



**2019-20 ADMINISTRATIVE UNIT PROGRAM REVIEW**  
**UNIT: Public Safety**

**STATEMENT OF PURPOSE:**

- Review and reflect on the support of student learning, with the goal of assessment and improvement of program effectiveness
- Provide a forum for each unit's findings to be included in institutional planning processes
- Create written records of what is working well, what can be improved, and specific plans for implementing chosen improvements
- Collect information that will contribute to institutional assessment and improvement

**INSTRUCTIONS:** This program review covers the timeframe between fall 2018 and fall 2019. The planning is identified for spring 2020 and academic year 2020-2021.

**I. MISSION**

**A. State the current program mission**

The mission of the Public Safety Cluster is to provide the most comprehensive and up-to-date education in the areas of AJ, FST, EMS to its students; to foster their welfare, growth and success in the public safety field as well as in life; and to provide a resource to the community-at-large for education and training opportunities for public safety employees in their respective fields.

B. The mission of Las Positas College is the following:

*Las Positas College is an inclusive, student-centered institution providing learning opportunities and support for completion of transfer, degree, basic skills, career-technical, and retraining goals.*

Discuss how the program/service area supports the college mission.

The "Public Safety" mission supports the college's mission through the continued education and training of persons seeking a career in the criminal justice field, firefighting, emergency medical response and provides transfer degree, career-technical and re-training goals for students.

C. List the major functions/duties of your unit.

1.	Ensure that state-of-the-art training is provided for future employment opportunities in the Public Safety arena
2.	Adequately assess that students obtain the proper skillset to achieve a livable wage job within 6 months of graduating.
3.	Research data to provide advance skillsets to those already working within the Public Safety Field.
4.	Work with our public and private partners to develop and implement advance training opportunities
5.	Conduct ongoing research in an effort to serve the region's Public Safety training needs
6.	Review, analyze, and promote the ongoing professional development of Public Safety faculty and staff.

## II. GOALS AND OBJECTIVES

A. Since the last Administrative Unit Program Review, what objectives, initiatives, or plans have been achieved and how?

Year 2018: 1. Finalization of all Fire Academy documents and passed initial accreditation by State Fire Training.  
2. Provided development and oversight in the update of all Fire Technology Classes

Year 2019: 1. Implemented first successful fire academy graduating 30 out of 30 students  
2. Added several new degrees, certificates and classes to the Fire Technology Program

3. Achieved first-in-state accreditation from FESHE.
4. Conducted Administration of Justice needs assessment.
5. Provided oversight and development to new PC 832 class and Module I Academy class.
6. Forged new partnership with Alameda County Probation Department
7. Gain approval from State Correction Training to become a STC training provider
8. Developed a strategic plan to become self-sufficient within the Public Safety Program
9. Analyzed and fixed the Paramedic Internship classes

B. Major Goals and Objectives for Spring 2020 and AY 2020-21.

Major Goals and/or Objectives	Start Date	Status: Ongoing, date completion anticipated	Need Assistance in order to complete goal or objective (reference applicable resource request page)	Educational Master Plan (EMP) Goals or Planning Priorities linked to this Goal/Objective

1. Design and implement Instructional Service agreements with local fire departments and other private entities.	January of 2020	Ongoing and in review: First one tentatively to be completed by June of 2020	Need support from Executive Staff to move forward	Community Collaboration
2. Provide direct leadership and guidance over the newly planned Public Safety Facility.	Ongoing	Ongoing: Expected ground breaking to take place between 2022 to 2023	Continued support from Executive Staff	Supportive Organizational Resources
3. Develop a strategic plan to outline and develop financial sustainability for the Public Safety Programs	May 2020	Ongoing: First draft of plan developed by December 2021	N/A	Supportive Organizational Resources
4. Conduct internal study of operations to provide better efficiencies and determine staffing levels to ensure optimal instructional opportunities to students	June 2020	Ongoing: June 2021	N/A	Educational Excellence and Supportive Organizational Resources
5. Work with community partners to develop and enhance program priorities and training needs	Ongoing	Ongoing	N/A	Community Collaboration

