CitrusCollege

CAMPUS SAFETY
NON-INSTRUCTIONAL
ANNUAL PROGRAM REVIEW and PLAN
2013-2014

Committee Members:	
Todd Dickson	Martha McDonald
Lori Gatto	David Ramirez
Ben Macias	

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 college or involved in college-sponsored programs and activities, and to protect the property and facilities of the district, its students, employees and visitors.
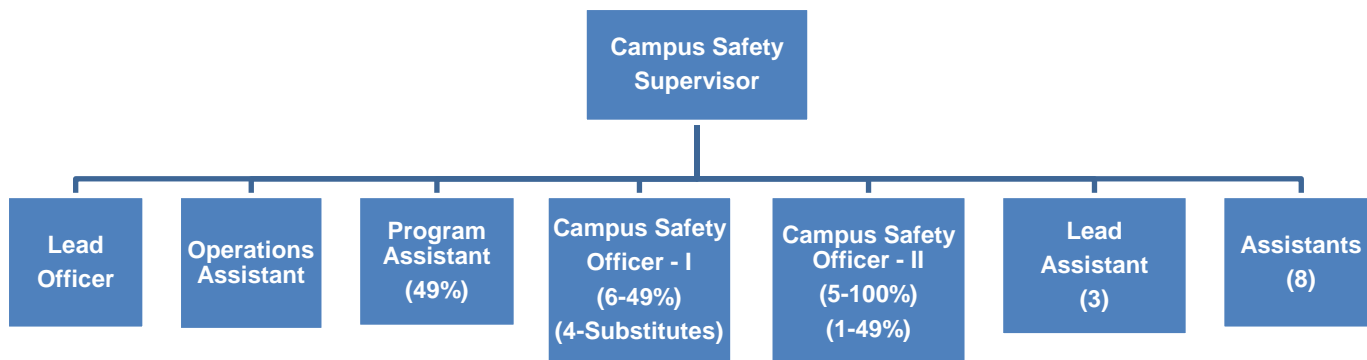
Program Description:
The Department of Campus Safety strives to ensure the safety of students, faculty, staff, and visitors while they are on campus property; are involved in college-sponsored programs and activities; and protecting district property and facilities. Campus Safety also has the authority 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 their counterparts at Azusa Pacific University.

2. Key functions/goals of this Department/Program:

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.

Organizational Chart

```
                        ┌──────────────────────┐
                        │    Campus Safety      │
                        │     Supervisor        │
                        └──────────┬───────────┘
   ┌─────────┬─────────┬─────────┬─┴───────┬─────────┬─────────┬─────────┐
┌──────┐ ┌────────┐ ┌────────┐ ┌────────┐ ┌────────┐ ┌────────┐ ┌────────┐
│ Lead │ │Operat- │ │Program │ │Campus  │ │Campus  │ │ Lead   │ │Assist- │
│Officer│ │ions    │ │Assistant│ │Safety  │ │Safety  │ │Assistant│ │ants    │
│      │ │Assistant│ │(49%)   │ │Officer-I│ │Officer-II│ │(3)     │ │(8)     │
│      │ │        │ │        │ │(6-49%) │ │(5-100%)│ │        │ │        │
│      │ │        │ │        │ │(4-Subs)│ │(1-49%) │ │        │ │        │
└──────┘ └────────┘ └────────┘ └────────┘ └────────┘ └────────┘ └────────┘
```

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?*

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	Based on the results from the "Safety" survey administered during the 2010-2011 academic year, areas needing improvement were identified and department goals were established. The survey was not administered during the 2012-2013 academic year due to leadership transition.	In Progress. Survey was revised and will be administered at the beginning and conclusion of fall 2013 semester.
2. Students, faculty, and staff can expect Campus Safety to provide workshops to various departments and/or classes to educate on Campus Safety related topics.	Pre and Post Survey	New	New

4. Recommendations/Next Steps:

	Previous Recommendation and / or Goals	Progress / Persons Responsible	Status	Est. completion
1	Create a Parking Department in order to better serve the Citrus College community and, in turn, provide greater safety and a more efficient security response. Additional Automated Pay Stations (APS) on campus. Use of electronic citation writers. CCSP 3.2	Anthony Giannone Ben Macias Kalia Mullin	In Progress – 9 additional Automated Pay Station machines installed; Use of electronic citation writers shall occur fall 2013.	APS install completed August 2013 Electronic citation writers will be in use by December 2013
2	Implement officer and office staff manuals. Standardize a complete, thorough, and consistent training for each area of responsibility. It will also serve as a reference for various office procedures and department policies. CCSP 5.1	Anthony Giannone Ben Macias Kalia Mullin	Complete	Fall 2012
3	Complete the hire process for: a) 2-Campus Safety Officer I b) 1-Evening Support Staff CCSP 2.2	Martha McDonald Anthony Giannone	Complete	a) Fall 2013 b) February 2013
4	Present Campus Safety workshops to various groups and/or classes on campus educating students on various campus safety related topics. CCSP 5.1	Ben Macias Kalia Mullin Christina Banuelos	Complete	Ongoing
5	Quarterly department training / meetings CCSP 5.1	Ben Macias	Complete	Ongoing
6	Obtain a new Campus Safety vehicle. CCSP 2.2	Ben Macias	Complete	Chevy Silverado
7	On-line Citation Adjudication System CCSP 3.2	Ben Macias Kalia Mullin	Complete	Scheduled launch in fall 2013

