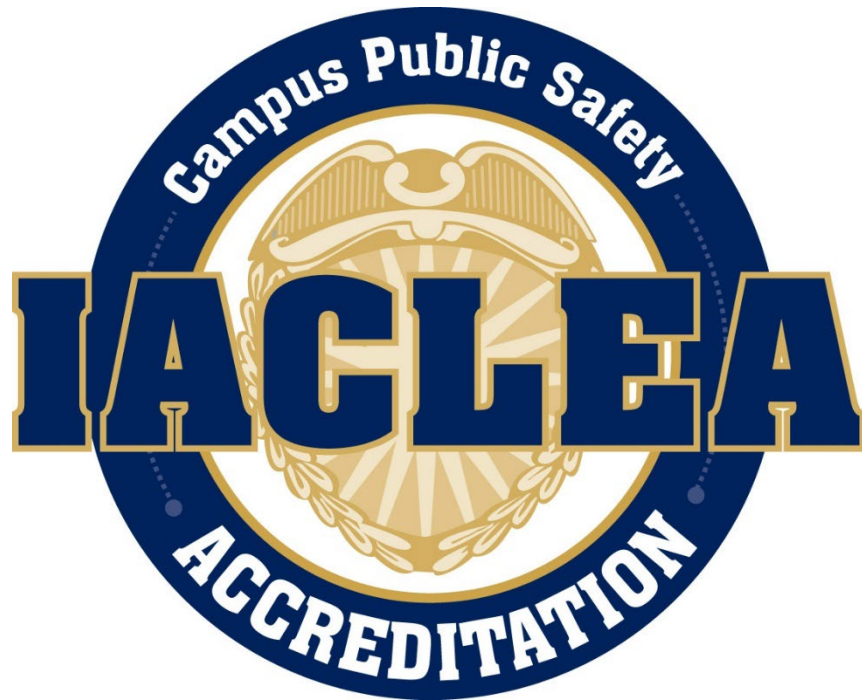


**International Association of
Campus Law Enforcement
Administrators**



**North Carolina State University
Police Department**

July 2024 Assessment

IACLEA Joint Accreditation Review Summary

North Carolina State University Police Department

CALEA Accreditation:

On-Site Assessment: October 2 – 5 2023; recommended for reaccreditation

Accreditation Type: Sixth Law Enforcement Reaccreditation; C Size, 6th Edition Standards

Period of Accreditation: March 23, 2024 – March 21, 2028

Agency Summary:

North Carolina State University was founded as a land-grant college on March 7, 1887, and named the "North Carolina College of Agriculture and Mechanic Arts". The University experienced several name changes over the years including "North Carolina State College of Agriculture and Engineering" and the "University of North Carolina at Raleigh". In 1965 after frustration and protest from students and alumni who were dissatisfied with the change in name, the University was renamed as "North Carolina State University".

Today, North Carolina State University excels in science, technology, engineering, math, design, the humanities, social sciences, textiles and veterinary medicine. The University is centrally located within the city limits of the State's capital, Raleigh, North Carolina. The campus consists of approximately 27,000 acres of land with approximately 94 miles of roadway. In 1987, seven hundred (700) additional acres of land were developed and named Centennial Campus. Today, Centennial Campus includes both private and public government agencies, a public middle school, student housing, private townhomes, a hotel and conference center, and privately maintained apartments.

NC State University is the largest of sixteen Universities within the University of North Carolina System with a diverse population of approximately 9,000 faculty and staff, 38,000 students and operates with an annual budget of approximately \$1 billion dollars.

