

## ANNUAL PROGRAM PLANNING WORKSHEET (APPW)

**Program:** Public Safety      **Planning Year:** 2014-2015      **Last Year CPPR Completed:** 2013-2014  
**Unit:** Public Safety      **Cluster:** Administrative Services      **Next Scheduled CPPR:** 2018-2019

### NARRATIVE: APPW

Use the following narrative outline and be brief and concise:

**I. Program-Level Outcomes:** List the outcomes established for your program.

- Public Safety will ensure a safe environment for staff, students and community member members as assessed by the Clery Report
- Public Safety will provide required, current, timely and effective emergency training and coordination as assessed against State mandated regulations and the needs expressed by college staff and administration
- Public Safety will provide for safe, assessable, and organized parking as determined by traffic patterns, insurance claims, and staff/student needs

**II. Program Contributions to Institutional Goals, Institutional Objectives, and/or Institutional Learning Outcomes:** Identify how your program, within the past year, has helped the District achieve its Institutional Goals and Objectives, and/or how it has helped students achieve specific [Institutional Learning Outcomes](#) (ILOs), and provide data or evidence that demonstrates the progress.

- Crime occurrences remain low on our campuses. The latest Clery Report indicates that number of reported crimes dropped from 11 to 9 for the 2012 calendar year. The previous calendar year the number of reported crimes dropped from 14 to 11.
- The Dean of the North County Campus (NCC) has expressed his satisfaction with Public Safety's efforts towards making the NCC as safe as possible. Training sessions have been conducted, procedures have been developed, and communications equipment has been purchased as part of the overall safety plan. A police officer is sent to the NCC as often as possible, however Public Safety is looking to acquire an additional officer position to better meet the growing needs of the campus. Our efforts regarding campus safety, on all three campuses, are continuous.
- Public Safety completed a review of the existing Clery Statements and procedures and revised them to better meet the aims of the Institutional Learning Outcomes and the Administrative Services Outcomes. The new procedures are now in the process of being

implemented and the revised required Clery statements of policy are more comprehensive and more closely fit Cuesta College's announced goals.

- A new "panic alarm" system was installed at the San Luis Obispo and North County campuses thus providing for a more rapid and complete response by Public Safety to potentially dangerous situations.
- New equipment and procedures were developed on both the San Luis Obispo and the North County Campuses to improve prevention policies and increase the effectiveness of Public Safety's response to dangerous situations on our campuses.

**III. Analysis of Measurements/Data:** Provide a brief narrative analyzing the institutional, program and site-specific measurements (data and evidence) that are most relevant to your current program status. Program data is available on the [SLOCCCD Institutional Research and Assessment website](#).

The Clery Report serves as the primary measurement of any police agency's effectiveness. Cuesta College can boast about its low crime rates backed by the statistics contained in the Clery Report. As previously mentioned, the latest Clery Report indicates that the number of crimes instances went from 11 to 9, after going down from 14 to 11 in the previous year.

Although some of the decreases can be explained by the decreased number of full time students, we believe that our continuous and consistent efforts and the continued presence of police officers on campus greatly assists in creating a safe learning and working environment.

**IV. Program Outcomes Assessment and Improvements:**

- Attach an assessment cycle calendar for your program.
- See attached Administrative Services Outcomes (ASO's)
- Summarize in one to two paragraphs program improvements that have been implemented since the last APPW or CPPR.
- Identify and describe any budget requests that are related to student learning outcomes assessment results or institutional/programmatic objectives.

Every college or university is required to publish its Clery Report by October 1<sup>st</sup> of each year. The Clery Report is based on a calendar year, therefore a review of the information and statistics provided in the report is done at the end of the year.

