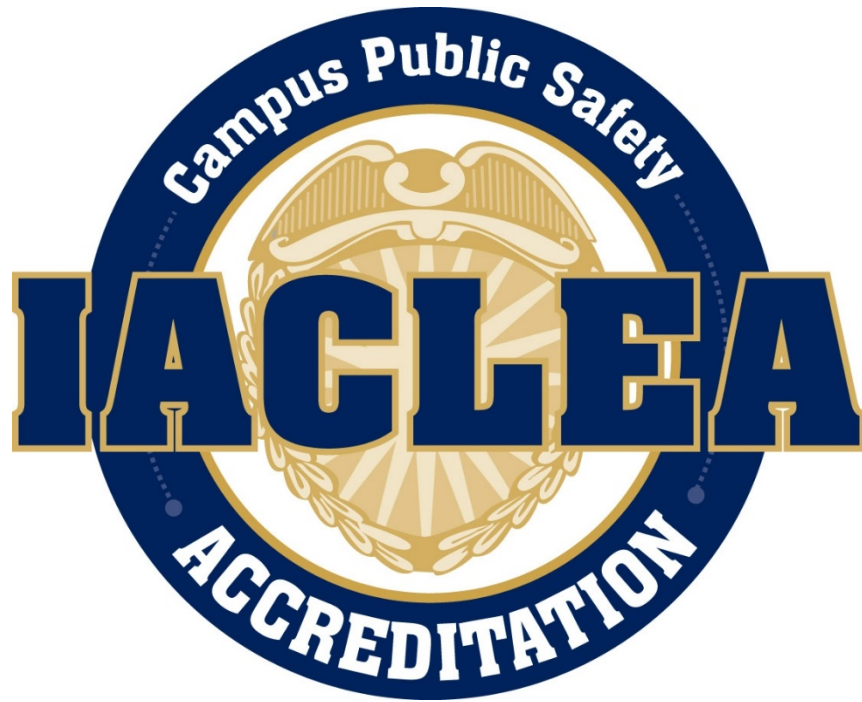


**International Association of
Campus Law Enforcement
Administrators**



**North Carolina State University
Police Department**

May 2020 Assessment

IACLEA Joint Accreditation Review Summary

North Carolina State University Police Department

CALEA Accreditation:

On-Site Assessment: October 9 – 12 2019; recommended for reaccreditation
Accreditation Type: Fifth Law Enforcement Reaccreditation; B Size, 5th Edition Standards
Period of Accreditation: March 21, 2020 – March 21, 2024

Agency Summary:

North Carolina State University is a public, coeducational, research university located in Raleigh, North Carolina. Commonly known as NC State, the university is part of the University of North Carolina system. The university forms one of the corners of the Research Triangle together with Duke University in Durham and The University of North Carolina at Chapel Hill.

The University was founded in 1887 under the auspices of the Morrill Act, which allowed the U.S. government to donate federally owned land to the states for the purpose of establishing colleges that would teach “agriculture and the mechanic arts.” The brand-new school held its first classes in the fall of 1889 with 72 students, six faculty members and one building.

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 capitol, 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 town homes, 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, 34,000 students and operates with an annual budget of approximately \$1 billion dollars.

The North Carolina State University Police Department began as a small security guard operation. In 1978, the Security Division's primary function was to make certain that buildings were locked at night. The Security Division performed few law enforcement functions. The officers did not possess a professional law enforcement or security background and worked for the Security Division on a part-time basis. Many of the officers had other full-time jobs.

The department has an authorized strength of 58 sworn police officers and 17 civilians and is organized into two Divisions, Field Operations and Support Services, each headed by a Major. Within the Field Operations Division, there are patrol and investigative functions. 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 heads the investigative division, and the unit has three full time investigators.

The Support Services Division is responsible for Communications, Career Development, Training, Evidence, Vehicle Maintenance, and coordination of a contract security service that is responsible for the locking of doors.

Reporting to the Office of Chief of Police are the business manager, media relations officer, and the Professional Standards Division.

Chief Younce retired from the North Carolina State University Police Department after serving as the chief for over eleven years and has been asked to serve as the agency's interim while the university conducts a national search for a new chief. Chief Younce has over forty-five years of law enforcement and has served as an assessor and team leader with CALEA. Since his retirement Chief Younce has served as an interim at four other university police departments in North Carolina, of which three were CALEA accredited. In addition, he serves as an associate with DStafford and Associates and is a license private investigator. Chief Younce is past President of the North Carolina Association of Chiefs of Police. He holds a BS degree in education from Auburn University and an MA from George Washington University.

Subsequent to the completion of the CALEA assessment, on March 30, 2020 Daniel L. House, Jr. was appointed Chief of the North Carolina State University Police Department, returning to the agency he left as a lieutenant in 2011 to become Chief of the Wrightsville Beach (NC) Police Department. He started his career in Wilson, NC with the Wilson Police Department, then later took a position with the NC State University Police Department. In 2019 Chief House was the President of the North Carolina Association of Chiefs of Police. 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 degree from the State University of New York at Broome Community College.