Chief Dan House has been serving the citizens of North Carolina as a Law Enforcement Officer for **26** years. He started his career with the Wilson Police Department in Wilson, NC, and rose through the department. He was assigned to the Patrol Division as a Sergeant when he left the agency to accept a position with NC State University. In 2006, Chief House accepted the position of Patrol Sergeant with the NC State University Police Department and ultimately rose to the rank of Lieutenant, responsible for department operations. In 2011, he accepted the position of Chief of Police with the Wrightsville Beach Police Department and served the citizens of Wrightsville Beach for eight and a half years. In March 2020, Chief House was selected as the next Chief of Police with the NC State University Police Department, and currently serves in that capacity. Chief House holds a Master of Science Degree in Administration from Central Michigan University, a Bachelor's Degree from North Carolina Wesleyan College in Justice Studies and an Associate's Degree from the State University of New York at Broome Community College.

The North Carolina State University Police Department is a full-service University Law Enforcement Agency. The agency is organized into two functional divisions, Field Operations led by Major Anthony Puckett and Administrative Services Division led by Major Ian Kendrick. Included in the day-to-day operations is Internal Affairs led by Lieutenant Dr. Connor Hartis, who reports directly to the Chief of Police.

The department has an authorized strength of 60 sworn police officers and 20 civilians and is organized into two Divisions, Field Operations and Administrative Services Division, each lead by a Major. Within the Field Operations Division, there are patrol, support services and investigative functions each overseen by a Captain. Lieutenants are responsible for the management of the district and are supported in the field by Sergeants, who are responsible for the day-to-day supervision of the patrol units. Patrol officers work permanent 12-hour shifts. A Lieutenant leads the investigative division, with seven positions for full time investigators. Support Services is also lead by two lieutenants with the oversight of Career Development/Hiring Recruitment, Training, K9 & Mounted Patrol Units, and Community Engagement.

Within the Administrative Services Division, all areas, except for the Major, are managed by civilian employees. This includes the functions of Motor Fleet, Property and Evidence/Quartermaster, Clery Compliance, Professional Standards, Information Technology/Records, Special Events and Emergency Planner, and the Emergency Communications Center.

Standards Summary:

	TOTAL
Mandatory (M) Compliance	295
Other than Mandatory (O) Compliance	49
Waiver	0
Standards Issues	0
Other Than Mandatory (O) Elect 20%	7
Not Applicable	110
TOTAL	461

IACLEA Counterpart Standards:

CALEA has nine standards designated “Not Applicable or Other than Mandatory” that have IACLEA counterparts, all of which are mandatory. The agency is in compliance with those standards.

CALEA has 16 standards designated Not Applicable or Other than Mandatory that have IACLEA counterparts, all of which are elective. Agencies must comply with 60% (i.e., 10) of these standards. The agency is in compliance with 100% of the standards designated as Elective by IACLEA.

File Review:

The following standards files were submitted for review:

2.2.4 Search and Seizure with a Warrant

A written directive governs the execution of search warrants by sworn officers in accordance with applicable constitutional requirements.

Section 15A of the North Carolina General Statutes provide specific guidance concerning the issuance and execution of search warrants, including the form and content of the application, who may issue a warrant, the items subject to seizure, and service of the warrant and scope of the search. The agency supplements this guidance by providing additional direction under unique circumstances, such as compliance with the Family Education and Privacy Act (GO 700-2), entry into university-owned residences and assistance to outside law enforcement agencies (GO 600-1). The agency included relevant incident reports for 2020-2023.

4.1.5 Title IX Reporting

A written directive describes the agency's procedures for responding to and reporting sexual harassment complaints.

The agency's written directive concerning reported sexual harassment incidents acknowledges that police officers may be asked to respond to Title IX complaints that may be criminal or non-criminal in nature. Irrespective of any violation of criminal law, the policy provides guidance for the investigation and reporting of these incidents, including how to collaborate with the Office of Institutional Equity and Diversity. Incidents reports for 2020-2023 demonstrate compliance.