Public Safety, however, does not rely solely on scheduled assessments. Several "unscheduled" assessments occur during the course of the year. Sometimes situations

begin to develop that point to a potential weakness or weaknesses in the administration and/or application of current Public Safety policies and/or procedures. Although the problem is still addressed, we conduct a simultaneous review of our existing policies and procedures to ensure that they do not directly or indirectly impede, block, prevent, or in any way hinder our efforts to remedy the issue(s). Modifications are developed, reviewed and implemented that ensure that we are able to both solve the problem and improve our abilities to meet any challenges that may appear in the future.

As previously stated, Public Safety does not only do assessments to improve things that may suddenly arise, we also develop and plan for the introduction of improvements on a scheduled basis. This past year's scheduled improvements and upgrades included:

San Luis Obispo and North County Campuses:

- A new "panic alarm" system was installed by Facilities Management
- "Lock Bloks" locking devices were installed on hundreds of doors
- Additional equipment was purchased that helps both campuses in responding to emergencies
- Training sessions dealing with armed intruders and natural disasters was conducted in with both large and small groups as requested
- Security measures and procedures were reviewed and changes were made to improve the security of both Children's Centers
- Emergency Operations Center equipment was inspected, replaced and updated thus providing for greater response capabilities
- Cuesta College Police Department personnel attended three "active shooter" training sessions with the San Luis Obispo County Sheriff's and Cal Poly University Police Departments helping to build outstanding interagency cooperation while obtaining valuable "hands on" training and experience
- The Cuesta College Police Department organized and upgraded its immediate response equipment should an active shooter/armed intruder situation develop on the San Luis Obispo campus. Response procedures for all three campuses were revised and training sessions were conducted at all three campuses
- Informational sources were developed for placement at the San Luis Obispo and North County Campuses that will provide staff, faculty, and students a quick reference regarding what to do should different emergency situations occur. Although not yet distributed, these informational sources will eventually provide a sound basis of action

should students, staff or faculty members find themselves in an emergency situation

#### **IV. Program Development/Forecasting for the Next Academic Year:**

Create a short narrative describing the development forecasting elements, indicating how they support efforts to achieve any of the following, where applicable: Program Outcomes, Institutional Goals, Institutional Objectives, and/or Institutional Learning Outcomes.

- New or modified action steps for achieving Institutional Goals and Objectives
- New or modified action steps for achieving Institutional Learning Outcomes
- New or modified action steps for achieving program outcomes
- Anticipated changes in curriculum and scheduling
- Levels or delivery of support services
- Facilities changes
- Staffing projections
- Strategies for responding to the predicted budget and FTES target for the next academic year

Public Safety's "program development" will consist of what we are doing now...constant review of statistical data that provides us with enough information to modify our services, and the delivery of such, in order to meet the goals and objectives alluded to in the Institutional Goals, Learning Outcomes, Administrative Services Outcomes. Our business is "Safety" and maintaining a healthy learning atmosphere, a friendly but alert presence, and maintaining an open exchange with students, staff, and faculty are all aimed towards accomplishing our mission as outlined in the aforementioned goals and objectives.

During the past year, Public Safety has experienced a "treadmill" existence in that the Department has exerted a lot of energy to remain in place. The Department's long time Account Clerk and a Night Dispatcher left their positions due to retirement and a better position, respectively, and Sergeant recently retired. We have filled the Dispatcher position but have yet to fill the Sergeant and Public Safety Services Assistant (the former Account Clerk). In addition to maintaining and replacing our staff, we will be asking for an additional Public Safety Officer for the San Luis Obispo Campus as well as replacing two positions at the North County Campus and adding a full time police officer. Both the replacement of existing positions and the addition of the police officer on the North County Campus will assist us in continuing our ability to meet ever increasing demands on our staff, especially as they relate to increased activities at the CPAC and the addition of classes on Saturdays. In order to meet the increased demands while adopting to a reduced staff, job descriptions have been rewritten so that Public Safety personnel have taken on additional responsibilities. We believe that realigning responsibilities is no longer an option and the hiring of at least the replacement personnel will assist us in meeting our designated obligations. Of course, the hiring of any of requested new positions will provide Public Safety with increased abilities to meet any increased demands as well as any situations that are unplanned but still must be addressed.

