Assessment Plan

Yuba Community College District

YC - Administration of Justice Program Recommendations

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Program Description: I. DESCRIPTION

A. History of Program

1. A brief history of the Administration of Justice program is essential in understanding the current status and future direction of the program.
2. In November 2006, the voters in the region approved a bond measure (Measure J) to improve District wide facilities. As part of the bond, Yuba College was granted funding to construct a new Health and Public Safety training center which was projected to be completed in the summer of 2011.
3. In 2008/2009, VTEA funding of $22,000 was cut from the AJ budget. This money was dedicated to the Police Academy Facilitators and Recruit Training Officers. Since the funding was not reallocated through the normal budget, these positions were cut by over 500 hours and 300 hours respectively.
4. The lack of staff oversight created test administration problems that were discovered in February 2009. An audit of the Basic Police Academy program by the State Commission on Peace Officer Standards and Training (POST) in May 2009 recommended that all POST certified courses be suspended at the College. In September 2009, POST decertified all POST courses offered by the District citing test security issues, insufficient staffing, and poorly maintained facilities.
5. In August 2009, a new A.S. degree was approved by the State Chancellor's Office for Yuba College. The new degree allows students to use up to 30 units earned from completing the Police Academy towards the core curriculum required for the new "Police Academy" vocational degree.
6. As construction of the new training facility was nearly complete, POST allowed Yuba College to present a PC 832 course (Peace Officer Orientation) in May 2011. This authorization is the first step in regaining POST certified Police Academies again.

B. Program Description

1. The Administration of Justice program is a district-wide program of instruction including Associate Degree, Academy, and Continuing Education courses. It serves students pursuing a transfer degree, those seeking high paying entry level employment following completion of a state certified academy, and those currently employed as law enforcement officers in need of updated skills and knowledge to stay current in their field of employment.
2. Instruction is organized into the following curriculum:
   a. Associate of Science degree in:
      1) Law Enforcement
      2) Police Academy
      3) Corrections
   b. Basic Police Academy (AJ-58R series)
   c. Modular Format Police Academy (AJ-50R, AJ-51R, AJ-52R series)
   d. Specialized Investigator Basic Course (AJ-217R series)
   e. Peace Officer Orientation Course (PC 832) (AJ-54R series)
   f. Correctional Officer Core Course (AJ-70R series)
   g. Juvenile Correctional Officer Course (AJ-202R)
   h. District Attorney Trial Preparation Course (AJ-221R)
   i. Basic Academy Requalification Course (AJ-219R)

II. GOALS

A. Primary Goals and Objectives

1. Expose students to the most comprehensive introduction to the field of law enforcement and corrections.
2. Transfer curriculum in law enforcement and corrections to an institution of higher learning.
3. Present enhanced academy training for students seeking employment in law enforcement, corrections, and special investigations.
4. Offer continuing education classes that serve the needs of law enforcement, corrections, and other related fields in our communities.

B. Student Learning Outcomes

The college has identified three SLOs for the Administration of Justice program:

1. Communication
2. Critical Thinking
3. Personal and Social Responsibilies

SLOs were administered to 2 courses in the Fall 2010 and to 15 courses in the Spring 2011. The courses assessed were:

a. AJ-10, AJ-11, AJ-13, AJ-14, AJ-15, AJ-19, AJ-20, AJ-21, AJ-30, AJ-31, AJ-33, AJ-34, AJ-54A, AJ-54B, AJ-70RA, AJ-70RB, and AJ-207A.

Nearly all of the courses assessed focused on Critical Thinking. Out of the 17 courses assessed, 4 did not meet our expectations. All of the courses had small samplings to assess. Because the application of SLOs are in their infancy, and the sampling size was so small, the program will continue to use the same assessment tool and monitor future results before making any modifications.

III. DATA ELEMENTS

A. Budget Review

1. The overall spending for the AJ program was approximately $980,000 a year while the POST Academies were being presented. Nearly 60% of the total budget was earmarked for the Basic Police Academies, the Modular Format Reserve Academies, and the Special Investigators Basic Academies (SIBC). When the program's POST certification was suspended at the start of the 2009/10 college year, the AJ budget dramatically changed. The AJ program operated on just under $390,000. Of this money, approximately 50% was reserved for administrative personnel costs. (SEE APPENDIX B)

2. At the same time the program's POST certification was lost, statewide budget cuts also impacted the AJ program. In January 2010, the program laid-off a full time Administrative Secretary I and a part time Secretary. These personnel cuts shaved the program's administrative costs by 26%.

3. As noted earlier, the elimination of VTEA funding to supplement Academy "facilitators" in 2008/09 amounted to a 20% cut in this account. In addition to this deficit, the facilitator's labor organization (YC-AFT) negotiated a pay increase of 9%. This raise in salary was not reallocated into the program's budget. As a result, Academy facilitator hours had to be reduced to make up for the 29% funding cut. The program made up some of the loss by transferring funds from other Public Safety accounts.

4. The suspension of POST certified courses has given the program a better fiscal picture of the actual costs to present Academies. Although the three types of Academies vary slightly in required hours, the following figures can be used to determine the costs needed to renew the Academies once authorization is granted by POST:

a. Facilitator for one academy=$27,000
b. Recruit Training Officer (RTO) for one academy=$18,000
c. Instructional Aide (IA) for one academy=$11,000
d. Role Players for one academy=$8,000
e. Supplies & Services for one academy=$4,000
f. Adjunct Instructors (FTEF) for one academy=$61,000

Each Academy can be completed within one semester.

B. Employment Outlook

1. Population considerations

a. California's population continues to climb. Data projections from the California Department of Finance, based on figures from the 2010 U.S. Census Data, show the majority of population growth is expected in southern California. However, northern California will also see an increase. The projected increase in population to the District from 2010 to 2015 is 247,752 people. Further, from 2010 to 2020, the District area is projected to see an increase of 509,569 new residents. This increase in population will require the District to expand its educational offerings. (SEE APPENDIX C)

b. In the areas serviced by the Marysville Campus (Sutter County, Yuba County, Sacramento County, Placer County, Butte County, Sierra County, Nevada County, El Dorado, and Plumas County), the population is projected to increase an additional 183,928 people from 2010 to 2015. Further, this same service area is projected to increase an additional 363,117 people from 2010 to 2020.

c. In the areas serviced by the Woodland Campus (Sutter County, Sacramento County, Yolo County, Colusa County, Napa County, and Solano County), the population is projected to increase an additional 144,891 people from 2010 to 2015. Further, this same service area is projected to increase an additional 295,622 people from 2010 to 2020.

d. In the areas serviced by the Clear Lake Campus (Sonoma County, Glenn County, Lake County, Mendocino County, Yolo County, Colusa County, and Napa County) the population is projected to increase an additional 63,824 people from 2010 to 2015. Further, this same service area is projected to increase an additional 146,452 people from 2010 to 2020.