Standards Summary:

	TOTAL
Mandatory (M) Compliance	252
Other than Mandatory (O) Compliance	82
Waiver	0
Standards Issues	0
Other Than Mandatory (O) Elect 20%	5
Not Applicable	110
TOTAL	483

Applied Discretion: During the on-site assessment, CALEA permits agencies to adjust the standards files, where compliance may otherwise be questioned. Such adjustments may include modifying agency policy and directives, creating documentation, altering the physical plant, and addressing “wet ink” issues, where a written directive is newly created. The CALEA assessors found no issues.

20% Standards: CALEA requires agencies to comply with at least 80% of the applicable Other Than Mandatory Standards. The North Carolina State University Police Department complied with 94% of the applicable Other Than Mandatory standards. Of those standards that IACLEA has adopted as Other Than Mandatory, the agency complied with 90%.

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).

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.

9.2.3 Pursuit Training (time sensitive)

The agency conducts training on its pursuit policy for newly hired personnel as well as refresher training biennially.

Newly hired personnel receive training in the pursuit driving, as mandated by the North Carolina Criminal Justice Education and Training Standards Commission. That instruction is supplemented by a review of agency policies during FTO training. Refresher training occurs annually through roll-call instruction and is confirmed through documented testing. Copies of training memos, rosters, and examinations for 2017-19 were provided as compliance documentation.

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.*

General Order 500-13 provides 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. Copies of incident reports, documenting the required notifications, demonstrated compliance for 2016-2019, or indicated that the agency did not receive any reports of missing students.

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 2016-2019.

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 2016-2019 were included as documentation. A biennial assessment of the system was last conducted in November 2019.

12.2.1 Security Surveys

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

General Order 600-7 identifies the provision of security surveys as a function of the agency's community relations program. Compliance with the standard was demonstrated by the submission of documentation showing the training and certification of officers as Crime Prevention Specialists for 2016-2019. Site Security and Vulnerability Assessment reports for multiple facilities were provided as proofs of compliance.

16.3.2 Procedures – 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 his/her designee. The order requires the dissemination of an alert whenever, at a minimum, (1) one of nine "Clery crimes" occurs, (2) it is reported to the police, and (3) it represents a continuing threat to the campus community. The directive also specifies the information that a warning should contain, as well as directions on utilizing a variety of formats (e.g. e-mail, text messaging, fliers, audible alert system and department website). Examples of timely warnings, issued during 2016-2019, 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 2016-2019. 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 2016-2019 and resultant changes.

17.1.4 Emergency Response and Evacuation

A written directive defines the role of the agency in the initiation of an emergency response and evacuation for a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, and includes at a minimum:

- a. *A description of the process used to confirm a significant emergency or dangerous situation;*
- b. *A description of the process used to identify the campus population to be notified;*
- c. *A description of how the notification system is initiated;*
- d. *A description of the process used to determine the content of the notification;*
- e. *A requirement that an emergency notification be made to the campus community immediately upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus; and*
- f. *A requirement that adequate follow-up information is provided to the community as needed once an emergency notification is made.*

The decision to initiate an emergency alert is based upon the nature of an incident, its potential impact on the community and the input of subject matter experts, such as a municipal fire department commander. The agency's General Order 400-9 and 200-10 outline procedures for determining the nature of calls and requires that a supervisor assess whether an emergency notification is warranted. Confirmation of the emergency occurs in consultation with the Staff Duty Officer. Supervisors are granted the authority to activate the emergency notification system, which includes text messaging, an outdoor warning system, internet messaging, and

other alerts. Multiple general orders addressing specific emergency situations and examples of alerts, including a reported shooting and a bomb threat, demonstrated compliance.

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 2006-2009 were included as compliance.

17.2.1 ICS Training

Officers are trained in the Incident Command System and in the responsibilities of the command and general staff positions.

All department personnel are required to be familiar with the incident command system. Newly hired personnel receive basic ICS instruction during the orientation phase of their field training. Specific levels of instruction are recommended for staff members based on their rank and responsibilities. Refresher training is required for all sworn personnel every four years. Proof of completed training were included for 2016-2019.

18.1.1 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 the Office of Institutional Equity and Diversity. Incidents reports for 2016-2019 demonstrate compliance.

18.1.2 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 and rosters for 2016-2018 were included as proofs of compliance.

18.1.3 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 2016-2019 and memoranda demonstrating a close working relationship between the Police Department and the Office of Institutional Equity and Diversity.

18.1.4 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.

Staff Recommendation:

On March 21, 2020 CALEA awarded the agency accreditation for the sixth time.

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 fourth time.

Respectfully,

J. Murphy
June 2020