**Bakersfield College**

**Program Review – Annual Update 2016**

**I. Program Information:**

Program Name: **Department of Public Safety**

Program Type:  Instructional  Student Affairs  Administrative Service

***Bakersfield College Mission****:* Bakersfield College provides opportunities for students from diverse economic, cultural, and educational backgrounds to attain Associate and Baccalaureate degrees and certificates, workplace skills, and preparation for transfer. Our rigorous and supportive learning environment fosters students’ abilities to think critically, communicate effectively, and demonstrate competencies and skills in order to engage productively in their communities and the world.

Describe how the program supports the Bakersfield College Mission:

The Department of Public Safety program allows quality education to be achieved in a safe and secure environment.

Program Mission Statement:

The Department of Public Safety is dedicated to providing a safe, secure, and service oriented educational environment for Bakersfield College, Weill Institute and the Delano Campus Center. The department enforces College regulations, participate in crime prevention through patrols, resources, education, and additional courtesy services to further enrich the community college experience. The Department of Public Safety also provides emergency services for injured and ill, traffic and parking supervision, fire prevention, and other safety services. The department investigates crimes and incidents that occur on the college campus and refers the incidents out to local agencies and or sees the incidents through the administrative process of the student code of conduct.

**II. Progress on Program Goals:**

1. List the program’s current goals. For each goal (minimum of 2 goals), discuss progress and changes. If the program is addressing more than two (2) goals, please duplicate this section.

|  |  |  |  |
| --- | --- | --- | --- |
| **Program Goal** | **Which institutional goals from the Bakersfield College Strategic Plan will be advanced upon completion of this goal? (select all that apply)** | **Progress on goal achievement**  **(choose one)** | **Comments** |
| 1. Develop sexual violence training to present to faculty and students | 1: Student Learning  2: Student Progression and Completion  3: Facilities  4: Oversight and Accountability  5: Leadership and Engagement | Completed: \_\_\_\_\_\_\_\_\_\_ (Date)  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)  **X**Ongoing: \_Fall 2017\_\_\_\_\_\_\_\_\_ (Date) | Work with SGA to develop program to deliver sexual violence training to students and faculty |
| 2. Enhance RAD training by sending instructors to aggressor training for red man suit | 1: Student Learning  2: Student Progression and Completion  3: Facilities  4: Oversight and Accountability  5: Leadership and Engagement | Completed: \_\_\_\_\_\_\_\_\_\_ (Date)  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)  Ongoing: \_\_\_\_\_\_\_\_\_\_ (Date)  Spring 2017 | Send instructors to be certified in training for the red man suit to provide additional realistic training for students. |
| 3. Establishing Evening Cadet Escort Service | 1: Student Learning  2: Student Progression and Completion  3: Facilities  4: Oversight and Accountability  5: Leadership and Engagement | Completed: \_\_\_\_\_\_\_\_\_\_ (Date)  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)  Ongoing: \_\_\_\_\_\_\_\_\_\_ (Date)  X Start Spring 2017 | Hire five student workers for evenings. Provide them with reflective vests, flashlights and radios and place them in strategic areas on campus for high visibility to provide evening escorts. |
| 4. Provide training to all Officers in identifying mental health issues and how to properly handle situations | 1: Student Learning  2: Student Progression and Completion  3: Facilities  4: Oversight and Accountability  5: Leadership and Engagement | Completed: \_\_\_\_\_\_\_\_\_\_ (Date)  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)  **x** Ongoing: \_\_\_\_\_\_\_\_\_\_ (Date)  Spring 2017 | Obtain Department of Public Health Mental Health Professional to train and certify Officers and Executive Secretary in recognizing mental health issues and the ability to refer out to proper agencies for further assistance. |

