



Executive Memorandum 23-007

May 22, 2023

From: Gayle E. Hutchinson, President

Subject: University Police and Public Safety Advisory Committee; Supersedes EM 21-028

Upon the recommendation of the Academic Senate and with the concurrence of the Provost, I approve the University Police and Public Safety Advisory Committee.

Policy Title:	EM 23-007: University Police and Public Safety Advisory Committee
Contact:	
Supersedes:	EM 21-028
Revision:	
Enabling Legislation or Executive Order:	Campus Police and Safety Advisory Committee Executive Order; Presidential Task Force to Examine University Police Policies and Practices, May 2021

UNIVERSITY POLICE AND PUBLIC SAFETY ADVISORY COMMITTEE

I. POLICY

Campus safety and security are critical to the wellbeing of all students, employees, and visitors on campus. Chico State recognizes and accepts the duty to identify, develop, and implement policies, programs, and procedures across all divisions of the university to meet the priority to enhance safety and security. To meet this priority, the University Police and Public Safety Advisory Committee (UPPSAC) acts as an advisory body to the President and the Academic Senate Executive Committee by researching and recommending policies, programs, and procedures to enhance campus safety and security for all members of the campus community. The UPPSAC works to develop and promote accountability, trust, and communication between all members of the campus community, members of the Chico community, and divisions of the university working to enhance safety and security on campus.

The UPPSAC proactively seeks the advice and counsel of diverse campus community members and experts in related policies, programs, and procedures to create a welcoming, safe, and inclusive environment that positively impacts the safety and quality of life of our students, faculty, staff, and community.

The UPPSAC provides support and leadership for implementing recommendations across the campus using a subcommittee structure where each subcommittee focuses on policy, program, and procedure recommendations designed to meet campus safety and security goals. Initial subcommittees are identified in the appendix.

II. RESPONSIBILITIES OF THE UPPSAC AND SUBCOMMITTEES

Responsibilities of the UPPSAC

1. provide leadership and facilitate communication between community members and the President of the University and Academic Senate Executive Committee to address matters of public safety and security;
2. review and give consideration to the recommendations in the Final Report of the Presidential Task Force to Examine University Police Policies and Practices (2021) and subsequent relevant reports;
3. through examination, identify potentially inequitable, ineffective, inefficient, or harmful existing policies, procedures, and programs related to campus safety and security;
4. oversee and facilitate work of UPPSAC subcommittees to meet the goals of the UPPSAC to enhance public safety and security;
5. stay informed of current issues facing police throughout the CSU system, the state of California, and the nation in collaboration with the University Police Department (UPD) Chief of Police;
6. receive a monthly summary of the community focused activities of the UPD from the Chief of Police including progress on UPPSAC recommendations;
7. meet as appropriate to address critical, timely, police and public safety issues faced by the Chico State community;
8. act as liaison with constituent groups to share information about the activities of the UPPSAC and to gain feedback and recommendations from their constituency;
9. share feedback and recommendations from relevant constituencies with the UPPSAC; and
10. refer, as appropriate, concerns regarding individual university employees to the appropriate university human resources office for review.

Responsibilities of the Subcommittees

1. under the direction of the UPPSAC, through research of best practices, examine and provide recommendations for change of policy, programs, and procedures on matters of public safety and security identified by the UPPSAC;
2. examine and provide recommendations on matters of equitable policing, particularly changes in policies and procedures, continuing education, and recruitment, hiring, and retention practices, or matters that may impact the privacy, civil rights, or civil liberties of members of the Chico State community, or that promote a culture of care;
3. examine current policies and practices, and provide recommendations on campus structures, infrastructure, and grounds to enhance public safety and security;
4. act as liaison with constituent groups to share information about the activities of the subcommittee(s) and to gain feedback and recommendations from their constituency; and
5. share feedback and recommendations from relevant constituencies with the subcommittee(s).

III. MEMBERSHIP

University Police and Public Safety Advisory Committee and subcommittee membership shall include faculty, staff, and student representatives from the divisions of Academic Affairs, Student Affairs,

Business and Finance, Information Technology, University Advancement, and University Auxiliary Organizations: Associated Students (AS), University Housing, and Chico State Enterprises.

Voting Members

- Chief Diversity Officer
- Vice President, Information Technology (or designee)
- Vice President of Student Affairs (or designee)
- Dean of Meriam Library (or designee)
- Executive Director of Housing (or designee)
- Associate Executive Director of Associated Students (or designee)
- Director, Tribal Relations (or designee)
- Clinical or Administrative Director, Student Health Center (or designee)
- Director, Accessibility Resource Center (or designee)
- Associate Vice President, Facilities Management and Services (or designee)
- Chief Executive Officer, Chico State Enterprises (or designee)
- Associated Students Director of Social Justice and Equity
- Associated Students Commissioner of Community Affairs
- One student, appointed by the Vice President of Student Affairs
- One student, appointed by University Housing
- Four faculty members, each from a different college, appointed by the Executive Committee of Academic Senate
- One staff member, appointed by Staff Council
- One member of staff or faculty, appointed by the Chico State Labor Council
- One officer of the University Police Department, appointed by the Chief of Police
- One member of the community, appointed by the President
- Executive Director, University Communications (or designee)

Student appointments will serve for one academic year, renewable. Appointed faculty and staff will serve staggered two-year terms with the ability to continue consecutive terms of service.

