Program Review

Purpose

"Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices" – ***Academic Senate for California Community Colleges***

Data Driven Decision Making

Continual improvement
Evaluation of program resource needs
Fiscal stewardship and transparency
Culture of evidence

Reporting Cycle

Program Review will be conducted every two years beginning Fall semester 2021.

Reporting Cycle Activities	Timeline
Program Review forms posted on the Program Review website:	August 22, 2023
Data is available on the ORPIE website:	
• Instructional Program Review Dashboard	Available now
• Student Services Program Review Dashboard	*Coming August 28, 2023*
• State comparison data may be found on Data Mart or Cal-Pass Plus	Available now
Program Review Office Hours and Data Support offered in a hybrid format in the Language Arts (LA) Room 115 and by zoom.	See the Program Review website schedule information.
Program Review draft due via Dynamic Forms.	Friday, October 6, 2023
Review and Feedback Steps to Finalize Program Review:	
• Step 1a: ***Technical Review*** by IEC (for all) and Academic Senate (for any that include a faculty request). • See the technical review rubrics.	Friday, October 6, 2023
• Step 1b: ***Content Review*** by Deans/Director. Feedback due to author.	Friday, October 6, 2023
• Step 2: ***Completed Revisions*** submitted by author for final approvals by Deans/Manager and Vice Presidents. Final draft will address technical and content review feedback.	Friday, November 3, 2023
• Step 3: **Final Program Review Approvals** by Deans/ Manager, Vice Presidents, and IEC. ORPIE will post final draft to the website.	Friday, December 1, 2023
• Step 4: Funding Requests proceed through governance structure.	
• Depending on the request either the Vice President or the IEC will assign the Program Review to the appropriate committee(s), including Planning Council for prioritization.	Friday, December 1, 2023
• Committees forward recommendations to the Budget Committee	Friday, December 1, 2023

• Faculty Hiring timeline:	
• Academic Senate Q&A	Tuesday, November 14, 2023
• Senator Ratings due	Friday, November 17, 2023
• Academic Senate – Special Meeting to Review Rankings	Tuesday, November 28, 2023
• Prioritized requests for faculty positions will be provided by the Academic Senate to the Executive Team	Wednesday, November 29, 2023
▪ President makes final faculty decisions and reports to Senate at Special Meeting. ▪ Based on approved faculty positions, faculty submit search committee membership and supplemental questions to HR and the Academic Senate.	Tuesday, December 5, 2023
• Hiring committee participants appointed by the Academic Senate.	Tuesday, December 12, 2023
• The Budget Committee forwards all recommended non-faculty requests to the Executive Committee	Tuesday, December 12, 2023
• President announces all funded recommendations campus-wide	Monday, April 1, 2024

AUTHOR INFORMATION

Employee ID (E# or C#): [   ]   First Name [Denise]   Last Name [Koen]

Wing [-- Choose -- ▼]   Email Address [dkoen@cccd.edu]   Office Phone [   ]

Dean/Manager First Name [Rick]   Last Name [Hicks]   Email [rhicks@gwc.cccd.edu ▼]

Vice President First Name [rick]   Last Name [hicks]   Email [Hicks, Rick = rhicks@ ▼]

Program Review - Draft
*Program Review - Public Safety.docx

Program Review - Final
Submission
*Program Review - Public Safety (1).docx

This Program Review includes the following: *[Yes   ▼]
Pick all that apply.

If the answer was "Yes" but one of the following is not picked it will affect the form's workflow and you will have to resubmit.

Faculty Request [-- Choose -- ▼]

Facilities, Technology, Equipment Request [Yes   ▼]

Classified Request [Yes   ▼]

This Program Review includes the following: *[Yes   ▼]
Pick all that apply.

If the answer was "Yes" but one of the following is not picked it will affect the form's workflow and you will have to resubmit.

