

**Palomar College – Program Review and Planning
Non-Instructional Programs
YEAR 1
Academic Year 2012-13**

Purpose of Program Review and Planning: The institution assesses progress toward achieving stated goals and makes decisions regarding the improvement of institutional effectiveness in an on-going and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. Evaluation is based on analyses of both quantitative and qualitative data (ACCJC/WASC, Standard I, B.3.)

Discipline: POLICE DEPARTMENT

08/06/2012

Non-Instructional Discipline Reviewed (Each discipline is required to complete a Program Review)

**Please Add Date
(00/00/2012)**

STEP I. ANALYSIS (Note: Each Department Will Use Their Own Previous Analysis Data)

	2008-2009	2009-2010	2010-2011	<<Prelim>> 2011-2012	Definitions
Police Reports	567	426	429	430	Documentation of incidents/crimes committed
Parking Citations	14045	13761	9704	7093	Enforcement of parking rules and regulations within the District
Radio Calls	12057	25671	41975	28313	All service calls for Police Department support to the community
Arrests	28	18	33	23	Apprehension and detainment of persons who have committed crimes on campus
Citizen Assists	282	278	225	265	General Assistance provided to the public
Vehicle Unlocks	280	293	291	286	Assist members of the campus community who have locked keys in car
Vehicle Jump Starts	381	407	494	418	Assist member of campus community whose cars won't start (battery)
Room Lock/Unlocks	1370	1442	1330	1287	Open/lock classrooms for instructional day, plus individual requests from staff as needed
Traffic Accidents	129	89	107	94	Investigate and document major vehicle accidents, facilitate exchange of information for minor (non-injury) vehicle accidents
Emergency Notification/Class Cancellations	140	135	121	114	Direct notifications of class cancellation for instructor illness or other reason, and also locate and notify students of emergencies
Lost & Found	1851	1634	1751	1511	Lost & Found items collected and processed, claimed and unclaimed
Escort Service	728	844	1112	1030	Provide travel assistance to members of community, and safe oversight for students/staff
Vehicle Stops	1532	1173	881	621	Traffic stops for violations of the Vehicle Code
Field Interviews	251	105	138	62	Pedestrian stops for the purpose of educating members of the community about laws & policies, documented suspected activities
Kiosk Coverage/Parking Enforcement	2495	1658	1248	619	Shifts worked to enforce and educate about parking policies and provide information/direction to visitors, staff, students, etc.
Special Detail	889	728	949	796	On & Off-campus assignments related to the operational functions and support of the Police Department
Alarm Response	421	307	399	586	Automated alarms responded to at Escondido and San Marcos campus,
Permit Machine detail	240	220	281	297	Retrieve money, provide maintenance and troubleshooting of permit machines in student parking lots
Contact for smoking policy enf.				156	Contacts with students in response to complaints about smoking policy violations (education/enforcement)
Skateboard policy contact				201	Contacts with students in response to violations of skateboard policy

Officer/Population ratio	1:4,156	1:5,159	1:5,159	1:4,142	New calculation limits ratio to students/staff, older calculations included volunteers and recorded guests/visitors/vendors.
Number of FT Police Officers	8	7	7	7	District-approved level of Police Department staffing
Presentations	9	10	17		Supports crime prevention program/Clery Act
Rape Aggression Defense Course	2	1	3	3	Self-defense/awareness education offered to females in the District
Background Investigation Asst.				197	Provide data for outside agencies regarding arrest/conduct of applicants for hire who have attended or worked for Palomar College
Athletic Event Support	55	60	237	645	Staffing, parking, security and other accommodation for athletic department events
1st Level Appeals	487	603	835	512	Administrative Review of parking citations, requested by the violator
2nd Level Appeals	50	24	39	38	Impartial third-party review of parking citations
Planned Event Support	731	753	633	776	Parking accommodation and support for the District

I. A. Reflect upon and provide an analysis of the four years of data above

Severe reductions in staffing resulted in a sharp reduction in many services provided for the most recent year. This was seen in nearly all service activities, as Police Dept. personnel were less available to respond to non-emergency calls for service. Parking enforcement and vehicle stops were reduced sharply, and parking citations dropped significantly. This resulted in a significant drop in revenue from these sources.

I. B. Please summarize the findings of SAO assessments conducted.

The Police Department successfully replaced 3 old/obsolete vehicles from the fleet, which brings it into line with the vehicle replacement plan. Officer safety and reliability of response to calls for assistance and emergencies, as well as reducing cost of maintaining the fleet.

I. C. Reflect upon the SAO assessment findings in Box B above. Discuss overall observations and any areas of concern or noteworthy trends.

The successful acquisition of replacement vehicles is essential to the continued ability of the police department to provide for the safety and security of the District working and learning environment. Moderate reductions in the cost of maintaining the fleet (due to significantly younger average age of vehicles) results in improvements to cost-effective operations as the Department strives to accomplish its mission.

STEP II. PLANNING

Reflecting on the 4-year trend data, the SAO assessment results, and the college's [Strategic Plan 2013](#), describe/discuss the discipline planning related to the following:

II. A. Programs changes and improvements (consider changes due to growth in FTES and Headcount, CSU/UC transfer language updates, articulation, workforce and labor market projections, certificate or degree completions, etc.)

Limitations on hourly employees, implemented by Human Resources, have created unique challenges for the Police Department. This has result in new strategies and plans to maximize the usefulness of the flexible workforce. Furthermore, extreme cuts to the Police Department budget have introduced a new level of uncertainty regarding the Department's ability to continue offering certain services to its community. The uncertainty results in the need for prioritization of all Police Department activities, to ensure that budgetary constraints do not result in reductions to the safety and security of students, staff, faculty, and visitors. Some non-safety services could be compromised. However, the Police Department maintains its commitment to the protection of its community.

II. B. Additional programs to develop (consider enrollment trends, student demands, wait times, comprehensiveness, etc.)

The Police Department is in the process of developing and implementing upgraded daily parking permit machines that will accept credit cards/debit cards. It is hoped that this will improve the parking experience for students and visitors of the District, in terms of convenience and accessibility.

STEP III. RESOURCE REQUESTS FOR DISCIPLINE:

III. A. Describe the resources necessary to successfully implement the planning described above. Provide a detailed rationale for each request by referring to the analyses of data and SAO assessment results in Step I and/or to any other evidence not apparent in the data or SAO Assessment results.

a. Equipment (per unit cost is >\$500) Enter requests on lines below.

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2013 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
a1.	Multi Unit battery charger for radios (2)	5	Goal 5 (all)	Used to recharge radio batteries, ensure safety and security of officers, maintain communications with dispatch and area law enforcement, need units on site at each new location of the District.	\$1350	One-time	Previous funding for this equipment came from Police Department fines & forfeitures budget. These funds were taken to meet District needs, so are not available now.
a2.							
a3.							
a4.							
a5.							

b. Technology (computers, data projectors, document readers, etc.) Enter requests on lines below.

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2013 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
b1.	Replace computers in office (5)	6	Goal 6	Warranties coming to a close, more effective equipment will be needed for more memory-intensive applications and expanded needs related to services, such as online management of parking permit machines	\$12,000	One-time	Previous funding came from Prop M. Funding for replacements has not been identified. Department funds have been compromised, due to current budget climate and factors outside departmental control.
b2.							
b3.							
b4.							
b5.							

c. Budget for 4000s (per unit cost is <\$500 supplies) Enter requests on lines below.

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2013 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
c1.	Ballistic Helmets (11)	1	Goal 5	Officer safety, reduced liability for the District. Major recommendation result of Active Shooter Training (SAO). To be used to protect officers in dangerous confrontational situations from gunshots to the head.	\$5,500	One-time (useful life of helmets = 5 years)	No. Previous plans were to purchase ballistic helmets using Department funds, which have been sharply reduced.
c2.	Reflective vests (12)	3	Goal 5	OSHA requirement, officer safety, provides visibility in traffic control and other situations where officers may be in harm's way.	\$600	One-time	No. Previous purchases were funded from Police Dept. budget, prior to budget reductions.
c3.							
c4.							
c5.							

d. Budget for 5000s (printing, maintenance agreements, software license etc.) Enter requests on lines below.

