

**Palomar College – Program Review and Planning
Non-Instructional Programs
Year 2
Academic Year 2013-14**

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

9/11/2013

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

Please Add Date
(00/00/2013)

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

	2009-2010	2010-2011	2011-2012	<<Prelim>> 2012-2013	Definitions
Police Reports	426	429	430	457	Documentation of incidents/crimes committed
Parking Citations	13,761	9,704	7,093	7,450	Enforcement of parking rules and regulations within the District
Arrests	18	33	23	22	Apprehension and detainment of persons who have committed crimes on campus
Citizen Assists	278	225	265	368	General assistance provided to the public
Vehicle Unlocks	293	291	286	288	Assist members of the campus community who have locked keys in car
Vehicle Jump Starts	407	494	418	350	Assist members of the campus community whose cars won't start (battery)
Room Lock/Unlocks	1,442	1,330	1,287	1,731	Open/lock classrooms for instructional day, plus individual requests from staff as needed
Traffic Accidents	89	107	94	112	Investigate and document major vehicle accidents, facilitate exchange of information for minor (non-injury) vehicle accidents
Emergency Notification/Class Cancellations	135	121	114	142	Direct notification of class cancellations for instructor illness or other reason, and also locate and notify students of emergencies
Lost and Found	1,634	1,751	1,511	1,711	Lost and found items collected and processed, claimed and unclaimed
Escort Service	844	1,112	1,030	1,683	Provide travel assistance to members of the community, and safe oversight for students/staff
Vehicle Stops	1,173	881	621	1,036	Traffic stops for violation of the Vehicle Code
Field Interviews	105	138	62	557	Pedestrian stops for the purpose of educating members of the community about laws and policies, documented suspicious activities, etc.
Special Detail	728	949	796	861	On and Off campus assignments related to the operational functions and support of the Police Department
Alarm Response	307	399	586	725	Automated alarms responded to at Escondido and San Marcos campus'
Permit Machine Detail	220	281	297	228	Retrieve money, provide maintenance and troubleshooting of permit machines in student parking lots
Contact for Smoking Policy Enf.			156	440	Contact with students in response to complaints about smoking policy violations (education and enforcement)
Skateboard Policy Contact			201	595	Contact with students in response to violations of skateboarding policy
Officer:Population Ratio	1:5,159	1:5,159	1:4,142	1:4,125	New calculation limits ratio to students/staff, older calculations included volunteers and recorded guests/visitors/vendors
Number of FT Police Officers	7	7	7	8	District-approved level of Police Department staffing

Rape Aggression Defense Course	1	3	3	2	Self-defense/ awareness education offered to females in the District
Background Investigation Asst.			197	197	Provide data for outside agencies regarding arrest/conduct of applicants for hire who have attended or worked for Palomar College
Athletic Event Support	60	237	645	662	Staffing, parking, security and other accommodations for Athletic Department events
1 st Level Appeals	603	835	512	577	Administrative Review of parking citations, requested by the violator
2 nd Level Appeals	24	39	38	33	Impartial third-party review of parking citations
Planned Event Support	753	633	776	1,253	Parking accommodation and support for the District

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

Parking citations remain at approximately the same level as the 2011-12 academic year, continuing to reflect a significant reduction in citations since the elimination of the grace period; which has proven to be a significant benefit to the students. Calls for customer service activities (Citizen assists, Vehicle unlocks and jump starts, room lock and unlocks, escort service) have grown significantly. Customer service activities represent a large portion of Police Department staff time. Reduced staffing in DSPS has resulted in increased demand for escort services provided by the Police Department. Field interviews have increased sharply (approximately 800%) due to a greater emphasis on the smoking and skateboarding policies. Contacts related to the enforcement of these two policies represent the majority of enforcement activities by Police Officers. The number of planned events has almost doubled over the last two years. All of these increased demands for service and enforcement result in corresponding reductions of other services provided by the Police Department. In order to facilitate District needs without a reduction in services, the Police Department is planning to increase its staffing accordingly.

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

Provide a safe and secure learning and working environment: The campus security report for the 2012 calendar year reflects the same number of reported Clery crimes as in 2011. However, 3 of these crimes took place on public property near the Escondido center. The number of reported crimes on District property totaled 18, a reduction of 14%.

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

The most significant change was in weapons law violations, of which there was one arrest in 2012 compared to the 6 arrests in 2011. This may be the result of reduced enforcement due to Police Officers spending a significant amount of time enforcing skateboard and smoking policies. Additionally, reduced visibility of law enforcement personnel may have contributed to increases in the number of burglaries and vehicle thefts.

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.)

With the impending opening of the North and South centers, the Police Department will need to increase the number of Police officers on staff in order to provide for the safety and security of those locations without sacrificing services provided to the San Marcos Campus or the Escondido Center. Increased costs related to operating the department necessitate increased revenues in order to continue providing services at the same level. The Police Department is currently seeking to raise the cost of a student parking permit from \$40 to \$50.