1. List new or revised goals (if applicable)

|  |  |  |
| --- | --- | --- |
| **New/Replacement Program Goal** | **Which institutional goals will be advanced upon completion of this goal? (select all that apply)** | **Anticipated Results** |
| Replace aging patrol vehicle fleet | 1: Student Learning  2: Student Progression and Completion  x 3: Facilities  x 4: Oversight and Accountability  x 5: Leadership and Engagement | **Cost savings, vehicles to remain in service for longer periods of time to preform basic patrol functions that are required by a Public Safety Department for emergency use.** |
| **New/Replacement Program Goal**  Purchase laptop computers with Wi-Fi mobile hot –spot for officers to complete reports in the field, access banner, complete Daily Activity Reports. | **Which institutional goals will be advanced upon completion of this goal? (select all that apply)** | Anticipated Results  More efficient time spent working on reports and DAR’s out in the field where they can be seen instead of spending time in the office on a desk top computer. This will also allow the Officer to complete this information immediately which will improve accuracy and finish reports in a timelier manner. |
|  | 1: Student Learning  2: Student Progression and Completion  3: Facilities  x 4: Oversight and Accountability  5: Leadership and Engagement |  |
| **New/Replacement Program Goal** | **Which institutional goals will be advanced upon completion of this goal? (select all that apply)** | **Anticipated Results** |
| Replace faceplates to one day parking machines. | 1: Student Learning  2: Student Progression and Completion  x 3: Facilities  x 4: Oversight and Accountability  x 5: Leadership and Engagement | Less break down time of machines. Cost savings. This will incorporate the use of debit/credit cards and do away with change which causes the machine to jam and go out of service. |
| **New/Replacement Program Goal** | **Which institutional goals will be advanced upon completion of this goal? (select all that apply)** | **Anticipated Results** |
| Move department of Public Safety to M&O side of building when they move to new building. | 1: Student Learning  2: Student Progression and Completion  x 3: Facilities  x 4: Oversight and Accountability  5: Leadership and Engagement | Easier access to students, staff and visitors. More room for department to function. |
| **New/Replacement Program Goal** | **Which institutional goals will be advanced upon completion of this goal? (select all that apply)** | **Anticipated Results** |
| Add dispatching software to our departments report writing system | 1: Student Learning  2: Student Progression and Completion  x 3: Facilities  x 4: Oversight and Accountability  5: Leadership and Engagement | This will allow the front office to keep an electronic record of all dispatched calls for service, easier tracking, and the officers can reference the system to obtain information for their reports and DAR. |

**III. Trend Data Analysis:**

Highlight ***any significant changes*** in the following metrics and discuss what such changes mean to your program.

1. Changes in student demographics (gender, age and ethnicity).
2. Changes in enrollment (headcount, sections, course enrollment and productivity).
3. Success and retention for face-to-face, as well as online/distance courses.
4. Changes in the achievement gap and disproportionate impact (Equity).
5. Other program-specific data that reflects significant changes *(please specify or attach).* All Student Affairs and Administrative Services should respond.

E. Office Services (List of data):

January 2016 – June 15, 2016

In coming phone calls: 6,671

Lobby walk in: 4,487

DSPS cart service: 3,043

Calls for service: 2,374

Outside Agency Backgrounds 258

This entails:

Monitoring the Public Safety Officer radio

Monitoring the DSPS cart service radio

Monitoring the Parking Enforcement Officer radio

Dispatch Officers to calls for service

Dispatch DSPS cart drivers to calls for service

Answer incoming phone calls

Assist walk in lobby traffic

Look up reports for students, outside agencies, insurance companies.

Assist with citation disputes and questions

Answer questions regarding parking permit information

Assist students and staff with ordering permits

Complete outside agency background investigations

Order Office supplies

Complete P.O.’s

File reports submitted by Officers

File Dailey Activity Reports

Administrative support for Officers

Researching information on Banner for Officers to perform their duties.

Maintain lost and found property; catalog information into computer system; attempt to contact property owner.

Liaison with outside agencies such as BPD, KCSO, FBI, ICE, Fire Department, CHP, Park Rangers, Parole, Probation, ATF, Hall Ambulance, etc.

Liaison with students, faulty staff, visitors, members of the community.

Ensure DSPS carts are maintained

Submit work orders

Perform miscellaneous functions

Issuing temporary parking permits to guests and faculty

Assist student with printing out their temporary parking permits until they receive their semester permit in the mail

Process all parking accommodation requests

Continuously maintain accurate information for the briefing sheet for each shift which informs Officers of all events taking place on campus

Access parking permit system to provide Officers information while in the field

Maintaining situational awareness of every Officer, student citations enforcement worker and DSPS cart driver are safe and not in distress.

Student population has increased from 18,000 to approximately 25,000 which will mean an increase in crimes, calls for service, and front office work.

**IV. Program Assessment (focus on most recent year):**

1. How did your outcomes assessment results inform your program planning? Use bullet points to organize your response.
2. How did your outcomes assessment results inform your resource requests? The results should support and justify resource requests.
3. How do course level student learning outcomes align with program learning outcomes? Instructional programs can combine questions C and D for one response (SLO/PLO/ILO).
4. How do the program learning outcomes or Administrative Unit Outcomes align with Institutional Learning Outcomes? All Student Affairs and Administrative Services should respond.

