



**ALLAN  
HANCOCK  
COLLEGE**  
Administrative Program Review  
2012-13 Annual Update

Program and Department:	Police Department
Date submitted:	June 30 , 2013
Submitted by:	Chief Wesley Maroney

SAOs report update

Revised Plan of Action

The Annual Update is conducted by all programs at the college and consists of an analysis of changes affecting the program as well as significant new funding needs for staff, resources, facilities, and equipment. It should be submitted or renewed every year by June 30 in anticipation of budget planning for the following year, which begins at the planning retreat in November. \*Note that if there is no change from the previous year, you may simply resubmit the information in that report (or any portion that remains unchanged) from the prior year.

Programs and units should support their planning efforts with data, conduct appropriate analyses, and make supportable conclusions.

### I. Program Scope

Describe the need that is met by the program or how the program serves the college community.

The AHC PD mission is to serve the campus community, safeguard lives and property, maintain an environment in which learning and teaching can take place
--

### II. Progress on Comprehensive Program Review Final Plan of Action

Review the final plan of action (post validation) from the last comprehensive program review and any previous annual updates. Summarize the progress the program has made on recommendations targeted for this last year as well as any outstanding or incomplete items from previous years. What is the status of these recommendations? Include the original target date, action taken and results, and reasons for any changes.

Video surveillance for the campus.	The Facilities Council Committee has submitted a camera policy for the college Trustees to approve.
------------------------------------	---

Organizational structure revision with student housing.	Student housing program was cancelled.
Digital photographic evidence for parking citations.	New digital cameras were purchase with scan cards for all officers.
Computerized alarm system coding.	The system was installed and monitored at the police station.
A new police facility was identified.	Building S-2 now has the plan's drawn up for the modernization of the building for possible take over July 2013.
The EMS Coordinator was to have gone to someone outside the police department.	<p>A. The Chief of Police has been restored to the EMS Coordinators position.</p> <p>B. A computer EMS safety plan has been obtained from the Calif. Comm. College Office of Emergency Services and is being up set up for our college.</p> <p>C. The Coordinator and other staff should be signing up for EMS Basic or Intermediate training with CSTI.</p>

### III. Program SAOs/Assessment

- Check here if any SAOs have changed since the last comprehensive program review and/or update.

What are your program service area outcomes? Which of these have been assessed since the last comprehensive program review and/or update? How are they measured? What did the assessment data indicated about the strengths and weaknesses of your program? What changes have you made/do you plan based on these data? *(see Administrative Service Area Outcomes SAOs Assessment Report form on last page)*

See SAOs below.

#### IV. Internal/External Conditions

What external conditions have influenced the program in the past year? Have there been regulatory changes, changes in technology, accreditation recommendations, demographics, labor market, or other changes? Summarize the major trends, challenges, and opportunities that have emerged in the program since the last comprehensive program review and /or annual update.

1. The contract with SMPD for a Director of Public Safety has been replaced with the full-time district Chief of Police starting July 2013

What internal conditions that have influenced the program in the past year? Have there been changes in SAOs/assessment data, technology, budget, staffing or resources; facilities issues; etc.?

1. The district requirement to reclassify the nine (9) - 170 day staffing Security personal to three Full-time and two part-time classified Campus Safety officers.
2. The district requirement to reclassify the full time Police Services Coordinator & Support Service technician to a new staffing of Police Support Dispatcher Technician
3. Reorganization of the police department
4. Training of new staff to college & state requirements

#### V. Update to Findings

If you change or modify a previous finding or recommendation, provide an explanation for the change and a new target date. For new recommendations, provide target dates and data for support. For all items, show how they are related to assessment results where possible.

**VI. Revised - Plan of Action (Annual Update)**

*(If any plan was made and action not taken, please state the rationale for not pursuing that particular item. If action was delayed or postponed, provide an explanation and a new target date.)*

***CHANGES AND MODIFICATIONS***

<u>PLAN OF ACTION</u>	<u>ACTION TAKEN, RESULT AND STATUS</u>
The hiring of a new EMS “Coordinator”.	Stopped this process. The COP AHCPD will be the Coordinator.
Work with planners in the design and construction of new facilities on campus Strategic Goal 3.4 Objective 3.4.1	Continue to assist where needed.
Continue with camera location recommendations.	The use of cameras for security on the campus policy has gone from Facilities Council to the Trustee’s
Programmable door locking system.	The system is in place and is being used.

