Program Review Report

Yuba Community College District

YC - Administration of Justice Program Recommendations

Program Description: Current Status of Program

I. Staff

- One Administrative Secretary
- One full-time faculty
- One Interim Director

College year FTEF FTES WSCH
2010/2011 3.57 97.12 2913.90
2011/201 2 4.08 86.08 2582.40

II. Curriculum

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.

The following Administration of Justice courses are currently active and being offered at Yuba College. These (3) unit courses are taught by one full-time faculty and several adjunct faculty:

- Introduction to Administration of Justice (AJ - 10)
- Criminal Law (AJ - 11)
- Evidence (AJ - 13)
- Criminal Justice Process (AJ- 14)
- Criminal Investigation (AJ - 15)
- Police Operations (AJ - 16)
- Multicultural Communities / Justice System (AJ - 19)
- Juvenile Law and Procedures (AJ - 20)
- Narcotics and Drugs (AJ - 21)
- Introduction to Security (AJ - 26)
- Introduction to Correctional Counseling (AJ - 33)
- Correctional Treatment Programs (AJ - 34)

*AJ - 26 Introduction to Security Cancelled Spring and Fall 2012 Semester due to low enrollment.
*AJ- 208R Police Report Writing Essentials cancelled Spring 2011 and Fall Semester 2012 due to low enrollment.
*AJ - 72A, AJ - 72B Corrections Officer Supplemental Core Course cancelled Fall 2012 due to low enrollment.

The following state certified training courses are active and are currently being offered at least twice each year at the Yuba College Public Safety Center. These courses are taught by adjunct faculty.

- Peace Officer Orientation Course PC 832 (AJ-54R series) ((May 3 - May 12; Oct. 4 - Oct.11, 2012)
-Correctional Officer Core Course (AJ-70R series) (April 3 - May 2;Sept. 4 - Oct. 3, 2012)
-Probation Officer Core Course (AJ - 200RA, AJ - 200RB) (July 9 - Aug.10, 2012)

*The Probation Core Course was approved by STC in March 2012 and the first session was successfully presented at the new Yuba College Public Safety Center on July 9 - August 10, 2012. Twenty ? three students enrolled in the course. Five of the students were affiliated with local Probation Departments, including Colusa County, Glen County, Sutter County, and Yuba County. It is the first time the course has been offered at Yuba College since 1996. STC representatives visited our site and conducted an audit of the program in August 2012. The STC representative authorized up to two sessions per year at Yuba College due to the projected need for trained Probation Officers created by recent state legislation. (AB 109 Community Based Supervision)

The following courses were decertified by P.O.S.T. in 2009 and are currently suspended until further notice from P.O.S. T. certification representatives:

- Basic Academy Requalification Course (AJ-219R)
- Basic Police Academy (AJ-58R series) Status Decertified
- Modular Format Police Academy (AJ-50R, AJ-51R, AJ-52R series)
- Specialized Investigator Basic Course (AJ-217R series)

*On Apirl 12, 2012, a meeting was called to order by the Yuba College President, Dr. Atkins, and Yuba College Director of Public Safety, Rolfe Appel. The meeting was attended by the Chief Executives and/or representatives from all of the local law enforcement agencies within the Yuba, Sutter, and Colusa county area. A P.O.S.T. representative was also present at the meeting. The purpose of the meeting was to review the history of the POST certified training programs at Yuba College and to plan a process in order to regain POST recertification. A presentation was given by Dr. Akins and members of the Yuba College Human Resources Department to inform the law enforcement community about a planned Training Needs Assessment. The purpose of the assessment was to determine the local need for a basic peace officer academy. The assessment was completed and delivered to the Yuba College District Chancellor by July 2012.

III. Facilities and Equipment

- Construction of the new Public Safety and Allied Health building along with the related training facilities was completed. The staff moved into the new building in August 2011. The Official ribbon cutting ceremony occurred on Oct. 2011.

- The program purchased 40 laptop computers for the mandated POST electronic testing. These computers were obtained from Perkins Grant funds in January 2012. The computers were used for POST testing for the first time in October 2012. POST Representatives met with AJ staff to conduct TMAS training and the system was successfully employed in the October 832 PC course.

- Two laptop computer carts donated by Rolfe Appel (Former Director) in August 2011

- Director Appel donated ice machine for matroom Sept. 2011
- Obtained one patrol car donated by Gridley PD Jan 2012
- Received 40 riot helmets donated from Sac Sheriff Feb. 2012

Year of Review: 2012-2013
Type of Review: Annual Update
Executive Summary: EXECUTIVE SUMMARY

The Public Safety/Administration of Justice Program has experienced dramatic change in the areas of staffing, curriculum offerings, equipment acquisition, and facilities. It is expected that the program will continue to be heavily impacted by change brought about by the lack of economic resources well into the year 2013 and beyond. The full extent of the impact has not yet been determined. Some of these changes have been of a positive nature, such as the acquisition of the new Public Safety and Allied Health Building and related training facilities. The once decertified Peace Officer Orientation Course (832 PC) is once again being offered at the Public Safety Center. It appears to be back on track as a regularly scheduled POST training course. In addition, the Probation Core Course was offered at the Public Safety Center for the first time since 1996. Dr. Pete Villareal updated the curriculum and then successfully coordinated the course. STC representatives were pleased with the course and authorized Yuba College to provide up to 2 sessions per year.

Unfortunately, most of the change, especially in staffing and curriculum, has had a negative impact on the program. The Public Safety Director, Rolfe Appel, was terminated after the end of his 3 year contract. The loss of his leadership has created an uncertain environment, especially as to the current value and future direction of the program. Near the same time period as the loss of the Director, the Administrative Secretary, Cori Gill, was granted a transfer to a new department at the College. Ms. Gill had been employed at the Public Safety Center as a secretary for over 15 years. During that time, Ms. Gill developed into a very important resource for the program, gaining valuable experience and developing essential relationships with a variety of local and state agencies. The loss of Ms. Gill, in conjunction with the loss of Mr. Appel, has had a profound negative impact on the overall program. The prevailing economic conditions and limited resources prevent adequate employment and replacement of key staff and faculty. Although a new secretary has been hired to replace Ms. Gill, it will take an extended period of time to develop sufficient experience to meet the requirements of this demanding position. A temporary interim Director has been appointed, but the available budget resources will only allow for a nonpermanent, part-time Director. These conditions are not conducive to stability and growth for the program.

Due to the existing conditions as outlined, the immediate future of the program will necessarily be focused on maintaining the status quo. The continued decertification of the POST Basic Peace Officer Academy and related POST certified training courses, triggered partly by inadequate staffing and allocation of resources, along with the prevailing economic environment, makes the return of these courses doubtful in the near future. The AJ/Public Safety allocated FTEF for spring semester 2013 is restricted to no more than 7.00. The AJ/Public Safety Course offerings (Includes Fire Academy) scheduled for the spring semester 2013 totals 6.333 FTEF. This reality means the program is restricted to the following minimal course offerings at this time: AJ degree courses, (1) Correctional Core Course, and (1) 832 Peace Officer Orientation Course.

Future Goals and Program Direction: Several new curriculum and program needs have been identified during the period covered by this annual update, but many needs and improvements listed in the latest full program review (2011) still remain incomplete.

I. Staff and Faculty

- The Public Safety Program lost its full-time Director, Rolfe Appel, in June 2012. In July 2012, Jeff Julian (Fire Academy Coordinator) and Ron Turner (AJ Full-Time Faculty) were appointed as temporary interim Directors. Michael Kime, City of Madera Police Chief (ret.) was selected to act as the interim Public Safety Director in Oct. 2012. The program requires a full - time permanent Director who manages the Administration of Justice, Fire Technology, and EMT programs.

- The Public Safety Program Administrative Secretary, Cori Gil, was transferred to another department in September 2012. This person has been a key staff member supporting the program for over 15 years. The loss of her skills, experience, and relationship with the various government agencies will be greatly missed. Rita Ordaway filled the vacant secretarial position in September 2012. Rita was trained by personnel from POST for TMAS testing/ proctoring in October 2012. Rita will need additional training in the future in order to function in the position.

- As stated in earlier reports, 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.

- The program continues to employ one full time faculty whose primary assignment is to provide instruction for the Law Enforcement degree program. The program needs another full time faculty member. The program offers 28 degree required semester courses. The program only has one full time faculty to teach 10 of these courses during the academic year. The other 18 courses (64% of the total courses offered) are taught by adjunct professors. In addition to teaching degree courses, the program's only full time faculty member is also responsible for evaluating the 30 active adjunct faculty members in the AJ program and the 25 active adjunct faculty members in 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 college committees.

- 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.

II. Curriculum

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

- There is a need to Align the Yuba College AJ courses with CSUS AJ courses in the process of developing an AJ TMC Degree (Priority Transfer Degree). At least 2 of the courses have been approved, but several are pending approval.

- Distance Learning should be incorporated in the presentation of courses.

- The program needs to offer more in-service training courses to meet the need of local agencies.

- The AJ program needs to regain its certification with POST and present Academies again. The specific requirements mandated by POST are included within the full program review completed in 2011.

- 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.

Curriculum & SLO Assessment Summary :

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

SLO assessment tests were administered in 2 courses in the Fall 2010 semester and in 15 courses in the Spring 2011 semester. The final assessment results for AJ courses offered during the fall 2012 semester will not be available until the conclusion of the fall 2012 semester. (Dec. 2012) 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.

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
YC - Administration of Justice Program Recommendations - POST Academy recertification - Obtain certification to present POST Academies **Year(s) Requested:** 2011-2012 **Request Date:** 10/31/2011 **Recommendation Priority:** 3. High Priority	**Plan of Action:** Continue working with POST to regain Academy certification. Keep administrative documentation current and select certified instructors. Re-establish college funding. **Type:** Curriculum/SLO **Budgetary Impact:** Each semester Academy is 33.5 units (approx 2.0 FTEF) and costs approximately $130,000.		
YC - Administration of Justice Program Recommendations - 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	**Plan of Action:** Make request through college budget process to fund either a part time (.59) or full time Secretary. **Type:** Staffing - Other **Budgetary Impact:** Increase program budget code 2110 by $24,000 or up to $40,000 (+ benefits).		
YC - Administration of Justice Program Recommendations - 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	**Plan of Action:** 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 **Budgetary Impact:** 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.		

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
YC - Administration of Justice Program Recommendations - 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	**Plan of Action:** 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 **Budgetary Impact:** Approx $5,000 to $10,000 **Perkins Eligible:** Yes		
YC - Administration of Justice Program Recommendations - 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	**Plan of Action:** Request bids for purchase, select vendor, and make purchase. **Type:** Equipment/Technology **Budgetary Impact:** None. Perkins funding ($20,000) has already been awarded for this project.		
YC - Administration of Justice Program Recommendations - Health & Public Safety Building - Oversee constrution of new training structure. **Year(s) Requested:** 2011-2012 **Request Date:** 10/31/2011 **Recommendation Priority:**	**Plan of Action:** Continue to work with Architect, Interior Furnishing Vendor, and Construction company to see project completed. **Type:** Facilities **Budgetary Impact:** $17 to $19 million funds from Measure J.		

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
3. High Priority			
YC - Administration of Justice Program Recommendations - 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	**Plan of Action:** Confirm with Sheriff that additional storage container is authorized. Determine location for container. Purchase storage container & have delivered. **Type:** Facilities **Budgetary Impact:** Approx $3,000 for a 20ft steel storage container. **Perkins Eligible:** Yes		
YC - Administration of Justice Program Recommendations - 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	**Plan of Action:** 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 **Budgetary Impact:** 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.		
YC - Administration of Justice Program Recommendations - 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%.	**Plan of Action:** Submit appropriate requistion to hire another Full Time Faculty with specifics about work assignments. **Type:** Staffing - Faculty **Budgetary Impact:** Approx $80,000 per year would need to be added toward FTEF account (1320).		

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
Year(s) Requested: 2011-2012 **Request Date:** 10/31/2011 **Recommendation Priority:** 2. Medium Priority			
YC - Administration of Justice Program Recommendations - 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	**Plan of Action:** Determine the best employment classification/title for this Assistant Director position. Submit hiring request with justification during appropriate college time line. **Type:** Staffing - Other **Budgetary Impact:** $30,000 (half time) to $60,000 a year + benefits (full time)		
YC - Administration of Justice Program Recommendations - 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	**Plan of Action:** Request addtional one time funding to purchase needed Academy equipment during budget process. **Type:** Equipment/Technology **Budgetary Impact:** 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. **Perkins Eligible:** Yes		
YC - Administration of Justice Program Recommendations - Vehicle Maintenance -	**Plan of Action:** Request additional funding in regular budget		

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
Establish funding for vehicle maintenance and replacement. **Year(s) Requested:** 2011-2012 **Request Date:** 10/31/2011 **Recommendation Priority:** 2. Medium Priority	code (5670) for repairs and fuel or submit request through Perkins funding for replacement vehicles that are "industry standard" (Ford Crown Vics). **Type:** Equipment/Technology **Budgetary Impact:** $500 per vehicle x 6=$3,000. Replacement cost for used Police vehicle approx $4,000. **Perkins Eligible:** Yes		
YC - Administration of Justice Program Recommendations - 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	**Plan of Action:** PT Instructors will create an itemized list of needs including vendors and costs. Submit request for Perkins IV funding. **Type:** Equipment/Technology **Budgetary Impact:** Approx $3,000. **Perkins Eligible:** Yes		
YC - Administration of Justice Program Recommendations - 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	**Plan of Action:** As noted on Measure J Health & Public Safety building plan, develo and construct an EVOC driving course. **Type:** Facilities **Budgetary Impact:** Approx $2 million for construction.		
YC - Administration of Justice Program Recommendations - Firearms Training Range - Need to establish a firearms range. **Year(s) Requested:** 2011-2012	**Plan of Action:** Determine funding and possible site location for indoor vs. outdoor firing range. **Type:** Facilities		

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
Request Date: 10/31/2011 **Recommendation Priority:** 2. Medium Priority	**Budgetary Impact:** Unknown. Indoor range may cost as much as $5 million. Outdoor range could be established for approx $1 to $2 million.		
YC - Administration of Justice Program Recommendations - 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	**Plan of Action:** Survey exisiting property around college and construct a pathway that will have multi-use by students & staff. **Type:** Facilities **Budgetary Impact:** Approx $0.3 million for construction of gravel type pathway.		
YC - Administration of Justice Program Recommendations - 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	**Plan of Action:** 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 **Budgetary Impact:** No direct costs. Minimul cost for DVDs. Unknown staff time (AJ and Media) required to copied presentations.		
YC - Administration of Justice Program Recommendations - 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	**Plan of Action:** These items were originally requested through Measure J funding, but were cut from the budget. We will resubmit our request through Perkins. **Type:** Equipment/Technology **Budgetary Impact:** Approx $1,600 per unit or $4,800 for three. **Perkins Eligible:**		

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
Request Date: 10/01/2011 **Recommendation Priority:** 3. High Priority	Yes		