6.3.5 Title IX Training (time sensitive)

Title IX training is conducted with all agency personnel biennially, as well as with newly hired personnel. Training should consist of the following:

- a. How to identify sexual harassment*
- b. The institution's Title IX reporting and grievance procedures*
- c. Any other procedures used by the institution to investigate reports of sexual violence.*

Title IX training for newly hired personnel occurs during the orientation phase of their field training. All personnel have received instruction in the required elements of the standard from the University's Associate General Counsel and the Assistant Vice Provost of Equal Opportunity. Lesson plans, rosters and training videos for 2020-2023 were included as proof of compliance.

7.1.3 Warning Shots Prohibited

A written directive prohibits the discharge of warning shots.

The agency's General Order 100-2 expressly prohibits the use of warning shots. A note to the file states that no warning shots were fired during the assessment cycle.

9.2.5 Missing Student Notifications

A written directive requires that, within 24 hours of the determination that a student who lives in on-campus housing is missing, the following parties are notified:

- a. The parent(s) or guardian(s) of a student under the age of 18 and not emancipated;*
- b. The student's emergency contact; and*
- c. The local law enforcement agency.*

Institutional policy and General Order 500-13 provide guidance to agency personnel when a person is reported missing. Directions include the notification of parents and guardians (as applicable), the student's designated emergency contact, and local law enforcement officials. A

note to the file states that the agency had no reports of missing students during the assessment cycle.

9.2.9 Safety Escort Activities Logged

All requests for personal escort safety services are logged to document activity.

All safety escort services are documented by individual reports and can be queried in the agency's Calls for Service (CFS) system. Proof of compliance included copies of CFS incident reports for 2020-2023.

11.2.7 Panic Alarms (time sensitive)

If the agency utilizes panic alarms installed within its facilities as part of a campus emergency response system, and the alarm signal is directed to the agency's dispatch center, the agency will, at a minimum:

- a. Conduct, at least quarterly, a documented test of each alarm; and*
- b. Evaluate, at least once every two (2) years, the security situation that prompted installation of the panic alarm to ensure the security need remains relevant and is being met.*

Duress and intrusion alarms and their associated panels are under the control of the Environmental Health & Public Safety Division. The panic alarms are tested monthly by the Security Applications & Technologies Department, reports for 2020-2023 were included as documentation.

12.2.1 Security Surveys

If the agency conducts security surveys, staff conducting the surveys shall be appropriately trained and certified.

Compliance with the standard was demonstrated by the submission of documentation showing the training and certification of an officer as a Crime Prevention Specialist for 2020-2023. Annual reports of evaluation of crime prevention programs were also included as proof of compliance.

13.2.7 Title IX Investigations

A written directive addresses situations in which a Title IX investigation and a criminal investigation occur concurrently, to include:

- a. A requirement that the campus public safety agency will not cause a Title IX investigation to be delayed pending the outcome of a criminal investigation, except for the collection of evidence.*
- b. A requirement that the Title IX coordinator have access to agency investigation notes and findings as necessary for the Title IX investigation, as long as it does not compromise the criminal investigation.*

Cooperation between the police department and the Title IX Office is enforced through General Order 500-11 that prohibits the agency from delaying a Title IX investigation and requires them to share relevant information. Such cooperation was confirmed through the submission of incident reports for 2020-2023 and memoranda demonstrating a close working relationship between the Police Department and the Office of Institutional Equity and Diversity.

13.2.8 Investigator Training

If agency personnel are responsible for investigating Title IX complaints, they receive training in conducting a civil rights investigation of sexual violence complaints, to include:

- a. *Applicable confidentiality requirements;*
- a. *How to investigate non-stranger sexual assault; and*
- b. *The use of “preponderance of the evidence” as the evidentiary standard.*

All Title IX complaints are investigated by the Office of Institutional Equity and Diversity. Consequently, this standard is not applicable.

15.1.1 Property/Evidence Management

The agency identifies property/evidence custodian(s) responsible for the management of the storage facility and its contents and provides appropriate training to those designees.