2. Occupation considerations

a. Although the job growth for Public Safety positions have slowed down since the 2008 economic crisis, they continue to demonstrate a high potential for job growth. According to data compiled by the California Employment Development Department (EDD), Probation Officers, Correctional Officers, Police Officers, Deputy Sheriffs, and Security Guard positions are projected to increase 10.33 % from 2008 to 2018. Security guards are projected to add 17,600 new positions while Police/Sheriff Officers are expected to add 5,200 new positions. (SEE APPENDIX D)

b. Locally, employment potentials appear greater than the state average. In the Sacramento, El Dorado, Placer, and Yolo areas, the anticipated change is 11.85% while the Sutter and Yuba areas are projected at a 13.06% increase.

c. These figures do not take into account the recent U.S. Supreme Court ruling (Brown v. Plata, 563 U.S. ---, 2011) requiring the State to decrease its prison population. Assembly Bill 109 (Public Safety Alignment-Community Based Punishment) was signed by Governor Brown in April 2011 and will allow the California

Department of Corrections and Rehabilitation to transfer over 33,000 State prisoners to local jail facilities within two years. This new responsibility will require local agencies to hire a significant number of new correctional officers and probation officers to supervise those adult and juvenile State prisoners.

C. Productivity Review

1. Productivity is measured by the number of Full Time Equivalent Students (FTES) compared to the average number of Full Time Equivalent Faculty (FTEF). Over the course of this 4 year period, there was an average FTEF of 8.87, and an average FTES of 191.67. Productivity was therefore 23.79 for this rating period. (SEE APPENDIX E)

a. Unlike a typical college course, vocational education courses require a higher level of instructor to student ratio. Because of the hands-on exercises, and the use of firearms, productivity is severely affected. During the first two years of this review period, the program was presenting its POST Academies. The average FTEF was 14.16 and the average FTES was 284.71. When the POST Academies were suspended during the 2009/10 college year, the FTEF dropped to 3.59 and the FTES followed with 98.62.

b. Although the AJ program continues to offer Correctional Academies certified by Standards and Training for Corrections (STC) and some in-service law enforcement training, most of the courses offered are A.S. degree type courses. As a result, the temporary loss of the POST Academies has increased the program's productivity from 20.11 to 27.48.

D. Retention Review

1. Retention is based on the number of students enrolled at the official census gathering date (usually 2 weeks into the semester) and the number of students at the end of the semester receiving a grade other than a withdraw (W). (SEE APPENDIX F)

a. The law enforcement degree classes had a four year average of 90.67% student completion.

b. The corrections degree classes had a four year average of 97.92 % student completion.

c. The various academy classes had a four year average of 91.64% student completion.

d. When compared to all programs offered at Yuba College for this 4 year period of time, the College's average was 85.18%, while the AJ program had an average of 90.95% retention.

2. Success was based on the number of students enrolled at the official census gathering date and completing a course with a grade of "A", "B", "C", or "CR".

a. The law enforcement degree classes had a four year average of 74.09% of students that achieved a "successful" grade.

b. The corrections degree classes had a four year average of 97.68% of the students achieve a "successful" grade.

c. The various academy classes had a four year average of 90.54% of students that achieved a "successful" grade

d. When compared to all programs offered at Yuba College for this 4 year period of time, the College's average was 68.43%, while the AJ program had an average of 79.4% success.

E. Degrees Earned

1. During the past 4 years, the program has seen high and low spiking in the number of degrees awarded. The 4 year average has shown 6% of all A.S. degrees bestowed to students have come from the public safety program. In comparison with the statewide data of 4%, the Yuba College program awards more A.S. degrees to its students. (SEE APPENDIX G)

F. Transfers to Postsecondary Schools

1. The information supplied by the California State University system and the University of California system do not break down the transfer data to specific programs. Instead, the data is a summary of all transfers from Yuba College to the respective schools. Out of the 112 Community Colleges in California:

a. Over the past four years, the Yuba Community College District supplied 0.6% of all state wide transfers to the California State University system. Of those state wide transfer students, 0.5% came from Yuba College.

1) The major recipient of our student transfers was CSU Chico and CSU Sacramento.

a) CSU Chico offers a Bachelor of Arts in Criminal Justice.

b) CSU Sacramento offers a Bachelor of Science in Criminal Justice.

b. Over the past four years, the College District supplied 0.35% of all state wide transfers to the University of California system. Of those state side transfers, 0.3% came from Yuba College.

1) The major recipient of our student transfers was UC Davis.

a) UC Davis School of Law requires a Bachelor's degree before admission to the Juris Doctor degree program.

b) The University does not offer a degree in Criminal Justice or Administration of Justice.

G. Community Needs

1. The AJ Program academies and certified courses are required curriculum by state law for entry level employment in law enforcement, corrections, and related fields. Working in a partnership with state agencies such as POST and STC, the AJ Program fills an essential need. In addition to entry level training, state law requires regular updated training for its employees working in the public safety arena.

a. Peace Officers employed below the first middle-management level must satisfactorily complete an advanced officer training course which consists of a minimum of 24 hours every 2 years.

b. Corrections Officers, including those employed in management level positions, must satisfactorily

complete an advanced officer training course which consists of a minimum of 24 hours every year.

2. Depending on the direction of the war in Iraq and Afghanistan, the program could see a substantial increase in FTES as veterans return home. Instead of performing the traditional "combat duty" in a war, our soldiers are now providing "police services" in the Middle East. If U.S. involvement causes a downsizing in the number of troops overseas, we can expect to see more military personnel looking for civilian "police services" jobs in our communities.

H. Student Surveys

1. Student surveys were conducted during the Fall 2011 semester. All program courses were surveyed. (SEE APPENDIX H) The survey revealed the following information:

a. The overwhelming majority of students are happy with the program.

1) The students found the courses were offered at convenient times, used appropriate text books, and met their educational expectations.

2) However, 31% did not feel they were afforded enough tutoring or after class assistance. This was particularly true with the evening courses.

3) There were 12% of the respondents that felt the program?s equipment was not appropriate. In written comments, many complained about the glare affecting the big screen TV monitors used for media.

4) There were 21% of the respondents that felt library services did not meet their needs. Nearly all of the negative ratings came from those attending evening courses.

b. When questioned about why they were enrolled in their specific class, it was not surprising to find:

1) The majority of the degree courses were being taken by the students to satisfy the degree?s requirements (46%).

2) The next most popular response was because they had a general interest in the course (25%). This leads one to surmise that our degree required courses are also interesting to those not specifically majoring in Administration of Justice.

c. When questioned about other AJ courses they were or had previously been enrolled in, the results were not surprising:

1) Those students hoping to receive an A.S. degree have been enrolled in numerous AJ degree oriented courses.

a) The majority of respondents identified AJ-10 (Intro to Law Enforcement) as the class taken most often. This class is not only a requirement for the A.S. degree; it can also be used by non-majors as a General Education course.

I. Scholarships

1. The program has a number of scholarships available for AJ students to apply for:

a. Brian E. Meilbeck Memorial. Officer Meilbeck was a Yuba County Deputy Sheriff who was shot and killed on April 1, 1997 while responding to a family disturbance. Officer Meilbeck had only been an officer for 6 weeks when he was killed.

b. Mark White Memorial Scholarship. Officer White was a Roseville Police Officer who was mistakenly shot and killed on February 10, 1995 while responding to an armed suspect that was inside the Police Headquarters building.

c. Administration of Justice General Scholarship. This scholarship was funded by an anonymous donor. It is awarded to those who have served in the military and desire a career in law enforcement or corrections.

d. Wildlife Resource Scholarship. This scholarship is awarded to students pursuing a career in law enforcement with an emphasis to protect the environment (Fish & Game).

e. Yuba-Sutter Bar Association Foundation. This "pass through" scholarship is awarded to students that have graduated from a Yuba or Sutter County High School and desire a degree in law or law enforcement.

