

# Blueprints for Change: Criminal Justice Policy Issues in Virginia



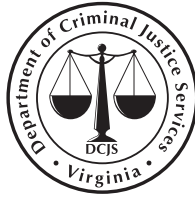
Virginia Department of Criminal Justice Services  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)


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- The 2006 Blueprints for Change: Criminal Justice Policy Issues in Virginia documents are:
- Disproportionate Minority Contact (DMC) with the Juvenile Justice System •
  - Domestic Violence, Protective Orders, and Firearms • Drug Enforcement Status in Virginia •
  - Enhancing Virginia's Campus Security and Safety • Mental Health Issues in Jails and Detention Centers •
  - Regional Crime Information Sharing Networks •

For additional information on these documents, please visit the  
Department of Criminal Justice Services website at: [www.dcjs.virginia.gov/blueprints](http://www.dcjs.virginia.gov/blueprints)



The Department of Criminal Justice Services (DCJS) is the state criminal justice planning agency in Virginia and is responsible for administering state and federal funds dedicated to improving state and local criminal justice practices, preventing crime and delinquency, and ensuring services to crime victims.

In its role as a planning agency, the Department convened six policy sessions over a two day period in August, 2006. The facilitated sessions explored six different leading edge criminal justice issues, chosen by the Department. Each three-hour session brought together a multidisciplinary group of executive-level participants who were selected because of their knowledge of the issue and their ability to advance the discussion of public policy related to the issue.

The discussions in these sessions, and the recommendations that emerged, are recorded in these policy papers.

In publishing these papers, DCJS hopes that they will stimulate further discussions by state and local decision makers and will provide useful guidance for making substantive statutory change where necessary, as well as for decisions on funding, and policy and program development.



## Enhancing Virginia's Campus Security and Safety



Security on Virginia's college and university campuses has become a more visible issue in the past 20 years. The federal *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (*Clery Act*), which requires institutions of higher learning to report certain crimes that occur on campus, has increased citizen awareness and expectation of professional management of campus security services. The Clery Act was amended in 1992, 1998 and 2000, each time requiring more intense scrutiny of security policies and procedures by the institutions.

There are 69 public and private colleges and universities located within the Commonwealth that offer 2 or 4-year degrees and advanced degrees. The schools employ a range of law enforcement and security services that vary in size, scope of responsibilities and professional status. Many schools, such as the University of Virginia and the College of William & Mary, employ full time, professional police officers as members of a state recognized campus police department. Other schools, such as Roanoke College and Washington & Lee University, employ full time security departments consisting of non-sworn personnel with more limited arrest and investigative responsibilities. A few schools contract with private security companies. Additionally, most campuses utilize an assortment of student volunteers and non-paid personnel.

The issues of greatest importance to this focus group were the disparities in selection practices and training requirements for individual security employees. Campus police departments are required by law to comply with selection and training requirements promulgated by the Criminal Justice Services Board (CJSB.) Campus police officers must meet the same minimum training requirements as local and state law enforcement officers. Private security organizations, both proprietary and contract, are also required to adhere to regulations defined by the *Code of Virginia* and by the Virginia Administrative Code. DCJS registers, certifies and licenses private security in Virginia; however, the training requirements for private security personnel are less stringent than those for sworn law enforcement officers.

Key to determining what the appropriate level of training should be for these employees is properly defining "campus security officer." The focus group recognized the need to produce a definition that adequately described the position of campus security officer as the key element to addressing the selection, hiring and training issues for these individuals.



## POLICY/RESEARCH QUESTIONS

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The Policy/Research questions set out for this group included:

What is the definition of “campus security officer?” This was the main question before the participants in the focus group. Due to variations in the way campus security services are delivered, the group believed they should first define exactly what was meant by the term “security officer.” The group developed a first-draft definition for this position (see “Discussion”).

The second issue dealt with the level of training appropriate for security officers. This issue is particularly complex because security officers perform vastly different functions on different campuses. Although sworn campus police officers must comply with the same requirements as local and state police, the regulations governing security guard employment and training are not as thorough or detailed. The group believed this issue must be comprehensively addressed in order to assure and maintain the professional delivery of services.

Finally, the group was asked, “How will these requirements be enforced?” If specialized requirements for security personnel are established by the state, there will likely be a financial impact on DCJS as it promulgates and enforces the new requirements. This question will be addressed in future meetings with DCJS.



## DISCUSSION

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The session began with a presentation by Mr. Steven Bowman, Counsel for the Virginia State Crime Commission. Mr. Bowman played a key role in the Crime Commission’s study of campus security that was presented to the General Assembly in December 2005. The study surveyed all 69 colleges and universities in the Commonwealth, and was complemented by site visits by the Crime Commission study team. The study compiled data on many aspects of campus security personnel including levels of training, education, tenure, and responsibilities.

