



Unit Plan Annual Narrative

Directions: Use the "Unit Plan Narrative Guide Sheet" to complete this planning form. Be sure that under each section, you write a narrative which discusses all elements listed under each heading. If a particular element does not apply to your area, note that within your narrative. Again, this form should be completed as a narrative, not bulleted.

Department/Unit: Campus Security

Unit Administrator: Walter Williams Jr.

Date: June 4, 2007

A. Unit Description

The Safety and Security Department of Lawson State Community College is comprised of (15) Sworn police officers and non sworn security officers both male and female whose job is to keep the college a safe and secure environment. Sworn officer have arrest authority which proves useful when dealing with law violators on campus. Two new officers were added to render service for calls received. There are no instructional units within our division; however we do a full class period of Psychology 100 to acquaint new students with policies and procedures relative to safety, parking, ID's, accidents and incidents that happen on campus, where and to whom to report them.

B. Unit Effectiveness

We have eleven sworn and four non sworn officers, multi gender and racial to provide safety and security services for student, employees and visitors that come to our campuses. We supplement or regular staff with contract security officers to bolster man power for extra events on campus that have been approved through a use of facilities form or campus activity form. Approval comes from two sources, the Directors of Facilities and or Public Relations. We work cooperative with all divisions of the institution.

C. Value Added

We support the over all mission of the college by providing a safe and secure environment for our students, employees and visitors that come to our campus to facilitate teaching, learning and community outreach. All sworn officers are required by the State of Alabama Peace Officers Staining and Standards Commission to obtain (12) hors of approved continuing education per year to retain their arrest authority, thus providing highly trained officers to patrol our campuses. We provide at least (6) hours of safety/security related training per year for our non sworn officers. We encourage the use of technology by all our officers and actively solicit free training in which to

D. Projections

The Safety & Security office needs to be manned 24 hours of the day, therefore we need a 24 hour dispatch officer or secretary to receive after normal business hour calls and to dispatch calls for service. We would like to have lap tops in our patrol cars with wireless connectivity to access the ACJIC/NCIC files from the field to check individuals for wants and warrants. We will also continue to seek no cost job related classes or seminars for our non sworn officers to maintain a professional staff to meet the needs of our campus citizens.

Institutional Effectiveness Unit Plan (Phase I) for 2006-2007

Directions: Use 9 point font when completing this form. First, complete columns A-D. Make sure your Unit Outcomes are targeted, essential and measurable. Columns E & F (which serve to assess whether your goals were reached and how you intend to use the results) will *not* be completed until the end of the cycle in the spring.

Unit: Campus Security

Unit Administrator: Chief Walter Williams

Unit's Mission: It is the mission of Lawson State Community College Safety and Security Department to facilitate teaching, learning and community outreach by keeping Lawson State Community College a safe and secure environment for its student, employees and visitors.

Number each Outcome in each column

A. Unit Outcomes (3-5) Should be measurable. Use percentages where possible. <u>Be brief.</u>	B. Outcomes Link to Institutional Goals & Strategic Indicators List the goal numbers and the corresponding Strategic Indicator letters (i.e., Goal 1; Indicators B & C; Goal 2; Indicators A-C, etc.)	C. Methods of Assessing The Outcome List what methods you plan on Using to measure each outcome (i.e., exit exam results, portfolios, Surveys, board exams, ect.)	D. Budget Implications If your outcome has budget implications (costs that will exceed \$499), list them her
<p>1. 100% of reported incidents and emergencies will be investigated properly and timely, cases summarized and closure obtained as evidenced by inspection of files in the security office.</p> <p>2. All requests for use of campus will be tracked as defined by Policies as evidenced by files in the Facilities office.</p> <p>3. 100% of the staff will attend at least two seminars per academic year on law enforcement policies and tactics as documented by certificates of completion or attendance.</p> <p>4. An annual report of crime statistics will be published as required by P. L. 101-542.</p>	<p>1. Goal 4; Indicator A & E</p> <p>2. Goal 4; Indicator D</p> <p>3. Goal 7; Indicators A & F</p> <p>4. Goal 4; Indicators A & E</p>	<p>1. Counting the # of written police reports.</p> <p>2. Campus Facility Use Forms</p> <p>3. Certificates of completion and Diplomas</p> <p>4. Campus crime statistics report</p>	<p>1. None</p> <p>2. None</p> <p>3. None</p> <p>4. None</p>

Unit Plan--Part II: Directions : As noted on page one of this plan, complete columns E & F at the end of the planning cycle in the spring. As you report under each column, be sure to carry over the numbers which represent each outcome you are addressing.

E. Actual Results Obtained—When you assessed and measured your stated outcomes, what results did you find? Be clear and concise in your reporting.

1. 103 police reports were written during the 2007/2008 school year

Only 70% of reported incidents were summarized and closed. 100% of reported emergencies were cleared by officer action or referral. Reports are prepared for each incident and emergency call. Reports are maintained in the Police Department on each campus.

2. All requests for use of campus or facilities were tracked and copies are on file in the Facilities Office. Police officers on duty during requested events provide access to facilities and provide security during activities.

3. Only 70% of staff attended at least two seminars during the academic year on law enforcement policies and tactics because of manpower shortages and campus commitments.

4. The Crime Statistics report is made available on the website and published in 2006

... will unit for the upcoming academic year? **NOTE:** After you list how you intend to use these results, be sure to include such improvements in your new unit plan for the upcoming academic year.

1. Use of the results will help me better organize department investigations to obtain 100% compliance with stated outcomes.
2. We will use the results to continue tracking use of facilities and campus activities to provide optimum police and security coverage.
3. We will attempt to identify "free" courses and seminars earlier in an effort to achieve stated outcome since we have no training budget.
4. We will continue to provide accurate and timely crime statistics as required by law in an effort to boost recruitment and retention.

SAMPLE (Blank)