2. The program also acts in the capacity of scholarship screening for the Yuba College Foundation Scholarship. The program's committee reviews applications for previous military service, current work status, and financial need before making recommendations.

J. Course Offerings (cancellations)

1. Over the past four years, the AJ program has advertised 227 course offerings to our students. During this time period, 30 courses (13%) were cancelled. Of those courses, 20 courses were cancelled as a result of the program's POST certification suspension. Of the remaining 10 courses, those courses were cancelled due to low student enrollment. (SEE APPENDIX I)

2. Of the 10 non-POST related classes that were cancelled, 3 were the required core courses for an A.S. in Corrections. This is an improvement since the last full program review when 8 Corrections core courses were cancelled.

a. In Spring 2008, the program began offering these courses in the evening hours instead of during the normal daytime hours. This move to a new time slot has apparently allowed students employed in the corrections field a better opportunity to attend these courses.

K. Articulation Agreements

1. Yuba College has partnered up with two local high schools to present an equivalent of AJ-10 (Introduction to Law Enforcement). Through the District's Tech Prep Office, River Valley and Yuba City High Schools are the current providers of this articulation agreement.

2. In Spring 2010, AJ-19 (Multicultural Communities and the Justice System) curriculum was revised to

meet the equivalency of CSUS course Criminal Justice 5 (The Community and the Justice System).

Year of Review: 2011-2012
Type of Review: Self-Study (4-year review)
Executive Summary: Administration of Justice

Program Review Committee Members:
* Rolfe Appel, Director
* Ron Turner, Full Time Faculty (Degree Program)
* Otto Knorr, Adjunct Faculty (Police Academy Facilitator)
* Dennis McKenzie, Adjunct Faculty (Corrections Academy Facilitator)
* Corrine Gil, Department Secretary
* Kelly Boren, College Counselor

Dean of Program Area: Rod Beilby, Dean

Program Description and Current Status

The Administration of Justice program is a district-wide program of instruction including Associate Degree, Academy, and Continuing Education courses. It serves students pursuing a transfer degree, those seeking high paying entry level employment following completion of a state certified academy, and those currently employed as law enforcement officers in need of updated skills and knowledge.

In 2008/2009, budget cuts and elimination of VTEA funding created personnel cuts. A lack of staff oversight created test administration problems in the Police Academy that were discovered in February 2009. An audit of the Basic Police Academy program by the State Commission on Peace Officer Standards and Training (POST) in May 2009 recommended that all POST certified courses be suspended at the College. In September 2009, POST decertified all POST courses offered by the District citing test security issues, insufficient staffing, and poorly maintained facilities. After rectifying the issues identified by POST, at least one course certification has been approved, and the program is moving toward regaining certification of all previous academy courses.

Instruction is organized into the following curriculum:
* Associate of Science degree in:
  - o Law Enforcement
  - o Corrections
  - o Police Academy
* Academies: Certificates of Achievement
  - o Basic Police Academy
  - o Modular Format Police Academy
  - o Specialized Investigator Basic Course
* Academies: Certificates of Training
  - o Peace Officer Orientation Course (PC 832)
  - o Correctional Officer Core Course
  - o District Attorney Trial Preparation Course
  - o Basic Academy Re-qualification Course

Student Learning Outcomes

The college has identified three SLOs for the Administration of Justice program:
* Communication
* Critical Thinking
* Personal and Social Responsibility

The program began administering SLOs in the Fall 2010 and continues to assess courses.
Nearly all of the courses focused on assessing Critical Thinking. Out of the 17 courses assessed, 4 did not meet our expectations. This may be due to the small samplings. The program will continue to use the same assessment tool and monitor future results before making any modifications.

Program Analysis

Curriculum and Program Direction
* Strengths
  - o Courses are offered during the day and evenings.
  - o Courses are developed by those working in the Criminal Justice field.
  - o A new Police Academy Associate of Science degree was approved.
  - o A new Probation Officer Core Course is being reviewed by State Training in Corrections (STC) for

presentation at Yuba College.
* Areas for Improvement/Future Direction
  o Some semester courses have been cancelled due to low student attendance.
  o Distance Learning should be incorporated in the presentation of courses.
  o State Academy curriculum changes frequently causing college curriculum changes.
  o The program needs to offer more in-service training courses to meet the need of local agencies.

Staffing
* Strengths
  o Faculty members continue to attend training to improve their knowledge and skills.
  o Most faculty members are actively working in the Criminal Justice field.
* Areas for Improvement/Future Direction
  o The program has only one full time Faculty.
  o The program uses adjunct faculty to teach over 64% of the degree courses.
  o Due to budget cuts in January 2010, the program has only one secretary to process the entire AJ, Fire Technology, and EMT programs. Other colleges have either two full time or one fulltime and one half time secretary to perform the same tasks.

Equipment
* Strengths
  o The classrooms have "smart technology".
  o The program uses real law enforcement equipment.
* Areas for Improvement/Future Direction
  o The administrative staff and adjunct instructor computers are over five years old. They are very slow and will not operate many of the current industry applications.
  o The secure storage of college owned firearms was an issue with POST.
  o There needs to be a better method for administering and monitoring POST tests.

Facilities
* Strengths
  o The full time Faculty member has an office.
  o The Academy facilitator and RTO have an office.
  o The AJ program has four (4) classrooms of various sizes.
  o The Academy has a small mat room for defensive tactics.
  o The program uses two local law enforcement agency firearms ranges.
  o The program uses the CHP and Butte College for driving instruction.
* Areas for Improvement/Future Direction
  o There is not enough office space for the full time Faculty member.
  o There is not enough office space for the Academy staff to perform their duties.
  o There are not enough classrooms available to offer more classes and expand the program.
  o The Academy mat room is too small to safely train more than 6 recruits at a time.
  o The program must schedule firearm training around the needs of the agencies who own the facilities.
  o Scenarios are conducted too close to regular college classrooms and have frightened regular college students.
  o There is no conference room and with lack of available classrooms, there is no place to conduct meetings.
  o Training vehicles have been subjected to gasoline thefts and environmental damage.

Recommendations/Specific Actions
* Regain POST certifications for all previous academies.
  o Action: Keep documents and instructor qualifications up to a level that meets POST compliance standards.
  o Action: Re-establish college funding to present at least one POST Police Academy.
* Use Distance Learning to increase course enrollments.
  o Action: Work with Media Services to record class presentations and then have them available on the web for video streaming later.
* Obtain one additional Full Time Faculty. The program relies too heavily on adjunct faculty.
  o Action: Submit appropriate requisition to hire another Full Time Faculty.
* Obtain more administrative help. The program relies on one director to manage AJ, Fire Tech, and EMT programs.
  o Action: Submit appropriate requisition to hire an Assistant Director.
* Obtain more clerical help. The program relies on one secretary to schedule, monitor, and process all Public Safety program needs.
  o Action: Submit appropriate requisition to hire a half time secretary.
* Obtain Staff computers that will accept new computer applications.
  o Action: Submit appropriate request through budget and equipment request.
* Increase the equipment needed to run the Academies at an acceptable level.
  o Action: Submit appropriate request through budget and equipment request.
* Improve the office space needs for the AJ program.
  o Action: Develop a plan and work closely with the Measure J bond committee.

* Increase the classroom space needed to run the entire AJ program at an acceptable level.
  o Action: Develop a plan and work closely with the Measure J bond committee.
* Develop training grounds that meet the needs of the program and does not rely on contracting out for other facilities.
  o Action: Develop a plan and work closely with the Measure J bond committee
* Develop secure parking for AJ training vehicles.
  o Action: Develop a plan and work closely with the Measure J bond committee.
* Obtain laptop computers to enhance the administration of POST academy tests.
  o Action: Funding has been approved. Determine a vendor to supply the laptops and work with College IT and POST.
* Improve quality of POST academy instruction and test security by video monitoring of classroom activities.
  o Action: Develop a plan and work closely with the Measure J bond committee.

Future Goals and Program Direction:

A. Curriculum

1. Strengths

a. Degree Courses

1) Yuba College varies its presentation of the required core classes for the Associate in Science Degree to meet the needs of our students. Courses are offered Monday-Friday, 8:00 am to 4:00 pm, for those students interested in attending traditional class hours. These courses are then repeated in the evenings 6:00 pm to 9:00 pm for those students needing an alternative time to attend college.

a) The Law Enforcement A.S. Degree requires 18 units of core courses.

b) The Corrections A.S. degree requires 21 units of core courses.

2) The Police Academy A.S. degree allows 30 units of earned units from the Academy to be used as the core. This additional degree option was authorized by the State Chancellor's Office in August 2008.

3) Instruction is updated on a semester basis to keep abreast of the changing times in our society and the legal decisions rendered by the courts.

4) Instructors working in the field of law enforcement and corrections add credibility to the curriculum by relating real life experiences to their presentations.

5) Fulltime and Adjunct Instructors that teach the same course use the same textbook. In this way, a student who may need to transfer to another class because of a scheduling change in his/her life can do it easily without the need to buy a different text book.

b. POST Certified Academies

1) Yuba College was authorized to present its first POST certified Academy in 1996. Up until the suspension of all POST courses in June 2009, law enforcement agency representatives regularly visited the academies to recruit our cadets.

a) The Basic Academy was offered Monday-Friday, 8:00 am to 5:00 pm. Although POST required a minimum of 664 hours of training, the Yuba Academy presented 880 hours.

b) The Modular Format Police Academy was offered on Tuesday-Thursday in the evenings, from 6:00 pm to 10:00 pm. and on Saturdays from 8:00 am to 5:00 pm.

c) The Specialized Investigators Basic Course was offered Monday-Friday, 8:00 am to 5:00 pm. It was one of only two such Academies authorized to present the course. Although POST required a minimum of 591 hours of training, the Yuba SIBC Academy presented 696 hours.

d) The Peace Officer Orientation Course (PC 832) was recertified in April 2010 and continues to meet the state requirement of instructional hours for basic, limited peace officer powers in California. This 64 hour course is offered in two sections:

i. The first 40 hour course, entitled Arrest, Search, and Seizure, contains 30 hours of lecture, and 10 hours of hands-on arrest control techniques.

ii. The next 24 hours of instruction consist of firearms training. There are 8 hours of lecture and 16 hours of actual firearms shooting.

e) Basic Academy Requalification Course was offered Tuesday-Saturday, 8:00 am to 5:00 pm. Yuba College, and six other California community colleges, were the only training institutions authorized by the state to operate such a course. The 136 hour course reviews the majority of topics covered during the Basic Academy, and "refreshes" their academy certification for three more years.

f) District Attorney Investigation and Trial Preparation Course was presented by Yuba College in its standard 80 hour format. This POST course was designed to offer basic training to investigators charged with presenting criminal cases in court. Yuba College was one of only two such training sites authorized to present the course.

2) In addition to the basic POST requirements, the Yuba College academies offered special instruction in Taser, Long Rifle (AR-15), video Firearms Training Scenarios (FATS), Oral board preparation, Breathalyzer training, Interview & Interrogation, and Critical Incident Debriefing strategies.

c. STC Certified Academies

1) Correctional Officer Core Course

a) The Yuba College Correctional Officer Core Course (COCC) has been operating since 1987. Like the POST courses, local agency representatives regularly visit the academies to recruit our cadets.

b) The COCC academy continues to meet the state requirement of instructional hours.

Standards and Training for Corrections (STC) requires 176 hours of training. STC is strict regarding the content of the course and does not allow for deviation from the prescribed state course outline.

2) Correctional Officer Supplemental Core Course

a) The "Supplemental Course" was first presented in Fall 2010.

b) This course is a condensed version of COCC and is open to students who have completed a POST Basic Police Academy, but need extra State mandated training to work in a correctional facility. The course must be presented in the standard 56 hour format.

2. Areas for Improvement

a. The curriculum established for the various law enforcement and correctional academies is developed and controlled by the state training authorities, i.e., POST and STC. The training standards set by these entities are "minimums". Additional hours, topics, or courses we present must be better documented (lesson plans on file) and get State approval before they are implemented. Frequently, the State authorities change the curriculum for topics and we must react to those changes. There is a proposed change in the Police Academy regarding physical training (PT). If the proposal is approved, our entire PT curriculum will need to change.

b. Some degree courses have been cancelled due to low attendance. This is especially true in the area of the correctional courses. Entry level jobs in the corrections field do not require advance education. Perhaps combining "face-to-face" classroom instruction with distance learning opportunities would help foster a desire to enroll in these courses.

c. The college requires changes to current courses or the addition of a new course to go through a lengthy, time consuming, bureaucratic process. To meet this time frame, changes are generally required at least one year in advance. This presents a problem. Courses that could be offered to local agencies as "in-service training" are usually mandated by the State or local entity to be implemented with little advanced notice. If the process could be streamlined to meet the presentation exigency of the course, local agencies would not have to send their employees to Sacramento or Butte for training.

d. The academy program allows all recruits to carry fully functional handguns during academy hours. The guns are not loaded. Although all the recruits must go through a criminal background check (Livescan) to enroll in the academy, and thus carry a gun, they are not subjected to a psychological screening. About ¼ of the non-affiliated students who complete the academy program are never hired by law enforcement because they cannot pass the hiring agency's psychological exam. During the Basic Academy audit conducted by POST in May 2009, they recommended that our recruits not carry real firearms, except on the firing range.

