

**Appendix A**  
**University Police Department (UPD) Action Plan**

**Training and Community Awareness**

Note: calendar of activities for 14-15 academic year are being created in conjunction with the Office of Diversity and Inclusion (ODI) and the Professional Development Center (PDC).

Month	Program	Coordinated By
May	UPD Full Staff meeting ODI conducted a Gatekeepers Refresher Session	UPD & ODI
June	UPD Leadership Team Projects	UPD & PDC
July	Planning for UPD to complete Intercultural Development Inventory (IDI)	UPD & ODI
August	UPD Staff Meeting Safe Zones Refresher & IDI Presentation	UPD, ODI & LGBTQ Center
• 13		
• 28	Add statistics to Website Update email thread Release Report Biased Incident Reporting Kick Off with Bias Incident Response Team (BIRT)	UPD & Campus Life Partners  Campus Life Partners  Campus Life Partners
Fall Semester	Host First Collegiate Trust Talks with WSPD  BIRT Team Training and Community Awareness Sessions  Launch Cook Ross Unconscious Biased Training for UPD and other Campus Life partners  “Train the Trainer” Models for potential instructors  “Coffee with a Cop” Sessions  BIRT Training for Team, UPD and Public Information Session	UPD, ODI & Winston-Salem Police Department (WSPD)  UPD & ODI  UPD & ODI  UPD & ODI  UPD  ODI, UPD & BIRT Team w/ Margolis Healy and Associates
Spring Semester	Citizen Police Academy  Senior Celebration	UPD  ODI & UPD
To be determined	Town Hall Meeting	Student Leaders

**Additional Departmental Training**

Training	Conducted By
Gatekeepers I	ODI
Gatekeepers II	ODI
Gatekeepers III	ODI
Safe Zones	LGBTQ Center
Verbal Judo	NC Justice Academy
Security Officer Training	NC Justice Academy

### **Other Activities to Enhance Community Awareness and Communication**

- Engage and partner with Faculty Fellows to meet students where they live
- Develop Citizens Police Academy and recruit attendees for Spring Break 2015
- Establish WFU Student Patrol program
- Involve students to help plan and participate in Scenarios Videos
  - How many ways can you contact UP?
  - See something – say something!
  - What should you do if an officer or university official approaches you and you are in the possession of alcohol?
  - Why should you always have your WFU ID? Talk about officer's role in asking for student ID

### **Ensure Respectful Communication**

Require respectful communication that begins with leadership team and is clearly communicated, understood and supported bottom up, top down and sideways throughout the department.

- Sergeants and Corporals developing plan to support five Campus Life strategic goals throughout department
- Expedite objective complaint response process by outsourcing complaint investigations
- Video all interactions with existing Body Cameras
- Randomly review officer and communications interactions for quality control
- Develop police department contact follow up survey
- Explore officer exchange program with WSSU to enhance communications skills
- Trust Talks with WFUPD, WSPD and Students, Faculty, Staff
- All personnel are taking Intercultural Development Inventory to become more aware of their unconscious biases

### **Recruit for Diversity**

This is a high priority. As a private institution, WFU officers do not receive state law enforcement benefits. As a result, our most qualified applicants are seeking second careers.

- Working with HR to develop comprehensive plan
- Incorporated a role play scenario to screen for awareness and sensitivity to cultural diversity into selection process for all employees
- Contacting “high achieving” officers from other agencies and having conversations
- Continuing to research opportunities for WSSU officers to assist with NPHC events

### **Equity in IFC Social Events in Lounges and NPHC Large Venue Requirements**

Responsibility for Barn Management rests with the Office of Dean of Students. The Large Venue Event Guidelines Task Force is currently meeting to address:

- Revisions to the guidelines
- Communications plan for the revised guidelines
- Capacity
- Presale tickets and ticket distribution
- Staffing (numbers and level of supervisor on scene)
- Event management staff
- Pre and post event requirements and meetings
- ID scanning and security technology
- Event action plans

Increase the monitoring of IFC lounge events by event management staff, police or security personnel.

**Aligning Day Shift Supervisors with Night Shift Supervisors**

- Immediate initiatives include a supervisor planning session, summer leadership development and team projects
- Short term plan is to rotate shifts and supervisor assignments
- Longer term project is to create a Patrol Lieutenant with Day Shift Sergeant over each squad and night shift Corporal

**ID Checks**

- Additional Training
- Signs in strategic areas
- Researching handheld ID scan technology to be used in the field