

Comprehensive Program Review Report



Program Review - District Police

Program Summary

2022-2023

Prepared by: Donald Charles

What are the strengths of your area?: The academic year of 2021-2022 slowly began to return to pre COVID business and started to phase out the campus shutdowns, which led to COS bringing more students back onto campus. In Fall of 2022, the District moved back to in person classes on campus. As a direct result, parking enforcement including the sales of student permits was reinstated and our calls for service and incident reports started to rise back to the levels we were seeing pre pandemic.

The following areas demonstrate some significant strengths:

1. The department has filled the new position that was created in the previous year. That position was filled in February of 2022 and the officer has successfully completed field training and is working on their own.
2. The department has transitioned to a new report-writing / computer aided dispatch system (Motorola - Spillman) as part of our annual Dispatch contract. The county expended significant funds to purchase and install the new software, but is allowing the smaller contract agencies (including COS) to use the new system with no annual cost increase. It will require training for the staff to use the new system. This system is more advanced than the old system. The department has implemented vehicle-based computer dispatching, which allow the officers to have computer links and GPS tracking in their patrol cars. Officers will be able to access a number of services from their vehicles, which currently have to be done in the office or over the radio.
3. The crime statistics for the District have risen marginally due to students being back on campus. Arrests or other criminal activity have been almost entirely related to transient activity involving non-students.
4. The district has transitioned to virtual parking permits for students. The new system allows students to purchase a virtual parking permit and avoid having to place a sticker on a vehicle. By switching to this system, it has reduced the cost to students since there is no longer the need to make and deliver actual sticker permits. The system also allows for easier tracking of both permits and citations and allows for the district to run statistics on parking and allows for better tracking of vehicles and citations.
5. The District Police have also implemented a new body camera and digital evidence system through AXON. The new system consists with a 5 year contract that provides body cameras, Electronic Control Devices (Taser) and cloud based evidence storage. This new system will allow for evidence to be directly sent to the DA's office instead of the department having to create CD's and hand delivering. This system brings the department up to the same level of technology as neighboring law enforcement departments.
6. The department begin to report racial profiling data to the CA-DOJ beginning 1/1/2022. The department as retained the services of a third-party vendor to assist with the reporting and transmission of the data to the DOJ. The officers have been utilizing this system and reporting to DOJ without any issues.
7. The department has upgrade all of the outdated alarm panels on all three campuses. We have also added additional alarm panels to the softball clubhouse, as well as the baseball clubhouse and baseball snack bar which were previously not alarmed and often subject to break ins.

8. The department has replaced it's last out of date patrol car. We retired out the 2015 Chevrolet Impala which was purchased used and used as the car assigned to the Chief. We have replaced it with a 2022 Ford Explorer SUV. The vehicle is equipped with emergency equipment and lighting. The vehicle is also a Hybrid.

What improvements are needed?: There are some areas within the police department where improvements or changes are needed:

1. The department would like to update the daily parking permit machines to fall in line with the semester virtual permits. The upgrade to these (5) machines would add a keyboard to the machine allowing students to purchase a day permit using cash or credit card with the day permit being digital. This would allow for the removal of (5) out of date machines and the savings of \$5,000 of service and maintenance fees on those machines. The department is also exploring online options for the purchases of daily permits.
2. The department is needing to upgrade training equipment that can assist in the training of both officers and staff in regards to safety and active shooter drills. The need for "simunition" firearms to allow officers to train safely and effectively in life like scenarios.
3. The department is in need of a Security Camera maintenance contract. This contract would cover general maintenance, cleaning, service calls, diagnostic repairs maintenance with cameras and servers, and training. IN the past, the cost was around \$20,000 for all three campuses. The updated cost is now \$7440.00 a year for all three campuses.
4. The department is in the process of hiring an officer to fill a vacant position and beginning the process to recruit for an additional vacancy. The addition of these two positions would fill all vacancies and allow for greater coverage throughout the district.

Describe any external opportunities or challenges.: The only legislative impact comes from AB963, which requires the police department to begin reporting racial profiling data to the CA-DOJ on 1/1/2022. The department is currently reporting to California DOJ and in compliance.

Overall SAO Achievement: Two of the SAO's, campus safety and knowledge of the police department have not been assessed due to the COVID pandemic, which resulted in campus operations being shutdown. These SAO's were designed to assess improved campus safety and security and student awareness of police operations on campus, which are key components of a police department's role on campus, so it is recommended that the follow-up questions be reassessed in the next Mother Load Survey. These SAO's will remain in place for 2021-22 (Campus Safety and Security and Student Awareness of Campus Police Department).

The third SAO, Increase Officer Awareness of Implicit Bias, is in its second year of effort, as racial profiling data will be collected and evaluated in Fall of 2022 to assess if contacts are more consistent with the local demographics (student and community).

