

1. Assessment Plan - Four Column



PIE - Administrative Services: Campus Safety Unit

Where We Are: Analysis and Summary

2017-18

Contact Person: Mike Williams

Email/Extension: mwilliams137@mtsac.edu

Program Planning Dialog: Campus Safety continues to plan for becoming a POST participating, full-service, police department. The extent of the budgetary impacts continue to be discussed and evaluated as the number and type of personnel affects the costs of equipment, training, compliance, etc. Completing the major steps of the transition is possible during the upcoming year as long as the budget is sufficient and the full cooperation of staff is existent.

External Conditions, Trends, or Impacts (Student Services): The shared governance process has tremendously impacted the speed with which the transition to a police department has been able to move. Seemingly straightforward issues must be discussed by multiple groups on campus who do not have the experience nor expertise to decide what needs to occur. These groups include the classified and faculty unions, along with other constituent groups.

Internal Conditions, Trends, or Impacts (Student Services): While the majority of the Campus Safety personnel are productive daily workers, only a small number of them are participatory in taking the steps necessary to transition to a police department. Management has tried to lead the classified staff toward the transition but has been met with significant resistance.

Critical Decisions Made by Unit: The Cabinet members have decided the College needs a police department. In 2015, we began a subscription with an online policy manual system (Lexipol) that far exceeds Board Policies and Administrative Procedures in regard to law enforcement operations. Due to the factors listed above the policy manual has not yet been adopted. A decision was made to make an ongoing effort to work with CSEA 262 to reach agreement on implementing the manual.

Two sergeants (managers) were hired in November 2016 to assist with leading the department through the transition, in addition to being two more armed personnel on campus.

The position of Public Safety Officer II was created to allow qualified personnel to carry firearms on campus in order to provide increased safety in the event of a violent attacker. Eight of the existing Public Safety Officers are participating in the qualification process.

The Cabinet approved positions and funding for two police officer positions in October 2015. We recently received the authorization to submit Request to Fill documents to recruit for those two positions and a third one created from two other vacancies. The three police officer positions opened for recruitment on September 21, 2017.

Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement: N/A

Notable Achievements for Theme B: To Support Student Access and Success: Campus Safety has taken steps to create a safer environment in which students can flourish. Some of these steps include increased on-campus presence of officers, active shooter training for students and staff, and increased situational awareness training for Campus Safety personnel.

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: The Cabinet provided Campus Safety with New Resource Allocation funding for new vehicles, upgraded equipment, and additional personnel to meet the goal of providing a safe campus environment.

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: Campus Safety has increased its on-campus presence which has

generated many positive comments from faculty and staff about how we have become a more collaborative department.

2017-18

Contact Person: MikeWilliams

Email/Extension: mwilliams137@mtsac.edu/5536

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Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

POST-participating Agency - Campus Safety will hire and/or train personnel, obtain resources, and work with the California Commission

Report directly on Goal

Reporting Year: 2017-18

% Completed: 75

Progress is being made toward this goal. It is anticipated that the MT. SAC Police and Campus Safety Department will