3. Future Direction

a. Academy Training:

1) The AJ program wants to regain its certification with POST and present Academies again. To meet POST?s requirements for course documentation, all academy classes will need the following items updated:

a) Expanded course outlines
b) Hourly distribution of course topics
c) Instructor lesson plans
d) Test security guidelines
e) Student safety guidelines
f) Instructor certification files

The program will need funding restored to its budget to present POST academies again. To present one academy will require approximately $130, 000.

b. In-Service Training:

1) The program needs to get the Law Enforcement Advisory Committee more involved in local training needs. Budget restrictions are preventing local agencies from sending their personnel to Sacramento and Butte to meet their State training mandates. The Administration of Justice program needs to focus on adding more in-service training to serve our local customers..

c. Emergency Services Management:

1) Develop an Associate degree program that offers training in Emergency Services Management. The degree should focus on offering courses that are modeled after FEMA's Emergency Management courses and are transferable towards a 4 year college degree.

d. Security Officer Training:

1) California Department of Consumers Affairs requires that private security officers receive basic security training at the time of hire and attend additional training within six months of appointment (B&P Code 7583). The training required is 24 hours in length. Further, security guards are required to attend 8 hours of additional training each year. Currently, local, private security companies send their personnel to Sacramento and Chico for this mandated training. The Administration of Justice program should explore the development of this curriculum and become certified to offer its presentation.

e. Integrate "distance learning" into the regular semester, degree courses. With a variable teaching format, the pool of potential students should grow and add FTES to the program.

B. Staffing

1. Strengths

a. Administration

1) The program employs a full time Director who manages the Administration of Justice, Fire

Technology, and EMT programs. The Director has experience working in law enforcement, the fire service, and is an EMT.

2) The program employs a full time Administrative Secretary 1 to provide clerical support to the degree and Academy programs. This person has been the foundation that supports the program, processing the necessary college and state documents for over 15 years.

b. Teaching Faculty

1) The program employs one full time faculty whose primary assignment is to provide instruction for the Law Enforcement degree program. This instructor retired from a northern California law enforcement agency and has been teaching at the Marysville Campus for over 16 years.

2) The program also employs over 70 adjunct faculty members. They are tasked with supplementing the Administration of Justice degree program and the various academy classes. Most instructors are actively working, or have just recently retired from local law enforcement agencies. Their expertise is fresh and relevant to the field.

2. Areas for Improvement

a. Administration

1) The program does not have enough clerical support staff to effectively manage the duties at hand. In April 2008, a part time secretary to was approved and hired to assist with the all functions within the Public Safety Division (AJ, Fire Tech, and EMT). However, In January 2010, this part time position was eliminated due to budget reductions as was the Administrative Secretary I assigned to Fire Tech and EMT. As a result of these position eliminations, a single Admin Secretary I is now responsible for all programs within the Public Safety Division.

2) If the program expects to regain its complete POST Academies and expand its course offerings to include in-service training to our local law enforcement customers, more clerical help will be needed. For example, in the 2009/2010 college year:

a) Shasta College used an Administrative Secretary I to process 116.82 FTES for their AJ program which included a degree program and a Modular Academy.

b) Butte College used a full time Administrative Secretary I and a full time Administrative Assistant to process their AJ degree courses and their law enforcement academy courses for a total of 277.98 FTES

c) Yuba College used a single Administrative Secretary I to process 276.62 FTES for the AJ degree courses, the Fire Academy, and the EMT programs.

b. Teaching Faculty

1) The program needs another full time faculty member. During the 2010/2011 college year, the program offered 28 degree required semester courses. The program only had one full time faculty to teach 10 of these courses during the academic year. The other 18 courses (64% of the total courses offered) were taught using adjunct professors. In addition to teaching degree courses, the program's only full time faculty member is also responsible for evaluating the 30 adjunct faculty of the AJ program and the 25 adjunct faculty of the Fire Technology program. Finally, the full time faculty member is responsible for articulation review, program curriculum up-dates, and contributing to shared governance by sitting on several college committees.

2) The program uses adjunct faculty to facilitate (coordinate) the operation of the various academies. POST requires the facilitator be on duty when the Academy is operating (40 hours per week). Further, POST requires the Recruit Training Officers (RTO) also be available to the recruits when the academy is in session (40 hours per week). Finally, POST recommends that the recruit to RTO ratio should be 25 to 1. To accomplish this staffing requirement, serious budget allocation will be necessary.

3. Future Direction

a. Administration

1) Hire a full time Secretary to assist the Administrative Secretary I in the AJ program.

2) Hire a full time Assistant Director to focus exclusively on POST academy operations.

b. Teaching Faculty

1) Hire another full time Faculty to support the AJ degree program.

2) Obtain funding to staff Recruit Training Officers at the levels recommended by POST and STC.

a) 1 RTO for every 25 recruits, each day the academy is in session

3) Expand the teaching opportunities to a larger pool of qualified adjunct faculty instructors.

4) Use only POST certified (Academy Instructor Certification Course) instructors for teaching POST courses. Further, once an instructor is certified, he/she must be recertified every three years through a special refresher course.

B. Equipment

1. Strengths

a. Firearms

1) The program owns

a) 26 Glock, Model 17, 9mm semi-auto handguns, 12 from State Block Grant funding, May 2008

b) 17 Remington, Model 870, shotguns, 12 ga

c) 6 Mossberg, Model 590, shotguns 12 ga

d) 3 Glock, Model 17, simunition trainer semi-auto handguns

e) 5 Bushmaster, AR-15, rifles, .223 cal, from Perkins funds January 2010

f) 4 Smith & Wesson, Model 5906, 9mm semi-auto handguns
g) 6 Smith & Wesson, Model 17, .22 cal., revolvers, one has a plugged barrel
h) 1 Smith & Wesson, Model 15, .38 cal., revolver

b. Tasers
1) The program owns
a) 3 Tasers, Model M-26, donated by Delta College Police in May 2007.
b) 3 Tasers, Model X-26, obtained from a VTEA grant October 2007.

c. Other Weapons
1) The program owns
a) 10 Air Soft, KWA, Model G19, handguns, gas powered, obtained in June 2007
b) 6 Air Soft, Maurui, Glock 18C, handguns, battery powered
c) 27 ASP Red Guns, Beretta style
d) 24 ASP Red Guns, Glock style
e) 2 ASP Red Guns, Sig style
f) 10 ASP Red Guns, Remington Shotgun style
g) 30 straight batons
h) 30 side handle (PR-24) batons
i) 54 ASP, collapsible batons

d. Defensive Tactic Items
1) The program owns
a) 3 Red Man Tactical Suits
b) 3 Blauer, High Gear Tactical Suits obtained through a state grant January 2007
c) 1 FIST Suit & Arrest Control dummy from Perkins January 2009
d) 30 ASP collapsible batons, from Perkins funds Nov 2009
e) Wrestling mats, 64 total, 2 ft x 6 ft, donated by American River College in May 2007
f) Over 70 pairs of used handcuffs
i. 50 donated by Sacramento Sheriff's Dept, July 2007

e. Vehicles
1) The program owns
a) 6 police training vehicles
i. 1 - 1989 Chevy Impala, donated by Lincoln PD
ii. 1 - 1994 Chevy Caprice, donated by Marysville PD
iii. 3 - 1999 Ford Crown Vics, donated by Gridley PD March 2007, and May 2007
iv. 1 - 1997 Ford Crown Vic, Donated by Gridley PD Feb 2009

f. Body Armor
1) The program owns
a) Over 100 used body armor vests donated since 1998 by various police agencies
i. 23 vests purchased on state grant June 2007.
ii. 50 vests donated by Sacramento Sheriff's Dept in July 2007
iii. 30 vests donated by State Alcohol Beverage Control in August 2007.