### III. STAFFING

#### A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2015	2016	2017	2018	2019	2020-2021	2021-2022
Administration	0	0	0	1	1	1	1
Supervisory	0	0	0	0	0	0	1
Classified Staff FT	0	0	0	0	0	0	1
Classified Staff PT	0	0	0	1	1	1	0
Confidential Staff FT	0	0	0	0	0	0	0
<b>Total Full Time Equivalent Staff</b>				2	2	2	3

B. Staffing Needs

**NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)**

<p><b>List Staff Positions Needed for Academic Year</b> _____ <b>2021</b> _____</p> <p>Place titles on list in order (rank) or importance.</p>	<p><b>Indicate (N) = New or (R) = Replacement</b></p>	<p><b>Estimated Annual Total Cost</b></p>	<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
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<p>1. Assistant Dean  <u>Reason: As the program grows there is a need for an assistant academic manager to oversee the required state accrediting regulations, which requires an academic manager to manage and have direct oversight of all instructional faculty and its curriculum.</u></p>	N	177,265.14	Organizational Effectiveness
<p>2. Fire Academy Coordinator -  <u>Reason: As the program grows, there is a need to split the program in two different arenas. The Fire Academy coordinator will be responsible for ensuring the fire academy is running efficiently, coordinate all instructional activities within the fire academy and calendar all other training courses that will be offered to fire students and those working in the field. This position will play a key part in development of classes, coordination of a class calendar, and keeping up with all required accreditation documentation.</u></p>	N	135,635.48	Supportive Organizational Resources, Organizational Effectiveness, and Educational Excellence
<p>3. EMS/Paramedic Faculty  <u>Reason: As the EMS program grows, it requires more work for the current Paramedic Coordinator to provide instruction while maintaining coordination of professional experts, manage statistical reports, manage clinical placements, and ensure that all requirements of title 22 are being met within the paramedic and EMT program. The additional full-time faculty member will be able to teach both EMT and Paramedic program, which will provide relief to the current Coordinator.</u></p>	N	135,635.48	Supportive Organizational Resources, Organizational Effectiveness, and Educational Excellence.
<p>4. Part-time Administrative Assistant  <u>Reason: Because the program is growing, there is a need to add an additional part-time administrative assistant. The administrative assistant will provide relief to the full-time administrative assistant in the new division and focus their workload on Public Safety. This position will be responsible for keeping accurate records for accreditation requirements for Administration of Justice, EMS/Paramedic and Fire Technology programs. All program accreditation required an experienced and adequate administrative assistant to perform the required documentation, reporting and administrative report.</u></p>	N	32,237.56	Supportive Organizational Resources

<b>5.</b> <u>Reason:</u>			
<b>6.</b> <u>Reason:</u>			

#### IV. FACILITIES

##### A. Facilities Needs

#### FACILITIES NEEDS

<b>List the Facilities Need and the Reason</b>	<b>EMP Goals or            Planning            Priorities            Linked to            Position</b>



<p><b>1. Additional 3-Story Fire Tower</b></p> <p>Reason: Although we are slotted to build a fire tower, the lack of funding has decreased the amount allocated to build a fire tower for the new public safety training center. Because the funding was reduced, we went from a seven-story 7000 Sq. Foot Tower, to a five-story 4000 square foot tower to a 3-story unknown square foot tower. In order to keep up with the growing needs of the Fire Program, an additional training tower will be required by 2023 or 2024. I put this in here as a means to start the talking points within this program and needs as it grows into a regional training facility. By 2021 and 2022, LPC should be running a minimum of two fire academies per year as we collaborate with outside agencies to merge several fire academies into one large regional training facility that will host several fire academies a year to meet the needs of the region.</p>	<p><b>Educational Excellence and Supportive Organizational Resources</b></p>
<p><b>2. Portable classrooms</b></p> <p>Reason: Because Administration of Justice, EMS, and Fire Programs are targeted for growth, there will be a need for two additional classrooms for public safety only. A data analysis conducted on facilities management revolving around program times has resulted in not only the current public safety facility being inadequate for instructional purposes but the newly proposed public safety facility does not adequately address the classroom needs.</p>	<p><b>Educational Excellence and Supportive Organizational Resources</b></p>
<p><b>5.</b></p> <p><u>Reason:</u></p>	
<p><b>6.</b></p> <p><u>Reason:</u></p>	