**ADDITIONS**

PLAN OF ACTION	TARGET DATE
Continue to pursue grants for additional police officer.	There is no federal or state money available at this time. It is being Requested that the district hire two (2) new officers out of district funds. Lompoc Day shift / SM overlap coverage.
Implement new records management System software.	A Computer Added Dispatch system has been found. TAC; funds are being requested for the upgrade.
Recruitment, hiring of a replacement police officer Strategic Goal 3.1 Objective 3.1.2	Police Officer was hired in Dec 2012
Recruitment, hiring of a replacement Police Support Services Technician Strategic Goal 3.1 Objective 3.1.2	PSST was chosen and will start Jul 8 <sup>th</sup> , 2013
Recruitment, hiring, training of full-time Security Strategic Goal 3.1 Objective 3.1.2	This position has been changed to (3) full-time and (2) part-time Campus Safety Officers with hiring to begin in July 2013.
Move the police department from the N- Annex to S-2	Move to occur in July or August 2013
Extensive training needs to remain compliant with POST standards and Emergency preparedness	Campus Safety Officers: School Resource Officer training

	Sergeant: Post Training Coordinator Officer Dunn: Background Investigators Class Officer Hoyos: Field Officer Training Chief Maroney: Executive Development course Police Services Dispatch Technician: Dispatch training
--	---

**VI. Revised - Plan of action**

<b>Plan of Action</b>	<b>Action to take</b>

**Resources Needed**

**RESOURCES NEEDED** (Be sure there is sufficient justification and data contained in the narrative to support each of the items on your list.)

TYPE OF RESOURCE	SPECIFIC RESOURCE	APPROXIMATE COST
Facility Needs	Furnishings for move to Building S-2	\$ 1,000
Technology Needs	One Satellite Phone	\$ 2,000
Technology Needs	Replace Department computers (6)	\$8,000
Technology Needs	New Cad Software for Dispatchers	\$13,500
Staffing Needs	Two sworn Officers, one for Santa Maria and one for Lompoc (Range 28)	\$ 142,000
Equipment (non-technology)	One Police Car (used)	\$ 12,000
Emergency Preparedness	Various supplies and Equipment	Donated from Santa Maria P.D.

Equipment		
-----------	--	--

**Program Review Annual Update  
Administrative Service Area Outcomes (SAOs) Assessment Report**

Department: Campus Police Program: \_\_\_\_\_

Use one row for each SAO

Program Intended Outcomes	Means of Assessment	Findings	Action Plan
<p><b>Increase Campus Emergency Preparedness with emphasis on Fire, Earthquake and Active Shooter training. General knowledge by staff of Sems/Nims protocol and implementation.</b></p>	<ul style="list-style-type: none"> <li>• Training materials developed.</li> <li>• Number of trainings for staff and students.</li> <li>• Simulations held.</li> <li>• Increased awareness and participation in emergency preparedness activities</li> <li>• Emergency preparedness built into the Strategic plan</li> </ul>	<p><b>To be determined in FY 14</b></p>	<p><b>Provide training and simulation exercises to staff and students. This would include strategies for lockdown, use of technology (i.e. Alert you, the VoIP telephone system, new locking systems, building evacuation and muster areas, etc. Initiate Sems / Nims training and simulation with other community agencies.</b></p>
<p><b>Reduce theft, assaults, destruction of property and criminal activity on AHC Campuses</b></p>	<ul style="list-style-type: none"> <li>• Thefts are down from previous year</li> <li>• Assaults are down from previous year</li> <li>• Vandalism is down over previous year.</li> </ul>	<p><b>To be determined in FY 14</b></p>	<p><b>Upgrade training for Campus Safety Officers. Have them attend POST training. Provide greater visibility around AHC campuses utilizing the Campuses safety Officers.</b></p>



<p><b>Reduce thefts of Campus property (Operation ID)</b></p>	<ul style="list-style-type: none"> <li>• Thefts are down from previous year</li> <li>• False alarms are down from previous year</li> <li>• Faculty accepts that it is part of their job to ensure that facilities are secure when they are the last ones out of the building.</li> </ul>	<p><b>To be determined in FY 14</b></p>	<p><b>Ensure all college property is marked and identified as AHC property. Place decals on places of entry that indicate all property is marked. Increase use of security cameras in facilities that contain valuable equipment. Ensure Faculty and Staff understand how to use alarm systems; make it their responsibility to ensure that facilities are secure if they are the last to leave.</b></p>
<p><b>Reduce speeding, reckless driving and illegal parking on AHC campuses.</b></p>	<ul style="list-style-type: none"> <li>• Reduction in number of vehicle incidents / accidents</li> <li>• Reduction in number of speeding tickets</li> <li>• Reduction in number of parking violations.</li> </ul>	<p><b>To be determined in FY 14</b></p>	<p><b>Increase training in vehicle code lay for Campus Safety Officers. Increase visibility of College Police Officers and Campus Safety Officers and their vehicles in the parking lots, especially at peak hours of the day and between classes.</b></p>