	New Recommendation	Persons Responsible	Est. completion	Priority
1	Computer Aided Dispatch (CAD) Record Management System (RMS) CCSP 3.2 EFMP pg. 331	Ben Macias Todd Dickson Lori Gatto	June 2014	2,3
2	Complete hire process of (2) Campus Safety Officer II and (2) Campus Safety Officer II. CCSP 2.2 EFMP pg. 331	Ben Macias Martha McDonald	June 2014	2,3
3	Campus Safety Equipment training for officers using: Oleoresin Capsicum (O.C.) "pepper" spray • Baton (ASP) • Handcuffs • Ballistic Vests CCSP 3.2	Ben Macias Todd Dickson David Ramirez Martha McDonald	December 2013	2,3

4	Surveillance Cameras CCSP 5.1	Ben Macias Todd Dickson	June 2014	2
5	Obtain a new Campus Safety Vehicle CCSP 2.2	Ben Macias Todd Dickson	June 2014	2
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	Ben Macias Todd Dickson David Ramirez	June 2014	2,3

5. Resources requested:

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
2- Campus Safety Officer II (100%) 2- Campus Safety Officer I (49%) CCSP 2.2	Complete staffing needs; assist with shift coverage. Provide a safe and secure campus for students, faculty, visitors and staff. Enforce board policies and administrative procedures. Will assist with the aforementioned in accordance with the projected increase of students and service calls projected in the Educational Facilities Master Plan.	Campus Safety Officer II = $88,982 ($44,491 X 2) Campus Safety Office I = $31,584 ($15,792 X 2)	2, 3

Staff Development (Division)

Item	Discuss impact on goals / SLOs	Cost	Priority
Nonviolent Crisis Intervention (NCI) verbal de-escalation training CCSP 2.2	Provided by the Crisis Prevention Institute (CPI) since 1980, this program is considered the worldwide standard for crisis prevention and intervention training. With a core philosophy of providing for the *Care, Welfare, Safety, and Security* of everyone involved in a crisis situation, the program's proven strategies give human service providers and educators the skills to safely and effectively respond to anxious, hostile, or violent behavior while balancing the responsibilities of care.	$799 per person for one day workshop. $2,285 for a four day instructor certification program	2, 3
Weaponless Self-Defense (WSD) training for officers CCSP 2.2	This is a four (4) hour, basic course in weaponless self-defense. Officers will learn the basics of blocking punches and kicks and disengaging from aggressive subjects. The main focus of this class is teaching personnel how to protect themselves.	$600 for up to 15 Campus Safety personnel	2, 3

DEACONS Verbal Tactical Skills Training (VTST) for officers CCSP 2.2	Training Program is a four hour (4) course designed to teach officers how to use communication skills; officer command presence, dialogue and verbal commands, to reduce the need for applying "hands on" force options. The course is a combination of lecture material, DVD presentation and participation in simulated video conflict scenarios. The main goal is improving officer safety through tactical verbalization skills.	$600 for up to 15 Campus Safety personnel	2, 3
Extensive Report Writing for officers CCSP 2.2	This course consists of six (6) blocks of instruction taught in approximately two (2) hour blocks of training. It is designed to teach officers how to write investigative reports utilizing the major components of CA. POST LD 18: FACCCT 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

Facilities (Facilities)

Describe repairs or modifications needed	Discuss impact on goals / SLOs	Building / Room	Priority
N/A			

Computers / Software (TeCS)

Item	Discuss impact on goals / SLOs	Cost	Priority
Computer Aided Dispatch (CAD) and Records Management System (RMS) CCSP 3.2	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

Equipment

Item	Discuss impact on goals / SLOs	Cost	Priority
Equipment Oleoresin Capsicum (O.C.) "pepper" spray Baton (ASP) Handcuffs Ballistic Vests CCSP 3.2	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 per can of O.C. "pepper" spray; $125 ea. Baton (ASP); $45 each set of handcuffs; $1,100 each for vests (includes internal/external carrier, patches and embroidery)	2,3

Supplies (Division)

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