

Police/Parking & Traffic

Policy 301

1 Introduction

1.1 Function

The University Police Department is responsible for protecting life and property at Appalachian by providing emergency and non-emergency law enforcement services, crime prevention, safety and criminal investigation services. The Department consists of 22 full time state commissioned police officers including a Chief of Police, 9 civilian support staff and 4 security guards.

1.2 Location and Hours

The University Police Department is currently located in the parking deck on Rivers Street. The professional and courteous staff is ready to assist faculty, staff and students 24 hours a day, 7 days a week, including holidays.

2 Scope

This policy applies to all faculty, staff, students and visitor's of Appalachian State University.

3 Definitions

4 Policy and Procedure Statements

4.1 To Report A Crime

Any suspicious or criminal activity or other police emergencies should be reported to the University Police Department by dialing "8000" or by stopping in at the office. Reports of crimes made to other campus officials, such as Residence Life staff, professors and counselors should also be referred to the University Police. Crimes reported to the University Police will be investigated and the perpetrator(s) will either be prosecuted, referred to the Office of Student Conduct for discipline under the Student Code of Conduct, or both. Reports of felony violations and certain misdemeanor violations which occur on campus are reported monthly to the Division of Criminal Information of the State Bureau of Investigations.

4.2 University Police Authority and Jurisdiction

Appalachian State University police officers are state certified by the North Carolina Criminal Justice Training and Standards Division. The officers have complete police authority to apprehend and arrest anyone who violates North Carolina State law while on campus. When an Appalachian student commits minor offenses involving University rules or regulations, the officers may refer them to the Office of Student Conduct by issuing them a University citation. The North Carolina State Bureau of Investigation and other local law enforcement agencies may assist with investigations upon request. By mutual aid agreements with the Boone Police Department and the Watauga County Sheriff's Department, the officers may enforce violations of North Carolina law off campus when requested.

4.3 Community Policing Philosophy

Public safety is a joint responsibility of both the Police and the community they serve. The Community Policing Philosophy emphasizes Crime Prevention and solving crime through partnerships, education and awareness programs, pro-active police patrols and quality officer training and education. The department's goal is to decrease crime and increase the quality of life on campus. To help achieve this goal, students, staff and faculty are encouraged to participate in the problem solving process.

4.4 Crime Prevention

Crime Prevention is the anticipation, recognition, and appraisal of a crime risk and the initiation of some action to remove or reduce the risk. The University Police Department advocates a proactive approach to Crime Prevention. Various education and information programs provided for faculty, staff and students by the University community to be responsible for their own security as well as others. Our Crime Prevention Specialist is the liaison between the Police Department and the University community. Education and awareness programs are designed to make students more aware of crimes that happen both on and off campus and to educate them on crime prevention techniques.

4.5 Security of and Access to Campus Facilities

Academic buildings generally are closed at predetermined times each evening. Opening and closing times are scheduled by the deans of the colleges through the Office of Business Affairs. University police officers and security guards routinely check each building between 5:00pm and 5:00am. Campus residence halls are locked 24 hours a day and residents gain access with their student identification card. Resident hall rooms are secured by door locks. A student monitor is on duty in each hall from midnight to 5:00am. Safety and security checks are made periodically by student monitors who contact the University Police as needed. Additionally, residence assistants are available on all residence hall floors and a resident director lives in each resident hall on campus. If an ID card does not work, it should be reported to Appalachian State Food Services during their operating hours. After hours, contact the University Police Department. Report all lost or stolen cards immediately.

4.6 Criminal Activity Off-Campus

Normally, the University does not regulate the off-campus conduct of students. The University relies on local law enforcement agencies to handle off-campus crimes. However, the University reserves the right to address allegations of off-campus crimes through the Code of Student Conduct when appropriate.

4.7 Organizational Chart

Vice Chancellor Business Affairs							
Director University Policy							
Patrol Commander				Investigator		Operations	
Police Officer III				Police Officer III		Manager	
Police Officer II	Police Officer II	Police Officer II	Police Officer II	Assistant Investigator	Crime Prevention Police Officer I	Police Telecommunicator	Police Telecommunicator
Police Officer I	Police Officer I	Police Officer I	Police Officer I			Police Telecommunicator	Processing Assistant IV
Police Officer I	Police Officer I	Police Officer I	Police Officer I			Police Telecommunicator	Records Clerk IV
Police Officer I	Police Officer I	Police Officer I	Police Officer I			Police Telecommunicator	Records Clerk IV

5 Authority

6 Contact Information

6.1 Telephone Number

The administrative telephone number for the University Police Department is 262-2150.

7 Effective Date

8 Revision Dates