

## Palomar College – Institutional Review and Planning Non-Instructional Student Services Programs

### Purpose of Institutional Review:

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, and B.3.) Qualitative

### Palomar College Police Department Department/Discipline Reviewed

2008-2009

#### 1. 3-year trend of quantitative data

Function	2005-06	2006-07	2007-08
Police Reports	292	479	464
Parking Citations	7,596	10,662	12,741
Radio Calls	2,424	3,241	5,225
Arrests	11	19	23
Citizen Assists	84	120	300
Vehicle Unlocks	279	315	304
Vehicle Jump Starts	299	295	368
Room Lock/Unlocks	740	1025	1,575
Traffic Accidents	78	78	95
Emergency Notifications/Class Cancellations	48	57	150
Lost & Found	1027	978	1,043
Escort Service	330	371	573
Vehicle Stops	469	466	1,225
Field Interviews	185	143	171
KIOSK Coverage/Parking Enforce	73	1719	2,424
Special Details	527	545	1,504
Alarm Calls	322	354	524
Permit Machines	101	171	270
Officer/Population Ratio	1/4,211	1/5,500	1/5,448
Number of FT Police Officers	6	6	8
Presentations Service	8	10	8
Rape Aggression Defense Course	-	1	2
Background Investigations	2	2	1
Athletic Event Support	5	29	52
1 <sup>st</sup> Level Appeals	366	458	761
2 <sup>nd</sup> Level Appeals	9	6	23
Planned Event Support	406	500	580

**2. Reflect upon and analyze the above 3-year trend data. Briefly discuss overall observations and any areas of concern or noteworthy trends.**

Within the past three years, the Palomar College student community population has increase by 9%. In the three year trend data there are a number of noteworthy trends. The majority of these trends show a significant increase in the demand for police services. Palomar College Police Department is currently 52% below the average of police officer to population ratio for all San Diego County Community College and University Police Departments. Listed below are the major increases and a few decreases in police services from 2006/2007 academic year to 2007/2008:

***Increases...***

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- ❖ *Radio calls increased 53% from (3,241 to 5,225)*
  - ❖ *Citizen Assists increased 150% from (120 to 300)*
  - ❖ *Vehicle Jumpstarts increased 25% from (295 to 368)*
  - ❖ *Escorts increased 54% from (371 to 573)*
  - ❖ *Traffic Accidents increased 22% from (78 to 95)*
  - ❖ *Emergency Notifications and Class Cancellation increased 163% from (57 to 150)*
  - ❖ *Alarm Calls increased 48% from (354 to 524)*
  - ❖ *First Level parking Citation Appeals increased 66% from (458 to 761)*
  - ❖ *Second Level Parking Citation Appeals increased 283% from (6 to 23)*
  - ❖ *Number of times a Community Service Officer covered the KIOSK increased 41% from (1719 to 2424)*
  - ❖ *Athletic Event Support increased 79% from (29 to 52)*
  - ❖ *Planned Event Support increased 16% from (500 to 580)*
  - ❖ *Parking Citations increased 19% from (10,662 to 12,741)*
  - ❖ *Field Interviews increased from 20% (143 to 171)*
  - ❖ *Arrests increased 21% from (19 to 23)*
  - ❖ *Lost and Found increased 7% from (978 to 1043)*
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These increases show a growing need for police programs and personnel staffing to correspondingly increase. These increases will enable the police department to maintain and support institutional effectiveness.

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***Decreases***

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- ❖ *Police reports decreased 3% from (479 to 464)*
  - ❖ *Vehicle Unlocks decreased 3% from (315 to 304)*
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The above percentages show an across the board increase in service demands by 111%. This, combined with the overall increase in student/employee population over the last three years, illustrates an immediate need to increase police personnel, resources and equipment for adequate public safety and emergency preparedness.

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3. Reflecting on the 3-year trend data, describe/discuss department/discipline planning related to the following:

PLAN – 2007-08	Assessment/Outcome – 2008-09
<p>a. Programs changes/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.)</p>	<p><b>1)</b>  <b>Officer/Population Ratio</b> – 2005-2006 – 1/3,500 (based on 6 officers)  2006-2007 – 1/5,500 (based on 6 officers)  2007-2008 – 1/5,448 (based on 8 officers)</p> <p><b>2)Emergency Preparedness</b></p> <p>Campus safety risks due to the unstable economic and social climate in California and the United States continues to show a rise in campus violence. Repercussions are still being felt from the Virginia Tech and Northern Illinois University shootings compounded with the more recent shootings at the Louisiana Technical College and Mt. St. Mary's University. Incidents include an instructor who shot a student in the leg at North Carolina Wesleyan University. These incidents are combined with increases in alcohol and drug violations, and a rising tide of emotional pressure and distress erupting in civil demonstrations and skirmishes. Such events have required amendments to the Clery Act both in 2008 and 2009. Particularly, in 2008 the Clery Act was amended to read :  <i>"immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus), unless issuing a notification will compromise efforts to contain the emergency".</i>  <i>In 2009 H.R. 748, the CAMPUS Safety Act of 2009, a bill which created a National Center for Campus Public Safety.</i></p> <p>Taking these factors into consideration it is imperative that we continue to move forward and strengthen our ability to have a safe and secure campus environment by:</p> <ul style="list-style-type: none"> <li>❖ Improving or at least maintaining staffing levels, equipment needs and program requirements to stay in compliance with the Clery Act.</li> <li>❖ Improving outreach programs to students, staff, and faculty in areas of Crime Prevention, Safety, Sexual Assault Prevention Workshops and the Rape Aggression Defense programs. We must collaborate with outside agencies and resources to provide the highest level of information to our campus community.</li> <li>❖ Continuing to provide planning and training in emergency preparedness within the police department.</li> <li>❖ Collaborating with the Manager of Environmental Health and Safety, Facilities Planning and Fixed Assets, for cooperative emergency situational training for staff and faculty.</li> <li>❖ Implementing a plan to replace outdated and inadequate equipment.</li> </ul>