Program Learning Outcomes (PLO)/Administrative Unit Outcomes (AUO):

D.

* DPS will constantly improve their leadership and professional roles for student, faculty and staff satisfaction.
* DPS will continue to develop quality programs, methods and approaches to assist the college toward achieving a reasonably safe and secure environment.
* DPS communicates daily with the students on campus by conducting foot patrols through the campus and buildings interacting with the student population, engaging with in the community by working special events, responding to calls for assistance and problem solving with them for the best outcome for all involved.
* DPS will continue to engage with the community and build relationships by developing training programs collaboratively with KCSFO, BPD, Parole-probation, ATF, etc. We will continue to work together with collaborative efforts to maintain close ties and working relationships.

***Institutional Learning Outcomes***:

*Think: Think critically and evaluate sources and information for validity and usefulness.*

*Communicate: Communicate effectively in both written and oral forms.*

*Demonstrate: Demonstrate competency in a field of knowledge or with job-related skills.*

*Engage: Engage productively in all levels of society – interpersonal, community, the state and the nation, and the world.*

1. Describe *any significant changes* in your program’s strengths since last year.
2. RAD training (Rape Aggression Defense) for all female students and staff District-wide has increased in training tempo.
3. Active Shooter training campus-wide will be brought to a district level to where all district employees will be trained in active shooter and emergency lifesaving training with the addition of Quick-Clot being added to our emergency red bags to stop sever bleeding until EMS arrives on scene.
4. Addition of one new patrol vehicle that will be transferred to the Delano campus for the Officers use there.
5. Describe *any significant changes* in your program’s weaknesses since last year.

* Camera surveillance system was inoperable and in dire need of replacement.
* In need of two replacement patrol vehicles for main campus patrol operations.

1. If applicable, describe any unplanned events that affected your program.

* Unable to fill vacant part time Officer positions with qualified applicants
  + Recommendation: Upgrade positions to full time positions.
* Equipment/Vehicle down time
  + Recommendation: Need to start replacing vehicles old patrol vehicles that are breaking down and putting a strain on the department budget.
* Lack of timely notification of events that cause over-time
  + Recommendation: Accurate and timely communication of activities
* Construction projects that cause over-time
  + Recommendation: Clear and timely communication of scope of project

**V. Assess Your Program’s Resource Needs:** To request resources (staff, faculty, technology, equipment, budget, and facilities), please fill out the appropriate form. <https://committees.kccd.edu/bc/committee/programreview>

1. Human Resources and Professional Development:
2. If you are requesting any additional positions, explain briefly how the additional positions will contribute to increased student success. Include upcoming retirements or open positions that need to be filled.

See attached Position Requests for details

* Department Assistant III (front office support)-new position

This position will allow for additional help in the front Office where currently the Executive Secretary is the only permanent staff running the front office. This position will take over the day to day operations of the front office allowing the Executive Secretary to assist the front office when necessary but primarily focus on assisting the Director with his duties by preparing administrative reports, research, compile, analyze and summarize data for special projects, prepare and direct the preparation of annual and quarterly reports, etc. that she is unable to do at this time due to the volume of work in the front office.

Sergeant Position

This position would assist in the day to day operations of the department. Assist in the planning of patrol operations, Assist in providing in-house training for Officers, students, staff and faculty, Assist the Director in planning future needs of the department including technology, equipment, training and budgeting. Review various Officer generated reports for accuracy, assist in compiling information for Clery Act and various other statistical reports for the department.

* Upgrade (3) part time positions to fulltime positions

Two of the part time positions have been unfilled for almost a year. The third part time position will be vacated within the next 60 days. These positions are very difficult to fill and sometimes remain unfilled for extended periods of time causing overtime for long periods of time to cover open shifts and time off requests. This has sever impacts on budgets and manpower. By upgrading these positions to fulltime it will be easier to get qualified applicants to fill these positions and also proved additional hours to schedule Officers where needed for coverage.

1. Professional Development:
2. Describe briefly the effectiveness of the professional development your program has been engaged in (either providing or attending) during the last year, focusing on how it contributed to student success.
3. What professional development opportunities and contributions can your program make to the college in the future?
4. Training 2015-16:

The Director, two Sr. Officers and one Officer attended National Community College Public Safety Conference.