A personnel order states that a new evidence custodian was installed in 2023, and that custodian completed appropriate training as evidenced by a certificate of completion.

16.2.4 Public Records Requests

A written directive establishes authority and procedures for the receipt, processing, approval/denial, and release of information via public record requests as stipulated by federal, state and local laws.

All requests for records are sent to the University General Counsel Office. This standard is not applicable.

16.3.2 Timely Warnings

A written directive delineates the procedure for providing timely warnings about reported crimes to the campus community in a manner that will aid in the prevention of similar crimes, and includes at a minimum:

- a. *A protocol for the timely review of all offenses that are subject to disclosure in the Annual Campus Security Report and have been reported to campus security authorities or local police authorities as identified under the institution's statement of current campus policies to determine if they represent a serious or continuing threat to students and employees;*
- b. *A system of notification.*

The procedure for issuing timely warnings or “Wolf Alert Crime Warnings” is governed by General Order 600-3. The review of incidents which may trigger the issuance of a warning is the responsibility of the Staff Duty Officer or their designee. The directive specifies the information that a warning should contain, as well as directions on utilizing a variety of formats (e.g. e-mail, text messaging, audible alert system and department website). Examples of timely warnings, issued during 2020-2023, were submitted as compliance documentation.

16.3.3 Daily Crime Log

The agency maintains a written, easily understood daily crime log that records, by the date the crime was reported, any crime that occurred on campus, on a non-campus building or property, on public property, or within the patrol jurisdiction of the campus law enforcement, security or public safety agency and is reported to the campus agency; this log includes at a minimum:

- a. *The nature, date/time of occurrence, and general location of each crime; and*
- b. *The date reported and disposition of the criminal complaint, if known.*

Compliance was demonstrated with the submission of General Order 600-10, which identifies the shift supervisors as the officials responsible for creating and posting the Daily Activity Report, as well as listing its contents. Supporting documentation included samples of Daily Activity Reports from the years 2020-2023. The agency maintains its daily crime log on its

website, providing the public with immediate access to the records of agency activity for the past 60 days.

16.3.4 Fire Log

If the agency is responsible for maintaining the institution's fire log, it is a written, easily understood log that records any fire that occurs in an on-campus student housing facility and contains, at a minimum:

- a. The date the fire was reported;*
- b. The nature, date, and time of the fire; and*
- c. The general location of the fire.*

The fire log is maintained by the University Fire Protection Unit. Consequently, the standard is not applicable.

17.1.3 Plan Review (time sensitive)

An annual review of the all-hazards plan will be conducted to ensure it is current and integrates into the institutional response plan.

The agency's General Order 900-03 identifies the Support Services Major (or designee) as having the responsibility for all hazard occurrence planning, including an annual review of the "All Hazards Plan". Memoranda document each of the reviews for 2020-2023 and resultant changes.

17.1.5 Testing Emergency Response and Evacuation Procedures (time sensitive)

A written directive defines the agency's role in participating in a testing of campus emergency response and evacuation procedures to include:

- a. At least one test a year;*
- b. Maintaining documentation describing each test (exercise and drill) to include a description, date, time and whether the test was announced or unannounced; and*
- c. Distribution of a notice publicizing the emergency response and evacuation procedures to the campus community in conjunction with the test.*

As a function of the Patrol Commander's responsibility for all hazard occurrence planning, the position also must "ensure affected members of the department participate in at least one documented training/testing of the agency's all hazard plan". The agency's written directive, General Order 900-3, also mandates the documentation of the test and specifies the distribution of a notice publicizing the emergency response and evacuation procedures. Examples of past tests for 2020-2023 were included as compliance.

Staff Recommendation:

I have reviewed the agency's IACLEA standard files and found them in compliance with all applicable standards and each was sufficiently documented. I recommend awarding IACLEA accreditation to the North Carolina State University Police Department for the fifth time.

Respectfully,

J. Murphy
July 24, 2024