

# Public Service: Administration of Justice Department

## Annual Unit Plan for Academic Year 2017-2018

October 2016

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### 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.

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

#### Student Equity

**The retention and success rates for Age 19 and Younger are below the college wide rates. Retention for this group is 84% (compared to a college wide 87%) while the success rates are 55% (compared to a college wide 69%).**

##### 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 (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.

### Outcomes Assessment: Overall Report

Student Learning Outcomes have been completed for the Public Services Department to 100% completion.

### 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: The Public Service department developed the ADMJ C140 Pre-Academy Orientation course. State wide Law Enforcement Academies suffer an average of 33% attrition during an intensive academy. The development of the Pre-Academy Orientation will prepare the recruit for the rigorous physical nature and strenuous academic requirements of the academy. The Pre-Academy Orientation will also provide training on stress relief techniques to provide the recruit, and the recruit's social support system, with the necessary tools and techniques to mitigate the academy.
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: the current retention rate is 97%.

## Progress in the last year on five-year strategies:

### Program Review Five-Year Strategy (2011)

There is an existing 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

After a review of the GAP analysis, it was decided that a private security program resulting in a state license from the Bureau of Security and Investigative Services would better fit the needs of our service area. The program is currently awaiting state approval. The program chair will continue to work with the Advisory Board to identify the possible need for a Homeland Security Program.

## Progress Made on Prior Year Initiatives

### **Improve the completion rates for the Administration of Justice program.**

The certificate of completion was returned by the Chancellor's office for minor revisions.

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

The Public Services Program chair continues to work with the Advisory Board to identify the needs of the community and our in field employers. The program has identified the need for a California Fire Fighter Academy in our service area through the discussions with the Advisory Board.

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## Plan Initiatives for Next Year

## Initiatives for Next Academic Year

### 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 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.

**Measure of Success:**

The approval by POST of the ADMJ C144 course to offer the Modular I Academy.

**Person Responsible:**

Academy Director

**It addresses a program review strategy**

Employment Pathways

### Firefighter Academy

**Action Plan:**

A training gap has been identified by the Advisory Board in the area of a Firefighter I Academy. The Public Services department will create a course that will conform to standards for certification by the California Board of Fire Services. Upon successful completion, the student will earn a Certificate of Achievement from the Board of Governors of Cerro Coso Community College. The student will also be eligible for certification as an NREMT and will be academically qualified for state certification as a Firefighter I, as well as certifications for CalFire Basic Firefighter; CalFire Basic Wildland Firefighter; Low Angle Rescue; Incident Command System 100 & 200; Terrorism Consequence Management; Vehicle Extrication; Fire Control 3; Confined Space Awareness; Swift Water Rescue; Rapid Intervention Crew Tactics; Hazardous Materials-First Responder Operational and Decon; and Firefighter Survival.

**Measure of Success:**

The successful development, and subsequent approval by CIC and CalFire, of a Fire Academy Program.

**Person Responsible:**

Academy Director

**It addresses a program review strategy**

Employment pathways

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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 "burn house" 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

#### Public Service

Location:

Justification:

### 2000 Category - Classified Staff

#### Public Service

Location:

Salary Grade:

**Number of Months:**

**Number of Hours per Week:**

**Salary Amount:**

**Justification:**