2016-17 ADMINISTRATIVE UNIT PROGRAM REVIEW
UNIT: _____CAMPUS SAFETY_____

DUE DATE TO VPs/President: November 28, 2016
DUE DATE FOR VP/President Summaries: December 5, 2016
Please email your completed program reviews to Carolyn Scott by the above dates.

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 2015 and spring 2016, inclusive. The planning is identified for spring 2017 and academic year 2017-2018.

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 insure that reasonable 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 /I.e. parking permit sales, lighting, signage etc.
3. Control access to campus facilities
4. Clery Act crime statistics reporting 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?

With the passage of Measure A in June 2016, LPC has the opportunity to upgrade campus security equipment such as door lock systems, cameras, emergency notification, and more. To date, an improved emergency alert system has been implemented, and staff are being reminded to enter their phone numbers to receive the emergency alerts. In addition, campus security has arranged training on emergency response at 4 different times and locations across campus, and provided a tactical medicine class. LPC campus security is involved in the district-wide effort to improve security, which will be ongoing into future years.

B. Major Goals and Objectives for Spring 2017 and AY 2017-18.

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 and 1 officer	July 1	Part-time evening dispatcher will be hired for AY 2017-18	Hiring of an additional officer will be dependent upon available budget resources	C3
2. Tactical medical training	2017	Completed March 2017		C3
3.				C3

3

III.   PROGRAM ASSESSMENT/ADMINISTRATIVE UNIT OUTCOMES

A. Program Assessments for spring 2016 and fall 2016, (please include the results of the fall 2016 Administrative Offices User Survey).

Administrative Unit Outcome that was Assessed	What assessment methods did you use?	What result did you get?	How will you use the results of the assessment?	Educational Master Plan Goals or Planning Priorities Linked to AUOs
Campus Safety responsiveness	Administrative User Survey	94% of respondents were satisfied or very satisfied	We will investigate the concerns expressed by 2 out of the 60 respondents.	C3

B. Program Assessment Planning for fall 2016 and AY 2017-18

Administrative Unit Outcome to be Assessed	What assessment methods do you plan to use?	When will assessment be conducted and reviewed?	What result, target, or value will represent success at achieving this outcome?	How do you anticipate using the results from the assessment?	Educational Master Plan Goals or Planning Priorities Linked to AUOs
Campus safety responsiveness	Administrative User Survey	During the 2017-18 academic year	Maintaining or improving on the results from Fall 2016	Continuous improvement in customer service	C3

IV.   STAFFING

A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years						Anticipated total staff needed	
	2012	2013	2014	2015	2016		2017-2018	2018-2019
Administration								
Supervisory	1	1	1	1	1		1	1
Classified Staff FT	5	5	5	6	6		7	7
Classified Staff PT	6	6	6	6	6		7	7
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_____2_____ Place titles on list in order (rank) or importance. Security Dispatcher Security Officer	**Indicate (N) = New or (R) = Replacement**	**Estimated Annual Total Cost**	**EMP Goals or Planning Priorities Linked to Position**
1. Swing shift dispatcher /Evenings Reason: No evening dispatcher on campus means no person to operate any of the emergency systems in campus safety.	N		C3
2. Campus Safety Officer for swing shift / Evenings. Reason: Currently most evenings there is only 1 campus safety officer on duty, which could pose a safety issue now that more evening classes are being conducted.	N		C3
3. Reason:			
4. Reason:			
5. Reason:			

V.   FACILITIES

A. Facilities Needs

FACILITIES NEEDS

List the Facilities Need and the Reason	EMP Goals or Planning Priorities Linked to Position
1. Reason:	
2. Reason:	
3. Reason:	
4. Reason:	
5. Reason:	

Updated: 4/10/17

VI.   TECHNOLOGY AND EQUIPMENT

A. Technology and Equipment Needs

TECHNOLOGY AND EQUIPMENT NEEDS

List the Technology and Equipment Needs Place titles on list in order (rank) or importance.	**Indicate (N) = New or (R) = Replacement**	**Estimated Annual Total Cost of Ownership**	**EMP Goals or Planning Priorities Linked to Position**
1. Two (2) New patrol vehicles Reason: Both campus safety patrol are approximately 10 years old. Vehicles should generally be replaced after 7 years, when the warranty expires. One of the vehicles is currently not working and the cost to repair it would exceed the value.	R	Negligible, warranty will be purchased and M&O handles routine maintenance	C
2. Upgrades to security infrastructure (occurring district-wide) Reason: Both LPC and Chabot College (as well as other district-owned sites) need to upgrade their security infrastructure. This is being coordinated at the district level with the use of bond funding.	N & R	Calculated at district level	C

VII. PROFESSIONAL DEVELOPMENT

Professional Development Needs

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 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.	Annual TC			EMP Goals or Planning Priorities Linked to Position
	Cost per item	Number Requested	Total Cost	
1. Training On-going training for campus safety officers and staff, as well as other campus employees, will be needed as safety systems are upgraded and enhanced.				**C**
2. Reason:				
3. Reason:				