

Public Service: Administration of Justice Department
Annual Unit Plan for Academic Year 2016-2017
November 2015

Describe Department/Unit

Mission/Connection to College Mission

The mission of the Administration of Justice Program is a two-fold program. The first serves the core training requirements for an Associate's of Science (AS) Degree and the Administration of Justice Certificate. The second offers State of California Commission on Peace Officer Standards and Training (POST) Certified training for potential employment within the criminal justice community. The purpose of the Administration of Justice degree tract is to provide high quality 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 central link to the Career Technical Education component of the college. The POST Certification portion of the program has the most direct link to the Career Technical Education component. Through these programs students can gain the training to apply for employment as police officers, detention/correctional officers, and private security officers. This program additionally strives to continually meet the in-service training needs of current law enforcement officers.

Report on Improvements Made and Gaps Identified in the Prior Year

Student Equity

The retention and success rate for Age 19 and under are below the college wide rates. Retention for this group is 84% while success rates are 55%.

Population:

Age: 19 or younger

Analysis and Plan:

The Public Services Program Chair will develop additional career focused short term state certifications, such as the Guard Card certification through the Bureau of Security and Investigative Services, to provide alternative employment options for the Age 19 and under group. California state law requires that an individual reach their 21st birthday before they complete the Law Enforcement Academy and become POST (Peace Officers Standards and Trainings) certified. This state requirement has discouraged the 19 and under age group from the Public Services department. The field of Private Security only requires that the individual be 18 years of age upon completion; therefore, if a BSIS certification was developed the 19 and under age group would have an in field employment path to pursue prior to their 21st birthday.

Outcomes Assessment: Overall Report

Student Learning Outcomes have been completed for the Public Services Department to 87% completion. Two courses remain outstanding and will be completed following the spring semester.

Outcomes Assessment: Gaps Identified in Prior Year's Assessments

Progress Made on Program Review

Administration of Justice

Year of Last Program Review:

2011

Progress in the last year on two-year strategies:

Improve student access, retention, and success

1. Improve attrition rates for all programs through the development of student support systems: No student support system was developed in the 2014-2015 academic year. The success rates for the Administration of Justice program increased from 79.2% to 92.5%.
2. Improve retention rates for all programs by working with basic skills courses and supporting students who demonstrate need for improvement in all academic areas: Similar to the success rates, the retention rates also increased from 89.3% to 96.6%.

Progress in the last year on five-year strategies:

Program Review Five Year Strategy (2011)

There is an existing a need for more specialized training courses in our service areas and to that end the Administration of Justice Program is looking to develop two new programs of instruction within the next five years. Research is being done to verify the need and the ability to offer a course of study in Emergency Management and Homeland Security. Both of these fields are emerging fields of study and would be very appropriate for our service areas.

Progress

Working with the Advisory Board it was discovered that there is a need for the college to offer courses that comply with the Perishable Skills Program (PSP) as prescribed by the Commission on Peace Officer's Standards and Trainings (POST). These courses have been developed using the ADMJ C062 and ADMJ C063 Special Topics courses and have been offered to the Bakersfield Police Department, Kern County Sheriff's Office, and Bishop Police Department. The aforementioned courses have been submitted to POST and approved for PSP compliance.

Progress Made on Prior Year Initiatives

Improve our response to community needs through customized educational opportunities, transfer programs, area workforce development, and quality student services

The Public Service Program Chair has created relationships with Burroughs High School and California City High School with the intent to provide dual enrollment courses in the Administration of Justice Program. Both aforementioned schools have adopted the text and Course Outline of Record for their classes; however, both are waiting for qualified instructors in order to offer the course.

Improve the onboarding/timecard process for Academy Adjunct and Professional Expert instructors

Academy Director created a PowerPoint presentation as well as a PDF file with step by step instructions for the on boarding process. The completion rate has greatly improved; however, this is an ongoing goal because new professional expert instructors are constantly being moved into training by the Kern County Sheriff's Office and Bakersfield Police Department.

Improve the completion rates for the Administration of Justice program

The certificate of completion for the Basic Law Enforcement Academy and Modular Academies is currently at the state level for review.

Plan Initiatives for Next Year

Initiatives for Next Academic Year

Securit Training and Certification

Action Plan:

An equity gap has been identified in the Age 19 & Younger demographic. The state of California, as prescribed in the POST Administration Manual (PAM) developed by the Commission on Peace Officer's Standards and Trainings (POST) requires that an individual be 21 years of age upon completion of the Regular Basic Law Enforcement Academy. This state regulation naturally precludes the aforementioned demographic. Therefore, it is necessary to develop additional pathways to employment for the 19 & Younger group. The Bureau of Security and Investigative Services (BSIS) requires that all private security employees in California complete the BSIS Basic Course in Powers to Arrest and Weapons of Mass Destruction. This 40 hour training provides a state certification to work as a private security guard, loss prevention agent, assets protection specialist, and private military employee. Most important to the identified equity gap, BSIS only requires that the individual be 18 years of age upon completion of the certification course. The development of a training program in this area would provide employment opportunities for the identified equity gap through state certification.

Measure of Success:

Success will be measured by completing the application to the state and Bureau of Security and Investigative Services, approval as a training site from the aforementioned entities, and the development and CIC approval of the applicable courses and certificate of completion.

