



CAMPUS SAFETY STUDENT SERVICES ANNUAL PROGRAM REVIEW 2013-2014 AND PLAN 2014-2015

Committee Members: (Alphabetized by last name)

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1. Program Mission/Description:

Program Mission:

The mission of the Department of Campus Safety is to ensure the safety of students, faculty, staff and visitors while on property owned and operated by the District or involved in college sponsored programs and activities, and to protect the property and facilities of the District, its students, employees and visitors.

Program Description:

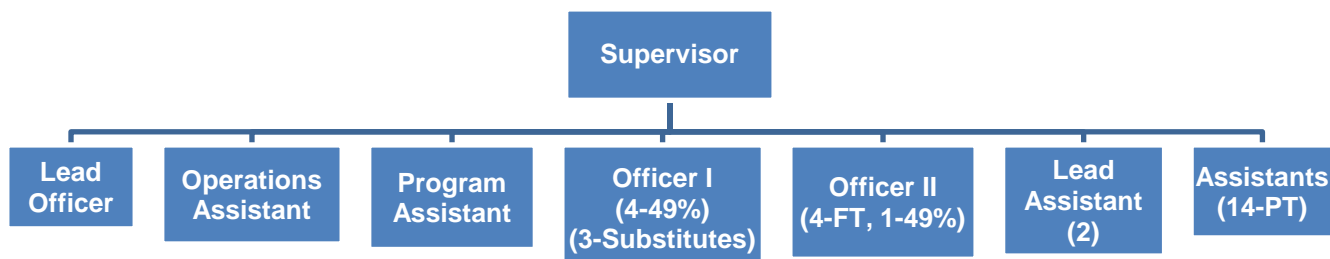
The Department of Campus Safety strives to ensure the safety of students, faculty, staff, and visitors while they are on campus property; are involved in college sponsored programs and activities; and protecting the District property and facilities. Campus Safety also has the authority to enforce the Standards of Conduct; works as the liaison with local law enforcement agencies regarding all criminal action on campus; and is responsible for contacting police agencies in the event of an emergency. Campus Safety has a memorandum of understanding with the Glendora Police Department and an informal relationship with their counterparts at Azusa Pacific University.

2. Key Functions/Goals:

Key Functions include:

- Provide a safe, secure, and friendly learning environment
- Provide safety, security, and parking enforcement
- Campus Safety Officers are available on campus 24 hours a day, 365 days a year

Organization Chart



3. Assessment of Outcomes:

Assessment: *How did you assess the outcomes? What method did you use?*

Result: *What was the product or consequence of your assessment?*

Change: *What will you do differently as a result of what you learned from the assessment?*

Prompt: You may also include an analysis of workload/scope of work, and/or additional data (ARCC/Scoreboard and CCSSE surveys) to address this topic. Use existing data or document with a survey.

Populate with the existing Unit Outcomes			
Outcome	Assessment	Result	Change
1. Students, faculty, staff, and visitors can expect Campus Safety to provide a safe and secure campus environment.	Campus Safety "Safety" survey	The survey was not administered during spring 2014 due to other college surveys being conducted at the same time.	In Progress. Survey was revised and will be administered at the beginning and conclusion of fall 2014 semester.
2. Students, faculty, and staff can expect Campus Safety to provide workshops to various departments and/or classes to increase awareness on Campus Safety related topics.	Pre and Post Surveys	New	New

4. Previous Recommendations/Goals:

Prompt: Provide an outline of the previous recommendations. Insert title of person(s) responsible. Status should be Completed or In Progress. If goal is in progress, explain why under status. Indicate completion date by Month/Year.

