

**Safety and Security Department**  
**AUP for Academic Year 2020-2021**  
October 2019

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## **Describe Department/Unit**

### **Connection to College Mission**

Safety and Security supports the college mission by working with faculty, staff, students, and community organizations to provide effective services in a professional and courteous manner. We understand safety and security practices need to be consistently evaluated to ensure best practices are being executed. Current relevant training and campaigns are identified by all involved stakeholders and are delivered using multiple delivery methods. Safety and security focuses on responsive security services, customer service, and being open to reporting concerns or incidents. All of this is done to promote a safe and secure learning environment.

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

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

At this time, no equity gaps have been identified.

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

#### **No Gap Identified**

#### **Gap Identified:**

To ensure that any specific safety or security concerns are addressed, the program will also present at the student club meetings to attempt to provide cultural or unique needs for campaigns that address areas of concern. Additionally, the results of surveys and assessment outcomes completed in 2019-20 will help identify any equity gaps.

### **Outcomes Assessment: Actions Taken**

#### **Assessments completed in the prior academic year**

The Safety and Security program review was completed in early Fall 2019, no outcomes have been accessed at this time. Outcomes will begin being assessed in Spring 2020.

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

#### **Type:**

AUO

#### **Target Missed/Gap Detected:**

#### **Type of Gap:**

**Analysis and Plan for Improvement:**

The Safety and Security program review was completed in early Fall 2019, no outcomes have been accessed at this time. Outcomes will begin being accessed in Spring 2020.

**Anticipated Semester for Implementing Planned Improvements:****Anticipated Semester of Next Assessment:**

Spring 2020

## **Program Review: Actions Taken**

### **Safety & Security**

**Year of Last Program Review:**

Completed in early Fall 2019

**Actions Taken in the Prior Year to Address Strategies:****Strategies Still to be Addressed:**

## **Annual Planning: Actions Taken**

No prior year initiatives to report on.

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## **Review of Current Year Initiatives**

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

**Security presence on campus**

**Faculty / Staff Training**

**Student Training**

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## **Plan Initiatives for Next Year**

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

**Faculty / Staff / Student Training**

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

Yes

**Specific Action Steps to be Taken:**

The training focus in 2019-20 will be on mandated programs (Clery, Violence Against Women Act, Higher Education Opportunity Act, etc.) and, in 2020-21 the training will be expanded to focus on additional safety and security areas.

**Lead Measure of Success:**

- Review existing training schedule to identify times when additional training/campaigns are feasible
- Identify additional training needs through input from the Safety Committee and current trends
- Determine if the topic warrants a specific training or a longer campaign
- Calendar these additional training/campaigns throughout the year
- Deliver training

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

No

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

No

**Lag Measure of Success:**

- Training evaluation using surveys and interviews
- Monitor training attendance
- Review training calendar to ensure that all topics are covered

**Person Responsible:**

Safety & Security Manager

**It addresses a program review strategy**

Develop and deliver training that promotes safety and security at all Cerro Coso sites.

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

Goal 5: Strengthen Organizational Effectiveness

**Emergency Response Strategies****Is this part of a multiyear initiative?**

Yes

**Specific Action Steps to be Taken:**

- Participate in local emergency operations committees
- Regular meetings with local emergency responders, on campus, including tours of the facilities
- Offer campus to local emergency responders for practice drills
- Request evaluation by local emergency responders of how the college responds to emergencies

**Lead Measure of Success:**

- Establish contact with local emergency responders and schedule first meeting
- Attend local emergency operations committee

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

Yes

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

No

#### **Lag Measure of Success:**

- Number of times local law enforcement was on campus or toured our facilities, including any practice drills they conducted on campus
- Results of evaluation by local emergency responders of how the college responds to emergencies

#### **Person Responsible:**

Safety & Security Manager

#### **It addresses a gap in outcomes assessment**

Coordinate emergency response strategies with first responders at the IWV campus.

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

Goal 3: Ensure Student Access, Goal 5: Strengthen Organizational Effectiveness

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## **Evaluate Resource Needs**

### **Facilities**

It is anticipated that, with the reopening of the LRC from earthquake damage, that Safety & Security will be relocated to the main building to be available to students and staff. Two offices are needed - one for the manager and one for the security guards.

### **Information Technology**

No additional information technology needs are needed for Safety & Security in 2020-21.

### **Marketing**

Safety and Security will continue to utilize marketing for campaigns and training that are promoted throughout the year - primarily through email, social media, website, and posters.

### **Professional Development**

The following professional development opportunities are included in the budget request for Safety & Security:

- Campus Safety Conference 2020 (annual conference)
- Clery Training (webinars and in-person training)
- Behavioral Intervention Team training (type of training to be determined based on NaBITA schedule of events)

### **Research and Data**

Beyond the regular support for evaluating training and campaigns, no additional support is needed.

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## **Staffing Requests**

### **1000 Category - Certificated Positions**

## 2000 Category - Classified Staff