Faculty Request [-- Choose -- ▼]

Facilities, Technology, Equipment Request [Yes   ▼]

Classified Request [Yes   ▼]

Faculty Requests (up to 3)	Faculty Requests (up to 3)
One upload per request	*One upload per request*
Faculty Upload1	Faculty Upload1
Faculty Upload2	Faculty Upload2
Faculty Upload3	Faculty Upload3

Facilities, Technology or Equipment Draft Requests (up to 5)   Facilities, Technology or Equipment Update Requests (up to 5)

FTE Upload1 Program Review - Public Safety Equipment.docx	FTE Upload1
FTE Upload2	FTE Upload2
FTE Upload3	FTE Upload3
FTE Upload4	FTE Upload4
FTE Upload5	FTE Upload5

Classified Personnel Draft Requests (up to 3)
One upload per request

Classified Upload1 Program Review - Public Safety Classified.docx

Classified Upload2

Classified Upload3

Classified Personnel Updated Requests (up to 3)
One upload per request

Classified Upload1 Public Safety Officer_JobSpecs.pdf

Classified Upload2

Classified Upload3

Supporting Materials (Optional)

Upload1

Upload2

Upload3

Supporting Materials (Optional)

Upload1

Upload2

Upload3

...3330303639

Rick Hicks
_____   10/11/2023
Author - Draft Signature   _____
                                  Date

...3133363132

Denice Koen
_____   11/03/2023
Author - Final Signature   _____
                                 Date

_____

Dean/Manager Draft Feedback

Forwarded to Denise Koen, the new Dir of Public Safety by L Sosenko

FileUpload2

IEC Feedback

The question about Summary of Previous goals was left blank.

The funding requests are not reflected in the program review goals. Please describe how will traffic signs and lights support the three goals listed? The same issue exists for the Public Safety Officer position request. Further, the data described in the funding recommendation was not referenced in the program review (ration of safety officers to people on campus). Why would we fund another Public Safety Officer rather than someone in Student Services who can support students with mental health emergencies? How many of these calls do we get a year? You make the claim that they are rising, but do you have data to further describe that increase? How is public safety collaborating with the Student Health Center?

FileUpload4

Program Review Rubric Upload

Academic Senate Executive Board Feedback

FileUpload1

Program Review Rubric Upload

_____

Dean/Manager Final Feedback

FileUpload2

...3633303932

Rick Hicks
Dean/Manager Signature

12/08/2023
Date

Vice President Feedback

FileUpload3

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Rick Hicks
Vice President Signature

12/08/2023
Date

Downloaded to the following Committee Teams folder on: -- Choose --

...3034353031

Lauren Davis Sosenko
IEC Signature

12/08/2023
Date

Dean/Manager - Feedback Signature	Electronically signed by Lauren Davis Sosenko on 11/02/2023 5:24:34 PM
Academic Senate: Technical Review Signature	Signature not required
Academic Senate Signature	Signature not required
IEC: Technical Review Signature	Electronically signed by Lauren Davis Sosenko on 10/20/2023 4:37:54 PM

Program Review Purpose

"*Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices*" –Academic Senate for California Community Colleges, 2009

DATA

Number of reports taken annually by officers:	Not Easily Available
Number of parking citations issued each year:	None
Number of calls for service responded to annually:	Not Easily Available
Number of access cards created, issued, or reissued each year:	Not Easily Available

