Safety and Security Department
AUP for Academic Year 2019-2020
November 2018

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 done to promote a safe and secure learning environment.

Report on Improvements Made and Gaps Identified in the Prior Year

Student Equity: Actions Taken

Student equity continues to be a high priority for Cerro Coso Community College. At this time, no equity gaps have been identified.

Student Equity: Gaps to be Addressed

Ethnicity: Hispanic

Gap Identified:

Although there are no equity gaps identified for the Safety and Security program, according to the 2017 KCCD Fast Facts (published in January 2018), Cerro Coso's student population is 39.8% Hispanic. For 2019-2020, the Safety and Security program will make every attempt to provide campaign materials in Spanish.

To ensure that specific safety or security concerns, 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.

Outcomes Assessment: Actions Taken

Actions taken in the prior academic year

Since this is a new department, and annual plan was not created last year. No actions are able to be taken from the prior academic year.

Assessments completed in the prior academic year

Since this is a new department, and annual plan was not created last year. No assessments are able to be taken from the prior academic year.

Outcomes Assessment: Gaps to be Addressed

None

Type:

AUO

Target Missed/Gap Detected:

None

Type of Gap:

Analysis and Plan for Improvement:

None

Anticipated Semester for Implementing Planned Improvements:

Anticipated Semester of Next Assessment:

Program Review: Actions Taken

Safety and Security

Year of Last Program Review:

2018-19

Actions Taken in the Prior Year to Address Strategies:

The first program review for Safety and Security will be completed in 2018-19.

Strategies Still to be Addressed:

Annual Planning: Actions Taken

No prior year initiatives to report on.

Review of Current Year Initiatives

Reminder of Initiatives for the Current Year

Nothing to report.

Plan Initiatives for Next Year

Initiatives for Next Academic Year

Security presence on campus

Is this part of a multiyear initiative?

No

Specific Action Steps to be Taken:

Awarding a Request for Proposal (RFP) for contracted for security services at identified campus effective July 1, 2018.

1. Develop effective patrol patterns on campus to place our security resources in the best possible area while faculty, students, staff and visitors are on campus. Security to be out and about and visible on campus to prevent, deter, observe, and report criminal or intolerable behavior.
2. Display materials (posters, business cards, pamphlets, etc.) so students, staff, and visitors to our campuses are familiar with how to contact security and the steps to take to increase their safety.

Lead Measure of Success:

1. In Spring 2019, award RFP for security services contract.
2. Develop and provide orientation to the security contractor to familiarize them with our campuses and their responsibilities.
3. Work with administrators, counseling, and governance committee's to develop security patrol patterns to ensure security is highly visible in the proper place and time.
4. Work with the Public Information Office, graphic designer, and community partners on promotional materials in regards to contacting security and how to report incidents effectively.

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

No

Does the department request help to develop these instruments?

Yes

Lag Measure of Success:

1. Conduct surveys and collect data from faculty, students and staff to determine if the security presence and services meet the needs of our college communities.
2. Review daily reports, incident reports, and surveys to determine if the patrol patterns were successful.
3. Conduct supervisor audits to ensure security officers are performing their job duties and expectations. Compare data to Fall 2018 data.
4. Meet with administrators, counseling, and governance committee's and evaluate if the proactive measures taken were successful.

Person Responsible:

Safety and Security Program Manager

Other

Which strategic goal does this initiative address?

Goal 5: Strengthen Organizational Effectiveness

Faculty / Staff Training

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

1. Identify mandated training (Clery,VAWA, HEOA, etc.) for faculty and staff and implement it in a timely and efficient manner.
2. Review current trends to identify appropriate emergency, SIMS, evacuation, fire, bomb threats, active assailant, and other pertinent training.
3. Create training needs assessment for Cerro Coso's service area and implement identified additional trainings.

Lead Measure of Success:

1. Review current mandated training and create a training calendar to ensure compliance.
2. Develop a tracking system to make sure those who are required to receive the training actually completed the training.
3. Scheduled meetings with Academic Senate, Classified Senate, and District and gather input for additional training. Prioritize the identified training and work the topics into the training calendar.
4. Develop the training calendar to deliver manageable training topics throughout the calendar year.
5. Conduct course evaluations after training topics are delivered to evaluate the delivery and content.

