



**Annual Unit Plan  
Public Safety Department  
2013-2014 Academic Year**

**STEP I: DESCRIBE YOUR DEPARTMENT/UNIT**

**a. Mission**

Professionalism and ethics are a priority of the Public Safety Programs Department. We are committed to providing all students with the technical/vocational skills and knowledge to facilitate assimilation into the economic community. The students, the employers and the college mutually benefit from an interactive partnership created within the areas of public safety.

**b. Program Applicability**

Administration of Justice

The function of the Administration of Justice Program is a two-fold program. The first service s the core training requirements for an Associates' Degree and the second offers certified training for employment within the law enforcement community. The purpose of the Administration of Justice Degree Tract Program is to provide quality core courses required for completion of an AS degree, which will further a student's potential employment within the criminal justice system. This facet of the program is a vital link to the vocational educational component of the college.

The certification portion of the program has the most direct link to the vocational education component. Through these programs students can gain employment as police officers, detention/correctional officers, and private security guards. This program additionally attempts to meet the in-service training needs of current law enforcement officers.

The POST Academies are offered in several communities to meet the needs of the local law enforcement agencies in those areas. These Academies are run in collaboration with POST and the local law enforcement agency.

Fire Technology

This program is currently suspended due to lack of instructors and pending program review



### **c. Partnerships**

#### Administration of Justice

The program continues working closely with law enforcement agencies and new partnerships have been forged that will result in greater course offerings. Our partnerships with the Kern County Sheriff's Department continue to offer Basic Peace Officer Academies at their Bakersfield facility. Their new Regional Training Facility has combined the academies offered by both the Kern County Sheriff's Department and the Bakersfield Police Department. Cerro Coso Community College, specifically the Public Safety Training Department, was asked by these agencies to be the educational representative for the Regional Law Enforcement Training Facility.

These partnerships have also produced the offerings of many in-service courses that bring a high level of ongoing training to the law enforcement community. Recent requests from the Inyo County Sheriff's Department and the Bishop Police Department have resulted in our program certifying new courses with the California Commission on Peace Officer Standards and Training (POST) to offer to those agencies. These in-service courses can be offered in all areas of the college service area.

There has been an effort by the college administration to establish temporary space for offering Public Safety Training Programs. This has helped the Public Safety Training Programs start to grow for the first time at the IWV campus. This dedicated space, where equipment can be setup and left in place, is crucial to the department's continued growth. As one of the FTE leading departments at the college the lack of administrative support is somewhat troubling and an issue I hope will be addressed soon.

### **d. Distance Education**

The Administration of Justice online degree program has grown over the last several years. With current economic issues we have recently decreased the number of online offerings each semester; however students are still able to complete the degree within a two year timeline. The majority of these courses are taught by adjunct instructors.



## STEP 2: EXPLAIN YOUR PLANNING

### a. Review of Previous Goals (of last completed academic year)

Goal 1. Develop a student pre-academy course to develop the necessary entry level skills needed to become better equipped to be successful

This goal was put on hold due to economic reasons and illness of Program Director

Goal 2. Provide Effective Learning and Learning Pathways for Students

The Pathways for Administration of Justice was completed in collaboration with counseling. The Fire Program is currently suspended

### b. Review of Overall Department/Unit

The overall assessment of the Administration of Justice Program is strong and one of the highest FTE generating programs at the college. The ne full time director/faculty member working within the department continues handling more than his fair share of workload, yet despite his endeavors the process seems to pile more constraints on his time and limited resources. The high number of courses offered by the department, coupled with distances required to travel to keep it all flowing creates an environment of more than sufficient stress. Assign constraints of keeping state certifications current and customers happy and the workload becomes a little daunting.

With the current loss of the tenured full time faculty person, and the position filled with a temporary full time adjunct has created several issues with the overall running of the department. With no formal training on the position and the procedures of the college, it has placed an enormous responsibility on the only faculty member.

It has become increasingly obvious that in order to continue to run the POST Academies, that there needs to be one faculty hired solely for this position.

This position involves extensive travel to Bakersfield, Ridgecrest, and Eastern Sierra. The amount of paperwork associated with each Academy is immense. The need to have a designated faculty member to handle these continues to grow. The Academies alone generated approximately 217.5 FTES during 2011-2012 school year (43.5 average per academy), plus 70 additional in-service classes associated with the academies.

The program does continue to have some of the most dedicated adjuncts assisting in the delivery of quality instruction. These adjuncts continue to try new and innovative teaching modalities to engage students to continue in our programs and be successful. They continue to be the strongest asset of the program.