List the Administrative Service Outcomes (ASOs) for public safety: *If you have not defined your ASOs, please describe how you will define them in 2023-2024.*	Campus crime statistics are reported as required by the Federal Government and State of California. They are a part of the Annual Security Report submitted to the U.S. Department of Education each year. These data can serve as a measure of safety when compared to previous years. The 2022 shows increases in virtually all reported categories. However, this is misleading as the campus was closed the prior 2 years due to Covid. Data shows that crime remains very low on campus with 0 robberies, 5 burglaries and 10 stolen vehicles. Regarding parking, permits and traffic enforecement, GWC did not enforce any parking regulations during the last 2 years.
Describe how you assessed your ASOs this year? (e.g., survey, document review) *If you have not assessed ASOs, describe your plan to assess in 2023-2024.*	Our Public Safety Director position has been vacant for much of the last year. Add to that the challenge with specific public safety data collection make it difficult to track such things as calls for serivce and assisting with access card distribution or replacement. However, when looking at the crime data, GWC remains a very safe campus. By comparison, we are lower in all reported crime than OCC. Clery reporting is mandated and allows for comparisons with past years. The previous Program Review suggested a survey whould be done to assess campus satisfaction with Public Safety. This was not

	done. However, with the addition of a new Director, a deep dive into campus satisfaction with Public Safety will be done. An Evening Supervisor was requested and this position was approved and is in the process of being filled. CCTV improvements were also made but much more needs to be done in this area.
What were the findings of your ASO assessment?	The campus is safe, staffing still needs to be increased and clearer objectives for PS and its new Director are needed.
How do you plan to strengthen practices/policies to improve your outcomes?	Hire a Director and evening supervisor. Continue with annual reviews and updates to all safety plans for the campus. Work with the new leadership to ID short term and long term needs. Institute continuous training of our PS officers and develop and deliver more safety education to our campus.

Outside of hiring new faculty or staff, please discuss the data trends above, and your plans for serving more students.
As the campus sees more on ground activity, the ability to compare data year over year will improve. We will evaluate our staffing levels along with deployment schedules to ensure we have the right assignment of our assessts. We will look at using entrepreneurial budgeting to help increase staffing during the time of greatest need, which includes Swap Meet coverage. We will also evaluate how to increase our data collection competency to enable us to better diagnose service and staffing needs.

PROGRAM-SPECIFIC QUESTIONS

Describe the functions of public safety?
Crime prevention. Golden West College will inform students and staff, in a timely manner, of any criminal activity or security problems which may pose a reasonable threat to their physical safety. Such information is distributed to students through various means. Crime prevention programs and services provided by GWC include officers attending various classes to discuss safety issues and

several crime prevention topics and recommendations are posted on the Public Safety webpage.

Crime prevention also includes some deterrent efforts and investigative aids. These include the use of the mentioned Closed-Circuit TV Cameras and Monitors, panic buttons and emergency phones. The campus recently expanded the number of CCTV cameras and installed new "Blue" emergency phones and towers throughout the campus and in the parking lots. In addition to this equipment, Public Safety Officers perform proactive patrols and provide escorts to students when requested. CCTV cameras are still needed in several areas on campus and through a current threat assessment being conducted By Dolores Stafford and Associates, we expect to have expert recommendations on additions.

Another critical element of a campus safety program is training. The College Public Safety Department, Student Health Services and Student Activities office sponsor programs on various topics ranging from security awareness, crime prevention, and sexual assault awareness to substance abuse prevention.

What does public safety do exceptionally well?

During the 2022-2023 academic year, Golden West College offered approximately 31 crime prevention and security awareness programs. These offerrings have expanded significantly and will continue to increase and evolve as trends and needs dictate.

How does public safety help GWC meet its mission?

Golden West College provides an intellectually and culturally stimulating learning environment for its diverse student population. The College provides enriching and innovative programs that help students: transfer to four-year institutions, earn associate degrees, complete certificates in career and technical education, advance their careers, and demonstrate college readiness. The College is committed to continuous assessment and improvement of student learning and institutional effectiveness.

By providing a safe environment for students and employees alike.

How can public safety adapt to handle the increased volume in programs requiring additional tracking and reports?

By assessing the appropriate scheduling of staff; increased use of IT such as CCTV; and, data collection.

What are the most impactful changes in processes to public safety that can improve service to students and the campus community?

Additional CCTV, filling vacant postions, enhanced training, and, improved processes for data collection.

What are the biggest challenges facing public safety in completing its role?

