2020 Annual Program Review

Program Name: Campus Police

Program Review Author: Captain Vincent Carter

I. PROGRAM DESCRIPTION: In one or two paragraphs, provide a description of the primary goals of your program or service area. Attach an appendix to describe your program or service area in more detail, if needed.

Note: If no changes have occurred, feel free to copy and paste from your last review. If it exists, feel free to copy the brief description of your program from the college catalog: http://www.smc.edu/CollegeCatalog/Pages/default.aspx

The Santa Monica College Board of Trustees recognizes the need for a safe and secure learning environment and established Board Policy 2415-Campus Safety which states:

"The Board of Trustees recognizes the importance of faculty, staff, students, and the community to a safe campus environment. Violent or coercive behavior or the threat of such behavior will not be tolerated. The district, through the development and enforcement of violence prevention procedures, will seek to provide a safe environment for students, staff, and faculty".

The Board of Trustees further developed the District's policy manual and created The Santa Monica College Police Department under Board Policy 2420. The sworn members of the Santa Monica College Police Department adhere to the same state standards as municipal and county law enforcement agencies as set forth by the State of California for peace officer. The state department charged with monitoring and compliance to the state standards is the California Commission on Peace Officers Standards and Training (POST) and POST requires participating agencies to strictly comply with hiring, retention, and training standards.

The Santa Monica College Police Department implemented a "community based" policing philosophy prior to the 2003 Program Review and we have continued to use this philosophy. The community-based policing philosophy encourages sensitivity to constituents within the environment which we serve in order to promote effective communication between the Campus Police Department and the larger college community. This philosophy has been enhanced recently with the addition of a "teaching and helping" educational component as opposed to enforcement. Prioritizing the needs of the campus community provides for the ability to create dialogue among all constituent groups in order to foster more harmonious relationships. The use of effective communication also offers greater opportunities to clarify the roles and responsibilities of all groups, while learning to respect and understand each other's individual needs and desires. Community engagement has been a key and vital component in reaching our student, staff and faculty population and we use this as a basis for our teaching methodology.

The development of a motto for the Campus Police Department was critical in order to support the goals of the community policing philosophy. Although quite simple, it really states the reason for having a Campus Police Department:

"Safety for the College Community"

 Another critical component which was reviewed by members of the entire Department for content and applicability is the present Mission Statement:

"We pride ourselves in serving this diverse community through professionalism, respect, integrity, dedication, and excellence. "Safety for the College Community" is our motto and working collaboratively is our creed".

The mission of the Campus Police Department is to provide a safe and nurturing community to develop student scholars and the responsibilities of Department members are numerous. While respecting the individual rights of all those within the campus environment and treating everyone with dignity and respect, there are many requirements within which the Campus Police Department must operate. The requirements include the enforcement of the Santa Monica College Policies and Procedures, city and county ordinances, as well as state and Federal laws in order to maintain a peaceful environment in which all college community members feel safe and can learn. The Campus Police Department also publishes the crime statistics for the previous three (3) years in compliance with the Crime Awareness and Campus Security Act of 1990, also known as the Clery Disclosure Act. The current statistics, in compliance with Federal law, are attached to the end of this Program Review as an Appendix.

The Campus Police Department strives to protect the constituent group members while also safeguarding the property owned by both the college and those persons on-campus as a student, faculty, staff, and visitors. While protection of life, property, and safeguarding are vital characteristics of the Campus Police Department, the training of our larger college community in areas such as active shooter, personal safety, crime prevention, emergency preparedness, employee safety practices, and other prevention programs are important operational activities as well.

We consistently evaluate our safety programs enhancing our ability to keep everyone safe through active shooter training, emergency preparedness training as well as table top drills and our annual Big Shake Out drill. We actively participate and lead several committees on campus to provide best practices within our industry.

Working closely with several other College departments such as Student Health Services, Psychological Services, Risk Management, Safety, Student Discipline, the Crisis Prevention Team, and Athletics, we are fostering the embodiment of the "whole student" concept by providing healthy and save choices for our large student population before issues become problems.

The Campus Police Department operates 24 hours a day, seven days a week to provide police, security, and parking services for the main campus as well as the satellite campuses and locations. The "off-campus" locations include the Administration Complex (2714 Pico Bl.), the Airport Campus, the Bundy Campus, the Emeritus Campus, the Madison and Broad Theatre Campus and its related offices located at 919 Santa Monica Bl., and the Center for Media and Design (Located at 1600 Stewart Street), the Alumni Association and Student Testing Center (located at 1510 Pico Bl.), the SMC Foundation Building (located at 1516 Pico Bl.) and the District Warehouse (located at 1914 14th St). All of these locations are within the City of Santa Monica with the exception of the Bundy Campus, which is located in the City of Los Angeles bordering Santa Monica.