**c. Goals for Upcoming Year (next academic year). *If more goals needed, copy and paste additional boxes.***

**Goal 1**

- 1. Connection to College Strategic Goals: Improve service to under prepared students and increase their success rates*
- 2. Specific internal or external condition(s) the goal is a response to: meeting the educational needs of the students with emphasis on the competencies of the criminal justice field of study. Specific strategies need to be developed to facilitate the student's ability to master psychomotor skill performance within the police academy.*
- 3. Action Plan: Develop student pre-academy course to develop the necessary entry level skills needed to become better equipped to be successful*
- 4. Measure of Success: A change in the approximate 15% loss of students during these critical testing stages*

**Goal 2**

- 1. Connection to College Strategic Goals:*
- 2. Specific internal or external condition(s) the goal is a response to:*
- 3. Action Plan: Develop and streamline the administrative processes associated with the POST Academies and Kern County Sheriff Academies*
- 4. Measure of Success:*

**Goal 3**

- 1. Connection to College Strategic Goals:*
- 2. Specific internal or external condition(s) the goal is a response to:*
- 3. Action Plan:*
- 4. Measure of Success:*



**STEP 3: SUBSTANTIATE REQUESTED RESOURCES (Note: All items must be prioritized.)**

a. **1000 Category.** Please indicate below any requests for temporary or new permanent certificated positions. (Do not request adjunct instructors for normal teaching assignments as this is captured in the Academic Affairs division plan.) *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Description	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	If a full-time faculty member is being requested, use the box below. Use this space to provide a detailed rationale for temporary certificated positions only. The rationale should refer to your unit's mission and goals, recent program review or SLO assessment gaps, planning assumptions, and/or the College's strategic plan.	Estimated amount of funding requested (temporary positions only)	Will this be one-time or on-going funding?	Funding Source (check <u>one</u> ):	
							G = General Fund, O = Other	G O
Administration of Justice	IWV	1	1.A	A full time faculty member to administer and oversee the Kern County Sheriff Academies and the POST Academies and 70 plus in-service classes associated with these	90,000	ongoing	g	

**Full-Time Faculty Staffing Justification:**

1. Describe how the position is linked to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's strategic plan.
2. Explain why the work of this position cannot be assigned to current staff. Currently there is only 1 full time faculty in this department, and the ability to run the Academies, teach, and manage the department is overwhelming.
3. Describe the impact on the college if the position is not filled. This position would be the direct supervision of the POST Academies throughout our



*district. Failure to hire in this capacity would more than likely jeopardize the relationship between the law enforcement agencies requesting these Academies and our ability to support them. The loss of the Academies would result in a loss of approximately 217.5 FTES a year. (43.5 per academy average)*

**b. 2000 Category. Please indicate below any requests for temporary or new permanent classified staff. Include labor amounts only; benefits will be calculated separately. *If more lines are needed, place cursor in the bottom right box and press [Tab].***

Position Title	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this position	Salary Grade	Number of Months	Number of Hours per Week	Salary Amount	Are alternate funding sources available? G = grant (specify) V = VTEA

**Classified Staffing Justification. *If more than one position requested, copy and paste additional boxes.***

**c. 4000 Category. Use the space below to itemize and explain budget requests in the category of supplies and equipment. *If more lines are needed, place cursor in the bottom right box and press [Tab].***

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u> ): G = General Fund, O = Other
							G O



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							G	O
General Office Supplies	IWV	1	1-6	need funds to supply office, classrooms and ranges, both for on-site and off classes	2000.00	ongoing	G	
Lab Supplies	IWV	1	1-2	need funds to purchase necessary lab equipment for class labs, physical training classroom, and shooting range, at on-site and off-site locations	2500.00	ongoing	G	
Instructional Supplies	IWV	1	1.A	to be used for instruction	1400.00	ongoing	G	

**d. 5000 Category. Use the space below to itemize and explain budget requests in the category of service, utilities, and operating expenses. If more lines are needed, place cursor in the bottom right box and press [Tab].**

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u> ): G = General Fund, O = Other	
							G	O
Administration of Justice dedicated facility	IWV	1	1.A	The need for dedicated space where equipment can be stored set up and left in place for students use is crucial to the departments continued growth. We currently have donated simulators that we cannot utilize as we have no dedicated space to set them up. As one of the colleges leading departments in FTE's it is an issue that needs to be addressed for the continued success of the program.		ongoing	G	



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							G	O
Inter campus and intra district travel	IWV	1	1.A	Travel to sister campuses to meet with advisory committees and public agencies. Travel to Bakersfield in support of the Kern County Sheriff Department Academies	6,000.00	ongoing	G	
Conference	IWV	1	1.A	Travel to statewide directors meeting mandatory	1500.00	ongoing	G	
Contract Instruction	IWV	1	1.A	Pay professional experts to instruct in the Academies	75,000.00	ongoing	G	
Dues/Memberships	IWV	1	1.A	Pay professional dues and memberships	200.00	ongoing	G	
Facilities Rental	IWV	1	1.A	to pay for facilities used for instruction	60,000.00	ongoing	G	

**e. 6000 Category. Use the space below to itemize and explain budget requests in the category of capital outlay. If more lines are needed, place cursor in the bottom right box and press [Tab].**

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u> ): G = General Fund, O = Other	
							G	O



**STEP 4: ATTACH NARRATIVE SUMMARY OF PRIOR YEAR'S SLO ASSESSMENTS**

**STEP 5: ATTACH COMPLETED BUDGET WORKSHEET (provided separately)**

**STEP 6: ATTACH PRIOR YEAR'S STUDENT PERFORMANCE DATA (as provided)**