Changes Based on SAO Achievement: Each of the SAO's will continue through 2022 an can be reevaluated since campus is back to in person classes.

Outcome cycle evaluation: The police department has been successful in regularly assessing and updating SAO's each year.

Action: Replace Outdated Burglar Alarm Panels (2021)

The District needs to replace thirty-eight (38) outdated network Burglar Alarm panels located on three campuses (Active).

Leave Blank:

Implementation Timeline: 2021 - 2022

Leave Blank:

Leave Blank:

Identify related course/program outcomes:

Person(s) Responsible (Name and Position): Sgt. Donald Charles, Police Department

Rationale (With supporting data): The District installed updated building alarms systems in the first decade of 2000. A total of 49 network-connected panels report to a server-based software program (Entre') that provides control over the entire alarm system district-wide. The original panels use an outdated network board (XR-500) which have become outdated over the past 15 years. As the District has increased the speed of the network by replacing cabling and hardware, the alarm panels have been

Program Review - District Police

unable to match the network speed, resulting in IT throttling back the alarm ports by as much as 90%. In addition, the panels are no longer supported by Entre', making it impossible to upload firmware updates on-line.

Over the past several years, 11 of the XR-500 panels have failed, and have been replaced by new XR-550 panels, which are lightyears ahead of the old panels. On average, 3 panels have been failing annually and have been replaced through department funding. That leaves 38 remaining XR-500 panels. At a cost of \$1,300 per panel, the total replacement cost will be \$49,400.

Technology Services has strongly recommended that the remaining panels be replaced to allow for fluid operation on the updated network structure.

Priority: High

Safety Issue: Yes

External Mandate: No

Safety/Mandate Explanation: The panels are failing at a rate of 3-5 panels per year. Each time a panel goes down, buildings do not have burglar alarm protection until the alarm vendor is able to diagnose the issue, order a replacement panel, and schedule the installation. This can pose significant risk to District property.

Update on Action

Updates

Update Year: 2021-2022

10/07/2022

Status: Action Completed

This project was funded by above base budget and completed in July 2022 on all three campuses.

Impact on District Objectives/Unit Outcomes (Not Required):

Resources Description

Equipment - Non-Instructional - (38) XR-550 network burglar alarm panels to be installed on District campuses at \$1,300 each. (Active)

Why is this resource required for this action?: The alarm panels are outdated technology with limited support and need to be replaced with modern alarm panels.

Notes (optional):

Cost of Request (Nothing will be funded over the amount listed.): 49400

Related Documents:

[XR-500 Panel.PNG](#)

Link Actions to District Objectives

District Objectives: 2018-2021

District Objective 4.1 - Increase the use of data for decision-making at the District and department/unit level

District Objective 4.2 - Improve organizational effectiveness by strengthening operations of and communication between District departments, divisions, and constituents

Action: Camera Maintenance Program (2022-23)

Secure a maintenance contract to clean and service surveillance cameras on three campuses

Leave Blank:

Implementation Timeline: 2022 - 2023

Leave Blank:

Leave Blank:

Identify related course/program outcomes: District Objectives: 2021-2025

District Objective 4.1 Increase the effective use of data and transparency in decision making at all institutional levels from 2021-2025.

Program Review - District Police

District Objective 4.2 Improve communication practices needed to support organizational effectiveness and continuous improvement across all District units and constituents from 2021-2025

Person(s) Responsible (Name and Position): Donald Charles, Chief of Police

Rationale (With supporting data): Surveillance cameras have enhanced safety and security on all campuses. Those cameras and the operating system will require periodic maintenance and cleaning to avoid downtime and increase effectiveness. The District does not have any staff that are trained to maintain cameras.

Priority: High

Safety Issue: Yes

External Mandate: No

Safety/Mandate Explanation: Surveillance cameras have enhanced safety and security on all campuses. Those cameras and the operating system will require periodic maintenance and cleaning to avoid downtime and increase effectiveness. The District does not have any staff that are trained to maintain cameras.

Update on Action

Updates

Update Year: 2021-2022

10/07/2021

Status: Action Discontinued

Over the past 10 months, efforts to negotiate a maintenance contract for the camera system did not come to fruition. Due to the number of cameras and servers (three sites), a maintenance contract was going to be too expensive as compared to a time/materials system to deal with issues on a case by case basis. The cameras have a 5-year warranty, so there will be minimal expense for now, making a \$20,000+ annual maintenance contract overkill at this time. The Police Department will seek augmented funds to cover maintenance expenses for the upcoming budget cycle.

Impact on District Objectives/Unit Outcomes (Not Required):

Resources Description

Adjustment to Base Budget - Annual Camera Maintenance Agreement (Active)

Why is this resource required for this action?: Surveillance cameras have enhanced the safety and security of all campuses. Those cameras and operating system will require maintenance and cleaning. The district does not have the capabilities or personnel trained in these fields and a contract is needed to provide those services.