The Campus Police Department is located at 1718 Pearl Street, just south of the main campus, and, as stated, operates 24 hours a day, seven days a week, including holidays. The Campus Police Department's phone numbers are (310) 434-4608 during business hours; and, 24 hour a day emergency line at (310) 434-4300 going directly into the Dispatch Center

The Campus Police Department presently employs a Chief of Police, one (1) Police Captain, three (3) Police Sergeants, twelve (12) Police Officers, six (6) Parking Enforcement Officers, eight (8) Campus Safety Officers, seven (7) Dispatchers, one (1) Emergency Preparedness and Safety Facilitator and two (2) Office Support Staff-an Administrative Assistant I and a Police Services Assistant.

II. PROGRESS SINCE LAST REVIEW (LAST YEAR'S OBJECTIVES)

Identify the original objectives from your last review, as well as any objectives that emerged during the year (if applicable). For each objective, determine status and explanation for status.

Objective	Status (Check one)	Status Explanation
Hire additional staffing; two police dispatchers and one Campus Safety Officer (CSO).	☐ Not Completed ☐ In Progress ☒ Completed	Two dispatchers and two CSO's were hired. Lost one Parking Enforcement Officer and one CSO due to them leaving the department.
Complete the 2019 evidence audit.	☐ Not Completed ☐ In Progress ☒ Completed	Audit completed. In addition, old equipment and supplies were disposed.
Implement the Narcan Program.	☐ Not Completed ☐ In Progress ☒ Completed	Narcan Program implemented. All police officers and sergeants trained.
Update department policies manual.	☐ Not Completed ☒ In Progress ☐ Completed	Project 90% completed. Projects, Covid-19, and Getty Fire were mitigating factors in the project completion.
Conduct an analysis to determine how technology can make the department more efficient.	☐ Not Completed ☐ In Progress ☒ Completed	Obtained a grant to replace outdated dispatch system; and new radios. Purchased and implemented body camera system.
Train Building Monitors on Emergency Preparedness practices.	☐ Not Completed ☒ In Progress ☐ Completed	Project 80% completed. Great Shake Out drill utilized building monitors. Weaknesses identified. Need to identify additional monitors and continue training.
Implement Cadet Program and Police Club program to increase our department's engagement with SMC students.	☐ Not Completed ☐ In Progress ☒ Completed	Completed. Programs put on pause due to Covid-19.
Adapt to the college's budgetary crisis. Prepare and plan for scheduling, deployment changes, and retirements (potentially 5) while still meeting the primary mission of keeping the campus safe and implementing Covid-19 measures.	☐ Not Completed ☒ In Progress ☐ Completed	Develop scheduling and deployment plans to mitigate furlough days. In addition, develop plans for a reduced workforce while complying with the Covid-19 measures.
Plan for emergency phases of the Covid-19 Response and Recovery adapting to the ongoing dynamic crisis.	☐ Not Completed ☒ In Progress ☐ Completed	Continue to evaluate changing Covid-19 intelligence and mandates by the county and state. Continue the ongoing process of planning for the continuity of operations for SMC.
Implement new parking system (IPARQ).	☐ Not Completed ☐ In Progress ☒ Completed	Completed.
Replace department briefing room with newer modular building.	☐ Not Completed ☒ In Progress ☐ Completed	Awaiting contractor to move the existing building. Estimated move between August 2020 to December 2020.

III. ACHIEVEMENTS

(Optional) List any notable achievements your program accomplished in the last year.

The identified objectives in the past review were affected because of the two large scale emergencies, i.e., the Getty Fire and Covid-19 pandemic. However, the evidence audit, IPARQ system, and cadet projects were completed. The fleet was evaluated with all the vehicles being inspected and repaired. Two additional police cars were purchased and two vehicles were sold at auction. A technology grant was obtained for a new dispatch system and radios to address the department's interoperability problems. The manual of policies and procedures were not completed, but is within 90% complete. The department participated in fundraisers for the Pink Patch project, the Special Olympics, and held a haunted house event for Halloween all which are in line with our department's community oriented policing approach. The Department also rolled out the body worn camera implementation where all police officers will be wear a body worn camera to document and provide transparency to the constituents we serve during police related contacts.

IV. CURRENT PLANNING AND RESOURCE NEEDS

Part 1: Narrative

Broadly discuss issues or needs impacting program effectiveness for which institutional support or resources will be needed for the next academic/fiscal year.

The biggest impact facing the department will be the potential loss of five personnel retiring from the department on September 30, 2020: three parking enforcement officers, one dispatcher, and the emergency preparedness coordinator. In addition, department personnel are currently being utilized in all facets of managing and operating the closed campus. Dispatch personnel act as a control center to provide permissions to persons entering the campus and subsequently unlock and lock the building and classroom doors. Campus Police and Campus Safety Officers work a variety of assignments providing overall security, but also assisting with the continuity of operations with any on-ground activity, i.e., equipment returns and distribution, distributing chrome books, the weekly drive-up food pantry, the Covid-19 testing site, fingerprinting services, and the Wi-Fi and Nursing program at Bundy Campus. Any portion of the campus that will be re-opened to students and college faculty in the summer and fall is projected to be staffed by police personnel to manage the operation and ensure the Covid-19 measures are being followed.

