new technically-based or supported programs, including*
637 *systems developed internally by the institution, systems available through*
638 *professional associations, or private vendor-based systems*

639 *Technology, as well as workstations or computer labs maintained by the CPSP for*
640 *student use, must be accessible to all designated clients and must meet established*
641 *technology standards for delivery to persons with disabilities.*

642 *When the CPSP provides student access to technology, it must*

- 643 • *have policies on the use of technology that are clear, easy to understand, and*
644 *available to all students*
- 645 • *provide assistance, information, or referral to appropriate support services to*
646 *those needing help accessing or using technology*
- 647 • *provide instruction or training on how to use the technology*
- 648 • *inform students on the legal and ethical implications of misuse as it pertains to*
649 *intellectual property, harassment, privacy, and social networks*

650 *Student violations of technology policies must follow established institutional student*
651 *disciplinary procedures.*

652 *Students who experience negative emotional or psychological consequences from the*
653 *use of technology must be referred to support services provided by the institution.*

654

655 **Part 11. FACILITIES and EQUIPMENT**

656 *Campus Police and Security Programs (CPSP) must have adequate, accessible, and*
657 *suitably located facilities and equipment to support the mission and goals. If acquiring*
658 *capital equipment as defined by the institution, The CPSP must take into account*
659 *expenses related to regular maintenance and life cycle costs. Facilities and equipment*
660 *must be evaluated on an established cycle, including consideration of sustainability, and*
661 *be in compliance with codes and laws to provide for access, health, safety, and security.*

662 *CPSP staff members must have workspace that is well-equipped, adequate in size, and*
663 *designed to support their work and responsibilities. For conversations requiring privacy,*
664 *staff members must have access to a private space.*

665 *CPSP staff members who share workspace must be able to secure their own work.*

666 *The design of the facilities must guarantee the security and privacy of records and*
667 *ensure the confidentiality of sensitive information.*

668 *The location and layout of the facilities must be sensitive to the needs of persons with*
669 *disabilities as well as the needs of other constituencies.*

670

671 CPSP facilities should include private rooms where individual consultations may be
672 held, hearing room facilities, a meeting room for small groups, a library or resource
673 area, and a secure location for records. The facilities should also be designed to
674 promote the personal safety of the individuals involved in the CPSP (e.g., campus alert

675 systems, multiple methods of egress, and panic buttons).

676

677 **Part 12. ASSESSMENT and EVALUATION**

678 *Campus Police and Security Programs (CPSP) must have a clearly articulated*
 679 *assessment plan to document achievement of stated goals and learning outcomes,*
 680 *demonstrate accountability, provide evidence of improvement, and describe resulting*
 681 *changes in programs and services.*

682 *CPSP must have adequate fiscal, human, professional development, and technological*
 683 *resources to develop and implement assessment plans.*

684 *CPSP assessments must include direct and indirect evaluation and use qualitative and*
 685 *quantitative methodologies and existing evidence, as appropriate, to determine whether*
 686 *and to what degree the stated mission, goals, and intended outcomes are being met as*
 687 *effectively and efficiently as possible. The process must employ sufficient and sound*
 688 *measures to ensure comprehensiveness. Data collected must include responses from*
 689 *students and other constituencies, and aggregated results must be shared with those*
 690 *groups. Results of assessments must be shared appropriately with multiple*
 691 *constituents.*

692 *Results of assessments and evaluations must be used to identify needs and interests in*
 693 *revising and improving the CPSP, recognizing staff performance, maximizing resource*
 694 *efficiency and effectiveness, improving student achievement of learning and*
 695 *development outcomes, and improving student persistence and success. Changes*
 696 *resulting from the use of assessments and evaluation must be shared with*
 697 *stakeholders.*

698

699 Assessment and evaluation activities may include

- 700 • the degree to which CPSP personnel are appropriately following institutional
- 701 procedures and guidelines to gather feedback from students, faculty, staff, and
- 702 the community on the performance and effectiveness of the campus police and
- 703 security system and the learning and development effects on students and other
- 704 members of the institutional community
- 705 • annual trends in crime statistics, case load, rates of recidivism, and types of
- 706 offenses
- 707 • the effects of programming designed to prevent crime, increase safety related

behaviors, provide a safe environment, and prevent behavioral problems.