Personnel matters aside, Public Safety plans to undertake the following projects and practices. These goals are presented in general terms, however, more specific methods and direction will be provided as each is addressed:

- Public Safety will be requesting that an additional police officer be hired whose sole purpose is to meet the needs of the North County Campus. This new officer would be assigned to the NCC on a full time basis, and would not be utilized in any way to provide relief for officers assigned to the San Luis Obispo Campus. Increased activities on the NCC warrant the addition of the officer. Currently, a police officer is sent to the NCC whenever possible. Although our intention is to have an officer present on campus at least 3 days per work week, duties on the San Luis Campus often prevent us from doing so. Sometimes the NCC can go for a week and a half without seeing a police officer. Additionally, the officer driving up to the NCC is restricted as far as actual time spent on the NCC since his to-and-from trip must be included within the time parameters of his designated work shift.
- Clery Statements and associated guidelines have been rewritten, but a stricter adherence to policy guidelines will be instituted. This stricter adherence to the guidelines (all of which are written to increase student safety) coincide with Cuesta College's goals and desired outcomes.
- Building Marshal training will be conducted on both the San Luis Obispo and North County Campuses. Building Marshals are an essential part of any emergency planning as they are the people who provide "boots on the ground" intelligence and assessments during all emergency situations. There are currently no trained Building Marshals on either campus. Once again, this training will provide for our meeting of Clery guidelines and standards.
- Public Safety will conduct emergency drills, as required by Clery standards. The drills will be conducted on both the San Luis Obispo and North County Campuses. It has been several years since an emergency of any kind has been conducted on any of our campuses. Completion of these drills will ensure that we meet Clery standards as well as providing Public Safety and Cuesta College administrators with a realistic view of our emergency response capabilities. Better that we discover any deficiencies after the emergency drills than after a real-life emergency situation. These drills are currently scheduled to occur during the Fall Semester, 2014.
- Public Safety will be looking to hire a Public Safety Officer for the San Luis Campus. This officer position offers one of the few opportunities wherein the costs of the position can be surpassed by the funds generated through the issuance of citations. The Department realizes a double benefit in that police officers can be moved to meet the increasing (non traffic) needs of Cuesta College without losing the generation of funds and a police

presence in our parking areas.

## UNIT PLAN

**Unit:** Public Safety

**Cluster:** Administrative Services **Planning Year:** 2014-2015

### NARRATIVE: UNIT PLAN

The Unit Plan ties program planning and review to resource allocation. For this first segment of the Unit Plan, write a narrative analysis of the fiscal assumptions and needs for your division/department for the upcoming year (e.g. Continued categorical funding, support staff not funded, etc.).

I am requesting a total 11 items on the Unit Plan Worksheets. Two of the requests are personnel items which directly improve numerous Public Safety service aspects, while the remaining 9 also increase service capabilities in regular and emergent situations. The emergency operations training, emergency generators, laptop computer, and emergency operations supplies all directly support our ability to operate in unusual circumstances (i.e. power outages) during and after an emergency. The ammunition, pick-up truck, ID card unit, cart covers and the cart cover structure would be of assistance in our everyday tasks.

The two personnel items will greatly increase Public Safety's ability to provide needed services, especially on the North County Campus. The new police officer will be assigned to the NCC on a full time basis. Currently, police officers have to drive from the San Luis Obispo Campus, pick a car up, drive to the NCC, and then must drive back, all within their assigned shift hours. The officer ends up working 5 to 5 ½ hour shifts, generally between 9AM and 5PM, with no police officer coverage in the evening. The hiring of the new police officer would correct most of these issues.

The new public safety officer would greatly assist on the San Luis Obispo Campus in being a full time parking control officer while occasionally (and only when needed) serving as a helper whenever additional assistance is needed in some aspect of our daily operational functions. Often, an additional person is needed to help another public safety worker for a short time. The new position would be of great assistance during these times of need.