Part 2: List of Resources Needed

Itemize the specific resources you will need to improve the effectiveness of your program, including resources and support you will need to accomplish your objectives for next year.

While this information will be reviewed and considered in institutional planning, the information does not supplant the need to request support or resources through established channels and processes.

Resource Category	Resource Description/Item	Rationale for Resource Need (Including Link to Objective)
Human Resources	None	N/A
Facilities *(info inputted here will be given to DPAC Facilitates Comm.)*	The department's modular briefing room is in extremely poor condition.	Condition of building dictates an immediate replacement. Project has been approved and is in the process being completed.
Equipment, Technology, Supplies *(tech inputted here will be given to Technology Planning Committee)*	Police Radios and Dispatch System	The department has a communications inoperability problem because of an outdated dispatch system wherein there is no ability to communicate with adjacent first responders. A $100,000 grant was awarded to upgrade the dispatch system and obtain newer radios. There is currently a delay with the state funding. VP Bonvenuto is also exploring

		alternate funding if the grant funding is rescinded.
Professional Development	Annual POST training for police officers and dispatch personnel; leadership training for sergeants.	Mandated training by the state of California for police agencies.

V. CHALLENGES RELATED TO SPRING 2020 COVID-19 CRISIS AND RESPONSE:

List significant challenges your program faced in Spring 2020 due to COVID-19. Please also Include your responses and solutions to this crisis.

The biggest challenge we faced as a police department was coping with the issue of our personnel's health and their resiliency during the prolonged crisis, while balancing the continuity of police operations. In looking at the extreme possibilities, we considered three issues, 1) an employee being exposed to Covid -19 wherein his or her health was at stake, 2) how an exposed employee could potentially quarantine a significant number of the department's personnel, and 3) the long-term resiliency of the employees. The department implemented operational changes utilizing minimum staffing and developed an exposure control plan to mitigate the possibility of exposure.

Sergeants, police officers, campus safety officers, and dispatchers began working 3 twelve-hour shifts. The schedule change strategically deployed personnel evenly across the week, lessening the number of days they commuted to work, and enabled the department to maintain minimum staffing levels to meet our objectives to keep the college personnel and facilities safe. There was always a minimum staffing of two police officers, a sergeant, and two campus safety officers in additional to the captain and police chief. The control measure plan was briefed and displayed on the briefing board. Personnel were assigned specific on-line training for their telecommuting day.

Logistically, the department did not have the PPE to preform their duties in the Covid-19 environment. The department was able to obtain 1000 N95 masks from the county DOC. The department was able to obtain gloves, masks and cleaning supplies by procurement.

Operationally, the police chief and captain assisted with the Covid-19 crisis response for the college working with the Emergency Management Team. The sergeants handled the department's daily operational duties.

In early June 2020, the department phased the department back to routine operations based on operational needs. Masks were mandated during the personnel's routine operations when it was not possible to maintain a distance of six feet. Scheduling and operational changes were implemented to ensure social distancing measures were followed. PPE and sanitizer were provided.

VI. THE NEXT SECTION IS FOR CTE PROGRAMS ONLY

PARTNERSHIPS:

Part 1: Industry advisory meeting dates and attendance for 2019-2020.

Date of Meeting	# of SMC Attendees	# of Non-SMC Attendees
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Part 2: Employer partnerships/collaborations for 2019-2020. Identify the most salient partnerships or collaborations.

Employer Name	Type of partnership or Collaboration • Advisory attendance • Internship site • Donations • Job placement • Other	Optional: Additional information about partnership or collaboration
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CONGRATULATIONS – that's it! Please save your document with your program's name and forward it to your area Vice President for review.

The following section will be completed by your program's area VP

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<mark>Vice Presidents:</mark>

First, please let us know who you are by checking your name:
☐ Christopher Bonvenuto, Vice President, Business and Administration
☐ Don Girard, Senior Director, Government Relations & Institutional Communications
☐ Sherri Lee-Lewis, Vice President, Human Resources
☐ Jennifer Merlic, Vice President, Academic Affairs
☐ Teresita Rodriguez, Vice President, Enrollment Development
☐ Michael Tuitasi, Vice President, Student Affairs

☐ Next, please check this box to indicate that you have reviewed the program's annual report Provide any feedback and comments for the program here:

Click or tap here to enter text; the box will expand when you enter text.

Finally, please **save the document** and email it to both Stephanie Amerian (amerian_stephanie@smc.edu) and Erica LeBlanc (leblanc_erica@smc.edu). If you have any questions, please contact us!

Thank you for your input!