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2013 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
d1.	Printing Annual Security Report (Clery)	4	n/a	The Annual Security report is an institutional obligation. Police Department reports some stats and compiles final document, but it reflects the activity of the entire District.	\$500	On-going (annual)	Previously funded by Police Department budget, prior to current budgetary cuts and constraints
d2.	Security Authority Online Training Program (Clery)	2	n/a	This is an institutional requirement, involving all areas of the District, and each authority's responsibility in reporting suspected crimes.	\$1,200	One-time (with some future obligations)	This is not currently funded.
d3.							
d4.							
d5.							

e. Classified staff position (permanent/contract position requests unique to this discipline) *Enter requests on lines below.*

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e1.	Chief of Police	2	n/a	Consistent leadership, currently filled out-of-class for 4 years	no new funds	on-going	Yes, funded through Police Department budget
e2.	Police Officer I (4 positions)	1	5.1a,b	Expand force to reduce officer:population ratio. Prepare for physical expansion of District to include North Center & South Center	\$300,000	on-going	Not currently budgeted/funded through Police Dept. budget
e3.	Police Dispatcher (3 positions)	4	5.1a,b	Improve service & longevity of employees in dispatch, classified employees can carry more complex workload, improve service for physical expansion of District	unknown	on-going	Not currently budgeted/funded through Police Dept. budget
e4.	Community Service Officer (2 positions)	5	5.1a,b	Improve CSO staffing longevity, affected by new limitations on short-term and student employees, prepare for physical expansion of District	\$120,000	on-going	Not currently budgeted/funded through Police Dept. budget
e5.	Police Sergeant	3	5.1a,b; 5.2	Currently filled out-of-class, need for supervision and administrative oversight of department, especially as District Expands	no new funds	on-going	Yes, funded through Police Department budget

f. Classified staff position (temporary and student workers position requests unique to this discipline) *Enter requests on lines below.*

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2013 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
f1.							
f2.							
f3.							
f4.							
f5.							

III. B. Are there other resources (including data) that you need to complete your discipline review and planning?

STEP IV. SHARE YOUR ACCOMPLISHMENTS Please include at least one discipline accomplishment that you'd like to share with the college community.

The Police Department worked closely with Information Services staff to create a new database for the online purchase of parking permits after the mailing cut-off date, to be picked up at the Police Department office. Student response and utilization of the new system far exceeded all expectations, voicing satisfaction at this expansion of services.

In the hopes of expanding the availability of daily parking permit machines, and to provide a more convenient process for students to purchase them, the Police Department has worked with the Facilities Department to purchase and implement new, state-of-the-art permit machines with expanded capability to accept credit cards, debit cards, and cash. These new machines are currently being installed, and should be on-line for the start of Fall 2012.

STEP V. ACCREDITATION For programs with an external accreditation, indicate the date of the last accreditation visit and discuss recommendations and progress made on the recommendations.

STEP VI. COMMENTS Other comments, recommendations: (Please use this space for additional comments or recommendations that don't fit in any category above.)

Please identify faculty and staff who participated in the development of the plan for this department:

Anthony C. Cruz, Interim Chief of Police <i>Name</i>	Brian G. Engleman, Staff Assistant <i>Name</i>	Vic So'oto, Interim Sergeant <i>Name</i>
Karen Boguta, Dispatch/Records Coordinator <i>Name</i>	Linda Mack, Sr. Administrative Secretary <i>Name</i>	<i>Name</i>

Department Chair/Designee Signature

Date

Division Dean Signature

Division Vice President Signature

Date

- Provide a hard copy to the Vice President Vernoy no later than **September 14, 2012**
- Email an electronic copy to jpettit@palomar.edu by **September 28, 2012**
- Email an electronic copy to jdecker@palomar.edu by **September 28, 2012**