**4. To implement the planning described in question #3, discuss/identify the necessary resources requested to successfully implement:**

PLAN 2007-08	Assessment/Outcome – 2008-09
<p><b>a. Equipment/Technology - block grant funds, VTEA, other resources, etc.</b></p>	<ul style="list-style-type: none"> <li>• Dispatch Center Equipment (Consoles, back-up generator, etc.)</li> <li>• Rape Aggression Defense (RAD) Aggressor Suit and additional Instructor</li> <li>• Evidence processing equipment</li> <li>• Live Scan machine and equipment</li> </ul>
<p><b>b. Budget - budget development process, one-time funds, grants, etc.</b></p>	<ul style="list-style-type: none"> <li>• Implement Budget Stabilization with the general fund</li> <li>• Grants for equipment (vests, emergency software &amp; laptops, RAD equipment)</li> </ul>
<p><b>c. Facilities - scheduled maintenance needs, additional space/offices due to growth, remodeling, etc.</b></p>	<ul style="list-style-type: none"> <li>• Front entrance access control/renovation</li> <li>• Key cards, perimeter cameras, blue phone outside front entrance for after hour contact</li> <li>• Secured office and storage space for records and equipment</li> <li>• Secured Armory for storage of weapons and ammunition</li> <li>• Secured office space to accommodate a Live Scan machine, equipment and to comply with Department of Justice security protocols</li> <li>• Secure area to detain animals while waiting for pick up</li> </ul>
<p><b>d. Faculty position(s) - faculty priority process and projected full-time needs for 1-3 years above the Counselor formula</b></p>	<p>Not (directly) Applicable</p>
<p><b>e. Staff position (s) - changes staffing needs due to program growth, new technology, etc.</b></p>	<p>Three additional full time dispatchers, Additional Officers (4 projected), additional Senior Community Service Officers (2 projected), Records Supervisor, Additional Rape Aggression Defense Instructor, Full time Front Desk Clerk</p>
<p><b>f. Other</b></p>	<p>Development of specialized numbers for police (example 760-744-HELP)</p>

**5. Discuss one department/discipline goal linked to Palomar’s Strategic Plan 2009 and how it will support the success of students.**

Resource Management – Utilize existing human, physical, technological, and fiscal resources efficiently and effectively. Increase external funding to assist in meeting the financial needs for continued growth and the increasing demands of the campus community. This will support student success by creating a safe and secure educational environment.

Facilities Improvements – Measures need to be taken to ensure the security of the police department. There is no barrier in the front lobby to keep people from walking into the interior of the police department. Traditional locks should be replaced with key card access systems. (One key card is much easier to disable rather than to re-key the entire building). A safe and secure area is needed for storage. A secure location is needed to setup a Live Scan machine and its security requirements. A controlled area is necessary to detain animals while waiting for pick up.

**6. Student Learning Outcome progress:**

- a. Describe a learning outcome at the program level and the assessment method used to measure student learning of that outcome.  
N/A
  
  - b. Describe a learning outcome that is difficult to assess.  
N/A
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**7. Describe a department accomplishment that you would like to share with the college community.**

Two Automated External Defibrillators (AED) are assigned to the police department for medical assist responses. A police officer responded to a medical assist call involving an elderly man having a heart attack at the San Marcos Campus baseball field. The officer activated and applied the AED to the elderly man prior to the arrival of the Fire Department and Paramedics. The police department was later notified by Palomar Hospital that the use of the AED saved the man's life.

**8. Are there other resources (including data) that you need to complete your department/discipline review and planning?**

Continually monitor the increase in student, staff, and faculty population in order to assess the appropriate level of police resources needed.

**9. For programs with an external accreditation/program review, indicate the date of the last accreditation visit and discuss recommendations and progress made on the recommendations.**

POST Background Investigations Audit (10/08)  
POST Training Audit (10/08)  
Department of Motor Vehicles Audit (Monthly)

**10. Other comments, recommendations**

None

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

Anthony Cruz, Mike Bea, Karen Boguta, Theresa Lambert, Linda Mack

**Name/signature**

February 19, 2009

**Date**