

VIRGINIA MILITARY INSTITUTE POLICE DEPARTMENT

GENERAL ORDER	Number: 2-25
CRIME PREVENTION	Date: 09/19/14
VLEPSC Number:	Manual Number:
Replaces:	Effective Date: 09/19/14
Authorization: Chief Michael L. Marshall	Review Date: Annually

Note: This order is for internal use only and does not enlarge an officer's liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this order, if proven, can only form the basis of a complaint by this department and then only in a non-judicial administrative setting.

I. POLICY

Crime prevention is the anticipation, recognition, and appraisal of crime risks and the initiation of action to remove or reduce such risks. The policy of the Virginia Military Institute Police Department is to promote crime prevention using all Department employees to develop and implement procedures which reduce the opportunity for or lessen the loss arising from crime.

II. PURPOSE

The purpose of this General Order is to set forth procedures for the delivery of crime prevention services.

III. PROCEDURE

A. CRIME PREVENTION RESPONSIBILITIES

1. The Chief of Police will ensure that the department remains committed to the development and implementation of community crime prevention programs.
2. It will be the responsibility of the Crime Prevention Lieutenant to:
 - a. develop, implement, and coordinate the department's crime prevention program. This assignment of responsibility does not relieve other officers of being aware of and involved in crime prevention procedures and activities.
 - b. study crime trends that are generally considered preventable and develop procedures and programs to reduce the opportunity or lessen the loss from crimes.
3. It will be the responsibility of the crime prevention specialist to:
 - a. consult with police officers, supervisors, and investigators to analyze crime and suggest how police and citizens can better combat it.
 - b. develop an expertise in all phases of crime prevention including, but not limited to:
 - i. security hardware
 - ii. alarm/warning systems
 - iii. lighting
 - iv. basic residential and business construction practices

- v. media relations
 - vi. public speaking
 - vii. use of volunteers
4. It will be the responsibility of every employee of the Department to:
- a. promote good relations with the community, regardless of race, creed, color, national origin, age, handicap, or religion, through regular positive interactions with cadets, employees and visitors
 - b. seek out opportunities to prevent crime through:
 - i. Proactive patrol activities
 - ii. Recognition of patterns in criminal activity
 - iii. Familiarity with Crime Prevention Through Environmental Design (CPTED) principles and attention to areas where these principles could be better instituted
 - c. note citizen concerns during routine contacts and take necessary action to address these concerns
 - d. identify observed personal safety hazards and provide advice regarding measures that may reduce the possibility of a person becoming a victim of a crime
 - e. make referrals to the appropriate resource either within or outside the department in response to crime prevention requests which exceed their knowledge or capability to accommodate

B. ON-GOING PROGRAMS

1. Community Outreach

- a. Officers will be available to provide educational programs on topics such as substance abuse awareness, sexual assault prevention, bystander intervention, gun safety, relationship violence, personal safety, etc.
- b. The Department will maintain a supply of printed materials relating to safety and crime prevention. These materials will be available for distribution by the officers and will be available at events where VMI Police Department provides a display, such as Matriculation Fair.
- c. The Department will keep the VMI community informed of local crime trends or concerns, such as vehicle break-ins, increase in fraud or financial scams, etc. This will be done through email and through alerts on the VMI Police website.

2. Property Identification

- a. The Crime Prevention Lieutenant will be responsible for providing department-owned engraving tools to the public upon request to permanently engrave their personal property with an easily recognized and traced identification mark, such as the driver's license or other number.

3. Emergency Phones

- a. VMI has 20 emergency phones strategically located throughout the Post. These phones connect directly to Rockbridge Emergency Communications Center.
- b. The daylight patrol officer is responsible for ensuring that each "E-phone" is working properly three times each week (Monday, Wednesday, Friday).

4. Security Surveys

- a. Security surveys are evaluations of the security strength of buildings by officers trained in the principles of Crime Prevention Through Environmental Design (CPTED).
- b. Officers will conduct security surveys of academic buildings, residences and other facilities and give written recommendations based on the surveys.
- c. Officers will use crime data to determine areas of Post where security surveys would be most beneficial.
- d. Officers will maintain in confidence all information offered to the police by residents, occupants, and users of the building and not consider this information as available through Freedom of Information Act requests.

5. Facilities Pre-Planning and Upgrades

- a. VMI Police Department will meet with architects, contractors and administrators of the Physical Plant to identify and correct practices used in the planning, design, and construction of any new construction or significant renovation and the surrounding space which creates the opportunity for crime.
- b. VMI Police Department will provide input into the location, position and capabilities of all surveillance and security cameras installed on Post.
- c. VMI Police Department will provide input into the location, type and coordinated response to all security alarms installed on Post.
- d. VMI Police Department will maintain close working relationships with VMI Fire and Safety Office and Lexington Fire Department to ensure that crime prevention procedures and programs do not compromise the intent of fire safety programs and to ensure that fire safety programs do not compromise the intent of crime prevention programs.
- e. VMI Police Department will work closely with the VMI Locksmith and Door Program to develop strategies for the security and safety of all VMI facilities.