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>on Peace Officer Standards and Training (POST), to become a participating department with sworn police officers and non-sworn support personnel. Status: Active Goal Year(s): 2016-17, 2017-18</p>	<p>Report directly on Goal</p>	<p>obtain full POST certification by the end of the 2018 calendar year. Once POST certification is obtained, the Department will be in a position to obtain reimbursable POST certified training for all sworn members of the Department. (07/10/2018)</p> <hr/> <p>Reporting Year: 2017-18 % Completed: 50 Obtaining POST certification is on going. (07/10/2018)</p>
	<p>In Progress - Equip three new police officers. Describe Plans & Activities Supported: Funding for three new police officer positions was obtained via New Resources Allocation Phase IV and the combination of two vacant .475 positions. This request is to provide the necessary equipment for the three new officers. Complete uniforms are needed for each new officer; to include uniform pants, shirts, duty belt and equipment, and possibly a firearm. The cost to completely equip one new officer is approximately \$4,000 of one-time funding. Uniform maintenance, including cleaning and repair is estimated to be \$1,000 per employee. Lead: Dave Wilson One-Time Funding Requested (if applicable): 12000 On-Going Funding Requested (if applicable): 3000 Type of Request: Equipment - new Planning Unit Priority: High Documentation Attached?: No</p>	<p>Reporting Year: 2017-18 % Completed: 50 One of three police vehicles have been delivered and is being equipped. (07/10/2018)</p>
	<p>In Progress - Transition from Public Safety to Police and Campus Safety. With the creation of the educational</p>	<p>Reporting Year: 2017-18 % Completed: 25 The process of re-branding the fleet is in progress.</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
	<p>Public Safety Programs Department, and the move toward becoming a POST participating police department, it is necessary to change our insignias, uniforms, signage, forms, etc. We will change existing Campus Safety uniform shirts to distinguish non-sworn personnel from the sworn officers on campus.</p> <p>Describe Plans & Activities Supported: New uniform shirts for 25 non-sworn personnel will cost approximately \$8,000. Replacing the large sign above the Campus Safety office will cost approximately \$5,000. Changing the word "Public" to "Campus" on each the department vehicles will cost about \$7,000. Printing for new forms, changing "Public" to "Campus," will cost approximately \$5,000.</p> <p>Lead: Dave Wilson</p> <p>One-Time Funding Requested (if applicable): 25000</p> <p>Type of Request: Equipment - new Planning Unit Priority: High</p> <p>What would success look like and how would you measure it?: "Public Safety" will change to "Campus Safety" on all the department personnel and equipment.</p> <p>Documentation Attached?: No</p> <p>In Progress - Purchase replacement patrol vehicle.</p> <p>Describe Plans & Activities Supported: Due to the nature of fleet management and maintaining serviceable vehicles, Campus Safety will need to purchase another patrol</p>	<p>(07/10/2018)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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vehicle during this fiscal year. Three of the current patrol cars are nearing the end of their serviceable life and parts are not available for two of them. A new patrol vehicle purchase includes emergency lights/siren, a mobile computer, a rear seat transportation barrier, a push bar, and exterior graphics.

Lead: Dave Wilson
One-Time Funding Requested (if applicable): 40000
Type of Request: Equipment - new
Planning Unit Priority: Medium
Documentation Attached?: No

In Progress - Increase Lexipol subscription funding.

Describe Plans & Activities Supported: The Lexipol online policy manual subscription will be increasing by \$1,095 in May 2018 to an annual amount of \$6,545. The annual amount may also increase depending on the number of new employees added to the user group.

Lead: Dave Wilson
On-Going Funding Requested (if applicable): 1500
Planning Unit Priority: Medium
Documentation Attached?: No

In Progress - Increase funding for background investigations and psychological evaluations.

Describe Plans & Activities Supported: As Campus Safety continues to transition to a police department, prospective candidates for police officer will be required to undergo complete background investigations and psychological

Reporting Year: 2017-18
% Completed: 100
 Additional monies have been allocated. (07/10/2018)

Reporting Year: 2017-18
% Completed: 50
 One Police Officer position was filled on July 2, 2018. (07/10/2018)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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examinations. Our current agreement with the background investigator is \$1,350 maximum per candidate and the psychological exams are currently \$425 per candidate for a total of \$1,775. It is possible those costs may increase so we are estimating \$2,000 total per candidate for the upcoming year. There are three police officer positions open for recruitment and it is common to investigate several candidates before three successfully pass this step.

Lead: Dave Wilson
One-Time Funding Requested (if applicable): 20000
Planning Unit Priority: High
Documentation Attached?: No
In Progress - Hire three additional police officers.
Describe Plans & Activities Supported: As Campus Safety moves toward being a police department, it will need more than three police officers. An examination of current staffing reveals that an additional three police officers would be a reasonable step toward achieving an appropriate balance of sworn vs. non-sworn personnel for the near future. The Salary Schedule Range for this position is 108, which starts at \$65,148. We are estimating \$100,000 per officer to include salary and benefits.
Lead: Dave Wilson
On-Going Funding Requested (if applicable): 300000
Type of Request: Human Resources

Reporting Year: 2017-18
% Completed: 50
 One of three police officers has been hired. (07/10/2018)

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Planning Unit Priority: Medium
Documentation Attached?: No
In Progress - Funding for Administrative Hearing Officer
Describe Plans & Activities
Supported: The College currently employs the services of an independent contractor to conduct administrative appeal hearings for people contesting parking citations. This occurs on an as-needed basis, several times each year. Based on the amount of funds encumbered in the past year, this request is to augment the budget until a currently-employed Mt. SAC employee can be trained to be the hearing officer. Campus Safety personnel are not eligible to be hearing officers due to potential perceptions of conflict.
Lead: Dave Wilson
One-Time Funding Requested (if applicable): 5000
On-Going Funding Requested (if applicable): 5000
Planning Unit Priority: Medium
Documentation Attached?: No

