

Facilities Remodel Request

Requested By: Leonard Knight

Department: Police Department

Date Submitted: 1-9-12

Contact Number: Ext. 2329

Will your department fund the remodel/repair? Y N If yes, provide funding information:

The police department has outgrown and not in compliance in the facility it currently occupies. Additionally, with the added responsibility of the Excelsior School District and pursuant to regulations and mandates, the department needs a facility designed to interact with juveniles and adults as well as adequately separate male and female detainees. Furthermore, the Welfare and Institution Codes mandates separate interviewing and holding areas for juveniles and adults. Since a new facility would not be feasible during this challenging socioeconomic period, the best solutions or recommendations would be to obtain additional space in the Student Activity Center (SAC) building or move to another building that could accommodate the police department's needs. During the Fiscal Year 2011/2012, the Facilities Committee approved the relocation of Chief Knight's Office from the Student Activity Center (SAC) to the Academic Commons, Room O as a temporary solution. However, as result of the relocation, there were discussion among senior staff, and recommendations were made to relocate the Police Department to the lower campus, Excelsior Administration buildings, for the appropriate facility space. This designated requested space allows the police department the ability to meet the above mentioned mandates and provide parking to properly operate the Police Department. (See Page 2)

Dean or Director Approved Y N

Approving Signature: *Frank J. H. [unclear]*

M&O Evaluation

Estimated Material Cost \$

Use Internal Labor: Y N*

Estimated Man Hours to Complete: Unknown

Estimated Equipment Costs \$

Preference Points (1 Per Item, Circle all that apply) Total _____

*Safety

* Staff Increase

*Instructional Effectiveness

*Habitability

* Code Violation

* ADA Accommodation

* Mandated

* Lease Agreement

Facility Committee Action/Approval

Request Approved: Y N

Scheduled for FY _____

Project Priority for Fiscal Year: 1 2 3 4 5 (Circle One)

(See Reverse for Priority Definitions)

Facility Committee Chair _____ Date _____

Recommended Funding Source:

V.P. of Admin Services _____ Date _____

Scheduling

Date Received:

Received By:

Estimated Start Date:

Estimated Completion Date:

Actual Completion Date:

Actual Cost \$

Work Order Number(s):

Date Requestor Notified of Completion:

* Attach Internal Labor Work Deferment Form

January 10, 2012


TO: Facilities Committee
FROM: Leonard Knight, Chief of Police
SUBJECT: Facilities Remodel Request Form

In May 2011, the Police Department submitted to the Facilities Committee a Request for Remodeling Form, which is the venue for requesting additional space or for remodeling. The request form outlined the need for additional space and addressed the Police Department's compliance issue when dealing with juveniles and adult detainees as well as victims of crimes. As a temporary solution, the Facilities Committee made the recommendation to move the Chief of Police to the Academic Commons pending the move of the Excelsior School District to the upper campus. In January 2012, Excelsior moved into their new facility and there is now an outstanding opportunity to address the Police Department compliance needs, provide better service to the Campus Community and meet the verbal recommendations made last year.

In moving the Police Department there would be a minimal remodeling cost in addition to a small cost for moving the furniture because the Excelsior Administration Building was remodeled into Business/Public Service area. The Police Department's 2012/2013 Praise Report thoroughly outlines the need for the relocation. Allowing for the relocation to the Excelsior Buildings will ensure the Police Department has the appropriate seating space for visitors and victims in addition to having interviewing rooms, detention area (juveniles and adults), report writing room for the officers, administrative staff area (Servicing the Campus Community), briefing and meeting area, locker room/changing area for the female and male officers, Live Scan area, record storage area, evidence storage, storage for T-Three vehicles and parking for police vehicles and visitors. What is most important about this request is no group or individual is displaced, and simultaneously the police department will be able to enhance its Public Safety Services and operation with very little cost.

The buildings requested are the Excelsior Administration Building, Classrooms 4 and 5 which are located immediately adjacent (East) of the Administration Building, the storage shed directly behind the classrooms and the parking area south of the Administration Building. In conclusion, I hope the committee will support and approve the request form which will allow the police department the opportunity to gain compliance and also provide you and the Campus Community an enhanced level of Public Safety Services.

Sincerely


Leonard Knight
Chief of Police

Mojave Fish Hatchery Rd.

Mojave Fish Hatchery Rd.

Mojave Fish Hatchery Rd.

- 7th Grade
- 6th Grade
- 5th Grade
- 4th Grade
- 3rd Grade
- 2nd Grade
- 1st Grade
- 0th Grade

Rm. 17 FIRESQUAD

Rm. 18

Rm. 19

Rm. 20

Rm. 21



Rm. 22 Classroom

Rm. 23 Classroom

Rm. 24 Classroom

Rm. 25 Classroom

GRF
 CALPUB:
 Alicia A.
 Debra G.
 Sheila S.
 Sharon B.
 Charlene C.
 Outreach

Walkway

Excelsior Interim Housing 2010
 RV 5 & 2010

Rm. 28 Classroom

Rm. 27 Classroom

Rm. 26

Rm. 16 Classroom

Rm. 15 Classroom

Rm. 14 Temporary Lab

Basketball Court

Desert Landscaping

Shaded Area

Administration

Rm. 1

Rm. 2

Rm. 3 Classroom

Walkway

Rm. 13

Rm. 12
 Temporarily Unavailable Until July 2010

Rm. 11 Computer Lab

Rm. 10 Assessment Center

Rm. 9 Reading Lab

Bathrooms

Bathrooms

Patio Area

Rm. 8 ASB/Activities

Janitorial

Rm. 7 Classroom

Rm. 6 Classroom

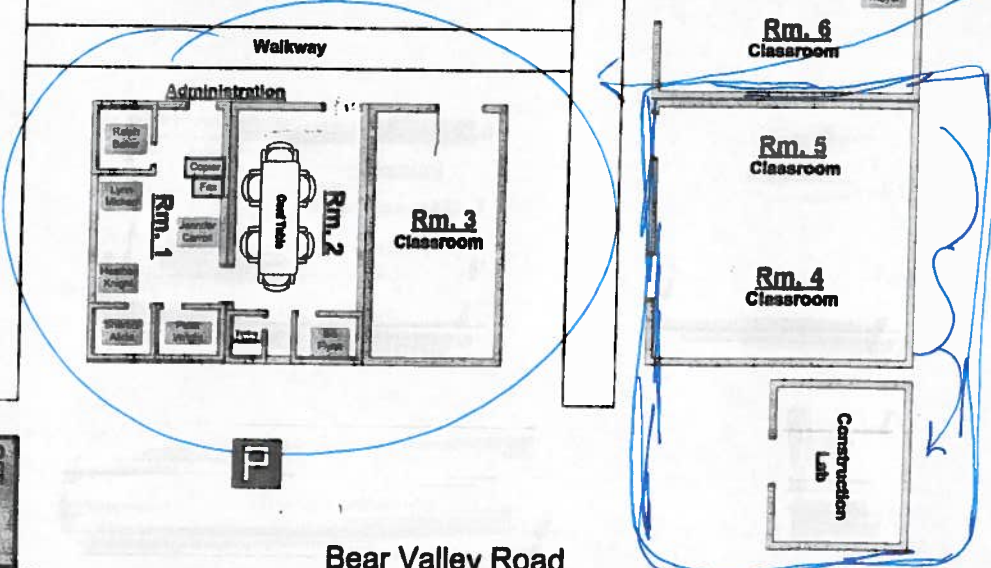
Rm. 5 Classroom

Rm. 4 Classroom

Construction Lab

Bear Valley Road

*Campus Police
 Requesting this area*



PROGRAM REVIEW, ALLOCATION AND INSTITUTIONAL STRATEGIES FOR

EXCELLENCE (P.R.A.I.S.E.) REPORT

PLANNING YEAR 2012-2013

INSTRUCTIONAL AND NON-INSTRUCTIONAL DEPARTMENTS

Program (a/k/a Department or Service Area): Police Department

Section I: Abstract (Executive Summary)

Prior Year Accomplishments

In fiscal year 2011/2012, the police department developed and maintained several external and internal partnerships with organizations and entities which have assisted and contributed to a number of the police department accomplishments in areas such as: emergency management preparedness, personnel training, POST compliance, implementing systems and controls, traffic enforcement, policy development, building safety and the establishment of a Crisis Assessment Team. Although all the aforementioned accomplishments were significant, funding was limited to personnel training only.

Goals

As indicated in the prior fiscal year P.R.A.I.S.E Report, college enrollment is expected to grow and the police department has already outgrown the facility it currently occupies. Since the added responsibility of the Excelsior School District, the department needs a facility better designed to interact with juveniles as well as adults. Additionally, there is a critical need for a supervisory position to assist with all the functional daily responsibilities of the police department. The position will assist with the supervision, managing and training of the officers and professional staff. As such, the department future goals are to continue to work on achieving the remaining three of the four goals as outlined in the last year P.R.A.I.S.E report, and incorporate for future goal consideration, the goals of discussing the feasibility of hiring a police supervisor and moving into a facility better suited to deliver quality public safety services.

Hindrance to Achievements/Accomplishments

Each Fiscal Year, the Police Department generates over 525,000 dollars as a result of the Live Scan printing, Parking Fees (dispenser, permits, and meters), Department of Motor Vehicle fees and Parking Fines. However, even after generating such revenue, there is a continual struggle to obtain the required annual operational budget to adequately operate the department. More importantly, as the department struggles to meet the annual operational expense, the college continues to negotiate outside contracts without discussing potential impacts on the police department or considering whether the police department has the personnel to meet the obligation of the contracts. Outside issues, such as the significant increase in enrollment of active parolees and sexual offenders, have resulted in unanticipated duties and responsibilities of department personnel. It is also anticipated that with the passage of California Assembly Bill 109, more state prisoners will be released to local counties for supervision, and certainly one of the conditions of parole will be attending a local college

to attain an education or skill trade. Thereby, placing an additional strain on department resources to ensure the appropriate monitoring and oversight of these individuals.

As stated in the 2011/2012 P.R.A.I.S.E Report, when comparing Victor Valley College Police Department to similar California Community Colleges (comparable faculty, staff and student population), the Victor Valley College Police Department does not have the appropriate operational budget, resources and equipment to adequately serve the faculty, staff and students. The vehicle fleet is old and unsafe (10 to 15 years) with more than 100,000 miles on each vehicle. In fact, in fiscal year 2010/2011, the repair cost of the vehicles exceeded 12,000 dollars and the vehicles have resulted in incidental employee injuries. Not only are the vehicles old, the department also has outdated police radios, technological equipment and the police facility is inadequate to properly serve the faculty, staff and students. Although following an intense debate the police department eventually obtained authorization to purchase three new vehicles, the department is still without appropriate police radios, technological equipment and a proper police facility to meet legal mandates. It is unfortunate that there remains a belief among some that the department is not a full-fledged police department. Regardless of personal opinions, there are legislative mandates that absolutely must be met and maintained in the operation of a police department.

Section II: Department Needs and Justification (include all items listed here on the worksheet)

It should be noted, the Board of Trustees in the year 1998, exercised the power given by the Education Code to establish a police department. Since exercising this option, the transition from a security/public safety department to a police department has been somewhat stagnant. One contributing factor to the slow transition has been qualifying the existing personnel to meet the provisions of the Education and Penal Codes. Furthermore, many of the prior police department managers have had limited experience and expertise in developing policies and procedures as well as moving an organization through such a significant transformation. But most important, although requested by the police managers, the police department has not been adequately funded to sufficiently perform the required services to ensure the safety of the faculty, staff and students. Obviously, it should not take a serious incident to occur on campus to realize that in order to adequately serve our faculty, staff and students, the police department needs the appropriate funding, personnel, equipment and facility.

Last year, the college's mass notification system was a text alert message system which could not satisfactorily serve as the primary notification during a significant unusual occurrence on campus. Since the last fiscal budget, the police department obtained a grant for 39,000 dollars through the Alertus Company to begin the implementation of an adequate mass notification system. The Alertus system generates an emergency notification message that is sent to all the computers on campus when there is a major unusual occurrence. As a result of the combined efforts of the Facilities and Information and Technology Divisions and the Police Department, a committee has been formed wherein their primary objective is the implementation of the mass notification system no later than October 2012. Additionally, through the hard work of the Environmental Health and Safety

Committee, a 60,000 dollar budget allowance has been established for the 2011/2012 budget for campus wide emergency preparedness.

January 2012 is the scheduled opening of the Eastside Public Safety Facility. The Victor Valley College Police Chief met with the Apple Valley Police Department's Captain and Lieutenant regarding their department's ability to service the Eastside Training Facility. The outcome of the discussion, simply put, is that their department does not have the resources to respond for service requests and alarm calls. Also, because it was noted that since the college has a police department, it is expected that Victor Valley College Police Department service the facility and a mutual aid agreement would be established in the event of a significant or unusual occurrence. As requested in the 2011/2012 fiscal year budget, the police department requested funding for a minimum of one additional officer per shift to immediately patrol and serve the faculty, staff and students who will be attending. Finally, the Environmental Health and Safety Committee will assume the task of incorporating the Eastside Facility in the Emergency Operation Plan.

As mentioned in the executive summary, the police department has not been adequately funded even though it is one of the most essential and critical services for the college. More importantly, the police department is the key to ensuring the college environment is conducive for learning. To make meaningful progress this year and to ensure adequate public safety service for the main college campus and the eastside center, it is recommended that reconsideration should be given to the requests not approved in fiscal year 2011/2012 and the two additional requests for fiscal year 2012/2013.

Review of Prior Requests

Considering the current challenges, the below mentioned items were requested but not funded in fiscal year 2011/2012 and are still very relevant for achieving the goals of the police department for fiscal year 2012/2013.

- Ongoing professional development of the employees to facilitate the delivery of fair, impartial and quality service.
- Develop and implement a quality mass notification system that will provide timely notifications utilizing current and up to date technology.
- Hire additional Reserve Officers to provide public safety services for the main college campus as well as the Eastside Public Safety Center.

The aforementioned requests contribute to a campus that is safe and an environment that is conducive for learning which are the primary reasons for the budget requests.

New Requests

Although growth is expected for the college, the police department has already outgrown the facility it currently occupies. Since the added responsibility of the Excelsior School District, the department needs a facility better designed to interact with juveniles and adults. Additionally, there is a need for a

supervisory position to assist with all the daily responsibilities of the police department. The position will help supervise, manage and train the officers and professional staff. As such, the department's future requests are outlined below:

- Discuss the feasibility of hiring a police supervisor
- Move to a facility better suited to deliver quality public safety services (Request for two Excelsior Old Portables, the storage shed, the adjacent parking lot and some furniture. Projected moving expense and moderate building modifications estimated at \$20,000.

The last budget request was submitted to the Budget Committee in April 2011 in which one budget item was approved (purchase of police vehicles). In this year's P.R.A.I.S.E Report, the police department is resubmitting all of its prior and new requests for approval in the 2012/2013 Fiscal Budget. These requests are essential for providing the appropriate services and public safety on campus.

Section III--Student Learning Outcomes

The Public Safety component of the college is very unique and different from the other non-instructional programs of the College. For Public Safety, the most effective assessment or measurement tool is to establish Service Level Outcomes as opposed to Program Learning Outcomes. However, a good public safety department's objective is to ensure student learning by educating and informing the students as to campus safety, crime prevention, traffic enforcement and emergency preparedness. Nevertheless, the best measurement tool is done by evaluating the service level areas. The service level indicators provide a realistic and accurate assessment as to whether the service provided has been effective in educating the student.

As such, the following 5 step assessment tool will be utilized to determine the overall effectiveness of the department and its programs.

1. **Mission/Goals** – The mission and applicable goal(s) of the program, department, or administrative unit.
2. **Intended Outcomes/Objectives** – What will the student think, feel, know or be able to do as a result of the given educational experience?
3. **Means of Assessment** – what are the criteria for success? What tool will be established and measure success?
4. **Summary of Data** – Summarize the findings. How close were the results to the criteria for success?
5. **What does the data tell about the process** – Tell us about the process. What, if anything do we need to do to our program or department to improve? What resources are necessary?

In fiscal year 2011/2012, the above mentioned assessment tool was utilized and was the basis for 2012/2013 P.R.A.I.S.E Report. The police department conducted an analysis of the Crime Statistics for Year 2009 and compared them to Year 2010 in nine major areas: Homicide, Robbery, Rape, Aggravated Assaults, Burglary, Theft, Motor Vehicle Thefts, Traffic Accidents, and Student Discipline.

	Year 2009	Year 2010	Percent of Change
Homicide	0	0	0
Robbery	0	4	400 %
Rape	0	1	100%
Aggravated Assaults	3	2	-50%
Burglary	8	8	0
Theft	45	37	-22%
Vehicle Theft	1	1	0
Traffic Accidents	33	31	-6.45%
Student Discipline	13	40	67.5%
Total Incidents Reported	190	200	5%

A review of the statistical data indicates significant increase in violent crime (Robbery) and the college has had a rape in a classroom. Additionally, there is considerable increase in student discipline indicating student involvement in crime and in negative classroom behavior. Numerous calls for service had been made in the ATC Building and there has been an increase in narcotic arrests and incidents. In addition to the statistical analysis, a survey, which was developed by the college's Research Unit, was conducted in October 2010 following the California Great Shakeout Exercise. The survey provided the police department with in depth information regarding building safety, environmental concerns, disabled wheel chair lifts in regards to emergency preparedness, the need for emergency preparedness training at night and the concern of the Faculty and staff that the college did not have a mass emergency notification system.

