1. Progress Report. Review previous year’s institutional review. 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.

Goal 1 Hire one full time Public Safety Supervisor to bring additional onsite supervision in the evening hours – Staffing is a very fluid problem with the continuous expansion of the District. Currently there is no onsite supervision during the evening hours. The same issues that are seen in the day are dealt with in the evening hours as well and the occurrences have increased. The director has received multiple after hours phone calls from officers requiring direction. This position would overlap with the director for 2-3 hours to add continuous onsite supervision. Although the department does have a Lead Officer position, the position is NOT supervisory and in many way is superfluous since CSEA members cannot supervise other CSEA members.

Goal 2 Place one permanent part time officer at the Palm Desert Campus for weekend graveyard duty. Due to the size of the Palm Desert campus additional personnel is needed to mitigate thefts and vandalism overnight. This is also an officer safety issue.

Goal 3 Place one full time officer at the Indio campus for day time shift to assist with the additional duties of the student kiosk and monies collected, increased patrols and the increase in student population.

Goal 4 Purchase updated radio equipment. Our current system is severely antiquated and the range of the radios is limited. New system would allow all campuses to be in contact with each other in case of emergency situation.

Goal 5 Alliance software is a program that allows the department to track and manage all public safety activity. This includes tracking information for Clery reporting, lost and found property, dispatched calls for service, etc. Accurate statistics are required for State and Federal reporting.

Goal 6 Purchase three additional golf carts to replace the remainder of the fleet of golf carts being used 24/7 by the Public Safety Department on all campuses. These are essential for patrol and medical transports.
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.

- Response from the people and community the department serves.
- Surveys put out to the campus community by different organizations referencing security and emergency preparedness on campus.
- The safe competition of sporting events and other special events.
- Internal surveys from Public Safety Officers for quality assurance and quality improvement.
- The overall safety of the campus.
- The Annual Safety Report.
- After Action Reviews from incidents.
- Recommendations from Safety Committee.

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

Place fulltime Public Safety Supervisor on Palm Desert campus for increased supervision in the evening hours. Place Full time Public Safety Officer for day shift at the Indio campus due to the isolated location of the campus, new construction of retail space/outside modulars, and the high crime rate in the area. Place permanent part time Public Safety Officer for weekend graveyard shift at the Palm Desert campus due to the size of the Palm Desert campus additional personnel is needed to mitigate thefts and vandalism overnight. Departmental radio communications will require an update as technology has changed and communication range is limited. A comprehensive reporting and tracking software that allows us to stay in compliance State and Federal mandates.

4. List accomplishments department has made in the last year.

- Completed a Campus Safety Plan per CA Education Code 67380.
- Hired a fulltime administrative assistant.
- Implemented SB 1626 training for all officers for State compliance.
- Implemented an on-going plan for active shooter awareness and emergency preparedness training for staff and faculty for the District.
- Requested and participated in a Department of Homeland Security threat assessment for campus safety.
- Purchased emergency lockdown kits for the District.
- Rebranding the department from “Security” to Public Safety.”
5. List the department’s current goals and objectives. (2 – 3 measurable goals that are congruent with College of the Desert’s Strategic Master Planning Goals.

**Current Projects**

1. Participating in the Statewide Great ShakeOut Drill
2. Planning a full scale emergency drill with local and county agencies.
3. Training videos for new incoming staff, faculty and students for Clery and VAWA act.
4. Updating departmental policies and procedures.

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**This report prepared by:** Tim Nakamura 10-15-2016

Name (print & initial) Date

**This report submitted to:** Lisa Howell 10-15-2016

Name (print & initial) Date

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**FEEDBACK & SUGGESTIONS TO THE COLLEGE PLANNING COUNCIL FOR NEXT REVIEW:**
<table>
<thead>
<tr>
<th>School/Department</th>
<th>Discipline/Program</th>
<th>Equipment Requested</th>
<th>Equipment Cost</th>
<th>Staff Request</th>
<th>Notes</th>
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<td>HIRE (1) FULLTIME PUBLIC SAFETY OFFICER DAY SHIFT INDIO 0700-1500</td>
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<td>HIRE (1) ONE PART TIME PUBLIC SAFETY OFFICER (24 HOURS/WEEK)</td>
<td>HAVE ONE PART TIME PUBLIC SAFETY OFFICER AT PALM DESERT CAMPUS FOR GRAVEYARD WEEKENDS AND A DAY SHIFT.</td>
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<td>REPLACE 3 OLDER CARTS</td>
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<td>UPDATE DEPARTMENT SOFTWARE TO TRACK CLERY AND MANAGE PUBLIC SAFETY ACTIVITIES</td>
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**2016-2017 Administrative Services Program Review: Equipment & Staff Requests for Fiscal Year 2016-2017**