Non-Voting Members Staffed to the Committee

- Chief, University Police Department
- Chief of Staff to the President
- Director, Environmental Health and Safety (or designee)
- Director, Risk Management (or designee)
- Representative from the Office of Academic Personnel (OAPL)
- Director, Labor Relations and Compliance/Title IX Coordinator/DHR Administrator (or designee)

UPPSAC Chair

The committee will be chaired by one faculty member who has served on the committee for at least one year. At the last meeting of the spring semester, the committee will recommend the next chair to the President; the chair will be appointed by the President. The term of chair will commence at the beginning

of each academic year, and shall be one year, renewable for up-to one year. No chair may serve for more than two consecutive years, but may return as chair after at least a one-year break in service as chair.

UPPSAC Secretary

At the last meeting of the spring semester, the committee will elect a secretary for the following year. The secretary will keep meeting minutes and assist the chair with tracking membership of the committee.

Convening the UPPSAC

The first meeting of each academic year of the UPPSAC shall be called by the end of the fourth week of the fall semester by the Academic Senate Chair. The Academic Senate Chair will confirm the UPPSAC chair has been nominated and appointed, and that a secretary has been elected. The Academic Senate Chair will ensure the UPPSAC chair and the committee understand the scope and expectations of the committee.

Subcommittee Membership

All voting members of the UPPSAC will serve on at least one subcommittee, but no more than two subcommittees. Each subcommittee should include at least 4-5 UPPSAC members. Each subcommittee will be chaired by a voting member of UPPSAC, elected by the members of the UPPSAC. No UPPSAC member may chair more than one subcommittee simultaneously.

The term of each member of UPPSAC serving on a subcommittee shall be 1 year, renewable. Membership shall commence at the beginning of the fall semester each academic year.

In addition to voting members of the UPPSAC, each subcommittee may be augmented by additional faculty, staff, students, and community members, as appropriate, to meet subcommittee goals and structure, and to ensure subcommittee subject matter expertise. The UPPSAC members of each subcommittee will solicit volunteers as needed to enhance the expertise of the subcommittee as relevant to the topic of the subcommittee. The full subcommittee membership is intended to offer diverse perspectives on challenges and recommendations considered by each subcommittee, therefore, the subcommittees should seek broad and diverse representation from across the campus community.

Non-voting members of UPPSAC may serve as additional members of subcommittees.

Additional membership of subcommittees may be augmented throughout the year as needed. Additional members will not be voting members, and may serve on no more than two subcommittees simultaneously.

IV. PROCEDURES

The University Police and Public Safety Advisory Committee will meet within the first 4 weeks of the fall semester each year to create a charge or renew the charges for the committee and subcommittees of the UPPSAC, identify chairs of each subcommittee, and develop a list of expert UPPSAC, campus, and community members for each subcommittee to support the mission of each subcommittee. The UPPSAC will meet at least twice each semester.

Subcommittees will be convened at least once each month throughout the academic year. During the fall semester, each subcommittee will examine concerns of public safety and security, research best practices

for addressing each concern, and create a written recommendation for action from the university to develop policies and implement programs to address the concern.

The President will consult with the Academic Senate Executive Committee to determine adoption of the UPPSAC recommendations. Adoption of recommendations offered by the UPPSAC and its subcommittees remains at the discretion and responsibility of the President of the University.

In May of each academic year, the chair of the University Police and Public Safety Advisory Committee will make a report to Academic Senate with a summary of activities of the committee, subcommittees, community feedback, and progress on committee recommendations. Each semester, reports of the committee will be published to the committee website.

At least twice per year, preferably in spring to facilitate goal setting for the following academic year, the UPPSAC will hold public forums to facilitate feedback from the community regarding safety and security.

APPENDIX

University Police and Public Safety Advisory Committee Subcommittees

These committees were constructed to honor several of the recommendations in the Policing Task Force Report

- Ad hoc committees may be created to explore emergent concerns (as needed)

		Policing Task Force Recommendations			
		Building Transparency and Legitimacy	Policy and Oversight	Community Policing and Crime Reduction	Training and Education
Recommended Subcommittees	Subcommittee 1: Community Policing and UPD Outreach/Training	X	X	X	X
	Subcommittee 2: Campus Wellness, Safety, and Training	X	X	X	X
	Subcommittee 3: Campus Safety and Security through Recommendation for Buildings and Grounds		X	X	
	Subcommittee 4: Safety and Security through Campus Communication Strategies	X	X		X