This conference allowed us to learn and share with other campus Public Safety Departments across the nation what problems we/they are experiencing and what means we/they used to problem solve the issues. Training programs that were provided to the students and staff at various campuses, patrol operations, officer training, student engagement and buy-in to Public Safety. There were many ways this conference helped in the effectiveness with how we bring our teams effectiveness to providing safety and security to the community we serve.

The Director attended and Title 9 Investigation Conference (certified)

This certification training course enhanced my ability to perform investigations into Title IX violations. They were interactive training sessions with a lot of material with updated laws. The knowledge I obtained that will help me server the community of Bakersfield College very well.

Four Officers are being sent to “Street Survival” training.

This training provides Officers with the mindset that no matter what situation you are placed in, never give up. It teaches the Officers mind discipline and Officer Safety skill sets. This contributes to student success by enhancing the Officers that serve the students to be better and higher trained Officers to respond and deal with situations that may arise on campus.

1. Active Shooter training campus-wide training to include emergency lifesaving training by including Quick-Clot medical treatment into each red bag along with training on how to apply it. This will help save lives until EMS has time to arrive on scene.

Cleary Act/Title IX training Summit to be set up and presented to the campus on a by-yearly basis. This will training will also be offered to tour sister college to attend as well in person or by live stream.

Emergency Red Beg training for all BC employees will be an ongoing training for each employee every semester. This training is being arranged right now and is in the process of being implemented.

RAD training District-wide

We offer CPR/First Aid/AED training free of charge to the campus community

New Student Orientation incorporates Cleary Act/Title IX, Active Shooter information

1. Goal 2016-17:

Additional training for officers for assisting veterans and students with special needs.

Establishing a new committee: Sexual Assault Prevention and Domestic Violence Prevention.

Domestic Violence and Sexual Assault Prevention website to provide information to community.

Establish a high visibility Cadet Escort Program for the evenings.

Offer additional classes for Rape Aggression Defense (RAD) classes each semester.

Add additional Officers to foot patrol on the interior campus during school hours.

Initiate a monthly “Chief’s” email to the community.

Start a recognition program at the end of each semester for students who have assisted in the prevention of a crime.

Host a Title IX symposium for the campus.

Train all employees on the use of emergency red bags by the end of the fiscal year to include lifesaving use of Quick-Clot for sever bleeding which will be incorporated into the red bag tool kit.

1. Facilities:
2. How have facilities’ maintenance, repair or updating affected your program in the past year as it relates to student success?
3. How will your Facilities Request for next year contribute to student success?
   * 1. Insufficient painting of parking stalls causes high customer complaints and revoking of parking tickets-time consuming and additional work for all involved
     2. Lighting is a concern in the West end of the South-West Parking Lot
     3. 3 quarter inch glass for front office window for protection to DPS Front Office
     4. Move DPS Office to M&O office when they move to new building this will provide easier access to students and staff.
     5. Briefing Room to have 3 additional 40inch monitors for camera surveillance
     6. Shelter/cover for Segway’s/T-3. This will avoid the excessive cost of replacing the tarp multiple times a year
     7. Secure location for Delano vehicle
     8. Charging station for Fusion vehicle
   1. The Facilities Request will contribute to the student success in the following ways:
      1. Campus lots will have painted stalls with clear markings that provide easy understanding of restrictions for customer satisfaction
      2. Provide a safer environment for student to walk at night.
      3. Provide a safer environment for the front office staff in the DPS office as they do have people who come into the office who are upset.
      4. Public Safety staff will work more effectively and efficiently with proper facilities. Students and staff will have easier access to department.
      5. Provide area for multiple cameras to be displayed at one time for Delano and the Weill Institute.
      6. T-3’s will be protected from damage and have a longer life
      7. This will provide a certain level of protection for the patrol vehicle the officer will use to provide for their safety.
      8. This will charge the vehicle the officer will use to conduct safety patrol checks.

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C. Technology and Equipment:

1. Understanding that some programs teach in multiple classrooms, how has new, repurposed or existing technology or equipment affected your program in the past year as it relates to student success?
2. How will your new or repurposed classroom, office technology and/or equipment request contribute to student success?
3. Discuss the effectiveness of technology used in your area to meet college strategic goals.