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:

1. Audit mandated training and make sure it was completed.
2. Conduct course evaluations after training topic is delivered to evaluate the delivery and content.
3. When appropriate, develop scenarios, include activities, or discussions to make sure participants are understanding the material being taught.
4. Review training calendar and make sure all topics were covered.

Person Responsible:

Safety & Security Program Manager

Other

Although not completed, this will be included in the 2018-2019 program review document.

Which strategic goal does this initiative address?

Goal 5: Strengthen Organizational Effectiveness

Student Training

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

1. Identify mandated training (Clery, VAWA, HEOA) for students and implement it in a timely manner.
2. Review current campus safety trends to identify additional training.
3. Gather input from students regarding areas of concern and provide appropriate training.
4. Implement training plan.

Lead Measure of Success:

1. Review current mandated training and create training to ensure compliance.
2. Work with administration to develop a system to record student training.
3. Develop a training calendar which is inclusive of mandated training and additional training.
4. Scheduled meetings with Student Government committees to gather input.
5. Conduct course evaluations after training topics are delivered to evaluate the delivery and content.

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:

1. Audit mandated training and make sure it was completed.
2. Conduct course evaluations after training topics are delivered to evaluate the delivery and content.
3. When appropriate, develop scenarios, include activities, or discussions to make sure participants are understanding the material being taught.
4. Develop a procedure for non mandated topics that were not covered to be considered for the next year's calendar.

Person Responsible:

Safety and Security Program Manager

Other

Although not completed, this will be included in the 2018-2019 program review document.

Which strategic goal does this initiative address?

Goal 5: Strengthen Organizational Effectiveness

Evaluate Resource Needs

Facilities

Safety and Security requests the addition of new security guard services for the Bishop Campus and increased security guard hours for the KRV Campus. Video surveillance systems and cameras will be added at the KRV, Bishop, and Mammoth Campuses.

KRV: Increased security services hours from 6 hours to 9 hours a day Monday-Thursday: $13,608.00

KRV: 7 video surveillance cameras and a digital recording system: 15,000.00

(Note: We have a camera and recording system already paid for sitting in M&O. Mike Campbell is getting permission from district to use the system since it is not the same brand that is currently being used on our campuses. If permission is granted, we can eliminate the 15,000.00 for KRV)

Bishop: Adding new security guard services 4 hours a day Monday-Thursday: $13,824.00

Bishop : 5 video surveillance cameras: 5,000.00

Bishop: Identify space on Bishop campus for security staff: No cost

Mammoth 3 video surveillance cameras: 3,000.00

.

Information Technology

Ensure computer access for security staff for daily logs - Tehachapi, Kern River Valley, Mammoth and Bishop.

Marketing

Safety and Security will need to have marketing for the campaigns and trainings that are promoted throughout the year - primarily email, social media, website, and posters. Safety and Security will work with the marketing Department on the plans.

Professional Development

National Behavioral Intervention Team Association Certification Course

This two-day course is designed for schools that are in the early stages of behavioral intervention team development team. The focus on this training is two-fold.

- First, participants will understand the common best practices for team formation and operations.
- Second, they will be given the practical, hands-on tools to return to their campus and beginning the process of implementing a BIT.

While foundational in nature, this course offers much more than a basic overview of how a team functions. The material is designed to offer those forming a BIT the key skills needed to develop their team efficiently and with an eye towards effectiveness.

This course should be considered as a pre-cursor for the two-day BIT Best Practices Certification Course offered by NaBITA. The course will offer a concise and easy to understand overview of how BITs function in three distinct phases: gathering information, the analysis and application of a rubric based on collected information, and the intervention and follow-up plan.

Cost: 3,000.00

National School Safety Conference Exposition

July 22-26. 2019

The 2019 National School Safety Conference and Exposition is the largest and most comprehensive conference focused on all the aspects of school safety and security. The conference is the only one in the world focused on school and student safety from Kindergarten through college. Centered on national best practices and proven localized programs and efforts, this conference brings together the most knowledgeable and internationally renowned keynote presenters into one forum to provide the highest quality professional development possible in one conference. In addition to our exceptional keynote presenters, you will be able to take advantage of complimentary pre-conference trainings and over 40 breakout sessions by current professionals in the fields of education and school safety addressing the most pressing issues facing our schools today.

 Cost 1500.00

Research and Data

Create a needs assessment to identify non-mandated training classes for our service area.

Staffing Requests

1000 Category - Certificated Positions

2000 Category - Classified Staff