Participants began their discussion by agreeing on the need to develop minimum standards for employment and training to control crime on college and university campuses. A number of those present had met at the University of Virginia in mid-August and had developed a list of the duties for which security personnel are most frequently responsible on college campuses. The list included:

- Traffic direction
- Parking assistance
- Identification checks for residence halls
- Testifying in judicial hearings or school disciplinary hearings
- Transporting students, faculty, and money
- Student escort services
- Rendering First Aid
- Security awareness/risk management
- Crime prevention
- Submitting work orders for security measures like tree trimming, and
- Victim Interactions
- Hospital security (trained to DCJS Private Security Standards)

There was lengthy discussion on defining by function the duties of security officers in general. The exchange was lively, and eventually a consensus was reached on the above list. At this point the group decided to develop a definition of a Campus Security Officer (CSO), including their duties, responsibilities and functions.

State schools utilize Employee Work Profiles (EWPs) in defining duties, responsibilities and functions. Private schools have developed different job functions and different ways of evaluating personnel. There are a number of areas where job functions are the same at both state and private institutions. However, the group felt that state schools generally have more frequent and intense training programs. The group discussed and agreed on the need to develop standards of training for all security officers working on any campus. The development of these standards, itself, was seen as a training opportunity for the security officers at the private schools.

The development of standards will, however, pose a unique burden on larger state institutions, especially those with hospital components. Schools that have hospitals on campus normally employ hospital security officers. The standards to be developed would apply to these officers as well. The hospital must abide by hospital association standards and DCJS private security standards, even though the most frequent job function of these officers is confined to access control (locking and securing access and space).

There followed a discussion regarding the inclusion of 2-year private schools, such as technical schools and Associate degree programs. Some participants stated that they only wanted to include schools that must comply with the Clery Act. Some participants stated that schools that receive Federal Student Aid included beauty schools, technical programs, etc. and they must, in order to continue to receive this aid, comply with Clery. The consensus was that the security officers at these institutions must also comply with any new requirements established.

Another discussion involved the matter of contract security officers. The primary security at Randolph Macon Women's College is provided by contract officers from a private security business. The group agreed that standards should exclude temporary service contract officers, like special event security.

During a discussion of the definition of a Campus Security Officer, and levels of security officer responsibilities and training, the participants agreed to utilize the draft from the Virginia Campus Law Enforcement Administrators (VACLEA) meeting at UVA in August as a starting point. The participants decided to differentiate between Level I, Level II, and Level III Campus Security Officers based on job responsibilities. Level I, or Primary Security Officers were defined as those with a high level of responsibilities. Level II, or Secondary Security Officers had a lesser or medium level of responsibilities, and, Level III, or Security Support Officers, are those with a low level of responsibilities. The exact job duties and responsibilities for each of the three levels were not discussed in depth. The group agreed that the task of defining each level would require a job task analysis that would be time-intensive and should be the subject of future panel meetings.

At this point the draft definition for campus security officer was reworked. The final recommendation from this meeting was to define campus security officer as follows:

**A campus security officer means any person employed or contracted by a 4-year and above institution of higher learning or a 2-year public institute of higher learning, whose primary function is ensuring the safety, security, and welfare of students, faculty, staff and visitors to that institute, to include maintaining peace and order, deterring crime, investigating violations of campus policies, responding to calls for service, crisis situations or alleged criminal acts on campus property.**

Nearing the conclusion of the session, the participants agreed to serve as an ongoing advisory committee to continue the work of developing employment and training requirements for campus security officers.



## CONCLUSIONS AND RECOMMENDATIONS

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The clear conclusion that can be drawn from the work of the focus group is that enhanced policy, procedure and training requirements for campus security officers and personnel are needed.

The focus group unanimously agreed that their priority, at this early juncture, was to create a universally accepted definition of “security officer.” Thus, the first action of the group was to agree to a draft definition of this term for consideration.

The second priority for the group involved defining training requirements based on a job task analysis for each position. A matrix that delineates duties and responsibilities of personnel will need to be created in order to set training standards. The group agreed that this should be accomplished in the next twelve months.

The participants also indicated their desire for a standardized set of guidelines on relevant policy and procedures. Although there was not time for discussion of this recommendation, the group was unanimous in their agreement about doing this, and wanted it included in this initial report.

The inclusion of content from this and any future meetings of this group will provide DCJS a great degree of insight into the unique requirements and complexities of campus security. As DCJS works to implement the legislation that has assigned to us responsibility for employment and training standards for campus security officers, we are very appreciative of the input of criminal justice and higher education professionals into this process.





## PARTICIPANTS

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