

Safety and Security Department
AUP for Academic Year 2023-2024
November 2022

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.

Report on Improvements Made and Gaps Identified in the Prior Year

Student Equity

Conducted a Safety and Security focused CFIT to address the current safety needs across Cerro Coso Campuses. Results of the CFIT recommended that we cease the use of contracted security services and hire internal employees. This action was approved by the College council and at all administrative levels. Additionally, we worked to increase the offering of support and services to safety and security operations and events at site campus locations.

Equity in security coverage by campus is a current gap. This AUP will request additional classified position to address the gap. New hire Public Safety Officers will have minimal training. With District counterparts, we are developing a Field training manual and academy to provide required and enhanced training.

Outcomes Assessment: Loop-Back Improvements Made

Actions taken in the prior academic year

AUO 2 Develop confidence in security services provided within, and along the perimeter at all Cerro Coso sites.

Gaps Identified: Contract Security Services unable to meet the current needs of Cerro Coso Community College.

Developed a CFIT (Cross Functional Inquire Team) to determine what the current safety and security needs of Cerro Coso Community College and develop recommendations on how to meet those needs.

CFIT determined that Cerro Coso needed a much more robust, capable, and effective security personnel option. the CFIT recommended that Cerro Coso move away from contracted security services and transition to in house employees to serve that function.

Outcomes Assessment: Results of Last Year's Assessments

AUO 1, FALL 21 Promote a culture of Safety and Security by developing and implementing comprehensive plans, procedures and mechanisms that provide for the safety and security of

students and staff at all Cerro Coso sites.

Results and recommendations of the CFIT were produced and presented to Presidents Cabinet, Safety committee, Academic Senate and College Council. Recommendations were supported at all levels and approved. in the process of implementing those recommendations.

AUO 3, SPRING 22 Coordinate with first responders at each Cerro Coso site and collaborate on emergency incident response.

Safety and Security continues to meet with Kern County and Local (Ridgecrest) emergency responders in the bi-weekly Emergency Services Committee meetings. Additionally, We have conducted numerous table top discussions with RPD for Active Shooter training. Both Inyo and Mono counties have recently reinstituted their Unified Command meeting that we are participating in and developing relationships with.

Target Met?

Yes

Outcomes Assessment: Missed Targets

AUO 1 Promote a Culture of safety and security by developing and implementing comprehensive plans, procedures, training, and mechanisms that provide for the safety of students and staff at all Cerro Coso sites.

Type:

AUO

Target Missed/Gap Detected:

Target 70% . Result minimal survey data

Type of Gap:

Need for revision to assessment method.

Analysis and Plan for Improvement:

Comprehensive surveys have not been conducted. recommend defining alternative methods of evaluation. ESCC campuses remain unstaffed with security personnel.

Anticipated Semester for Implementing Planned Improvements:

starting now, will take multiple semesters

Anticipated Semester of Next Assessment:

Fall 2024

AUO 3 Coordinate with First Responder at Each Cerro Coso Site and Collaborate on emergency incident response strategies.

Type:

AUO

Target Missed/Gap Detected:

Target 70% . Result not assessed.

Type of Gap:

Need for revision to assessment method.

Analysis and Plan for Improvement:

Comprehensive surveys have not been conducted. recommend defining alternative methods of evaluation. Still working to establish working relationship with Mono and Inyo counties emergency responders. COVID has made this difficult for years. The Unified command in the ESC counties is now active again and will facilitate our needs.

Anticipated Semester for Implementing Planned Improvements:

starting now, will take multiple semesters

Anticipated Semester of Next Assessment:

Spring 2024

Outcomes Assessment: Schedule of This Year's Assessments

AUO 2, Fall 2022 Develop Confidence in security services provided within, and along the perimeter at all Cerro Coso Sites.

AUO 1, Spring 2023 Promote a Culture of safety and security by developing and implementing comprehensive plans, procedures, training, and mechanisms that provide for the safety of students and staff at all Cerro Coso sites.

Program Review

Safety and Security

Year of Last Program Review:

Completed in Fall 2019

Actions Taken in the Prior Year to Address Strategies:

2-Year Strategy 1a Attempts to reinforce a culture of safety and Security through relevant training experiences. We continue to develop relevant training, for example, Safety and Security hosted a Sexual Assault Awareness guest Speakers forum.

2-Year Strategy 1b works to enhance our overall safety and security effectiveness by establishing and updating existing policies and procedures. Coming back from COVID, Safety and Security is working to refocus our efforts to needed updates in our emergency response policies.

2-year Strategy 2a/2b seeks professionalize our contracted guards for the environment in which they operate. Safety and Security Conducted a CFIT that sought to meet this requirement. The results of the CFIT recommended that we hire Security personnel internally so that we may have greater control of the overall capability and professionalism of our security staff.

2-year Strategy 3 seeks to enhance overall Emergency Response effectiveness with the local first responders. We consulted

with Kern County Fire Dept. on our reworking of the IWV campus Fire lanes. Continue to develop Active Shooter responses with RPD.

5-year Strategy 1a Attempts to reinforce a culture of safety and Security through relevant training experiences. Our Keenan Training platform continues to be recommended training, This is an effort that will need to be readdressed with a higher priority in the coming cycles.

5-year Strategy 1b ensures that all essential information is current, accurate, and available. We are currently working with web designer to update our web pages.

5-year Strategy 2a/b seek to provide the best possible security service to all of our campuses. Cross Functional Inquiry Team or CFIT determined that ALL of our campuses require security personnel. We will be requesting additional positions through the AUP.

5-year Strategy 3 seeks to enhance overall Emergency Response effectiveness with the local first responders. Working with all county Emergency Responder/ Unified commands to develop relationships and schedule training events.