	Previous Recommendations/ Goals 2013-2014	Person(s) Responsible	Status/ Progress	Completed
1	Computer Aided Dispatch (CAD) Record Management System (RMS) CCSP 3.2 EFMP pg. 331	Supervisor, Operations Assistant and Interim Executive Dean	In Progress	June 2015
2	Complete hire process of 2 Campus Safety Officer II and 2 Campus Safety Officer II. CCSP 2.2 EFMP pg. 331	Supervisor and Interim Executive Dean	In Progress	January 2015
3	Campus Safety Equipment training for officers using: Oleoresin Capsicum (O.C.) "pepper" spray <ul style="list-style-type: none"> • Baton (ASP) • Handcuffs • Ballistic Vests CCSP 3.2	Supervisor	Completed	December 2013
4	Surveillance Cameras CCSP 5.1	Supervisor and Lead Officer	In Progress	June 2015
5	Obtain a new Campus Safety Vehicle CCSP 2.2	Supervisor and Lead Officer	In Progress	December 2014
6	Increase Campus Safety awareness by continuing to provide workshops to various departments and/or classes on campus educating students on various campus safety related topics. CCSP 5.1 EFMP pg. 331	Supervisor, Lead Officer and Officer	In Progress	Ongoing

5. New Recommendations/Goals:

Prompt: List new recommendations/goals in order of priority. Indicate estimated completion date by month/year. If applicable, reference the Citrus College Strategic Plan (CCSP) objectives that require funding and the Educational Facilities Master Plan (EFMP) goals, using the following format. Example: **CCSP 2.3.2 / EFMP pg. 361**

	New Recommendations/Goals 2014-2015	Person(s) Responsible	Estimated Completion	Budget Priority
1 st	Obtain department funding from citation revenue to enhance Campus Safety services and equipment resulting in increased safety and security for the college community. CCSP 3.2 & 2.2	Supervisor and Interim Executive Dean	July 2015	2, 3
2 nd	Campus Safety Mobile App CCSP 4.1.4	Supervisor	October 2014	2, 3
3 rd	Campus Emergency Phones CCSP 4.1.4	Supervisor and Interim Executive Dean	June 2015	2, 3
4 th	Continue the Campus Safety Assistant (CSA) program which provides student employees the knowledge, skills, and experience necessary for a career in the law enforcement field or private security sector. CCSP 1.1	Supervisor and Lead Officer	Ongoing	2, 3

Program Projections contained in the Educational & Facilities Master Plan: 2011-2020	Progress toward completion: (please check one)		
Campus Safety	Completed	In Progress	Not yet begun
EFMP – 1 Research the cost and feasibility of online purchasing and printing of parking permits.	X		
EFMP – 2 Create a parking department to better address special event requirements and parking citations.		X	
EFMP – 3 Research the cost and effectiveness of automated citing machines and parking permit dispensers with debit/credit card capability.	X		
EFMP – 4 Examine software specific to incident reporting.		X	
EFMP – 5 Provide an online link for students to access the Student Code of Conduct.	X		
EFMP – 6 Develop an outreach program to make the campus and community aware of campus safety services.	X		

6. Resources Requested:

Prompt: All requests should be linked to recommendations in section 5 (above).

Campus Safety

Certificated Personnel (FNIC)

Position	Discuss impact on goals / SLOs	Cost	Priority
N/A			

Classified Personnel

Position	Discuss impact on goals / SLOs	Cost	Priority
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2 - Campus Safety Officer II (100%)	<p>Goal: Complete staffing needs to assist with shift coverage and provide a safe and secure campus for students, faculty, visitors and staff.</p> <p>Impact: With the projected increase of students and service calls projected in the Educational Facilities Master Plan, additional officers are needed to provide a safe and secure learning environment.</p>	<p>Salary \$36,468 Benefits \$7,793 <u>Health \$21,909</u> Total: \$66,170</p>	2, 3
2- Campus Safety Officer I (49%)	<p>Goal: Complete staffing needs to assist with shift coverage and provide a safe and secure campus for students, faculty, visitors and staff.</p> <p>Impact: With the projected increase of students and service calls projected in the Educational Facilities Master Plan, additional officers are needed to provide a safe and secure learning environment.</p>	<p>Salary \$15,792 Benefits \$3,375 <u>Health -0-</u> Total: \$19,167</p>	2,3

Staff Development (Division)