Notes (optional):

Cost of Request (Nothing will be funded over the amount listed.): 7440

Related Documents:

[Camera Maint.pdf](#)

Link Actions to District Objectives

District Objectives: 2021-2025

District Objective 4.1 - Increase the effective use of data and transparency in decision making at all institutional levels from 2021-2025.

District Objective 4.2 - Improve communication practices needed to support organizational effectiveness and continuous improvement across all District units and constituents from 2021-2025.

Action: Active Shooter Training/Equipment

The department is looking at obtaining updated equipment that would help train officers in a realistic setting on how to respond to an active shooter.

Leave Blank:

Implementation Timeline: 2022 - 2023

Leave Blank:

Leave Blank:

Program Review - District Police

Identify related course/program outcomes: District Objectives: 2021-2025

District Objective 4.1 Increase the effective use of data and transparency in decision making at all institutional levels from 2021-2025.

District Objective 4.2 Improve communication practices needed to support organizational effectiveness and continuous improvement across all District units and constituents from 2021-2025

The police department has identified Campus Safety on District Campuses as an SAO. This action item should positively impact district police staff and keep them up to date in the training and response to a potential active shooter threat.

Person(s) Responsible (Name and Position): Donald Charles, Chief of Police

Rationale (With supporting data): With the reports of active shooters targeting schools on the rise in the United States, the need to provide additional training and equipment to officers is a high priority. There have been advancement in equipment that can help officers train in realistic setting that are completely safe utilizing "Simunition" firearms that fire a marking projectile similar to a paintball, but still has the weight, sounds, and action of a real firearm.

Priority: High

Safety Issue: Yes

External Mandate: No

Safety/Mandate Explanation: Advance officer training in the field of "active Shooter" will help officers train in realistic safe settings.

Resources Description

Equipment - Non-Instructional - This equipment would be utilized by the district police for scenario training as well as training on active shooter and active shooter response. By utilizing simunitions, this allows for realistic training in a safe and control environment. The resources requested would be safety gear (Head and face protection) as well as simunition pistols that fire marking cartridge's. These converted pistols can not fire real ammunition ensuring safer training. (Active)

Why is this resource required for this action?: With the ongoing threat of school shootings, one time purchase is requested to help further and develop an effective training program to ensure the safety of our district and enhance the knowledge and ability for our officers to respond to these threats.

Notes (optional):

Cost of Request (Nothing will be funded over the amount listed.): 9082.97

Related Documents:

[20221010090910349.pdf](#)

Link Actions to District Objectives

District Objectives: 2021-2025

District Objective 4.1 - Increase the effective use of data and transparency in decision making at all institutional levels from 2021-2025.

District Objective 4.2 - Improve communication practices needed to support organizational effectiveness and continuous improvement across all District units and constituents from 2021-2025.

Action: Daily Parking permit machine virtual conversation.

The department is needing to convert (5) parking permit machines with keyboards to allow for the purchase of virtual daily parking permits on all three campus. This will then assure all parking in the district will now be 100% virtual.

Leave Blank:

Implementation Timeline: 2022 - 2023

Leave Blank:

Leave Blank:

Identify related course/program outcomes: District Objectives: 2021-2025

District Objective 4.1 Increase the effective use of data and transparency in decision making at all institutional levels from 2021-2025.

Program Review - District Police

District Objective 4.2 Improve communication practices needed to support organizational effectiveness and continuous improvement across all District units and constituents from 2021-2025

Person(s) Responsible (Name and Position): Donald Charles - Chief of Police

Rationale (With supporting data): By going completely digital with daily permits, this allows for the retirement of (5) aging permit machines. These machines often break down and are outdated. Currently, these machines only accept cash and coin and are not able to accept credit cards. Currently the district is paying \$1100 a machine for an annual maintenance agreement. This would eliminate this fee and save the district \$5500 a year. This would also complete an action item of going 100% digital permits in the district.

Priority: High

Safety Issue: No

External Mandate: No

Safety/Mandate Explanation:

Resources Description

Equipment - Non-Instructional - The addition of alpha numeric keyboards to the (5) newest parking machines would allow integration of our existing machines to virtual daily permits. This will allow for (5) outdated machines to be retired and the ongoing service fees and maintenance to be drastically reduced. (Active)

Why is this resource required for this action?: This action is requested to help complete the goal of going 100% digital for parking and to retire out of date equipment that is beginning to become more expensive to operate.

Notes (optional):

Cost of Request (Nothing will be funded over the amount listed.): 13817.87

Related Documents:

[20221010093105348.pdf](#)

Link Actions to District Objectives

District Objectives: 2021-2025

District Objective 4.1 - Increase the effective use of data and transparency in decision making at all institutional levels from 2021-2025.

District Objective 4.2 - Improve communication practices needed to support organizational effectiveness and continuous improvement across all District units and constituents from 2021-2025.