Funding and staffing.

What improvements can the department make to better communicate with the campus regarding trainings, safety protocols, safety/emergency plans and department goals?

Improved engagement with the campus senates, presentations to various stakeholder groups, and, use of various communications mechanisms.

How can the department better communicate their role on campus?
Greater engagement and promotion of the work they do.

GOALS AND REQUESTS FOR FUNDING

Requests – If you are requesting any of the following, they MUST be addressed within your goals. These forms must be submitted separately from the Program Review.

- Faculty
- Equipment, Facilities, Technology
- Support Staff

GWC Strategic Plan Goals Legend

1. **Enrollment:** GWC will increase credit and noncredit enrollment while providing efficient academic programs and student services.
2. **Equity and Success:** GWC will support, enhance, and develop equity-minded services and academic programs that lead to student success.
3. **Completion:** GWC will ensure students' timely completion of degrees and certificates by providing high quality academic programs and student services.
4. **Workforce Preparation:** GWC will support student success by developing and offering academic programs and student services that maximize career opportunities.
5. **Facilities:** GWC will provide flexible, accessible, and sustainable learning environments that support the success of students, faculty, staff, and communities.
6. **Professional Development:** GWC will support the success of all employees by providing professional development opportunities that focus on the achievement of the College Goals.
7. **Communication:** GWC will effectively communicate and collaborate within the College and its communities.

GOALS FROM PREVIOUS PROGRAM REVIEW CYCLE

Please refer to your previous Program Review cycle and summarize all outcomes for each goal.

Summary and Outcomes of Previous Goals (from the last Program Review) including resource requests and if they were funded or not.

Program Review Request

Administrative Services – Public Safety

Click or tap here to enter text.

GOALS FOR CURRENT PROGRAM REVIEW CYCLE

Current goals should be connected to GWC's Strategic Plan Goals.

GOAL 1 (Required)

Description of goal:
Fill all vacancies.

What actions will be taken to accomplish the goal?
Justify the need to fill these positions to the Chancellor's Cabinet and aggressively publicise opportunities to likely hiring pools/groups.

What metric will you use to measure your goal?
Filled positions.

Which of the College's missions and goals does this goal support? (check all that apply)

☒ Enrollment

☒ Equity and Success

☒ Completion

☒ Workforce Preparation

☐ Facilities

☐ Professional Development

☒ Communication

GOAL 2 (Required)

Description of goal:
Complete transition to License Plate Reader (LPR), Student and Employee parking permit system, and, LPR parking enforcement capability.

What actions will be taken to accomplish the goal?
In cooperation with the other district safety departments, we have been implementing these systems. While we are very close to completion, there are a few remaining issues to be resolved.

What metric will you use to measure your goal?
Successful completion of the integration to LPR and automated parking permits.

Which of the College's missions and goals does this goal support? (check all that apply)

☒ Enrollment

☒ Equity and Success

☐ Completion

☐ Workforce Preparation

☒ Facilities

☐ Professional Development

☒ Communication

GOAL 3 (Required)

Description of goal:
Increase physical safety by installing additional CCTV cameras to campus and parking lots. The cameras will enhance video coverage and reduce staff time in searching for specific vehicles and reported crimes.

What actions will be taken to accomplish the goal?
The installation of a specified number of CCTV cameras installed at all parking lot entrances, entrances and exits to buildings, and, stgrategic internal locations. In addition, the installation of additional License Plate Readers in patrol units and access points to campus.

What metric will you use to measure your goal?
Work with District IT and Dolores Stafford and Associates to make a comprehensive recommendation.

Which of the College's missions and goals does this goal support? (check all that apply)

☒ Enrollment

☒ Equity and Success

☐ Completion

☒ Workforce Preparation

☒ Facilities

☐ Professional Development

☒ Communication

OTHER INFORMATION

What additional information would you like to share about your program?
Click or tap here to enter text.