Item	Discuss impact on goals / SLOs	Cost	Priority
Extensive Report Writing for officers course	This course consists of six blocks of instruction taught in approximately two hour blocks of training. It is designed to teach officers how to write investigative reports utilizing the major components of California Police Officers Standards and Training Learning Domain 18: Factual, Accurate, Clear, Concise, Complete, Timely (CA. POST LD 18: FACCC), based report writing. A portion of this instruction is focused on force report writing. Officers will observe simulated and actual reportable offenses and then write an investigative report. The goal of this course is to help officers improve their report writing skills.	\$600 for up to 15 Campus Safety personnel	2, 3
Perishable Skills Training	An eight hour course designed to refresh personnel's officer safety skills. The primary focus of this course is refreshing officer's baton, OC/pepper spray, and handcuffing skills. Use of force theory and practice are also discussed and integrated into the course material. This course is designed to develop/improve use of force decision making and baton, pepper spray and handcuffing competency.	\$600 for up to 15 Campus Safety personnel	2, 3
Weaponless Protective Measures (WPM), Levels A – D	These progressive WPM classes are taught in four hour blocks of instruction designed specifically to meet the needs of non-sworn private person uniformed security personnel. The primary focus of these courses is developing self-defense competency. This course teaches students how to protect themselves during a violent encounter. Students are taught how to defend against punches, grabs, kicks, knives and firearms, and how to transition to the tools/devices (e.g., baton or OC/pepper spray) typically carried by uniformed security officers. Each WPM level builds on the previous one. These blocks of instruction can be taken as a standalone class or in progression. Students must be able to safely engage in physical activity.		
Edged Weapons Training (EWT) Course	Officers are much more likely to be confronted by suspects carrying knives (or other improvised edged weapons) than with any other deadly weapon. This		

	course prepares officers to survive an edged weapons attack using reliable self-defense principles. The EWT course is taught in four hour blocks of progressive instruction.		
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Facilities (Facilities)

Describe repairs or modifications needed	Discuss impact on goals / SLOs	Building / Room	Priority
Office Lobby Window (\$1,000)	To provide additional safety for office staff, install multiple layered laminated glass windows. In addition, to provide more effective customer service, install a window intercom system.	Campus Safety Office	2, 3
Auto Locking Gates (\$400.00)	To provide an additional level of security, install auto locking gates to protect confidential archived information and seized property or evidence.	Campus Safety Storage Area	2, 3

Computers / Software (TeCS)

Item	Discuss impact on goals / SLOs	Cost	Priority
Computer Aided Dispatch (CAD) / Record Management System (RMS)	The program anticipates the need for the staff to be formally trained in computer programs such as Computer Aided Dispatch (CAD). The CAD system will record all calls for service, officer contacts, and document incident reports and TAGs. The CAD system will ensure accountability and reliability for dispatch and record keeping.	\$25,000	2, 3
Voice Recording Availability on Office (dispatch) Phones	To provide more effective customer service and enhance public safety, install recording software on emergency phone lines coming into campus safety. Further, the recordings will assist in training purposes and will assist with potential liability.	\$2,000 (Approximate)	2, 3

Equipment

Item	Discuss impact on goals / SLOs	Cost	Priority
Baton (ASP), Oleoresin Capsicum (O.C.) "pepper spray" and Handcuffs	The equipment will assist Campus Safety Officers in continuing to provide a safe and secure campus while improving officer safety and providing additional resources as needed.	15 batons at \$125 each = \$1,875 30 cans of O.C. at \$15 each = \$450 15 handcuffs at \$45 each = \$675 Approximate cost w/tax = \$3,270	2, 3
Oleoresin Capsicum (O.C.) "pepper" spray delivery via the Pro Guardian 8 (G8) V2 Enhanced Non-Lethal Defense device	The Pro V2 prepares security personnel with a flexible device that protects their safety and allows measured response with the ability to incapacitate aggressive subjects from a distance, while alerting dispatch to an incident as soon as the device is activated. Features: - Through Bluetooth® technology, guards access two-way connectivity with support personnel. - Incident recorder automatically captures and stores audio and images when unit is activated. - Laser spotter modifies subject's behavior by	10 at \$275 each Approximate cost w/tax = \$2,998	2, 3

	<p>delivering a clear and concise warning across language barriers up to 50 feet away.</p> <ul style="list-style-type: none"> - Alerting siren calls attention to scene while disorienting the subject. - Strobe light disorients by narrowing subject's field of view. - As a last resort, O.C. pepper spray can be used to deliver non-lethal incapacitation of aggressive subjects up to ten feet away. 		
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Supplies (Division)

Item	Discuss impact on goals / SLOs	Cost	Priority
N/A			