



**2020-21 ADMINISTRATIVE UNIT PROGRAM REVIEW**  
**UNIT: Campus Safety and Security**

**STATEMENT OF PURPOSE:**

- Review and reflect on the support of student learning, with the goal of assessment and improvement of program effectiveness
- Provide a forum for each unit's findings to be included in institutional planning processes
- Create written records of what is working well, what can be improved, and specific plans for implementing chosen improvements
- Collect information that will contribute to institutional assessment and improvement

**Timeframe:** This program review reflects on the time period between spring 2020 through fall 2020 and plans for spring 2021 through fall 2021.

**I. MISSION**

A. State the current program mission

The mission of Campus Safety and Security at Las Positas Community College is to work with all members of the campus community to ensure safe learning and working environments, to protect persons and property, and to effectively promote compliance with rules and regulations approved by the Board of Trustees for the orderly facilitation of higher education. We are committed to providing high- quality, customer-oriented, sensitive security and safety services, and to respecting the differences and diversity of our students and staff.

B. The mission of Las Positas College is the following:

*Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.*

Discuss how the program/service area supports the college mission.

Campus Security shall ensure the Las Positas College campus is a safe place for students to learn and achieve their educational goals. The department does this by ensuring that appropriate protection is provided by using methods that fit within and contribute to the educational philosophy and process of the institution.
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C. List the major functions/duties of your unit.

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| 1. Patrol, secure and protect the college campus, the district office and members of its community.  |
| 2. Manage parking on campus, including parking lot lighting, signage, etc., and parking permit sales through permit machines and in office distribution. |
| 3. CLERY crime reporting requirements (mandated by the federal government) and incident report management.   |
| 4. Work collaboratively with the campus community to ensure trust  |
| 5. Access control management including digital and physical.   |
| 6. Emergency planning, preparation and training.   |

## II. GOALS AND OBJECTIVES

A. Since the last Administrative Unit Program Review, what objectives, initiatives, or plans have been achieved?

Several items from the security master plan have been completed or is currently in progress. The campus wide safety signage project was completed with over four hundred signs and the campus wide exterior lighting project. Some key safety areas include the child development center, parking lots and exterior road. The campus re-keying of all buildings. All doors have been re-keyed with a single standardization to include the ability to lock from inside without a key. All projects funded by bond.

B. Major Goals and Objectives for Spring 2021 through Fall 2021.

Major Goals and/or Objectives	Start Date	Status: Ongoing, date completion anticipated	Need Assistance in order to complete goal or objective (reference applicable resource request page)	Educational Master Plan (EMP) Goals or Planning Priorities linked to this Goal/Objective
1. Staffing / 24-hour Officer position	Now	Unknown	Need funding, not assistance	C3
2. Additional training for all Campus Safety Officers	2021	Ongoing	No	C3
3. Create 2 Lead Campus Safety Officer positions	Now	Unknown	Need funding, not assistance	C3

### III. STAFFING

#### A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2016	2017	2018	2019	2020	2021-2022	2022-2023
Administration							
Supervisory	1	1	1	1	1	1	1
Classified Staff FT	6	6	6	6	6	7	7
Classified Staff PT	6	6	8	8	7	6	6
Confidential Staff FT							
<b>Total Full Time Equivalent Staff</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>8</b>

B. Staffing Needs

**NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)**

<p><b>List Staff Positions Needed for Academic Year 2021</b></p> <p>Place titles on list in order (rank) or importance. 24-hour officer</p>	<p><b>Indicate (N) = New or (R) = Replacement</b></p>	<p><b>Estimated Annual Total Cost</b></p>	<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
<p>1. 1 FTE <u>Reason:</u> 24-hour position has been back filled with on-call officer.</p>	<p><b>R</b></p>		<p><b>C3</b></p>

**IV. FACILITIES**

A. Facilities Needs

**FACILITIES NEEDS**

<p><b>List the Facilities Need and the Reason</b></p>	<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
<p>1. N/A <u>Reason:</u></p>	

**V. TECHNOLOGY AND EQUIPMENT**

A. Technology and Equipment Needs

**TECHNOLOGY AND EQUIPMENT NEEDS**

<p><b>List the Technology and Equipment Needs</b> Place titles on list in order (rank) or importance.</p>	<p><b>Indicate (N) = New or (R) = Replacement</b></p>	<p><b>Estimated Annual Total Cost of Ownership</b></p>	<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
<p>1. N/A <u>Reason:</u></p>			

**VI. PROFESSIONAL DEVELOPMENT**

Professional Development Needs

<p><b>List Professional Development Needs.</b> Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies. Please be as specific and as brief as possible. Some items may not have a direct cost, but reflect the need to spend current staff time differently. Place items on list in order (rank) or importance.</p>	<p><b>Annual TC</b></p>			<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
	<p>Cost per item</p>	<p>Number Requested</p>	<p>Total Cost</p>	
<p>1. N/A <u>Reason:</u></p>				