Program Review Request

Administrative Services – Public Safety

| Submitter's Signature: *Rick Hicks* | Date: 10/6/2023 |

Supervisor's Review
As the supervisor of this program, I have reviewed this request.
☐ No concerns
☐ I have concerns
Comments: Click or tap here to enter text.

| Supervisor's Signature: Click or tap here to enter text. | Date: Click or tap to enter a date. |

| Vice President's Signature: Click or tap here to enter text. | Date: Click or tap to enter a date. |

Program Review Request- Facilities, Equipment, Technology & Other
Golden West College

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	**Rick**
Submitter's Last Name:	**Hicks**
Submitter's Email:	**rhicks@gwc.cccd.edu**
Submitter's Phone Number:	**58157**
Who is your Dean/Supervisor?	**NA**
Are you the Department Chair?	**NA**
Who is your Vice President?	**Rick Hicks**
Program/Department:	**Public Safety**

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

☐ Instruction

☐ Student Services

☒ Administrative

Directions:

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):
To provide exceptional public safety.

Data to support the Program's Goal (if necessary/desired) **Data Dashboards** **If additional data is necessary/desired, fill out a Research Request - May take up to 4 weeks**
Our Campus Safety report and Clery report document our low incident of crime or misconduct on campus.

What actions will the program take to accomplish this goal?
Traffic direction and parking are critical elements related to safety and campus security. The addition of mobile traffic direction signs will enable our officers to better alert motorists of traffic or parking instructions. Mobile lighting equipment can aid motorists in driving, parking, seeing where they are going, or, follow officer directions. Lights can also be used to illuminate poorly lit areas on campus or assit with maintaining secure scenes.

What metric will you use to measure this goal?
Purchase and deployment of the items.

Program Review Request- Facilities, Equipment, Technology & Other
Golden West College

Which of the College's missions and goals does this goal support? (Vision 2030)

- ☒ Enrollment
- ☒ Equity and Success
- ☐ Completion
- ☒ Workforce Preparation
- ☒ Facilities
- ☐ Professional Development
- ☒ Communication

Please describe how this goal supports the College's missions and goals (Vision 2030).
A safe and secure campus is a place studnts and empoyees want to be. They can be free to pursue educational and career pursuits.

REQUEST FOR FUNDING

Request: What do you need to accomplish this goal? (Mark one per request)

- ☐ Facilities (e.g. improvements/repairs to classrooms, offices and buildings)
- ☐ Technology
- ☒ Equipment
- ☐ Other (e.g. conferences, funding for professional development)

Description of Item(s) / Cost

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee
3. Training fee
4. Service life agreement/fee

Please note: approved requests over 10k will need 3 quotes before purchase

Description of Item(s)	Total Dollar Amount Requested
Solar Traffic Message Board	$20,000 each
Generac Towable diesel Vertical Light Tower	$16,000 each
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Program Review Request- Facilities, Equipment, Technology & Other
Golden West College

Do you have any existing funds in your budget to cover this expense? Please describe.
Yes. Swap Meet Trust

Will there be an on-going cost for this request? What is the total cost of ownership?
Maintenance

Supervisor's Review
As the supervisor of this program, I have reviewed this request. ☒ No concerns ☐ I have concerns about this recommendation ☒ I believe department or wing funds exist to cover this request: ☐ partial ☐ full payment
Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text. **Date:** Click or tap to enter a date.

Vice President's Signature: *Rick Hicks* **Date: 10/6/2023**

OFFICE USE ONLY

President's Recommendation:

☐ Funding recommended

☐ Funding not recommended

President's Signature: Click or tap here to enter text. **Date:** Click or tap to enter a date.

