

# **Police Department Manual (PDP)**

## **PDP 202–04: Public Safety Community Forum**

**Effective:** 5/10/1990

**Revised:** 3/1/2023

### **Purpose**

To review the functions of the Public Safety Community Forum

### **Sources**

University president

Charter and Bylaws of the Public Safety Community Forum

### **Background**

The Public Safety Community Forum (PSCF) exists to assist the ASU Police Department (ASU PD) in remaining responsive to the needs of the campuses and local communities and to provide the university administration with input on issues surrounding crime abatement, public safety, and emergency preparedness. The primary role of PSCF is advisory and consultative. The PSCF is responsible to the Executive Vice President, Treasurer, and Chief Financial Officer (CFO). The police department and its policies shall remain the responsibility of the ASU Chief of Police.

### **Policy**

#### **Practice**

Typical functions of the PSCF include but are not limited to:

1. receiving comments and suggestions about public safety from the public at large
2. providing an avenue for facilitating communication among relevant parties, especially the ASU PD, the campuses, and local communities
3. offering comments related to crime abatement, public safety, and emergency preparedness
4. supporting measures that enhance the foundations of safety and security upon which the university is built.

Matters may be brought to the attention of the PSCF in any of the following ways:

1. The university president or executive vice president, treasurer, and CFO may forward topics, questions, concerns, or complaints to the PSCF chair.
2. Members of PSCF may introduce topics, questions, concerns, or complaints.
3. The ASU chief of police may introduce topics, questions, concerns, or complaints.
4. The public may introduce topics, questions, concerns, or complaints.

## **Composition of the Public Safety Advisory Forum**

Each Arizona State University campus shall have a campus local PSCF, which is governed by a PSCF Executive Committee. The executive committee is composed of the chairs of each campus PSCF and the ASU chief of police.

Each campus local PSAF shall have the following structure:

1. The chair of the campus local PSCF shall be the ASU PD commander of the respective campus selected by the ASU chief of police.
2. Each campus local PSCF shall have standing members but may add additional ad hoc members as deemed appropriate for the respective campus.
3. Each campus local PSCF shall have the authority to invite members of the campus community or local communities to any meeting to serve as consultants or to serve on ad hoc committees.

## **Standing Subcommittees**

Each campus local PSCF shall determine appropriate standing subcommittees.

## **Meetings**

Public Safety Community Forums will be held once every academic year at each respective campus. A meeting may be called by the campus local PSCF chair, the ASU chief of police, or the executive vice president, treasurer, and CFO. PSCF meetings will be announced fourteen days prior to the scheduled date and will be open to the public. The meetings will be one hour thirty minutes in length and consist of the following format:

1. panel introductions (5 minutes)
2. follow-up from previous forum (10 minutes)
3. PD topics of discussion (15 minutes)
4. submitted comments discussion (30 minutes)
5. audience Q&A (30 minutes)

A voting member of the committee also may request a meeting. Should a voting member request a meeting, that request is directed to the campus local PSCF chair or to the ASU chief of police. The decision to call a meeting requested by a voting member is up to the campus local PSCF chair and/or the ASU chief of police.

## **Annual Report**

The committee shall submit an annual report of the activities to the executive vice president, treasurer, and CFO.

## **Cross-Reference**

For information on complaints against ASU PD, see [PDP 203-01](#), "Complaints against ASU Police Department Personnel."