

# **Public Service: Administration of Justice Department**

## **Annual Unit Plan for Academic Year 2018-2019**

**October 2017**

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### **Describe Department/Unit**

#### **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.

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### **Report on Improvements Made and Gaps Identified in the Prior Year**

#### **Student Equity: Actions Taken**

The Public Services Program Chair developed an additional career focused short term state certifications, the Guard Card certification through the Bureau of Security and Investigative Services (BSIS), to provide alternative employment options for the Age 19 and Younger group. California state law requires that an individual reach their 21st birthday before they complete the Regular Basic Law Enforcement Academy and become POST (Peace Officers Standards and Training) certified. This state requirement has discouraged the 19 and Younger 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 Younger age group would have an in field employment path to pursue prior to their 21st birthday. The aforementioned program has been approved by CIC; however, the department has not run a course as of this date.

#### **Student Equity: Gaps to be Addressed**

##### **Age: 19 or younger**

###### **Gap Identified:**

Although there was a slight increase in the success rates of the 19 and younger group, 58% this year up from 55% last year, this increase is nominal and still far below the college wide average of 71%. The initiative to address this gap is still ongoing and although approved, the course developed to address this issue has not been run as of this date. After partnering with the advisory board and the California City Chief of Police, it is our belief that recent developments in California City will require several sections of the BSIS training and certifications. As such, we hope to see a vast increase in this gap area.

##### **Ethnicity: African American**

###### **Gap Identified:**

Although the success rates for African Americans in the Public Service program is higher than the college wide average (61% versus 49%), the number is still far below the rest of our success rates in reference to ethnicity. The program chair met with the Director of Equity, Blaine Simmons, to discuss options for addressing this issue. We have begun the development of an Umoja supported ADMJ C101 course to create a culturally responsive classroom environment.

## **Outcomes Assessment: Actions Taken**

### **Actions taken in the prior academic year**

Student Learning Outcomes have been completed for the Public Services Department to 100% completion; however, there have been additional courses added to the program that have not run which will bring our SLO completion rate down. As previously stated, there is actionable intel that the BSIS courses will run within the next year providing us an opportunity to perform SLO assessments.

## **Outcomes Assessment: Gaps to be Addressed**

### **Program Review: Actions Taken**

#### **Public Service**

##### **Year of Last Program Review:**

2011

##### **Actions Taken in the Prior Year to Address Strategies:**

###### **Provide effective learning and earning pathways for students**

1. Development of alternative methods of instruction for students in the more rural communities serviced by CCCC

In an attempt to address this need we have added the use of ITV instruction for the Bishop, Mammoth, and Ridgecrest campuses. In addition, we have recently offered the first Law Enforcement Academy to the California City area.

###### **Support student learning through appropriate technology**

1. Increase student learning support systems through the use of Computer Assisted Instruction (Moodle), simulated learning, use of Podcasts for visual demonstration purposes, and the development of student support courses (learning lab and online tutoring).

Led by Professor Fulks, the program has begun a complete revision of the online courses to include additional technology such as cell phone apps, maximizing the learning modules by adding a required knowledge test before the student can move on to the next module, the peak online time tracking, and live lecture videos during the peak times students are online.

2. Provide training of instructors in new technologies, e.g., ITV, simulation aid, which will maximize the success of students in those classes.

Professor Fulks attended a Canvas Learning Convention geared at increasing the effectiveness of the Canvas Learning Platform. Professor Fulks has compiled the information received and is working on disseminating the information to the rest of the program.

##### **Strategies Still to be Addressed:**

Improve student access, retention, and success  
1. Improve attrition rates for all programs through the development of student support systems

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.

## **Annual Planning: Actions Taken**

## **Securit Training and Certification**

The BSIS courses have been approved by the state and CIC. Courses should commence within the next year. We will continue to track the equity gap for the 19 and younger group to ascertain if the program implementation has addressed the issue.

### **Level I Modular Academy**

The Level I Modular Academy has been approved by CIC; however

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## **Review of Current Year Initiatives**

### **Reminder of Initiatives for the Current Year**

#### **Level I Modular Academy**

Although we are in discussions with POST concerning the approval of this initiative, there are concerns that we do not have the prospective population necessary to fill a Level I Academy. We will continue to monitor the interest in this program.

#### **Firefighter Academy**

The program chair has partnered with the Fire Chief in California City to develop a Fire Academy.

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## **Plan Initiatives for Next Year**

### **Initiatives for Next Academic Year**

#### **Level I Academy**

##### **Is this part of a multiyear initiative?**

Yes

##### **Specific Action Steps to be Taken:**

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 allows 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 Law Enforcement Officer.

##### **Lead Measure of Success:**

Prospective recruit interest

##### **Are any of the lead measures identified above lacking assessment instruments?**

Yes

##### **Does the department request help to develop these instruments?**

Yes

**Lag Measure of Success:**

**Person Responsible:**

Academy Director

**It addresses a program review strategy**

Improve Institutional Effectiveness

**Which strategic goal does this initiative address?**

Goal 1: Maximize Student Success, Goal 2: Advance Student Equity Measures, Goal 4: Enhance Community Connections

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## 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 and exposures, concrete lanes (or Eco-Flec Rolls) for the shooters, latrine facilities for the students and recruits, and additional shade and seating areas for instruction and weapons maintenance. In anticipation for the Level I academy it will be necessary to develop an MOU for use of the Airport in Inyokern and Bishop for the Emergency Vehicle Operations Course (EVOC). In anticipation for the Firefighter I Academy it will be necessary to construct a tower for repelling and ladder drills as well as a "burnhouse" for practical exercises. Finally, it would be beneficial to have a designated area to store the ADMJ trailer and 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 Public Services program 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, active duty military and veterans. Many people in the service area are unaware that we offer a Law Enforcement Academy. It is therefore imperative that the Public Services department increase their marketing efforts to ensure that information about the available programs is readily available to the public. The department would like to develop tri-fold handouts that will address specific offerings such as the BSIS Security course and the Law Enforcement Academy. In addition, handout materials such as refrigerator magnets in the shape of squad cars with the academy logo, Peace Officer badge stickers with the logo, and other small items such as logo pens, stress balls, frisbees etc. will provide the department with materials to pass out at events for advertising.

### Professional Development

Instructors in the Public Services department and Academy instructors will continue to attend the required training established by the California Commission on Peace Officer's Standards and Training (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, the BSIS Academy, and the Fire Academy, it will be necessary to send instructors to several state agency instructor certification courses.

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## Staffing Requests

## **1000 Category - Certificated Positions**

### **Administration of Justice**

#### **Location:**

Kern River Valley

#### **Justification:**

There is a need for an adjunct professor in KRV.

## **2000 Category - Classified Staff**

**N/A**

#### **Location:**

#### **Salary Grade:**

#### **Number of Months:**

#### **Number of Hours per Week:**

#### **Salary Amount:**

#### **Justification:**