CLASSIFIED REQUEST

Submitter's First Name:	Rick
Submitter's Last Name:	Hicks
Submitter's Email:	Rhicks@gwc.cccd.edu
Submitter's Phone Number:	58157
Who is your Dean/Supervisor?	Meridith Randall
Are you the Department Chair?	No
Who is your Vice President?	NA
Program/Department:	Public Safety

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

☐ Instruction

☐ Student Services

☒ Administrative

POSITION REQUEST

Please check one of the following:

☐ Replacement Position (Previously funded/ not currently funded)

☒ New Position (Never been funded/newly created)

Please note: that an approved job description from the District office is required in order to complete the request form. You may not proceed with the request without the job description.

If this request is for a replacement, how long has the position been vacant?	No
Job Title	Public Safety Officer

Salary Information

Salary Schedule Range:	113
Annual Salary (Step 1) $:	56,678.77
Step 5 $:	68,893.83

Contract (check one):

☒ 100% FTE

☐ Other FTE %:

☐ 12 month

☐ 11 month

☐ 10 month

Job Description Summary

☒ **Required**: Attach a copy of the department Organizational Chart showing all positions and highlighting the position requested.

☒ **Required**: Attach a copy of the CCCD Position Description, if available (obtain from Personnel Dept).

☐ **CCCD does not have a position description as it is a new position within the district.**

Program Review Request- Classified
Golden West College

What are the essential duties this position will fulfill?
Performs proactive security, intervention, law enforcement, and public information duties that provide a safe environment for students, staff, and the public while on District or campus properties. Protects students and property by carrying out proactive programs and public safety processes, enforcing Education Code and District policies, rules, procedures and protocols.

JUSTIFICATION

What is the compelling need for an immediate replacement?
This postion will augment exisitng staffing. Our operations include the safety of all campus activities including instruction, athletics and special events, along with weekend Swap Meet. We currently have 7 FT Officers to cover 24/7, 365 operatons. This is wholly inadequate. Consider that on a weekend, we have 1 FT safety officer working on a campus that includes thousands of visitors for sports, special events and the swap meet. While we supplement this with substitute officers, we are restricted by the number of hours a sub can work in a year, their availabilty and overall competence. It is interesting that the common ratio of police officer to citizen is 2 per 1,000 population. Yet we run with 2 officers on campus during M-F school operations and just 1 on weekends and only one oevernight. This means we have many thousands to one ratio to protect the campus. This is coming at a time when calls for service and the complexity of those calls is increasing. We are seeing many more housing, food and mental insecurity events that require more than the number of officers on duty at a given time. The lack of officers also makes it difficult to provide in-serivce training or allow officers to attend professional development because their absence cannot easily be made up. The abillity take time off and refresh and be with family and friends is being affected. Our officers and the union have expressed concerns about officer safety, the safety of employees and visitors alike given the small force we can field. Additionally, we are exhausting our FT and substitute staff by the constant demand for OT to make up for time off or the size of events on campus.

What are the consequences if this position is not immediately replaced?
The potential for injury, inability to provide control during a major event, inability to deter crime or deal with campus disorder is imminent.

If the full-time position is approved, will there be a request for funding for 160-day position during the hiring process?

☐ Yes

☒ No

Position title and Area of Specialization (if applicable)
Public Safety Officer

Needs/Priority Rubric (1-10 points)
- 1 - 4 points: Little or no contribution or impact
- 5 - 7 points: Some contribution or impact
- 8 - 10 points: Significant contribution or impact

How does this request for a classified position meet the following criteria? *(2 page max.)*
Fully respond to each of the following questions. Your responses will be the basis that Planning Council and the

Program Review Request- Classified

Golden West College

Executive Team members will apply the criteria and rate this request.

#1. Program Needs (1-10 points):

Explain the conditions that are unique to the program/department which support the need for additional full- time classified staff and how this position addresses those needs. If this position is not filled, explain the consequences to the **program/department** that will result. Please use information from Program Review.
Our campus is a vibrant, active place with thousands of visitors at any given time. This includes overnight. The increasing complex calls for service and sheer volume make it essential we augment the FT staff we have. Failure to do so could result in harm coming to individual(s) as well as possible damge to campus grounds and facilities.