Technology

* 1. New software that would provide information on ALL activities at a glance. This will provide:
     1. Improves accuracy & response
     2. Visibility-Provides administration a unified and timely view of system activity
     3. Reporting-Includes historical information necessary for campus transparency

\*Update software every 10 years (or whatever is standard and recommended in the industry)

*Current process:*

*Event Scheduling-web page list emailed*

*Class Scheduling-excel spreadsheet emailed*

*Athletics-Outlook (Director only has access to this internal calendar)*

*-All items viewed separate, not immediately accessible or accessible by all officers*

* 1. New software-Report Writing upgrade. This will provide stats for the Cleary Act, Title 9, and VAWA, tracking criminal trends on campus and liability insurance purposes.

\*Update software every 10 years (or whatever is recommended to be standard in the industry)

* 1. New Emergency Notification system (siren/speaker/live broadcast). This will provide a mass notification platform that sends critical incident information to the college community in a timely manner so that appropriate safety measures can be taken.

\*update software every 10 years (or whatever is recommended to be standard in the industry)

* 1. Camera Surveillance system upgrade + new. This will provide safety of the campus community, assists and buildings

*Current system: current cameras are being upgraded;* however a request for 30+ additional cameras is necessary for monitoring the campus effectively.

\*update system every 10 years (or whatever is recommended to be standard in the industry)

* 1. New single unified alarm system (fire/intruder-both). This will provide immediate nonfiction of both fire and intruder notification directly to officer regardless of his/her location.

*Current system: fire alarm system (only) - officer must be present in the office to be notified of alarm. If officer is on patrol after office hours, he (nor the fire dept) is notified of the alarm.*

\*update software every 10 years (or whatever is recommended to be standard in the industry)

* 1. Refurbished computer placed in DPS lobby (this would be a second station). This would provide accommodations for the often lines that accumulate for this service.

\*Replace computers (2) every two years

* 1. Campus-wide Wi-Fi. This would provide the officers access to pull up immediate information such as the camera system, Daily Activity Report (DAR), Banner (student info), allow the officer to remain in the field, be visible and available for service. This also avoids the time needed to visit the office frequently to update the DAR, check Banner, and collect updates (events).
     1. 5 lap tops would be needed for the vehicles for this endeavor

\*update lap tops (5) every 10 years (or whatever is recommended to be standard in the industry)

* 1. Emergency generator for department. This would ensure operations for the department could continue during a blackout or any other power loss.

Other Equipment

* 1. Incident Command Center (ICC):
     1. Dispatch/base unit (2)
     2. Telephones (7 additional)
     3. 40 inch monitor with satellite TV access (world/local information)
     4. Satellite cell phone (to avoid cell shut down during an emergency/bomb threats to be kept in Incident Command Center)
     5. 40 inch monitor for the camera surveillance system software with a dedicated computer
     6. Emergency lighting battery operated to mount on walls (in case of failure of generator)
     7. Basic supplies for 72 hours (10 cots, blankets, water, etc…)

\*equipment replacement as recommended by industry standards

\*purpose of equipment is to allow ICC to continue to operate in a time of crisis

* 1. New SUV Mobile Command Post (containing special emergency supplies). This would provide mobile command post set up in time of crisis.
  2. Add Vehicles (4 Ford Explorer). In need of 2 additional vehicles immediately. District Office will purchase one of our patrol vehicles from us to allow us to use that money to go towards purchasing a new vehicle. A new Ford Fusion vehicle was just received and partially paid for via a $20,000 grant. This vehicle will go to the Delano Campus for the Officers to use there. We are in need of replacement patrol vehicles on the main campus as the vehicles we have now are 8 yrs. old and are becoming cost prohibitive to maintain. I would like to move to the new Ford Explorer Police Package Patrol vehicles as they are built with the kind of patrol functions that we use on campus. We jump curbs for emergencies on campus, they have heavy duty alternators, batteries, suspensions, they are built for our everyday needs. They are also large enough to assist us in providing the necessary escorts, arrests, and they provide space to house and transport emergency equipment.

\*Stagger vehicle replacement every 5-7 years

* 1. Segway/T-3 (5 owned total/1 located in Delano). The T-3’s allow patrol of the campus in a more efficient and timely manner in comparison to the vehicles.

\*Stagger replacement every 4-5 year

\*Grant option is first choice

* 1. DSPS Cart (2 owned). The carts provide transportation services to the disabled and elderly students.

