



2017-18 ADMINISTRATIVE UNIT PROGRAM REVIEW
UNIT: Campus Safety and Security

*****Completed Program Reviews Are Due to Carolyn Scott by 12 pm on Friday, December 1, 2017.*****

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 fall 2016 and spring 2017, inclusive. The planning is identified for spring 2018 and academic year 2018-2019.

I. MISSION

A. State the current program mission

The mission of Campus Safety and Security at Las Positas Community College is to work with all members of the campus community to ensure safe learning and working environments, to protect persons and property, and to effectively promote compliance with rules and regulations approved by the Board of Trustees for the orderly facilitation of higher education. We are committed to providing high-quality, customer-oriented, sensitive security and safety services, and to respecting the differences and diversity of our students and staff.

B. The mission of Las Positas College is,

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.

Campus Security shall ensure the Las Positas College campus is a safe place for students to learn and achieve their educational goals. The department does this by ensuring that appropriate protection is provided by using methods that fit within and contribute to the educational philosophy and process of the institution.

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

1. Patrol and secure campus.
2. oversee parking on campus, including parking lot lighting, signage, etc., and parking permit sales through machines and in office
3. Control access to campus facilities
4. CLERY crime reporting requirements and incident report management
5. Key management
6.

II. GOALS AND OBJECTIVES

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

Our first objective from the previous year was to hire an additional campus safety officer and a program dispatcher. We put both positions through the hiring prioritization committee for review and were approved to hire a campus safety officer. Upon approval we completed the hiring process and hired on a full time campus safety officer for the 2017 – 2018 academic year. Our second objective was to replace our campus safety patrol vehicles and we met our objective in this area as well. The additional dispatcher is still being considered.

B. Major Goals and Objectives for Spring 2018 and AY 2018-19.

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)	EMP Goals or Planning Priorities linked to this Goal/Objective
1. Staffing / 1 dispatcher	now	unknown	Need funding not assistance	C3
2. Additional training for all campus safety officers.	2018	ongoing	no	C3
3.				
4.				
5.				

III. STAFFING

A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2013	2014	2015	2016	2017	2018-2019	2019-2020
Administration							
Supervisory	1	1	1	1	1	1	1
Classified Staff FT	5	5	6	6	6	7	7
Classified Staff PT	6	6	6	6	8	8	8
Confidential Staff FT							
Total Full Time Equivalent Staff							

B. Staffing Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)

List Staff Positions Needed for Academic Year _____1_____	Indicate (N) = New or (R) = Replacement	Estimated Annual Total Cost	EMP Goals or Planning Priorities Linked to Position
Place titles on list in order (rank) or importance. Security Dispatcher			

1.Swing shift dispatcher <u>Reason:</u> <u>Reason:</u> <u>No evening dispatcher on campus means no person to operate any of the emergency systems in campus safety.</u>	n		C3
2. <u>Reason:</u>			

IV. FACILITIES

A. Facilities Needs

FACILITIES NEEDS

List the Facilities Need and the Reason	EMP Goals or Planning Priorities Linked to Position
1. <u>Reason:</u>	
2. <u>Reason:</u>	

V. TECHNOLOGY AND EQUIPMENT

A. Technology and Equipment Needs

TECHNOLOGY AND EQUIPMENT NEEDS

<p>List the Technology and Equipment Needs Place titles on list in order (rank) or importance.</p>	<p>Indicate (N) = New or (R) = Replacement</p>	<p>Estimated Annual Total Cost of Ownership</p>	<p>EMP Goals or Planning Priorities Linked to Position</p>
<p>1. <u>Reason:</u></p>			
<p>2. <u>Reason:</u></p>			

VI. PROFESSIONAL DEVELOPMENT

Professional Development Needs

<p>List Professional Development Needs. 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. Please be as specific</p>	<p>Annual TC</p>	
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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	EMP Goals or Planning Priorities Linked to Position
<p>1.</p> <p><u>Reason:</u></p>				
<p>2.</p> <p><u>Reason:</u></p>				