#2. College-Wide Priority (1-10 points):

How does this request align and directly support the College's Goals? How does this position address stated long-term college priorities identified by College plans? (e.g. Master Plan, Instructional Plan, Student Equity Plan, Facilities Plan) *Please cite the plans and goal(s).*
A safe and welcoming campus directly supports each goal we have.

#3. Contributions to Other College Operations (20 points):

To what extent would the position requested benefit or serve other departments, programs, or plans?
A responsive and engaged Public Safety Department creates trust that visitors and employees alike can pursue their work or educational pursuits unfettered. This creates contentment and a sense of calm, allowing individuals to be their best and not have to worry about safety conerns as they deal with more pressing challenges.

#4. Request fills a current position that has been filled by an hourly employee for over one year because there is a demonstrated need. (10 points):

(Determined by the Executive Team)
We must continually supplement staffing with overtime or substitute officers. The amount being spent to accomplish this would be far better spent on a full time, well trained officer.

Please provide justification why the department wants the position to be permanent.
The challenges facing the campus will not decrease with time but rather increase. As the campus returns to capacity and as we face more complex challenges, the need for a permanent, FT officer is essential.

Submitter's Signature: *Rick Hicks*   **Date: 10/6/2023**

Submitter's Signature: *Rick Hicks*   **Date: 10/6/2023**

Supervisor's Review

As the supervisor of this program, I have reviewed this request.
☒ No concerns
☐ I have concerns
Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.	**Date:** Click or tap to enter a date.

Vice President's Signature: *Rick Hicks*	**Date: 10/6/2023**

OFFICE USE ONLY

President's Recommendation:

☐ Hire position

☐ Hire one-year temporary

☐ Not hiring at this time

President's Signature: Click or tap here to enter text.	**Date:** Click or tap to enter a date.

Classification: Public Safety Officer	Specification Number: 65055
Board of Trustees' approval date: 11/20/19	Salary Grade: 113

Summary

Performs proactive security, intervention, law enforcement, and public information duties that provide a safe environment for students, staff, and the public while on District or campus properties. Protects students and property by carrying out proactive programs and public safety processes, enforcing Education Code and District policies, rules, procedures and protocols.

Distinguishing Career Features

The Public Safety Officer is the first of a two-level career ladder for college campus and event safety, student engagement, and security. Incumbents are fully competent to perform all of the duties of the position and have received supplemental training to provide service. Advancement to Senior Public Safety Officer requires at least two years of experience as a Public Safety Officer, advanced training and certifications, and the ability to work with students in peer-level mediation, direct student activities, attend formal proceedings.

Essential Duties and Responsibilities

Specific duties may vary among departments, divisions and jobs. Incumbents typically perform a substantial portion or all of the following types of duties, as assigned:

1. Proactively monitors campus activity to ensure the safety and security of students, staff, and authorized visitors before, during, and after normal business hours. Maintains a high level of positive and professional visibility.

2. Enhances day-to-day customer relations by providing information and assistance to students, staff, and visitors in a way that establishes and maintains rapport with the student community.

3. Conveys college policy, rules, and expectations for student conduct. Answers questions from students regarding policies, procedures, and the role of the department.

4. Anticipates and intervenes in potential and actual incidents where students and or property may be at risk of harm or damaged.

5. Protects campus property and facilities by making inspections. Checks buildings for physical safety and security. Inspects, monitors, and ensures accessible usage of the security of doors, windows and gates, emergency phones, fire extinguishers and AED inspections. Addresses unusual or suspicious activity.

6. Responds to complaints, incidents, and hazardous situations. Conducts investigations of reported injuries and accidents. Responds to incidents putting students, staff, and the general public at risk or harm. Interviews victims, complainants, and witnesses.