## V. TECHNOLOGY AND EQUIPMENT

### A. Technology and Equipment Needs

#### TECHNOLOGY AND EQUIPMENT NEEDS

<p><b>List the Technology and Equipment Needs</b></p> <p>Place titles on list in order (rank) or importance.</p>	<p><b>Indicate (N) = New or (R) = Replacement</b></p>	<p><b>Estimated Annual Total Cost of Ownership</b></p>	<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
<p><b>1. High Fidelity SIM manikins</b></p> <p>Reason: In this new era of online instructional practices due to Covid-19 and the possibility of future online requirements, there is a need to provide video simulated testing and procedural methods of practical didactic training to meet Title 22 requirements. As such, high fidelity manikins will be required in order to continue to teach in a virtual capacity. These manikins offer the instructor the ability to simulate virtual didactic training and allow for simulated field experiences that meets Title 22 requirements of the field training portion of the Paramedic and EMT program.</p>	<p>N</p>	<p>60,000</p>	<p>Educational Excellence</p>
<p><b>2. Portable Burn car</b></p> <p>Reason: Because the fire academy and specific classes, like Fire Control 3B, require props to produce situational burn simulations, there is a required need to purchase a portable burn prop. This resource can also be shared and rented to other agencies and colleges for a nominal fee to recover the cost of this required piece of equipment.</p> <p><u>Reason:</u></p>	<p>N</p>	<p>43,000.00</p>	<p>Educational Excellence</p>

<p><b>3. Laptop encrypted thumb drives</b></p> <p>Reason: These thumb drives are required by P.O.S.T, the governing body for any institution that provides instructional law enforcement classes. P.O.S.T requires these specialized thumb drives to provided encryption for specific testing materials sent by POST for the purpose of testing students on POST academies as well as abiding by POST testing security policies. These thumb-drives provide state of the art encryption and decrease the possibility of cheating.</p>	N	8,000.00	Educational Excellence and organizational effectiveness.
<p><b>4.</b></p> <p><u>Reason:</u></p>			
<p><b>5.</b></p> <p><u>Reason:</u></p>			
<p><b>6.</b></p> <p><u>Reason:</u></p>			

**VI. PROFESSIONAL DEVELOPMENT**

Professional Development Needs

<p><b>List Professional Development Needs.</b> Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies.</p>	<p><b>Annual TC</b></p>	
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Please be as specific and as brief as possible. Some items may not have a direct cost, but reflect the need to spend current staff time differently. Place items on list in order (rank) or importance.	Cost per item	Number Requested	Total Cost	<b>EMP Goals or Planning Priorities Linked to Position</b>
<p><b>1. POST Instructor development</b> Reason: As we start to implement POST classes, we will need to provide required training to specific instructors. These POST Instructor courses are required by POS under CCR 1071 in order to teach at any POST academy.</p>	2000.00	5	10000.00	<b>Educational Excellence and Organizational Effectiveness.</b>
<p><b>2. Fire Instructor development</b> Reason: The fire program continues to need to develop fire academy instructors as well as instructors for specialized courses that the program will provide in the coming years. This is also considered professional development courses and contributes to the public safety succession plan.</p>	1200.00	5	6000.00	<b>Educational Excellence and Organizational Effectiveness.</b>
<p><b>3. POST coordinator Training</b> Reason: As the Administration of Justice program continues to expand and is able to start the modular I academy, there will be a need to provide training to a lead instructor/academy coordinator. This is a requirement under POST guidelines and CCR 1071 to meet requirements to govern over a POST law enforcement Academy.</p>	1500.00	2	3000.00	<b>Educational Excellence and Organizational Effectiveness.</b>
<p><b>4. POST Scenario Manager and POST Recruit Officer</b> Reason: These positions are under the same requirement of a POST academy coordinator and CCR 1071. Each person is required and mandated to go through these training classes.</p>	1500.00	2	3000.00	<b>Educational Excellence and Organizational Effectiveness.</b>
<p><b>5.</b> <u>Reason:</u></p>				

**6.**

Reason:

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