# **POLICE AND CAMPUS SAFETY ADVISORY COMMITTEE**

# **MINUTES**

# **March 11, 2024**

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| **COMMITTEE MEMBERS** | | | | | |
| X | Acting Chief Veronica Saucedo | X | Kristina Allende |  | Shannon Carter |
| X | Melissa Cunningham | X | Jill Dolan |  | Marlene Espina |
| X | Brigitte Hebert | X | Lesley Johnson |  | Patricia Montoya |
|  | Scott Neighbor | X | Lani Ruh | X | Jamie Solis |
| X | Koji Uesugi | X | Sayeed Wadud | X | Lance Heard |
| **ASSOCIATED STUDENT MEMBERS** | | | | | |
| X | Tash Buie | X | Dani Silva |  | Ethan Wang |
| **GUESTS** | | | | | |
| X | Acting Deputy Chief Aubrey Kellum | X | Sergeant Rafael Ixco | X | Sergeant Brian Owen |
|  | Michelle Shear | X | Liann Osborne | X | Stephanie Bolechowski |

1. Welcome new committee members
   1. Lance Heard – Representing Management
   2. Lani Ruh – Representing Faculty
2. POST Update
   1. Feasibility survey
      1. P&CS is not required to complete the feasibility survey because there are set guidelines and policies in place through the state of California.
   2. Resolution for Dispatchers
      1. The Resolution to include the P&CS Dispatchers in POST will go to the Board of Trustees on March 13, 2024.
      2. Acting Chief Saucedo is working with HR to confirm all files are in order for the POST visit.
3. Review of Goals
   1. Goal 1 – Meeting minutes are updated on the Advisory website.
   2. Goal 2 – Aubrey has worked on a training plan. Specifics are ongoing.

This is a very comprehensive training plan categorized by job classification, with an emphasis on de-escalation techniques, community policing, and all aspects of DEISA concerns on campus. Everyone in the department will receive training per their job classification.

* 1. Goal 3 – Ambassador Program update

Sayeed – completed the job descriptions to obtain part-time hourly, federal work-study.

There are ongoing concerns at the Transit Center. Foothill Transit has a free APP, “Foothill Transit WATCH.” Acting Chief Saucedo encouraged the committee to share it with their teams for nonemergency issues. We are hopeful that Marketing will share the information with the campus. If anyone is having a concern with the transit center, they are asked to reach out to the P&CS Department.

* 1. Goal 4 – No Comment
  2. Goal 5 – POST – P&CS is moving forward, hoping for full support from campus leadership and the BOT to provide standardized training to all staff.

Committees have been formed for (2) sergeant positions and (3) PSO II positions.

1. Assessing the current CAD data entry system – P&CS does not have a CAD system. One challenge is that when the dispatchers receive calls, the call is not tracked. The dispatchers have to manually input comments into the system, which causes a delay. We would like to have a formal CAD system that will automatically log the calls that come in for a better understanding of response times. It will create more efficiency and better utilize our dispatchers.

Dispatch phone system; lack of headsets – One reason the dispatchers are having a challenge with the phones is that they do not have appropriate headsets that allow for answering multiple lines at a time.

1. in the past, there have been times when the line wasn’t picked up or there was no response. Recently, the phone system was upgraded, and changes have been made, tracking all calls coming in so an appropriate response is given.

Lianne – suggested a better way to identify whether a call is spam or not, deaf people use “relay service.”

Veronica – Marcel has now given her access and reports of 24 hour cycles which track all calls received. Paying attention to calls that were dropped or went to voicemail. The reason a few went to voicemail is because it was on the weekend when there was not a dispatcher. Working on retraining PSOs and looking at reorganizing the schedules of dispatchers.

Liann – Informal view of the life of a dispatcher so she can get a better understanding of their day.

Veronica – invited her to come to dispatch for a tour to see what they do.

The department is also looking at reconfiguring the dispatch space.

1. Public Safety Survey Update
   1. It was requested that the survey be videoed for the DHH population. Otherwise, they will need to work with interpreters to answer the questions. VP Rodrigue needs to review the survey and budget before we start the video process.
2. Campus Safety Forum Update – The next forum is scheduled for Wednesday, April 17, 9:30 a.m. – 12:30 pm, 13-1700.
3. Round table
   1. Lani shared that she has had very positive experiences with parking control during athletic events.
   2. Brigette said leaving the office at night, she always sees either security personnel or a campus safety vehicle, and she appreciates this very much.
   3. Liann gave recognition to security at night, she feels comfortable and safe walking on campus, students appreciate it.
   4. Koji said the Sergeants and Aubrey are very interactive, helpful, abiding, with ongoing presence. The P&CS team is very good to work with.
   5. Jamie shared the relationship between Student Health Services and P&CS has drastically improved, they receive response and follow up. She would like to do a meet & greet with P&CS and Student Health Services.
   6. Veronica – consistently implementing follow up with the reporting party.
   7. Lesley works in building 30, P&CS have always been great, they show up quickly, and know the students. She thanks all personnel in the department.
   8. Sayeed – signage 9D & 13, approval for two signs. Needs approval of where to put the signs.
   9. Lani – a student athlete who was recently involved in an incident, was allowed to finish out the semester. She appreciates P&CS’s help with this matter.