7. Provides security at District and campus functions as required. Opens and closes buildings and rooms for meetings. Directs traffic and controls parking and safe movement of vehicles in parking areas.

8. Detects and reports fire hazards. Responds to fire and burglar alarms. May be expected to

extinguish small blazes while calling in and reporting fires to the local Fire Department using established emergency communications protocols.

9. Contacts and cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

10. May work with staff in developing and implementing student activities and programs designed to reduce risk and enhance students' sense of safety.

11. Enforce campus parking regulations and the issuance of parking citations

12. Performs other related duties as assigned that support the objective of the position.

13. Required to abide by all District policies and procedures including Board Policy 3050 – Code of Professional Ethics.

Qualifications

- **Knowledge and Skills**

  1. The position requires a working knowledge of the methods and practices and procedures of effective security and safety enforcement.

  2. Requires knowledge of the pertinent education codes, District policies, laws, ordinances, and Motor Vehicle code related to the area of responsibility.

  3. Requires working knowledge of positive behavior intervention strategies, feedback, and support.

  4. Requires knowledge of techniques for identifying weapons, drugs, impaired abilities, and other unauthorized apparatus or behavior.

  5. Requires a basic procedural understanding of law enforcement and procedures and best practices connected with apprehension and custody of persons committing infractions.

  6. Requires understanding of and skill at applying basic interviewing techniques, vehicle operations and safe driving practices, standard broadcasting procedures using a handheld radio system, and crowd, vehicle and pedestrian control.

  7. Requires sufficient math skills to record distances, numbers, and times.

  8. Requires sufficient writing skills to prepare incident reports.

  9. Requires sufficient human relations skills to resolve conflicts and confrontations, affect behavior of others, advise students in positive behaviors and problem solving, and convey a positive image of the District and campus.

- **Abilities**

  1. Requires the ability to perform all of the essential duties and functions of the position.

  2. Requires the ability to learn, interpret, and apply relevant Education Codes and District policies, rules, procedures and protocols.

  3. Requires the ability to utilize the authorized resources and equipment of the position in a safe and responsible manner.

  4. Requires the ability to analyze situations quickly and objectively and determine and take proactive and professional action.

5. Requires the ability to use appropriate physical defense and suppression measures to protect self or others in the most adverse of situations.

6. Requires the ability to meet standards of physical stature, endurance, and agility established by the District.

7. Must be able to maintain two-way radio communication with campus administration and local police.

8. Requires the ability to administer first aid in injury and emergency situations.

9. Requires the ability to communicate positively with students in a multi-ethnic and demographic setting and to interact both formally and informally with District staff, outside agency personnel, parents, and the public.

- **Physical Abilities**

1. The general physical demands, working conditions, and essential job functions associated with this classification will be kept on file with the Office of Human Resources.

2. Essential functions will vary by position.

3. As defined by Title I of the Americans with Disabilities Act ("ADA") and California's Fair Employment and Housing Act ("FEHA"), the District shall engage in a timely, good faith interactive process with employees or employment applicants who are requesting or are in need of reasonable accommodations and, provide reasonable accommodations for employees or employment applicants who, because of their disability, are limited in or unable to perform one or more of the essential functions of their job in accordance with applicable state and federal law.

- **Education and Experience**

The position requires a High School diploma or equivalent, 21 years of age, and two years of security/surveillance experience, supplemented by specialized, successful training in security, safety, and behavior intervention. Additional higher education in public safety, jurisprudence, or a related field may substitute for experience. Experience in campus safety and/or law enforcement is preferred. Or, any combination of education and experience which would provide the required equivalent qualifications for the position.

- **Licenses and Certificates**

Requires a valid California driver license. Requires current First Aid, CPR, and AED certifications within a reasonable time after employment. Completion of 24-hour SB1626 or 40-hour 832 PC class.

Working Conditions

Work is performed indoors and outdoors where safety and health considerations exist from temperature extremes, physical effort, and at-risk incidents.

This job specification describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.