**Administrative Program Services Annual Review Update Form**

**Support Program:** CAMPUS SECURITY DEPARTMENT  
**By:** RAY GRIFFITH  
**Date:** 3/25/13

Describe the progress made on any recommendations or areas of need identified in your previous year’s review. Specifically, describe progress made toward current department goals and objectives, and learning outcomes.

1. We were able to review the personnel needs of the security department and replace the open positions for permanent part-time security officers. Two officers were hired to fill the vacant positions, bringing the department up to full strength.

2. Planning of the Indio and West Valley Campuses. The security department has been working with the Bond Company to establish electronic and physical security needs for both of the new campuses.

3. The security department has worked closely with the contractors on future signage on this campus and future campuses.

4. Evacuation procedures for buildings and completion of a new emergency procedure.

### 2. Provide effective data sources to evaluate this department.
Insert qualitative and quantitative data elements that can be used to evaluate this department—what information do you typically use to document your success and justify expanding your department or budget.

1. The two open positions for permanent part-time security officers were tested for and the positions were filled.

2. Plans have been finalized for electronic and physical security on present campuses and ones under construction. This includes intrusion alarms, fire alarms and physical security on these campuses.

3. Signage for the main campus has been evaluated and the new signage should be in place by fall semester.

4. A new emergency manual has been completed, reviewed and approved for implementation. Introduction of the new manual has been completed to the Leadership Group.

### 3. Program assessment.
Assess needs of your department such as changes in staffing, equipment, training, software/technology and facility needs.

As the college grows in population and number of campus so must our security force increase proportionately? The need for continual professional training for officers is an ongoing goal. As times, laws and tactics change the officers must be trained in these areas. Replacement of our patrol carts will become necessary as four of them are over four years old. Considering our carts are used on a 24/7 schedule the normal life span for a cart is drastically reduced. Our radios are almost ten years old and are in need of replacement, replacement parts are becoming more difficult to acquire. As the security department grows we need to have more space in our security department location. At the present the second group of offices in our building is vacant and the expansion into the unused area with enhance the security department’s ability to handle interviews, report writing areas, equipment storage, and emergency supply storage.
4. List accomplishments department has made in the last year.

- Competition of the Segway program for patrol usage
- Completion of the emergency operation plan
- Training to leadership group on the new emergency operation plan.
- Computerization of security reports
- Connection with the Sheriff’s Department computer reporting system to allow our officers to file reports directly with the Sheriff’s Department
- Reallocation of Staff Parking to better service faculty and staff.
- Oversee the security portion of the new MSTC building
- Enhance, test, and train personnel on our emergency notification system

5. List the department’s current goals and objectives. (2 – 3 measurable goals that is congruent with College of the Desert’s Strategic Master Planning Goals.)

- Complete the FCC licensing process and complete the mandatory frequency compaction on our radio systems
- Upgrade our radio communication equipment
- Replace our older carts with newer and less costly to repair ones.

This report prepared by: Ray Griffith 3/25/13

This report submitted to: ____________________________ ____________________________

Name (print & initial) Date

FEEDBACK & SUGGESTIONS TO THE COLLEGE PLANNING COUNCIL FOR NEXT REVIEW: