

Safety and Security Department
AUP for Academic Year 2024-2025
November 2023

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

Allocated positions for the site campuses to ensure each campus had a similar safety and security presence. Traveled to Site Campuses on multiple occasions to include presence during emergency operations exercises.

Providing Security Coverage to campus site locations.

Outcomes Assessment: Loop-Back Improvements Made

Actions taken in the prior academic year

Initiated the process of building internal security positions or Public safety officers and developing the infrastructure required for those positions to operate.

Selected a Parking management company and worked with them to establish the infrastructure needed to implement a parking enforcement program.

Outcomes Assessment: Results of Last 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.

Target Met?

Did Not Assess

Target Met?

Did Not Assess

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.

Target Met?

Did Not Assess

Outcomes Assessment: Missed Targets

AUO 2 Develop confidence in security Services provided within and along the perimeter at all Cerro Cso sites

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:

need to redevelop survey questions with the help of IR

Anticipated Semester for Implementing Planned Improvements:

starting now, will go out after program review

Anticipated Semester of Next Assessment:

Fall 2024

Outcomes Assessment: Schedule of This Year's Assessments

AUO 1, Fall 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.

AUO 3, SPRING 24 Coordinate with first responders at each Cerro Coso site and collaborate on emergency incident response.

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 1b, continue to update campus safety and security policies and procedures. Developed a Student Worker program that is distinctly different than other student workers with a training manual and testing as well as offered training. Developed report writing procedures, patrol procedures, vehicle checkout lists, etc.

2-year strategy 2b, Improve internal and external security at IWV campus. Hired an internal Staff of Professional experts to include staffing the gym during evening hours to prevent unauthorized access and usage.

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

5-year strategy 2b, Research the practice of hiring private contracted security versus employing security guard services through KCCD and weigh the benefits. Conducted CFIT and a determination was made and implemented to adopt the District model of in-house security.

5-year strategy 3, Coordinate emergency response strategies with first responders at KRV, EKC, and ESCC sites. Made improvements with the ESCC Campuses by attending the Mono and Inyo County Unified Command Meetings.

5-year Strategy 1a Attempts to reinforce a culture of safety and Security through relevant training experiences. Providing de-escalation and CPR Training to staff. Providing Active Shooter training and Became ALICE Certified instructor.

5-year Strategy 2a/b seek to provide the best possible security service to all of our campuses. See above.

Strategies Still to be Addressed:

All Strategies are continuously being addressed to increase overall effectiveness of the safety and security program, most notably 2 year strategy 3, Coordinate emergency response strategies with first responders at IWV campus.

Last Year's Initiatives

Emergency Response and Incident Command Structure

High-Level Emergency Response Document Complete, meetings being held.

Safety and Security Events

have not yet been able to implement this action in the Safety committee.

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:

Internal Exercises of established SOP's

Develop a training program for new Public Safety Officers.

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

Training documents and other infrastructure produced

Develop assessment sheets for individuals in exercises.

Does the department request help developing these instruments?

No

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

Track the number of exercises and complete and personnel training and level of assessment achieved.

Person Responsible:

Safety and Security Manager

Unit gap or institutional goals addressed:

It addresses a 2- or 5- year program review strategy

Safety and Security Events

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

Schedule Discussion with Safety Committee

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

Topic added safety committee agenda

ideas captured on meeting minutes

gathering resources

Scheduled events

Does the department request help developing these instruments?

Yes

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

Conducted events

Survey Data of events

Person Responsible:

Safety and Security Manager

Unit gap or institutional goals addressed:

It addresses a 2- or 5- year program review strategy

Evaluate Resource Needs

Facilities

Implement our CAG badging security System.

Information Technology

N/A

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 training in leading emergencyresponse exercises (FEMA ICS). I would also add the Clery training opportunities and annual Safety Conferences to the sameargument.Our Public Safety officers will also require annual training to maintain current BSIS certification along with the CA State SenateBill 390Additionally, 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 group of individuals in 1stAid and CPR to be able to provide our own in-house training. For our other Campus sites, I would like to add some De-escalationtraining as the contracted security company is unable to provide security guard coverage in Bishop.I would like to hold a safety stand down afternoon

Other Needs

I will be working with the office of Institutional Research to develop new comprehensive and pointed topic Safety and Securitysurveys, to include, assessments for emergency preparedness, training events, etc.I will be looking to continue providing student worker opportunities.

Staffing Requests

1000 Category - Certificated Positions

2000 Category - Classified Staff

Public Safety Officer 1

Location:

Salary Grade:

37.5

Number of Months:

10

Number of Hours per Week:

30

Salary Amount:

1568.76

Justification:

Need the ability to provide security coverage to the growing number of events especially the events with alcohol.

Department Assistant 2

Location:

Ridgecrest/IWV

Salary Grade:

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

Justification:

Growing number of administrative requirements as the Safety and security department staff and responsibilities increase.