Strategies Still to be Addressed:

2 year strategy 1b, continue to update campus safety and security policies and procedures.

2 year strategy 2b, Improve internal and external security at IWV campus.

2 year strategy 3, Coordinate emergency response strategies with first responders at IWV campus.

5-year strategy 1b, Update Safety and Security Website.

5-year strategy 2a, Improve internal and external security at KRV, EKC, and ESCC sites.

5-year strategy 2b, Research the practice of hiring private contracted security versus employing security guard services through KCCD and weigh the benefits.

5-year strategy 3, Coordinate emergency response strategies with first responders at KRV, EKC, and ESCC sites.

Last Year's Initiatives

Campus Security

Developed and Conducted a CFIT (Cross Functional Inquiry team to conduct a security analysis will re-evaluate the individual campus security needs of each CC site.

CFIT Determined, recommended and was approved that Cerro Coso would hire internal employees to serve in the role of security.

Emergency Response

Point of contact and Communication has been established at all campuses with the exception of Tehachapi. I regularly attend the Kern Count ESC meetings and the Unified command meetings for Inyo and Mono counties.

Reminder of Initiatives for the Current Year

Reminder of Initiatives for the Current Year

Emergency Response and Incident Command Structure

Safety and Security Events

Plan Initiatives for Next Year

Initiatives for Next Academic Year

Emergency Response and Incident Command Structure

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

Develop Team to provide input to the assignments directed by the contracted Emergency Response Development team.

Identify likely threats and areas of vulnerability.

Identify step of response to each threat and develop products, tools and kits that assist in emergency response.

Produce a document that captures all of the emergency Response and ICS policy and procedures.

Develop training plan to teach and exercise new policy and procedure.

Early Observational Data, or "Lead" Measure(s):

Ensure that meetings being scheduled with the district.

has a team been developed?

Are the assignment being completed.

Does the department request help developing these instruments?

No

Institutional Performance Data, or "Lag" Measure(s):

Documents produced and Policy and Procedures taught and exercised.

Person Responsible:

Safety and Security Manager

Unit gap or institutional goals addressed:

It addresses a gap in outcomes assessment

Safety and Security Events

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

Develop ideas for events through Safety committee, i.e. safety stand down day, guest speakers, discussion panel.

partner with outreach and student services to identify resources.

identify individuals to participate in event, i.e. guest speaker or woman's center.

plan/ schedule event.

Early Observational Data, or "Lead" Measure(s):

Ideas approved

events put on calendar

Does the department request help developing these instruments?

No

Institutional Performance Data, or "Lag" Measure(s):

Conduct the event

Conduct survey of event

Person Responsible:

Safety and Security Manager

Unit gap or institutional goals addressed:

It addresses a Strategic Plan goal or objective

Evaluate Resource Needs

Facilities

I would like increase our Avigilon camera coverage to the Child Development Center, the Gym and Parking lots. This Avigilon system proved valuable in identifying individuals and vehicles related to reported incidents

Additionally, I would like to have a static security presence collocated with reception.

Implement our CAG badging security System.

New Security Cart

Information Technology

Support establishing the potential Avigilon expansion. Add speakers to common areas for Mitel phone messaging capability.

Get iPad and Avigilon installed for each guard at IWV.

Marketing

I will continue to utilize marketing to promote my initiatives in training.

Professional Development

I would like to continue my growth as an industry expert by attending de escalation training and training in leading emergency response exercises (FEMA ICS). I would also add the Clery training opportunities and annual Safety Conferences to the same argument.

Our Public Safety officers will also require annul training to maintain current BSIS certification along with the CA State Senate Bill 390

Additionally we need to send our BIT to NABITA training as a team.

I would also like to receive additional resources to continue the practice of hiring experts to train a groups of individuals in 1st Aid and CPR to be able to provide our own in house training. For our other Campus sites I would like to add some De-escalation training as the contracted security company is unable to provide security guard coverage in Bishop.

I would like to hold a safety stand down afternoon in which we can review emergency evacuation locations, Evacuation responsibilities, fire extinguisher training, Etc.

Other Needs

I will be working with the office of Institutional Research to develop new comprehensive and pointed topic Safety and Security surveys, to include, assessments for emergency preparedness, training events, etc.

I will be looking to provide student worker opportunities.

Staffing Requests

1000 Category - Certificated Positions

Public Safety Officer 1

Location:

Ridgecrest/IWV

Justification:

Return Security Coverage to previous footing and provide opportunities for current staff to use vacation and sick leave when needed.

Public Safety Officer 1

Location:

ESCC Bishop

Justification:

Return Security coverage to the Bishop campus. Previous efforts assessed Bishop campus as location that requires security coverage based on emergency responders proximity and availability.

2000 Category - Classified Staff

Public Safety Officer 1

Location:

ESCC Bishop

Salary Grade:

37.5

Number of Months:

11

Number of Hours per Week:

19

Salary Amount:

1568.76

Justification:

1. By nature this position is shift centered. We have a gap in coverage based on number of current employees and hours of security coverage needed.
2. Campus will be left without security personnel during critical times and functions, nights and college events.
3. No
4. It is not currently being completed.

Public Safety Officer 1

Location:

Ridgecrest/IWV

Salary Grade:

37.5

Number of Months:

12

Number of Hours per Week:

19

Salary Amount:

1568.76

Justification:

1. By nature this position is shift centered. We have a gap in coverage based on number of current employees and hours of

security coverage needed.

2. Campus will be left without security personnel during critical times and functions, nights and college events.

3. No

4. It is currently being provided through contract security.