Reporting Year: 2017-18
% Completed: 0
 The use of a contractor as a hearing officer should continue until a current independent employee can be identified, trained and designated as the Administrative Hearing Officer. (07/10/2018)

In Progress - Budget Augmentation
Describe Plans & Activities
Supported: The reserve fund for Parking Services has been steadily declining due to increased expenditures and decreased revenue. As an example, Parking Services gave out nearly 4,700 Temporary Parking permits to multiple departments on campus so they could give them to visitors, part-time staff, etc. This equates to

Reporting Year: 2017-18
% Completed: 0
 During the current fiscal year a Budget Augmentation request will be discussed with executive management. (07/10/2018)

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nearly \$19,000 in potential revenue. Additionally, at least 2,000 additional permits were requested by departments hosting conferences, training events, etc. that did not fall within the AP6750 definition of free parking. This was an additional \$8,000 in potential revenue. AP 6750 is being revised and many of these free parking requests will be submitted directly to Vice Presidents rather than the Parking Office. This augmentation is needed to ensure the Parking Services budget stays intact and an Immediate Needs Request is not needed at the end of a fiscal year.
Lead: Dave Wilson
On-Going Funding Requested (if applicable): 25000
Planning Unit Priority: Medium
Documentation Attached?: No

<p>Campus wide security cameras - Campus Safety will continue to work with Facilities, Information Technology, and other campus departments to design and implement a security camera system for the entire campus. The goal is to improve safety and provide students, faculty, and staff an extra layer of protection through a monitored system. The cameras will also assist in identification and investigation of criminal offenders.</p>	<p>Report directly on Goal</p> <p>In Progress - Provide security cameras to enhance campus safety. Describe Plans & Activities Supported: One-time funding of \$100,000 was approved by Cabinet to take the first step toward obtaining software which will link existing campus cameras. A draft policy was approved by Cabinet but has not yet gone to the Board for approval. Once the policy is approved, it is hoped additional funding will be approved for</p>	<p>Reporting Year: 2017-18 % Completed: 0 Current RFP is being written for a campus camera system. (07/10/2018)</p>
<p>Status: Active Goal Year(s): 2016-17, 2017-18</p>		

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additional hardware and software to build a functional security camera system.

One-Time Funding Requested (if applicable): 400000

On-Going Funding Requested (if applicable): 100000

Type of Request: Technology Equipment - new, Technology Software Systems - new

Planning Unit Priority: Medium

Documentation Attached?: No

<p>Technological Currency-Improve and maintain facilities and infrastructure to support student success. - Replace the obsolete (2G & 3G) digital cellular service for campus parking pay station. The upgrade to 4G cellular coverage will occur during the month of December 2019. Pay stations that have not been upgraded to 4G will not be capable of processing electronic transactions. Status: Active Goal Year(s): 2017-18 Goal Entered: 09/19/2018</p>	<p>Report directly on Goal</p> <hr/> <p>Full Funding Requested - \$7,000.00 will be needed to implement this plan. Describe Plans & Activities Supported: Once this plan is implemented, students and visitors to our campus will be able to purchase parking passes electronically from our pay machines. Lead: PSO Anna Thatcher & PSO Denise Franc, Police & Campus Safety Department One-Time Funding Requested (if applicable): 7000 Type of Request: Non-Instructional Equipment Planning Unit Priority: High What would success look like and how would you measure it?: Success will be achieved when the pay stations are functioning properly in December 2019.</p>	<p>Reporting Year: 2017-18 % Completed: 0 This goal was established during the current fiscal year. (09/19/2018)</p>
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Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

Documentation Attached?: No

Full Funding Requested - Funding is needed to pay for the maintenance fees for our Campus Police & Safety Mobile CAD originally funded through NRA 4.

Describe Plans & Activities

Supported: Support of mobile CAD system.

Lead: Stephanie Bolechowski-X5537

On-Going Funding Requested (if applicable): 6400

Type of Request: Non-Instructional Equipment

Planning Unit Priority: High

What would success look like and how would you measure it?: This funding will allow our CAD system to function properly.

Documentation Attached?: No