In October 2011, the police department completed and posted on the website their 2010 Annual Campus Security Report. This report provided an overview of all the programs, services and activities for the year as well as the Clery yearly mandated reporting and the crime statistics for years 2008, 2009, and 2010. The report shared campus security information that will surely enhance the awareness and learning of the faculty, staff and students in regards to public safety and also assist the police department meeting its objectives. Finally, in an effort to share information and solicit additional feedback from the faculty, staff and the students the Chief of Police attends various groups and committee meetings. In Fiscal year 2012/2013, the police department will continue its outreach and assessment, as outlined below, to ensure service levels are assessed adequately.

Mission/Goals – Fiscal Year 2012/2013

The mission of Victor Valley College Police is to provide quality service to our campus community and ensure the campus environment is safe and conducive for classroom instruction and learning. To make meaningful progress this year and to ensure adequate public safety service for the main college campus and the eastside center, the police department has established the following goals:

- Develop and implement a quality mass notification system that will provide timely notifications utilizing current and up to date technology.

- Hire additional Reserve Officers to provide public safety services for the main college campus as well as the Eastside Public Safety Center.
- Ongoing professional development of the employees to facilitate the delivery of fair, impartial and quality service.
- Discuss the feasibility of hiring a police supervisor
- Move to a facility better suited to deliver quality public safety services (Request for two Excelsior Old Portables, the storage shed, the adjacent parking lot and some furniture. Projected moving expense and moderate building modifications estimated at \$20,000.

Intended outcomes/Objectives

Measuring the effectiveness of the public safety service will consist of auditing and reviewing the following areas to determine an increase or decrease in the following service level outcomes:

- Crime
- Response time
- Traffic accidents

Annual surveys will be conducted to solicit feedback from the faculty, staff and students regarding the college's police department in the following areas:

- Service quality
- Public relations
- Service at the Eastside Public Safety Center
- Emergency Management Preparedness

Means of Assessment

The assessment tool will consist of an annual review and evaluation of the aforementioned areas by statistically comparing data and by conducting a survey, developed by the College's Research Unit, of the faculty, staff and student as to service level and learning regarding public safety on campus.

Summary of Data

The analysis of the data will be summarized and published in the Annual Campus Security Report.

What does the data tell about the process?

Crime, property, and incident reports are taken daily from the faculty, staff and students. The department also processes and track citations. Budget reports, live scan accounts and other police functions are also documented and tracked using software and other technology. Quarterly audits are conducted to identify deficiencies, document training needs and highlight the accomplishments of the department. Public safety information is shared with the college community by posting information

regarding the police department operation on the website such as crime statistics, daily crime occurrences, traffic enforcement, emergency preparedness notifications as well as other important information through the text alert message system. An annual review of the aforementioned areas will provide a detailed analysis of the police department's services and solicit information from the faculty, staff and students regarding the services provided.

Section IV--Additional Information

The opening of the Eastside Public Safety Center will certainly attract numerous students to the Public Safety Program. Also, as student enrollment continues to grow, there will inherently be the need for incremental increases in the public safety service. As such, in continuing with police department efforts of providing a professional standard of service, it is in the best interest of the college to approve this program/service request. Furthermore, with the federal government, state, counties, and cities experiencing a very challenging socioeconomic period, the college cannot depend on outside resources to provide the appropriate and necessary level of public safety services.

The Victor College Police and Reserve Officers are sworn law enforcement officers under the California Penal Code, Section 830.32 and meet the peace officer standards and training requirements mandatory for California law enforcement officers. These sections give the law enforcement officers their authority to enforce the laws and make arrests. The Police and Reserve Officers receive training on tolerance and diversity to better serve the College's diverse group of faculty, staff and students. Additionally, the officers receive 24 hours of perishable skills training every two years as mandated by the State of California.

Thirteen years after establishing Victor Valley Security/Public Safety Department as an official police department and generating millions of dollars of revenue for the college, it is time to allow for the development of the police department and serve the campus community appropriately.