g. First Aid Items
1) The program owns
a) 30 Adult CPR mannequins, Actar 911 brand
b) 30 Adult CPR mannequins, Actar D-fib brand, from Perkins funds, Dec 2009
c) 25 Infant CPR mannequins, Actar 911 brand
d) 30 Infant CPR mannequins, Actar 911 brand, from Perkins funds, Dec 2009
e) 2 Adult, 1 Child, 1 Infant, professional CPR mannequins, obtained June 2007
f) 4 AED trainers, Laerdal Trainer II brand
g) 3 moulage wound simulation kits

h. Miscellaneous
1) The program owns
a) 3 Gun Safes, one (Liberty brand) purchased with State Block Grant funds, June 2009
b) 2 Survivor drag dummies, 165 lbs, one obtained in May 2007, one old one in need of repair.
c) 45 Motorola, CP200 portable radios, 20 purchased on state grant April 2007, and 20 with Perkins funds Nov 2009.
d) 10 Motorola, Radius SP50, portable radios
e) 6 Motorola Car Radios from Perkins funds Nov 2009
f) 7 Dispatch training consoles, StarZ brand, from Perkins funds Oct 2008
g) 7 Riot helmets, donated by Santa Rosa College, Nov 2010
h) 1 Canon, Model DC100, digital video camera, obtained by state grant, April 2007.
i) 1 Canon, Model A630, digital still camera obtained by state grant, April 2007.
j) 2 portable tent canopies
k) 1 Honda, 3500 watt, portable generator (gasoline power)
l) 4 portable halogen work lights
m) 1 Beamhit, video force option simulator, obtained October 2007 through a VTEA grant

n) 1 Brother, Fax machine, obtained July 2007
o) 1 Apperson, Advantage, test reader
p) 1 Scantron, Model 888p+, test reader
q) 2 Laptop storage carts

2) The program leases
a) 1 Bizhub, Model 200, photocopy machine

2. Areas for Improvement

a. Clerical/Administrative Staff need technology up-grades. The work stations have computers that are over 5 years old. The computer systems freeze up and data is lost.

b. Most of the program's firearms are not registered through the Department of Justice.

c. Too many people have access to the firearms that are stored in the Gun Safes. This storage area is also used for other academy training tools. In June 2009, an audible burglar alarm was installed after a Taser was discovered missing. In January 2011 the entrance door to the gun safe area was re-keyed.

d. Not all students receive the same opportunity for training in the area of firearms, due to their financial situation. The Academy will "loan" a handgun to the student for actual firearms training at the range. However, if the student is having difficulty at the range, the instructor will suggest the student go home and practice manipulation skills (i.e., drying firing, drawing, and slide activation). Unlike students who possess their own handgun, students who have an Academy "loaner" gun are not allowed to take the gun home, and thus are not afforded the same "homework" opportunity.

e. During scenario training, students use Red Guns to complete the roll playing exercises. Because of the wide variety of handguns used by affiliated students, the program does not have the right type of Red Gun to fit their duty holsters.

f. Video monitoring is needed in the classrooms so Facilitators and RTOs can monitor classroom activities from their office, without actually sitting in the classroom.

g. There is a need for a technology up-grade in the Academy facilitator's office. The two computers in the office are Pentium I's and cannot run most of the programs that are needed. There is only one printer in the office. Since the computers are not networked together, the user must download files to a disk or jump drive and then transfer the data source to the computer that has a working computer.

h. Academy physical training equipment will be changing as curriculum for presenting POST physical training will be changing.

i. The POST Academies use paper tests to evaluate the Recruit's knowledge. Whenever using paper testing, there is always the possibility of a test being divulged to the outside world. To solve this problem, the program was awarded Perkins finds to purchase 40 laptop computers for electronic testing. The purchase will take place in 2011/2012.

j. The program needsto recognize the physical activities associate with the Police, Corrections, and Fire Academies, and properly prepare to life threatening events. The program needs Automatic External Defibulators located throughout the safety center.

3. Future Direction

a. Register all firearms through the Department of Justice.

b. Change combinations on Gun Safes so only authorized Firearms Instructors have access and/or limit access to the area with high security keys.

c. Obtain more storage area for other "non-firearm" related equipment.

d. Obtain 10 Glock, Model 17R, trainer handguns so students have a safe, non-firing weapon that can be used for after hours self practice.

e. Obtain15 more ASP Red Guns, for Sig, Model 226

f. Obtain 6 ASP Red Guns, Model AR-15, for patrol training.

g. Obtain 20 external microphone/speakers for Motorola CP200 portable radios.

h. Up-date the office technology in the Academy facilitator's office.

i. Install wireless video surveillance system in classrooms to monitor instructor and student activity.

j. Develop a video library that can be shared with all curriculum areas in the Public Safety Center.

k. Develop funding for vehicle maintenance and repairs.

l. Obtain physical training equipment that more closely replicates the performance needs for the law enforcment profession.

m. Move away from paper testing. Purchase 40 laptops with Perkins funding. Up-grade the college's network/internet system so testing security from POST will not be an issue and we can begin taking tests directly on-line.

n. The program needs to protect the lives of its students during strenuous exercise activities. The program should plan on strategically locating AED machines in areas associated with the training center. At least three (3) devices are needed.

C. Facilities

1. Strengths

a. Administrative Rooms

1) Room 726. The main administrative office for the AJ program is a portable structure that was delivered and occupied in 2001. The office has 4 workstation cubicles for clerical staff, a separate office for the program director, and a file/supply/copier room.

2) Room 1720. Storage of archived files and bulk office supplies.
3) Room 1711. The Basic Academy facilitator and RTO office.
4) Room 1715. Full time faculty office.
5) Room 1714. Modular Format Academy facilitator office and other adjunct faculty.

b. Classrooms

1) Room 725. Classroom attached to the AJ administrative office. The room is capacity is 24 to 28 students. The classroom is wired for internet connectivity to accept 22 terminals. It is mainly used for the Special Investigator's Basic Course.

2) Room 1707. Basic Police Academy and the Modular Academy classroom. This "portable" classroom holds 40 students.

3) Room 1713. Modular Academy, Corrections Academy, and Basic Academy Requalification classroom. The room will accommodate 40 students.

4) Room 1712. Classroom used exclusively to present the AJ degree program.

5) Room 1719. Mat room for all arrest-control courses. The room has a 27 ft x 27 ft wrestling type mat installed. Depending on the instruction, it will safely accommodate 9 students.

c. Other Facilities

1) Gymnasium Mat Room. Located inside the gym (building 1200). The wrestling mat is 32 ft x 40 ft. It is the property of the PE program and as such, is rarely available for the AJ program's use due to their scheduling of PE related courses.

2) Physical Agility course. Located in the southwest portion of the college campus is the AJ program's physical agility course. The agility course is equipped with a 6 foot climbing wall and 34" high hurdle.

3) Firearms Range. The college "rents" firing ranges from local law enforcement agencies. The agencies try to accommodate the various academy training days.

a) Sutter County Sheriff?s Department Range is located at 44 2nd Street, in Yuba City. The range has a "Hogan's Alley", a meeting hall for classroom lectures, and outdoor lighting for night shoots. The range has approx. 12 shooting lanes.

b) Yuba County Sheriff's Department Range is located at 1482 Sky Harbor Drive, in Olivehurst. The range has approx. 15 shooting lanes.

4) Driving course. The program contracts out the Academy driving courses through the California Highway Patrol or Butte College. Each provide the driving track, vehicles, and instructors to meet the State mandates for academy instruction. The driving courses is located at:

a) California Highway Patrol Academy, 3500 Reed Ave, West Sacramento.
b) Butte College, 3536 Butte Campus Dr, Oroville.

5) Scenario Activities: The Academy program conducts practice scenarios and test scenarios.

a) Scenario Practice. The program conducts small practice scenario sessions at the Marysville Campus. Generally, the practice location is in the southeastern portion of the campus to avoid disturbing other college courses in session.

b) Scenario Testing. The program contracts out the use of the Yuba-Sutter Fairgrounds for scenario testing. To avoid any interference or distractions while using the site, the Fairgrounds does not schedule any other activities. The Yuba-Sutter Fairgrounds is located at 442 Franklin Ave, Yuba City.

2. Areas for Improvement

a. There are not enough classrooms to effectively run the program. Generally, there are two academies in session at all times, Monday - Friday, 8:00 am to 5:00 pm. The program also has regular semester degree classes tying up one classroom Monday-Friday from 9:00 am to 4:00 pm. Finally, the Corrections Academy (5 weeks in length) , a Basic Academy Requalification (5 weeks in length), and a PC 832 course (2 weeks in length) are held each semester. With the 4 classrooms tied up, there are no other classrooms available, and thus no opportunity to expand the program.

b. The mat room used for arrest controls (room 1719) is too small. The room safely accommodates 9 students at a time. However, we generally have 14-15 students assigned to the training. It is not safe having that many students in a confined area swinging batons (police night sticks) in arrest control training

c. There is not enough storage area for the program's training equipment. The program has used space in the "Gun Room", and in the Auto Body Shop to store items.

d. Classrooms 1712 and 1713 are constructed of cinderblock walls, and asphalt tile flooring. The acoustics are horrible and create a hollow sounding echo during presentations. The sounds permeate the walls and echo into the neighboring classroom.

e. The Academy Facilitators office, Room 1711, is made of the same cinderblock walls and tile flooring. Counseling sessions between the Facilitator/RTO and the student can be heard in the neighboring classroom. This violates the rules regarding privacy during personnel matters.

f. Offices used by the Full-Time Faculty professor and the Modular Academy Facilitator (Rooms 1714 and 1715) are too small. The rooms are so small, that the door cannot be fully opened due to the file cabinets and desks inside. The rooms are too small to conduct any student counseling.

g. The administrative office is not big enough for the activities required by the program's staff. There is not enough room in the small workstation cubicles for file cabinets or shelving. Critical documents and reports must be retrieved out of the File/Supply/Copier room.

h. There is no breakroom or area for administrative staff. Staff either eats in a vacant classroom, or at

their workstation. Eating at the workstation presents the possibility of dropping food material into their keyboard.

i. There is no area or room for conferences. When Advisory Meetings and staff meetings are held, they are scheduled so an open classroom is used.

j. The program needs more choices for firearms training. Even though the program uses the Yuba Sheriff's Range and the Sutter Sheriff's Range, the program must work around the agencies schedule. Further, these ranges do not offer enough variance in shooting distances or the type of weapons allowed to be fired.

k. There is no storage area at the Sutter County Sheriff's range. Targets, and safety equipment must be transported each shooting day to the range.

l. Practice Scenarios have caused concern with other college instructors and students. The program needs to find another location to perform practice scenarios.

m. The program needs a secure parking area for its training vehicles.

3. Future Direction

a. Measure J. In November 2006, voters approved a bond measure. The bond will generate nearly $200 million for facility improvements. Of this money, $17 million is earmarked for Public Safety facility improvements and should be completed in Summer 2011. The funding will be used to:

1) Construct a new multi-discipline classroom structure.

a) Consider the administrative and academic needs.

b. Maintain the structures, landscaping, and grounds

c. Construct a covered parking area for the program's training vehicles

d. Construct a firing range

e. Install a portable steel storage container at the Sutter County range to store targets and safety equipment on site.

f. Construct an EVOC course that includes a "skid pan".

Recommendation: POST Academy recertification

Obtain certification to present POST Academies

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 3. High Priority

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Continue working with POST to regain Academy certification. Keep administrative documentation current and select certified instructors. Re-establish college funding. **Type:** Curriculum/SLO	Each semester Academy is 33.5 units (approx 2.0 FTEF) and costs approximately $130,000.	Timeline: July 2012 Responsible Parties: POST Representatives, Law Enforcement Advisory Board, Director of Public Safety, AJ Adjunct Instructors, College Executive Staff	Yes

Recommendation: Clerical Assistant

Hire a part time or full time Secretary to keep up with work load. This was noted in POST Basic Course Certification Review (BCCR) in April 2006 and remains an important issue.

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 3. High Priority

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Make request through college budget process to fund either a part time (.59) or full time Secretary. **Type:** Staffing - Other	Increase program budget code 2110 by $24,000 or up to $40,000 (+ benefits).	Timeline: Submit request & justification in March 2012 during classified hiring period. Responsible Parites: Director of Public Safety, College Vice President, YCCD Budget Director.	Yes

Recommendation: Computers for Admin Staff

Purchase new computers for Admin Staff to replace their current computers that are over 5 years old and do not function with new applications.

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 3. High Priority

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Submit appropriate budget request during requisition time period. Increase budget code (6430) by $1,000 per year so there is on-going replacement of one computer each year. Determine if State grant funding is available. **Type:** Equipment/Technology	Each computer is approx $1,000. The program needs 5 computers. One time cost of $5,000 or $1,000 if replacing one computer on a yearly cycle.	Timeline: Make request during college budget process in March 2012 to increase budge code (6430). Responsible Parties: Director of Public Safety, College President & VP, YCCD Budget Director	Yes

Recommendation: Academy Classroom Video Monitoring

Obtain funding to install CCTV monitoring in Academy Classrooms. Surveillance must include Audio and Video capabilities. System should archive recordings for up to 30 days. This lack of classroom supervision was noted in POST Basic Course Certification Review (BCCR) in May 2009.

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 3. High Priority

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Continue to monitor spending of Measure J Bond funding. This was detailed in program design phase of new Health & Publis Safety. If Measure J funding runs out, make request through Perkins funding. **Type:** Equipment/Technology	Approx $5,000 to $10,000	Timeline: Must be installed and operational prior to start of POST Academies. Responsible Parties: Director of Public Safety, Measure J committee, Perkins review committee.	Yes

Recommendation: Laptop Computers for POST testing

Purchase laptop computers for POST Academy testing. Perkins funding has been granted. Need to locate vendor and make purchase.

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 3. High Priority

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Request bids for purchase, select vendor, and make purchase. **Type:** Equipment/Technology	None. Perkins funding ($20,000) has already been awarded for this project.	Timeline: Must purchase and receive items by June 2012. Responsible Parties: Director of Public Safety, Perkins Administrator, YCCD Purchasing Dept.	Yes

Recommendation: Health & Public Safety Building

Oversee constrution of new training structure.

Year(s) Requested: 2011-2012
Request Date: 10/31/2011

Recommendation Priority: 3. High Priority

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Continue to work with Architect, Interior Furnishing Vendor, and Construction company to see project completed. **Type:** Facilities	$17 to $19 million funds from Measure J.	Timeline: Completion expected by August 2011. Responsible Parties: Director of Nursing & Public Safety, LPAS Architects, Dovetail Designs, Sundt Construction, Measure J Bond Steering Committee, YCCD Project Manager.	Yes

Recommendation: Storage at Sutter County Range

Obtain a storage container that can be place at the Sutter County Sheriff's Range to store targets, range equipment, and first aid kit.

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 3. High Priority

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Confirm with Sheriff that additional storage container is authorized. Determine location for container. Purchase storage container & have delivered. **Type:** Facilities	Approx $3,000 for a 20ft steel storage container.	Timeline: Confirm authorization from Sheriff by June 2012. Submit request for additional one time funding to purchase unit by June 2013. Responsible Parties: Firearms Instructors, Sutter County Sheriff, Director of Public Safety, College VP, YCCD Budget Director.	Yes

Recommendation: Distance Learning

Record class presentations and then have them available on the web for video streaming later.

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 2. Medium Priority

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Work with Media Services to develop a method for recording presentations and posting them on the internet for students to view later at a convenient time. **Type:** Curriculum/SLO	Unknown. Depends on equipment needed: already on hand vs. purchasing new equipment. Depends on staffing needed: instrutor activated recording session vs. having media personnel on hand for each session.	Timeline: Begin talks in Fall 2011. Responsible Parties: Director of Public Safety, Dean of Media, AJ Faculty (Fulltime & Adjuncts).	Yes

Recommendation: Full Time Faculty

Hire another Full Time Faculty member. The program relies too heavily on Adjuncts. This new position would be used to teach at least 60% AJ courses and over see Police Academy functions for up to 40%.

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 2. Medium Priority

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Submit appropriate requistion to hire another Full Time Faculty with specifics about work assignments. **Type:** Staffing - Faculty	Approx $80,000 per year would need to be added toward FTEF account (1320).	Timeline: Request during Faculty Hiring period. Rsponsible Parites: Director of Public Safety, Faculty Hiring Committee.	Yes

Recommendation: Assistant Director

Hire Full Time or Part Time Assistant Director to assist with operation of POST academies. This was noted in POST Basic Course Certification Review (BCCR) in May 2009.

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 2. Medium Priority

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Determine the best employment classification/title for this Assistant Director position. Submit hiring request with justification during appropriate college time line. **Type:** Staffing - Other	$30,000 (half time) to $60,000 a year + benefits (full time)	Timeline: Make request during college budget process year in March/April 2012. Responsible Parites: Director of Public Safety, YCCD Budget Director, Vice President	Yes

Recommendation: Up-Grade Academy Equipment

Obtain more "red guns" so Academy students are not required to have "real" handguns on college campus. Red guns will be issued to each Academy recruit. Also, obtain Glock Trainer handguns so students have a "non-firing" handgun they can be temporarily assigned to practice trigger pulls and slide manipulation.

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 2. Medium Priority

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Request addtional one time funding to purchase needed Academy equipment during budget process. **Type:** Equipment/Technology	Each "red gun" is approx $75 and program needs an extra 20=$1,500. Each Glock Trainer handgun is $450 and progam needs 10=$4,500. These items should be eligible for Perkins funding.	Timeline: Make request during regular college budget process or make request through Perkins requisition period. Responsible Party: Director of Public Safety, Perkins review committee, College VP.	Yes

Recommendation: Vehicle Maintenance

Establish funding for vehicle maintenance and replacement.

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 2. Medium Priority

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Request additional funding in regular budget code (5670) for repairs and fuel or submit request through Perkins funding for replacement vehicles that are "industry standard" (Ford Crown	$500 per vehicle x 6=$3,000. Replacement cost for used Police vehicle approx $4,000.	Timeline: Make request for budget increase during college budget process in March 2011.	Yes

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Vics). **Type:** Equipment/Technology		May make request through Perkins IV when requisition period is open. Responsible Parties: Director of Public Safety, College VP, Perkins review committee, YCCD Budget Director.	

Recommendation: Physical Training Equipment

Purchase PT equipment to meet new curriculum requirements for POST Academies.

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 2. Medium Priority

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
PT Instructors will create an itemized list of needs including vendors and costs. Submit request for Perkins IV funding. **Type:** Equipment/Technology	Approx $3,000.	Timeline: Make request during Perkins funding period. Responsible Parties: Director of Public Safety, Academy PT Instructors, Perkins review committee.	Yes

Recommendation: EVOC Driving Course

Need for an EVOC driving course with a "skid pan".

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 2. Medium Priority

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
As noted on Measure J Health & Public Safety building plan, develo and construct an EVOC driving course. **Type:** Facilities	Approx $2 million for construction.	Timeline: Request any funding left over from Measure J after completion of Phase 2 & 3 projects. Responsible Parties: Director of Public Safety, Measure J Bond manager.	Yes

Recommendation: Firearms Training Range

Need to establish a firearms range.

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 2. Medium Priority

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Determine funding and possible site location for indoor vs. outdoor firing range. **Type:**	Unknown. Indoor range may cost as much as $5 million. Outdoor range could be established for	Timeline: Determine costs from others who have recently constructred an indoor & outdoor	Yes

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Facilities	approx $1 to $2 million.	range during 2011/2012 fiscal year. Responsible Parties: Firearm Instructors and Director of Public Safety.	

Recommendation: Physical Training Running Pathway

Need designated running pathway for PT.

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 2. Medium Priority

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Survey exisiting property around college and construct a pathway that will have multi-use by students & staff. **Type:** Facilities	Approx $0.3 million for construction of gravel type pathway.	Timeline: Survey available college property after solar project is complete, probably by April 2012, to determine available real estate. Responsible Parties: Director of Public Safety, PT Instructors, Director of Facilities Planning.	Yes

Recommendation: Video Library

Delevop a video library that can be shared with all curriculum areas of Public Safety Center.

Year(s) Requested: 2011-2012
Request Date: 10/31/2011
Recommendation Priority: 2. Medium Priority

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Gather all media used in Academies and degree type courses. Make DVD copies of media and have them available to all instructors. Develop a filing system so specific media can be located easily. **Type:** Equipment/Technology	No direct costs. Minimul cost for DVDs. Unknown staff time (AJ and Media) required to copied presentations.	Timeline: After move in to new Health & Public Safety building. Probably duirng Fall 2011. Responsibile Parties: AJ instructors, Media Services, Public Safety Staff.	Yes

Recommendation: AED Machines

Purchase three (3) AED machines to protect the lives of our students while they perform strenuous exercise activities. These units will be used by the Police, Corrections, and Fire Academies, as well as the Nursing students.

Year(s) Requested: 2011-2012
Request Date: 10/01/2011
Recommendation Priority: 3. High Priority

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
These items were originally requested through Measure J funding, but were cut from the budget. We will resubmit our request through Perkins. **Type:**	Approx $1,600 per unit or $4,800 for three.	Timeline: Request funding during Perkins application period. Responsible Parties: Director of Public Safety, Director of	Yes

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Equipment/Technology		Nursing, various Academy Cooridinators.	