\*stagger replacement every 4-5 years (2018-1), (2019-1)

\*Grant option is first choice

* 1. New Emergency lighting system-(2) mobile. The lighting system will provide basic light for safe evacuation in the event the campus/stadium lights go out.
  2. New Emergency lights mounted in Public Safety Office. This will provide basic lights if the campus goes dark. The Public Safety Office stores supplies needed in a time of crisis.
  3. New Generator-for Public Safety Office. This will provide back-up power if the emergency lights fail. The Public Safety Office stores supplies needed in a time of crisis.
  4. Add Dispatch/base radio-Briefing Room (Public Safety Office). This will provide another source of communication.
  5. New Tasers (17). This is a very effective non-lethal tool for Public Safety, simple, generally safe and viewed as a deterrent to subdue a suspect rather than using blunt force with a baton. Tasers also come with an option of a built in camera system.
  6. Add RAD, CPR, Cleary, Etc. equipment, work books, etc. This would provide safety training for the campus community.

\*Grant option possible

* 1. Vests (15) this is required for protection.

\*Replaced every 5 years

* 1. Barricades (200 owned) in need of 250. These often get damaged or stolen; caution tape used excessively. These items provide warnings, barriers and directions for dangerous areas to provide protection.

\*Replenish barricades (add 25 annually)

D. Budget: Explain how your budget justifications will contribute to increased student success for your program.

The Department of Public Safety contributes to student success by patrolling the campuses 24/7, ensuring safe and secure learning environment for students, staff, faculty and visitors. Public Safety officers also provide traffic control, safety hazard identification, employee training and programs, and collaboration with the local police department and other emergency response organizations when needed. The officers will continue to preserve the peace and provide for a safe and accessible environment which is conducive to learning.

With the growing number of students, employees and faculty it stands to reason that the Public Safety Department needs to keep pace with the growing population of the campus to ensure we are able to continue to provide a safe learning and working environment by employing enough Officers to do this in a safe and effective manner.

**VI. Conclusions and Findings:**

Present any conclusions and findings about the program. This is an opportunity to provide a brief abstract/synopsis of your program’s current circumstances and needs.

While reviewing the Public Safety program and attempting to identify its expectations by aligning them with the college institutional goals, it was apparent that the department provides excellent service and professionalism with limited staffing and resources. Public Safety will continue to listen to the needs of the college community when evaluating crime trends, responding in the most efficient and effective manner possible with its available resources.

Public Safety will partner with the campus community through excellence in service where safety and academic success comes first. Public Safety will continue to respect the diversity of the campus communities by soliciting public support and involvement in an effort to promote organizational efficiency without distracting from the overall quality of the life of Bakersfield College, Weill Institute and the Delano Campus.

That being said, these are our needs.

(3) Part time Officer positions upgraded to fulltime positions.

1. New Position: Department Assist III
2. Sergeant
3. Replacement vehicles immediately

Ford Explore (police package) due to being built for the ruggers of the patrol function on campus.

Heavy duty front suspension, 220 Amp Alternator, Heavy Duty Cooling System, Heavy Duty Sub frame, Undercarriage plate for jumping curbs, Door Tether.

We purchased vehicles off the lot before without the heavy duty package and they lasted 3 yrs. before falling apart and becoming a money pit. These vehicles should provide us with a life span of 8 years each. Purchase two this, as quickly as possible, and then one a year for the next two years if we can make the other two vehicles last that long.

I do not ask for more than I need and then hope for the best. The assessment of needs I have listed above is what I feel are the department’s highest needs to maintain the high standards that are expected of us and that we strive every day to provide you with. There are many things I have listed in this document that are needs. However, with the growing student and faculty population over the past several years, I need additional fulltime men and women to perform the duties of Public Safety Officers out on the campus and in the office to continue to be able to provide the services we offer safely, efficiently, and effectively. This also saves money in overtime costs and increases the presence of Public Safety staff on campus to deter crime, provide training, and enhance the visibility of the department to our community.

**VII. Forms Checklist (place a checkmark beside the forms listed below that are submitted as part of the Annual Update):**

X [Best Practices Form](http://committees.kccd.edu/bc/committee/programreview) **(Required)**

Curricular Review Form **(Instructional Programs Required)**

[Certificate Form](http://committees.kccd.edu/bc/committee/programreview) **(CTE Programs** **Required)**

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[Faculty Request Form](http://committees.kccd.edu/bc/committee/programreview) X [Classified Request Form](http://committees.kccd.edu/bc/committee/programreview) X [Budget Form](http://committees.kccd.edu/bc/committee/programreview)

X Professional Development Form X  [ISIT Form](http://committees.kccd.edu/bc/committee/programreview) X  [Facilities Form](http://committees.kccd.edu/bc/committee/programreview) (Includes Equipment)

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_