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

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 2016 Goal/ Objective Addressed by This Resource	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.	Replace supervisor/EOC SUV	5	4.1	Current unit is beyond its useful life (2004) replacement per Police Department vehicle replacement plan. Opening North and South Centers will create increased travel and supervisor's vehicle will need to be pursuit certified. (Chevy Tahoe includes after-market equipment).	\$65,000.00	one-time	Funding is not currently provided in the department's budget, per the District's discretion.
a2.	Electric Off-Highway vehicles (replace golf carts) x2	2	4.2	Current carts used by PD are inadequate for the purpose, and are a faulty model, requiring extensive maintenance costs. Plans to purchase two more appropriate models, for escorts and response to calls for service.	\$25,000.00	One time	Funding not provided in the department's budget, per the District's discretion.
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 2016 Goal/ Objective Addressed by This Resource	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.	Report Exec Enterprise/Direct upgrade	1	4.3	Department currently uses Report Exec Professional, which is no longer supportable by the vendor. This system is utilized to record all Police Department activities, including contacts, arrests, investigations, scheduling, etc. For all aspects of Police operations, and most especially the management and recording of emergencies and response, it is essential for the software to be purchased and upgraded.	\$7,250	One-time (future on-going expenses will need to be provided for in the Police Department budget)	Not currently funded in the Police Department budget, and this need has arisen without warning or expectation. Department budgeting was provided at a minimal level, and this need was not anticipated or included at that time.
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 2016 Goal/ Objective Addressed by This Resource	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.							
c2.							
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 2016 Goal/ Objective Addressed by This Resource	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.							
d2.							
d3.							
d4.							
d5.							

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

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/ Objective Addressed by This Resource	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?
e1.	Police Officer I (2 positions)	4	4.1	Need is for two officers to be on staff 1 year prior to opening of new South center, to allow for full Field Training to take place. 2 officers allows for similar coverage as currently provided to Escondido Ctr.	\$53,493.33 + benefits per officer. To be adjusted by HR.	On-going	Not currently provided for in the budget. Typically would be funded primarily from parking permit sales. Current plans are for no parking permits required at South Ctr., so additional revenue from that source cannot be anticipated.
e2.	Police Sergeant (Operations)	3	3.1; 4.1	Supervision and oversight for Police officers and CSO functions, to provide best possible customer service and respond quickly and appropriately to all situations which threaten to disrupt the safety and security of the District, its students, staff, faculty, and community.	\$63,219.37 + benefits	On-going	Currently filled out of class. Funding exists only insofar as that employee remains in classification, but not in budget if retreats back to PO I position.
e3.	Police Sergeant (Administrative)	6	3.1; 4.1	Supervision and oversight for the parking enforcement, dispatch, and administrative functions of Police activities.	\$63,219.37 + benefits	On-going	Not currently provided in the Police department budget.
e4.							
e5.							

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?

Total population data (unique enrollment + employees + volunteers/guests) is difficult to obtain. Staffing and coverage are typically measured in relation to this data.

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

In conjunction with the Escondido Center renovation, the Police Department worked with Facilities and Administration to acquire funding to purchase and install new one-day parking permit machines at the Escondido Center. This has resulted in improved service and access to the students, due to reduced downtime on outdated machines, and credit card acceptance capability.

While not originally intended for smoking policy enforcement, the Police Department has initiated contacts with more than 440 persons in violation of the policy. These contacts range from requests to abide by the rules, by extinguishing their cigarettes; conducting Field interviews to record the names of those who've been contacted; and in cases of multiple violations, referring students to the office of student affairs for appropriate action. While smoking on campus has not been fully eliminated, and the issue remains highly contentious, the Police Department has taken action to mitigate the effects of violations of this policy.

Similarly, Police Department vigilance and pro-active enforcement/education of the students has resulted in contacts with over 595 persons in violation of the District Skateboarding policy. This has helped to mitigate a significant safety hazard to pedestrians on campus. Through a process of progressive discipline, students are educated, then warned, then referred to Student Affairs for each successive violation. Further violations after this would result in the issuance of citations for violation of SM City Municipal Code. As a testament to the effectiveness of the educational process inherent in the progressive discipline approach, the Police Department has not needed to cite any individuals for repeated violations of the policy.

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.

August 2013, CA Dept. of Corrections certified detention apparatus (bench), made recommendations for signage regarding its use (specifically, that it is not to be used for juveniles). The Police Dept. has placed temporary signage at the apparatus, and is in process of developing and installing permanent signage to the same effect. The certification is hereby complete and the Dept. within compliance.

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.

P.O.S.T. training audit: Fall, 2012. Found that all perishable skills training had been completed, recommended update Advanced Officer Training for Sgt. (completed October, 2013, after one-year allowance granted by POST).

P.O.S.T. background investigations audit: Fall, 2012. Involved only one background investigation for new Police Officer. Found all records to be in order, and determined investigation had been conducted properly.

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

The Police Dept. has actively sought to improve its budgetary position, by pursuing an initiative to increase the cost of a semester parking permit to \$50 (currently \$40). In the 2012-13 year, this initiative was pulled from the agenda at SPC. The Department hopes to continue the pursuit of this initiative in the 2013-14 year. Passage of the permit fee increase will help to stabilize the Police Department budget, and improve its ability to pursue meaningful improvements to operations that will benefit the community, and especially the students.

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

Chief Anthony Cruz <i>Name</i>	Brian G. Engleman <i>Name</i>	Sgt. Vic So'oto <i>Name</i>
Linda Mack <i>Name</i>	Karen Boguta <i>Name</i>	Emily Riddle <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, 2013**
- Email an electronic copy to jpettit@palomar.edu by **September 28, 2013**
- Email an electronic copy to jdecker@palomar.edu by **September 28, 2013**