Person Responsible:

Academy Director

It addresses a gap in student equity

Age 19 & Younger

Level I Modular Academy

Action Plan:

In accordance with the California Penal Code (PC) section 832.6 and the Commission on Peace Officer's Standards and Trainings (POST), the Basic Peace Officer's Certification may be obtained in two ways. The first is the successful completion of the Regular Basic Academy as outlined by POST. The second is the successful completion of a Basic Academy in the Modular Format. The Modular Format, as prescribed by POST and PC 832.6, is segregated into three Modular presentations. The completion of each Modular Academy allow the individual to serve as a reserve officer in the capacity outlined in PC 832.6. The levels increase from Level III to Level I. Cerro Coso currently offers the Level III and Level II Modular Academies but does not offer the Level I. A development of the Level I Academy would allow current Level II reserve officers and individuals who cannot attend a Regular Basic Academy the opportunity to complete the Modular Format Academy and receive their Basic Peace Officer Certification making them eligible for employment as a Lw Enforcement Officer.

Measure of Success:

The successful development, and subsequent approval by CIC and POST, of an ADMJ C144 course to offer the Modular I Academy.

Person Responsible:

Academy Director

It addresses a program review strategy

Evaluate Resource Needs

Facilities

The Advisory Board has identified the need to update and improve the firing range facility to include a "smoke house" for chemical agents training, concrete lanes for the shooters, and latrine facilities for the students. In anticipation for the Level I academy it will also be necessary to develop an MOU for use of the Airport in Inyokern and Bishop for the Emergency Vehicle Operations Course (EVOC). Finally, It would be beneficial to have a designated area to store the ADMJ trailer and two squad cars. The Level I Academy will require that more squad cars are either purchased or donated which will require a larger space to store the patrol units.

Information Technology

The IT department has provided great service and assistance to the Public Services department. No current IT needs are identified; however, the department respectfully requests the continued support of the IT department in the coming academic year.

Marketing

The variety of programs offered by the Administration of Justice department will require direct, informative marketing to specific targeted groups. These groups include but are not limited to, current law enforcement officers, current correctional officers, recent or future high school graduates, and military veterans.

Professional Development

Administration of Justice instructors and Academy instructors will continue to attend the required trainings established by the California Commission on Peace Officer's Standards and Trainings (POST). In addition, the faculty will use the Public Agency Training Council opportunities to attend certification courses and conferences to maintain field related expertise. As part of preparation for the Level I Modular Academy, it will be necessary to send instructors to several POST instructor certifications courses.

Staffing Requests

1000 Category - Certificated Positions

Location:

Justification:

Location:

CC Online, Ridgecrest/IWV

Justification:

Location:

Justification:

1 Are there too few or too many students enrolling for particular classes or majors?

An increase in offering of the Perishable Skills Program has increased class offerings and student participation. Fall 2014 offered 71 PSP courses for a total of 949 student and 16.28 FTEs. Spring of 2015 offered 54 classes with 462 students resulting in 7.92 FTEs.

2. Are there too many courses or programs that are under capacity?

No

3. Are courses "core mission"?

No

4 Are courses overscheduled?

No

5. Is there capacity to offer courses or programs at different times and/or locations?

Yes, we currently have an MOU to run PSP courses and Modular Academies with Bishop Police Department and California City Police Department with an additional MOU in the final stages of approval for Mono County Sheriffs.

6. Is there a workforce shortage in the service area or region?

Bishop Police Department, California City Police Department, Ridgecrest Police Department, Inyo County Sheriff's Office, Mono County Sheriff's Office, Kern County Sheriff's Office, and Mammoth Lakes Police Department are all understaffed. This is a shared trend in the State of California for Law Enforcement agencies due to a lack of qualified applicants.

7. What are the costs and/or lost revenue from gaps between student demand and course or program capacity?

There is a potential to lose relationships with our law enforcement partners if the Academy Director cannot focus on the Regular/Modular Academies and the PSP programs.

8. In support of your proposal, provide the following data:

a. Size of wait lists in the discipline

2010-2011 43, 2011-2012 73, 2012-2013 54, 2013-2014 13, 2014-2015 1

b. Department productivity, previous year

183.6 FTEs with 3.2 FTEF Productivity 57.4 total, 131.9 Traditional, 12.7 Distance Ed.

c. Number of faculty currently in the department

191 adjunct and professional experts

d. Number of adjunct faculty

e. Number of certificates awarded, previous year

1

f. Number of degrees awarded, previous year

12

g. Core curriculum classes

12

h. CTE classes with workforce data (wage/high demand)

i. Number of students at first day and census, previous year

First day 2,533 Census day 1,924

There is a need for college administration to consider making a full-time position for the Director of the Law Enforcement Academy. Directing/Administering the Regular Basic POST Academy as well as the Perishable Skills Program, and Modular Academies within our normal service area is a full-time job. This is further impacted by the addition of coordinating training courses with the Kern County Sheriff's Department and Bakersfield Police Department in Bakersfield.

There is currently one (1) full-time faculty member who has a teaching load, program chair obligations and responsibility for the above referenced director duties. While release is afforded the faculty member for director duties, the current release time was based on duties prior to the assumption of the partnership with the Bakersfield agencies and the introduction of the Perishable Skills Program.

There are currently 191 adjunct faculty and professional experts teaching courses in the Administration of Justice Program. This number represents a cadre of instructors who teach in the Basic Peace Officer Academies and In-service training courses. The functions of handling payroll and human resource issues for this cadre of instructors has a huge impact on the program's only full-time faculty member. Couple to this the management of student registrations/grades and the load on this faculty member grows.

2000 Category - Classified Staff

Location:

Salary Grade:

Number of Months:

Number of Hours per Week:

Salary Amount:

Justification: