Verification Team Report
Police Department
February 2006

A. Unit Under Review: Napa Valley College Police Department
Program Evaluation Team: Ken Arnold
Verification Team Members:
  Stephanie Burns, Biology Instructor
  David Angelovich, Division Chair, Business and Computer Studies; Accounting
  Program Coordinator, Instructor for Accounting
  Jan Schardt, Learning Resources Assistant
  Jill Schrutz, Dean of Financial Aid/EOPS

B. Statement of Completion

The report was complete, well constructed, and easy to follow. The only missing element is the Student Learning Outcomes but the verification team did not feel that SLOs were applicable to the Police Review.

C. Strengths of the Program

The most important strength of the Police Department is the highly trained staff. They are able to respond to difficult situations and medical emergencies. They have a customer service approach to their jobs and possess strong problem solving skills. The officers respond to all calls, treating each incident as important. Community Service Officers support the efforts of the Department and are an asset to the college. The strength of the staff can be seen in the satisfaction survey conducted by the Department. Ninety-three percent of people surveyed rated the Napa Valley Police Department as “very professional”.

Another strength is the Department’s website that has been recently updated. It is very informative and allows students and staff to order permits on-line. The Police Department keeps the staff and students informed about incidents and safety issues on campus. The Department has recently moved into a new building that has a secure entrance. This new building will serve the Department well in the future.

D. Areas for Program Improvement

Although the Police Department’s greatest strength is its highly trained officers, they are under staffed. They need more officers and a full time dispatcher. There is an urgent need for bilingual capacity. The need for more staff, and bilingual staff, is greatest area for improvement for the Department.

The Department needs to provide disaster response kits for the up-valley campus. This is critical since the up-valley campus can become inaccessible during emergency situations
including flooding. The Department also needs to update its software and hardware in order for the officers to access records in the field.

Although the website is a strength for the Department, seventy percent of the people surveyed were unfamiliar with the website. The Department needs to increase its outreach programs to make the campus community aware of their activities. The program evaluation summary states that the Department needs to expand the force options available to the officers beyond the three currently available: open hand, impact weapon, and pepper spray (page 21). The Department may want to undertake a study to determine if other force options are needed and to investigate what other community college police departments use, including taser guns.

E. Summary

The campus Police Department is doing a commendable job with limited resources. We recommend that the funding be increased to this Department to provide the resources needed to maintain a safe environment. Hiring additional officers and a full time dispatcher is critical. An emphasis is needed to improve the Department’s bilingual capacity. Emergency disaster units are needed for the up-valley campus and the Department needs to update its software and hardware systems.
Program Evaluation Summary for the College Police

Program Achievements

• The Department implemented an Automatic External Defibrillator (AED) program, which increases the chances that an officer can save a person who suffers a sudden heart stoppage.

• The Department has begun training College staff in how to respond to an emergency/disaster through the Community Emergency Response Training (CERT) program.

• The Department changed to a new shoulder patch, which is more reflective of the Napa Valley and does not use confusing terms such as “public safety”.

• The Department continues providing crime prevention education through programs, pamphlets, flyers and activities.

• The Department received an emergency response trailer that contains some of the College’s emergency supplies.

• The Department oversaw the purchase and installation of emergency rescue chairs for the 1000a and 400 buildings.

• The Department managed the implementation of an on-line system for the purchase of student parking permits.

• The Department introduced a new type of fuel efficient patrol vehicle.

• The Department also purchased new inter-operational radios through a federal grant.

• The Department changed from a manual based fingerprint system to a computer based “livescan” system.

Strengths

• Without question the main strength of the Department is the officers and staff. Their commitment to the College is the only reason we are able to achieve the results that we do; all while being understaffed. The officers and staff of the Department work very hard at creating a safe campus through pro-active community policing, exceptional service, and by being engaged with the college community. The officers and staff participate on various college committees, interact with staff and students on a personal basis, and participate in various crime prevention efforts.

Challenges

• The Department needs to expand the force options available to the offices beyond the three, open hand techniques, impact weapon, OC spray, currently available.

• The Department is chronically under-staffed for a college of our size and needs to fill an existing vacancy, and add at least two more officers. The District also needs to address the low pay for officers.

• The Department must replace at least one, preferably two, patrol cars.

The Department needs to make various records databases available to officers while they are on patrol and upgrade the records keeping software.
Program Review: College Police Department

Date: November 27, 2005

Mission

A. Program Mission Statement

The Napa Valley College Police Department is part of Student Services and answers to the Vice President of Student Services. The Department handles all reports of crimes, emergencies, and coordinates the assistance, if required, of outside agencies on the campus. The Department employs police officers (Penal Code Section 830.32a); campus services officers (CSOs), and dispatcher/clerks to deliver service to the campus community.

The Department’s officers may work in uniform or plain-clothes. Officers provide a full range of police-related services, including primary emergency response, preventative patrol, initial investigation of reported or suspected crimes, enforcement of all applicable laws, specialized criminal investigations, crime prevention, community liaison and relations, special event security, traffic activities (enforcement and accident investigations), parking enforcement, and escorts of students, faculty, or staff. The Community Service Officers (CSOs) are part-time employees or students. They wear light blue shirts with a distinctive CSO patch on the arm. CSOs perform specialized services such as parking enforcement, campus building security checks/unlocks/lock-ups, and occasional campus escorts. The Dispatcher/Clerks support the officers in the field via radio and phones and staff the office.

The College Police Department’s mission is to support the academic process and endeavors of all who use the college by creating an environment, which is as safe and crime free as possible. To meet that mission the following objectives have been developed:

To protect the life and property of all who use the college;

- To maintain crime prevention and service as a primary goal, while vigorously pursuing those who engage in criminal activity;
- To support each Department employee in their professional development, and seek employee input into matters, which affect job satisfaction and effectiveness;
- To maintain the highest levels of confidentiality, integrity, and professionalism in all matters and activities;
- To encourage campus wide and public input regarding the development of policies that directly affects the quality of campus life.

B. The program falls within one or more of the following categories (check all that apply)

- [x] Student Services Program (Primary)
- [ ] Academic Support Program (Secondary)
Services

A. What specific services does the program/unit offer?

The Department’s goal is to provide timely and appropriate responses to campus problems and needs. Officers act as problem solvers ~ not problem creators. The Department provides a wide and diverse range of services, some of which are outline below:

- Response to Criminal Activity
- Response to Suspicious Activity
- Investigation of Criminal Activity
- Response to and Assessment of Threatening Situations
- Patrol the Campus on Foot and Vehicles
- Assist in Civil Matters
- Traffic Control & Enforcement
- Parking Control & Enforcement
- Lost & Found Services
- Crime Prevention Classes & Information
- Escort Services
- Employee Fingerprinting
- Emergency Response & Training
- Ensure Compliance with Federal & State Mandates
- Open Campus for Classes
- Access to the Campus and Individual Doors
- Management of the Campus Alarm Systems
- Providing Special Event Security
- Motorist Assistance
  - Unlocking Doors
  - Jump-Starts
- Traffic Accident Investigation
- Assist in committees, forums, and councils on campus.
- Collect parking monies from permit machines.
- Supply crime prevention literature.
- Makes Arrest as Necessary
- Interview Criminals
- Tow Abandoned Vehicles
B. How does your unit ensure that these services are meeting the needs of students?

The Department provides services to the whole campus community, not just students. The most direct measure of whether we are meeting the “needs” of the campus is through the number of “calls for service” handled on an annual basis. The graph shows the number of calls for service since the last program review.

B1. How do you evaluate how well the services are meeting the needs of students served?

The Department does not currently have a pro-active or systematic process for evaluating the quality of service provided.
C. Review the Student Learning Outcomes Program Map and assess the following:

C1. Complete the SLO Matrix form:

The Department participated in an SLO mapping exercise and the development of the six major outcomes. However, the Department continues to struggle with developing a direct connection between the Department's activities and services and a measurable student outcome.

C2. Once established in what ways will students in your program/service demonstrate achievement of stated learning outcomes?

We are still working on how SLOs will be integrated into Departments operations.

C3. Discuss the methods used to assess whether the students achieved the stated student learning outcomes. What was the success rate?

The impacts of SLOs have not been defined for the Department, so we are un-able to answer the question.

C4. What interventions were used to support those students who did not achieve the SLO's? What programmatic changes will be made to ensure future SLO achievement?

The impacts of SLOs have not been defined for the Department, so we are un-able to answer the question.
C5. An accreditation standard requires NVC to make public expected learning outcomes for its programs. In what ways are the program’s expected learning outcomes made public? Check those that apply:

☑ Brochure
☑ Website

D. How does this program/service support student learning in NVC instructional programs?

The Department supports the instructional process by working to create a safe and secure learning environment.

E. What future trends are likely to impact the program/service?

The increasing use of technology will require the Department to develop expertise in delivering services via technology and being prepared to detect and respond to crimes committed via technology.

F. Are services being offered on-line? If yes, describe.

Not Applicable

G. Reflect on your responses to Section 2. Services, and write objectives on Schedule A Unit Plan Form **as needed** for improvement.
Student Success and Equity

A. Review the data that is available. Discuss program/services trends relative to college-wide trends. Identify areas where disparity exists for any demographic group (ethnicity/race, gender, age, disability).

   Not Applicable

B. Identify strategies used to identify and assist students at risk? Discuss their effectiveness.

   Not Applicable

C. What has the program/service done to formalize links with instructional programs?

   The Department provides safety and crime prevention programs for both staff and students. However, the Department does not have “formalized” links to instruction.

D. How does this program/service support other student services within the college? Describe formal links with other student services.

   The Department supports all programs and services on the campus.

E. How does the program/service enhance student development and success?

   The Department often chooses to handle minor criminal incidents through the student discipline process as opposed to the “legal” system.

F. Describe programs, practices, and services that support and enhance student understanding and appreciation of diversity.

   The Department has publications and conducts seminars which address hate and bias crimes. The Department also conducts its own cultural awareness training.

G. What methods are being used by faculty and staff to address the differences in learning styles among students served?

   Not Applicable

H. Reflect on your responses to Section 3 Student Success and Equity, and write objectives on Schedule A as needed for improvement.
Enrollment Trends and Student & Staff Satisfaction

A. Review the participation rate data and describe recent trends. Have there been significant fluctuations in the number of students served?

There is no specific data on the number of “students” served. However, if you use the calls for service measurement, then the number of “people” serviced has remained fairly consistent, only fluctuating by about a thousand year to year.

A1. Are there external factors such as community demographics or the economy that have affected the program? What are the plans to address these factors?

As the number of limited English speaking student increases, the Department has a greater need for bilingual capability. To meet that need we are exploring ways to increase the bilingual capability, either through a CD based instruction program or through a pay incentive program.

Officer’s salaries are well below the surrounding community and comparable colleges, which makes the recruitment of new officers very difficult. We will request that Human Resources review the placement of the officers and Sergeant on the salary scale.

B. How does the program/service impact student enrollment and retention?

The Department contributes to student retention by creating as safe a learning environment as possible.

C. Review the hours of operation for the program/service and the results of the student satisfaction surveys and discuss whether the program/service hours are scheduled appropriately to meet student need.

The current staffing level is not adequate. The department should be staffed with at least six officers, which would be consistent with other comparable colleges and the recommended staffing guidelines from the FBI. At that staffing level the Department would be able to provide 24 hours, seven day per week coverage, provide a back-up officer for calls involving violent or suspicious persons, respond to the Upper Valley Campus or the Community Education Center (Armory) in a timely manner, and allow officers to use vacation or comp-time without incurring over-time costs.

The Department strives to have at least one officer on duty whenever “regular” classes are in session. The staffing shortage (due to injuries and vacant positions) has become so critical that in late November 2005 the college had class in session and no officers were on duty. Additionally, the current staffing model does not allow for having staff on duty during certain public events and it does not allow for any coverage of the Upper Valley Campus.

Another major staffing deficiency is the lack of a dedicated dispatcher/clerk for the Department. At present the Department has an arrangement with Student Health Services and Special Services to pay for Karen Travis who serves as both a Medical Assistance and Dispatcher/Clerk. So far this arrangement has worked, because of the unique skills of the person. In the long-term the Department will need a dedicated dispatcher/clerk.
D. Discuss the results of the student satisfaction survey, identifying areas for improvement and continued success.

The Department conducted an on-line community survey from September 20\textsuperscript{th} to October 7\textsuperscript{th}. One hundred and ninety two people visited the survey and one hundred and thirty eight took the survey, for a response rate of sixty-one percent.

Question One – Please indicate how you are affiliated with the college?

- Student: 19%
- Adminstrator: 14%
- Faculty: 25%
- Staff: 38%
- Other: 4%

Question Two – How familiar are you with the role of the College Police Department?

- Very Familiar: 44
- Somewhat Familiar: 33
- Familiar: 58
- Unfamiliar: 3

Question Three – How would you rate the professionalism of the Napa Valley College Police Department?

- Very Professional: 93
- Somewhat Professional: 10
- Professional: 27
- Somewhat Unprofessional: 4
- Very Unprofessional: 1

Question Four – How would you rate the service you have received from the College Police Department?

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Very Good</th>
<th>Adequate</th>
<th>Poor</th>
<th>Very Poor</th>
<th>No Opinion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helpfulness</td>
<td>53%</td>
<td>29%</td>
<td>8%</td>
<td>1%</td>
<td>1%</td>
<td>9%</td>
</tr>
<tr>
<td>Friendliness</td>
<td>57%</td>
<td>28%</td>
<td>8%</td>
<td>0%</td>
<td>1%</td>
<td>6%</td>
</tr>
<tr>
<td>Knowledgeable</td>
<td>53%</td>
<td>29%</td>
<td>7%</td>
<td>0%</td>
<td>1%</td>
<td>10%</td>
</tr>
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</table>

Question Five – How would you rate the ability to contact the College Police …
Question Six – How would you rate your awareness of the crime prevention programs and information on campus?

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<table>
<thead>
<tr>
<th>Excellent</th>
<th>Very Good</th>
<th>Adequate</th>
<th>Poor</th>
<th>Very Poor</th>
<th>No Opinion</th>
</tr>
</thead>
<tbody>
<tr>
<td>35%</td>
<td>23%</td>
<td>15%</td>
<td>6%</td>
<td>2%</td>
<td>18%</td>
</tr>
<tr>
<td>in an emergency?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37%</td>
<td>35%</td>
<td>19%</td>
<td>2%</td>
<td>1%</td>
<td>6%</td>
</tr>
<tr>
<td>for routine business?</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
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Question Seven – How familiar are you with the College Police Department website?

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<table>
<thead>
<tr>
<th>Very Familiar</th>
<th>Somewhat Familiar</th>
<th>Familiar</th>
<th>Unfamiliar</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>30</td>
<td>32</td>
<td>70</td>
</tr>
</tbody>
</table>
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Question Eight – If you have used the College Police website, how would you rate…

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<table>
<thead>
<tr>
<th>Excellent</th>
<th>Very Good</th>
<th>Adequate</th>
<th>Poor</th>
<th>Very Poor</th>
<th>No Opinion</th>
</tr>
</thead>
<tbody>
<tr>
<td>13%</td>
<td>13%</td>
<td>9%</td>
<td>0%</td>
<td>0%</td>
<td>65%</td>
</tr>
<tr>
<td>…the usefulness?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11%</td>
<td>15%</td>
<td>8%</td>
<td>1%</td>
<td>1%</td>
<td>64%</td>
</tr>
<tr>
<td>…ease of navigation?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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Question Nine – How safe do you feel from crime on the campus?

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<table>
<thead>
<tr>
<th>Very Safe</th>
<th>Somewhat Safe</th>
<th>Not Too Safe</th>
<th>Not At All Safe</th>
<th>I don't Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>66</td>
<td>62</td>
<td>5</td>
<td>5</td>
<td>1</td>
</tr>
</tbody>
</table>
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Napa Valley College Police Department  Program Review 2005
Question Ten – Do you have any concerns about your personal safety on the campus?

| No | 76% |
| Yes | 24% |

Additional Comments

Question ten received forty additional comments. While there was a great diversity of comments, two common themes appeared. First is that the Department is under-staffed and second is that the parking lots are not lit well enough at night. (Please see the survey for all comments)

Question Eleven – Do you think the College is concerned about your safety?

| No | 8% |
| Yes | 92% |

Additional Comments

Question eleven received eleven additional comments. As with question ten the same two common themes appeared. First is the lack of staff and second is the inadequate lighting in the parking lots. (Please see the survey for all comments)

Question Twelve – What time are you most concerned about your personal safety on campus?

<table>
<thead>
<tr>
<th>Morning</th>
<th>Early Afternoon</th>
<th>Late Afternoon</th>
<th>Evening</th>
<th>Night</th>
<th>Not Concerned</th>
</tr>
</thead>
<tbody>
<tr>
<td>3%</td>
<td>0%</td>
<td>4%</td>
<td>18%</td>
<td>48%</td>
<td>27%</td>
</tr>
</tbody>
</table>

Question Thirteen – What areas of the campus concern you the most when it comes to your personal safety?

<table>
<thead>
<tr>
<th>Athletic Fields</th>
<th>Classrooms</th>
<th>Cafeteria</th>
<th>Parking Lots</th>
<th>Rest Rooms</th>
<th>Quad Area</th>
<th>Walkways</th>
<th>None</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>2</td>
<td>2</td>
<td>94</td>
<td>39</td>
<td>4</td>
<td>32</td>
<td>25</td>
<td>24</td>
</tr>
</tbody>
</table>
Question Fourteen – What is the most important safety issue the campus should be concerned with?

Question fourteen received seventy-six comments, from which five major themes appeared:
1. Concern about the level of lighting in the parking lots.
2. Concern about individual safety and the potential of becoming a victim of crime.
3. Concern about the lack of emergency phones.
4. Concern about the chronic under-staffing of the Department.
5. Concerns about the District’s ability to respond to an emergency.

(Please see the survey for all comments)

Question Fifteen – Would you find a newsletter about campus crime and prevention techniques helpful?

No 24%
Yes 76%

Question Sixteen – Please select the three best methods for communicating information to you.

Email 122
Internet 45
Pamphlets 43
Posters 49
Bulletin Boards 18
Campus Radio 8
Flyers 74
Other 12

Question Seventeen – Do you have any additional concerns?

Question seventeen received forty-two comments. With such an open ended question there was a great diversity of comments, which ranged from compliments about the Department and staff to lengthy comments about specific issues. After reviewing the comments three common issues appeared:
1. Concern that the Department is understaffed.
2. Concern that the officers do not carry firearms
3. Concern about the usefulness of the Department’s website.

(Please see the survey for all comments)
D1. Discuss the results of the student satisfaction survey, identifying areas for improvement and continued success.

The survey showed the majority of staff and students feel that the Department is doing a very good job, that the campus is generally safe, and that the District is concerned about individual safety.

The survey also showed that staff and students continued to be concerned with the level of lighting in the parking lots, the inadequate numbers of College Police officers, and the lack of emergency phones throughout the campus.

E. Review student/staff ratios and financial data and describe recent trends.

The student/staff ratio has remained the same since the last program review. That ratio has always been inadequate. The Department is already understaffed and as the District adds more buildings, students and programs, we will be hard-pressed and may not be able to meet demands. Current staffing does not allow the Department to adequately address issues at the Upper Valley Campus and the addition of another campus in American Canyon will only exacerbated the problem.

The Departments basic budget has not significantly increased since the last program review. New and/or replacement equipment that has been acquired was done in what can best be described as a “crisis” basis. The Department must replace patrol vehicles and computers on a regular basis, yet the Districts budgeting process does not allow for the timely replacement of capital equipment.

F. Reflect on your responses to Section 4.Enrollment Trends and Student Satisfaction, and write objectives as needed for improvement on Schedule A.
Community Outreach

A. What recruitment and/or community outreach activities has the program engaged in or initiated?

The department continues providing crime prevention information to the campus community through classes, flyers, posters, emails, and specific warning, workshops and classes.

B. What has the program/service done to establish relationships with secondary schools and/or four-year institutions?

Not Applicable

C. What has the program/service done to establish relationships with the business community?

The Department maintains close relations with all the law enforcement and emergency agencies in the County. The Department does not have a specific program to develop relationships with the business community.

D. How has the involvement of the advisory committee helped in improving and/or promoting the program/service (if the program has such a committee)? Describe the size, membership and regularity of meetings. If no advisory committee, would this form of external input be helpful?

The Department does not have an advisory committee.

E. Reflect on your responses to Section 5. Community Outreach, and write unit objectives as needed for improvement on Schedule A.
Accreditation and External Reviews

A. Review the Accreditation Self-Study Planning Agenda, Accreditation Final Report, and results of previous program evaluations that are included in the attached data. Discuss the recommendations that are relevant to the program/service and how the program/service has responded.

2002 Program Review Recommendations

<table>
<thead>
<tr>
<th>OBJECTIVE</th>
<th>RECOMMENDATION</th>
<th>RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase Department's strength to meet anticipated needs.</td>
<td>Propose the funding of two full-time officers.</td>
<td>No new positions were authorized for the Department, despite being requested in each year's budget.</td>
</tr>
<tr>
<td>Make Dispatch Position Permanent</td>
<td>Propose the funding of full-time dispatcher.</td>
<td>The half-time dispatcher position is still being funded by &quot;restricted&quot; sources that are not under the control of the Department.</td>
</tr>
<tr>
<td>Improve the campus community's awareness of the College Police Department.</td>
<td>Use various methods to &quot;market&quot; the department to the campus.</td>
<td>The Department has made some gains (parking radios, pamphlets, &quot;yard&quot; signs, etc.), but improvements are still needed.</td>
</tr>
<tr>
<td>Research and resolve the issue of arming the Department's sworn peace officers.</td>
<td>Conduct a survey of staff, students, and comparable colleges on officers that are armed, and implement the results.</td>
<td>A partial study was conducted of comparable colleges. The results were not shared with the BOT or the campus community, and the issue has not been addressed by the District.</td>
</tr>
<tr>
<td>Find, develop, and use new technologies to improve services.</td>
<td>Install access to the CLETS system and to DOJ programs to better obtain information on a criminal status.</td>
<td>The Department obtained access to the CLETS and other DOJ computer systems. The Department has also upgraded to a LIVESCAN fingerprinting system.</td>
</tr>
<tr>
<td>Improve crime prevention through outreach programs</td>
<td>Plan and participate in more community out-reach events that enable the campus community to become aware of safety programs and emergency plans.</td>
<td>The Department has made some gains, but improvements are still needed.</td>
</tr>
</tbody>
</table>
B. Indicate the sources of information used in question 6.A.

☑ Accreditation final report
☑ Previous program evaluation recommendations
☑ Review and input from Department staff.

C. Review the recommendations from any other licensing, evaluation, or accreditation bodies. Discuss the recommendations of the review teams relevant to the program/service and how the program responded.

The Department continues to be certified by POST as a fully accredited police department. The Department was last inspected in 2005. The Department does not undergo any other external reviews.

D. If this program is responsible for maintaining ACCJC Accreditation Standards, attach a description of how NVC is addressing each standard. This information will be used in the next Accreditation Self Study.

   Not Applicable

E. Reflect on your responses to Section 6. Accreditation and External Reviews and write objectives as needed for improvement on Schedule A.
Resources

The results of program evaluation feed into the planning and budget process. Consider the staffing and financial data provided, as well as the Unit Plan forms you completed during this evaluation, while answering the questions in this section. Requests must be linked to the 2005-2011 NVC Strategic Plan Goals and Objectives.

A. Staffing: Summarize the staffing resource needs identified in the unit plans. Discuss any changes needed. (Complete Schedule B Staffing form as needed)

The Department is currently staffed by a sergeant, two full-time officers (one position is currently unfilled), one part-time officer, a dispatcher/clerk, and a chief. In addition to the regular staff, the Department hires a varying number of student workers throughout the year.

Kenneth Arnold
Chief

Hoyt Maddox
Sergeant

Kim Sykes
Officer - FT

Yava Brookes
Officer - PT

To Be Filled
Officer - FT

Karen Travis
Dispatcher/Clerk

The 2002 program review, the latest community survey, as well as surveys of comparable colleges all indicate that the Department is chronically understaffed. The department should be staffed with six officers, which would be consistent with other comparable colleges and the recommended staffing guidelines from the FBI.

The Department staffing should consist of six officers, two campus service/parking control officers, a dispatcher/clerk\(^1\), and a chief.

\(^1\) The Dispatcher/Clerk is not budgeted through the Department. The position is paid through student health fees (.5) and Special Services (.5).
B. Program-Specific Equipment: Discuss the strengths and weaknesses of the program-specific equipment available to enhance program success. What needs remain? What strategies are planned to meet those needs? (Complete Schedule C Request for Budget Augmentation form as needed)

Patrol Vehicles: The Department must replace at least one patrol vehicle in the next year in order to maintain its minimal operating capability.

C. Facilities Improvement/Renovation: Discuss the strengths and weaknesses of the physical resources available to enhance program success. What needs remain? What strategies are planned to meet those needs? (Complete Schedule D Building Improvement/Renovation as needed)

The College Police Department moved in late December 2005 to a reconfigured portable building as an interim move before moving into the 1600 building. The temporary building has been specifically designed to meet the Department’s needs and has greatly improved daily operations and visibility.

D. Technology. Discuss the strengths and weaknesses of the technology available to enhance program success. What needs remain? What strategies are planned to meet those needs? (Complete Schedule E Request for Technology form as needed)

Mobile Data Computers: The Department has a pressing need to provide officers, in the field, with access to department and college computer databases. This is a significant and high priority need. In 2001 the Department received a grant from the US Department of Justice to equip the patrol vehicles with mobile computers. The equipment was purchased and installed, when for financial reasons the Department was excluded from the Napa County program, as a result the computers have never been fully utilized. The need for access to information has not gone away. However, to make the computers useful will require the Department to upgrade to a newer records management program, while at the same time working towards developing a campus wide secure wireless network.

Private Wireless Network: The Department has a need to access information from it own records system. The Department, in conjunction with Information Technology, is exploring the development of a secure wireless network that would allow the access to the Departments and College records while officers are working away from the office.

E. Professional Development. (a) Using the results of the Faculty/Staff Accomplishments survey, summarize the professional development activities undertaken by faculty and staff. (b) Based on the goals that resulted from this program evaluation, complete the Schedule F Professional Development Needs form to indicate what areas of focus have been identified for future faculty/staff development. Note: Budget requests for Travel and Conference should be addressed or requested in the question 7G.

Most professional development needs for the sworn officers are addressed through POST certified and reimbursed training. Additionally, the Department conducts internal training and staff development activities throughout the year.

F. Learning Resources. What learning resources (i.e., books, periodicals, videos) are needed to enhance program success? (Complete Schedule G Learning Resources Needs form)

Most learning resources are provided by POST.
G. Operational Budget. Are operational funds appropriate to enhance program success? If not, how would additional operational funds be used to enhance program success? (Complete Schedule H Request for Budget Augmentation form as needed)

   No – funds need to be made available to add additional staff (police officer and .5 funding of dispatcher) and replacement patrol vehicles.

H. Budget

H1. What is the source of revenue that supports this program/service (state categorical, grants, district, other)? Identify the amount and percentage of funding from each source. Describe any changes in the source of revenue since the last review.

   The Department receives approximately 80% of its funding from restricted funds (parking) and 20% from the general fund. The Department is not the recipient of any grant funding.

H2. Since the last review, what percentage increase or decrease has occurred in the budget?

   The budget increased slightly as some items that had previously been handled through budget augmentations was added to the annual operating budget. Even though this represents an increase, it does not represent any increase in discretionary funds.

H3. Are the funds adequate?

   Generally, the basic budget is adequate for yearly operations; however funds are not sufficient to enhance “program success”. The current budgeting process does not allow for the timely replacement of patrol vehicles, and other expenses that do not occur on an annual basis, such as parking citations, radios, and computers.

H4. What progress has been made by the program in obtaining funds or donations to enhance program success?

   The Department has received two Federal grants, one for mobile data computers and the other for inter-operational handheld radios.

H5. Based on the objectives on Schedule A, what budget changes are needed? What strategies are planned to meet those needs? Complete Schedule G, if needed
Optional Information
Napa Valley College is one of the safest colleges in the San Francisco Bay Area. That is not to say that as a community we are immune from crime, disruptive behavior, and challenges. When you read information and look at numbers, remember that there are thousands of students and staff learning and working at the college on a daily basis. In essence, the College is a small city. The following are some on the crimes, activities, and issues that have occurred on the campus since the last program review:

- Arsons
- Assault with a Deadly Weapon
- Possession of a Gun
- Deadly Weapon on Campus
- Simple Batteries
- Domestic Violence
- Disturbances
- Peeping In a Public Places
- Indecent Exposures
- Burglaries
- Auto Burglaries
- Grand & Petty Thefts
- Trespassing
- Vandalisms
- Stolen Vehicles
- Reckless Driving
- Brandishing Firearms
- Attempted Suicide
- Basis/Hate Incidents
- Restraining Orders
- Disturbances
- Mental Disorder - Danger to Self
- Alarm Responses
- Fires
- Smoke Investigations
- Intoxicated Persons
- Possession of Alcohol
- Crime Prevention Trainings
- Suspicious Persons
- Suspicious Circumstances
- Missing Persons
- Bomb Threats
- General Hazards (non-fire)
- Hazardous Material Incidents
- Medical Assistance
- Assistance to Citizens
- All Other
- Battery Jumps
- Vehicle Lockouts
- Animal Issues
- Emergency Message Deliveries
- Aid to Other College Departments
- Background Checks
- Check 911/511 Hang-Ups
- Threat Assessments

Since the last program review the Department has provided the following service to Staff and Students:
- Over $70,000 dollars worth of services (vehicle lockouts, battery jumps, fingerprinting) to the campus community
- Fingerprinted over 300 employees
- Handled over 600 pieces of lost property
- Conducted over 600 escorts
- Responded to over 2000 requests to unlock a door
- Conducted over 15,000 security checks
### Schedule A – Unit Plan

#### 2002 – 2004

**Goal # 9:** Utilize and explore new technologies and processes to better serve students.

<table>
<thead>
<tr>
<th>1. Objectives</th>
<th>2. Lead Unit(s) Responsible</th>
<th>3. Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace parking records computer.</td>
<td>Computing Services</td>
<td>2001 - 2002</td>
</tr>
</tbody>
</table>

2001 – No Progress

2002 – Replaced in January

**Goal # 10:** Explore alternative systems to deliver student services.

<table>
<thead>
<tr>
<th>1. Objectives</th>
<th>2. Lead Unit(s) Responsible</th>
<th>3. Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seek opportunities to create and upgrade a low-power FM parking and information radio system.</td>
<td>Public Safety</td>
<td>2001 – 2004</td>
</tr>
</tbody>
</table>

2001 - Completed in August 2001

Seek grant opportunities for laptop computers for the patrol cars, which will allow officers to remain on patrol longer and interact with Napa central dispatch.

2001 - Public Safety received a CPOS grant in September.

2002 – Computers and accessories were purchase.

2003 – Computer where installed and the project should be completed by June 2003.

2004 – The completion of the project was delayed, as the College Police was excluded from the Napa County Records Management System (RMS) program. However, we have since started building a college wide records system using radio modems. The network is expected to be completed by June 2004.

**Goal # 17:** Provide professional development opportunities, including training in diversity issues, technology, and specialized training that supports faculty/staff in their work.

<table>
<thead>
<tr>
<th>1. Objectives</th>
<th>2. Lead Unit(s) Responsible</th>
<th>3. Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue to use all available POST training opportunities for Public Safety officers.</td>
<td>Staff Development</td>
<td>2001 – 2005</td>
</tr>
</tbody>
</table>

2001 - All officers attend Campus Law Enforcement as required by State law. Department staff attended training in Hate Crimes Update, Legal Update, Campus Law Enforcement, Police Liability Issues, and Campus Sexual Assault Response.

2002 – Department staff attended training in Legal Update, Weapons of Mass Destruction, and Community Disaster Course.

2003 – Department staff attended training in Racial Profiling

2004 – Department Staff attended training in Driver Awareness, First Aid & CPR, and Management Development.
<table>
<thead>
<tr>
<th>Training Opportunities</th>
<th>2001 – 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilize all other relevant training opportunities for Public Safety officers.</td>
<td></td>
</tr>
<tr>
<td>2003 – Department staff attended in-service training in Arrest &amp; Control, Use of Force Protocol, Disaster Exercise – Table Top, Establishing EOC, and AED and First Aid Update.</td>
<td></td>
</tr>
<tr>
<td>2004 – Department staff attended training in Arrest &amp; Control, Use of Force, High Tech &amp; Computer Crimes, Electronic Media &amp; Resources, Response to Suspicious Objects</td>
<td></td>
</tr>
<tr>
<td>Seek training opportunities for the District wide Crisis Assessment Team (CAT).</td>
<td></td>
</tr>
<tr>
<td>2001 – Developed threat assessment forms and conducted crisis response training for Public Safety officers</td>
<td></td>
</tr>
<tr>
<td>2002 – Coordinated the attendance of college staff members at a threat management conference in June 2002. In September a CIOC was formed and began work on a college policy and administrative regulations.</td>
<td></td>
</tr>
<tr>
<td>2003 – The Critical Incident Oversight Committee continues developing a board policy and supporting administrative regulations regarding the District’s response to violence on campus.</td>
<td></td>
</tr>
<tr>
<td>2004 – A District policy and supporting administrative guidelines were passed, and an initial implementation plan started.</td>
<td></td>
</tr>
<tr>
<td>Continue Public Safety’s internal cultural awareness training.</td>
<td></td>
</tr>
<tr>
<td>2001 – Conducted awareness training on Black, Hispanic and Deaf cultures.</td>
<td></td>
</tr>
<tr>
<td>2002 – Attended SSC retreats. No specific Department training was conducted.</td>
<td></td>
</tr>
<tr>
<td>2003 – Revived instructor certification in Racial Profiling</td>
<td></td>
</tr>
<tr>
<td>2004 – Attended district events. No Department specific training was conducted.</td>
<td></td>
</tr>
</tbody>
</table>
Goal # 33: Ensure a safe, clean, comfortable and attractive campus.

<table>
<thead>
<tr>
<th>1. Objectives</th>
<th>2. Lead Unit(s) Responsible</th>
<th>3. Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire at least one full-time police officer.</td>
<td>College Police</td>
<td>2001 – 2005</td>
</tr>
<tr>
<td>2001 – Position was not granted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2002 – Position was not granted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2003 – Position was not granted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2004 – Position was not granted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hire a full-time Public Safety Dispatcher/Clerk.</td>
<td></td>
<td>2001 – 2005</td>
</tr>
<tr>
<td>2001 – Through an agreement with Health Services, The Department has had the services of a dispatcher/clerk from 8-4:30pm, since October 2001. The presence of the Dispatcher/Clerk has had a significant and positive impact on the operations of the Department. It is a Department priority to continue that coverage.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2002 – The Dispatcher position was continued through the agreement with Health Services. A permanent position was not granted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2003 – The Dispatcher position was continued through the agreement with Health Services. A permanent position was not granted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2004 – The Dispatcher position was continued through the agreement with Health Services. A permanent position was not granted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continue providing safety and law enforcement services to the campus community.</td>
<td></td>
<td>2001 – 2005</td>
</tr>
<tr>
<td>2001 – Public Safety responded to 7214 calls for service.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2002 – Public Safety responded to 7297 calls for service.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2003 – Public Safety responded to 6213 calls for service.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continue to meet state and federal mandated reporting requirements, such a Student Right to Know.</td>
<td></td>
<td>2001 – 2005</td>
</tr>
<tr>
<td>2001 – Reported campus statistics to DOE and published RTK pamphlet in September.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2002 – Reported campus statistics to DOE and published RTK pamphlet in August.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2003 – Reported campus statistics to DOE and published RTK pamphlet in September.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replace unsafe patrol vehicle.</td>
<td></td>
<td>2001 – 2005</td>
</tr>
<tr>
<td>2001 – No patrol car was replaced.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2002 – No patrol car was replaced.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2003 – Because of the state and college budget difficulties, the request to replace patrol vehicle was withdrawn.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2004 – Because of the state and college budget difficulties, the request to replace patrol vehicle was withdrawn.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continue and expand crime prevention activities.</td>
<td>2001 – 2005</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>2001 - Published and posted Emergency Operations Posters through the campus. Presented safety &amp; emergency information at department and divisions meetings, and provided information table during registration.</td>
<td>2001 – 2005</td>
<td></td>
</tr>
<tr>
<td>2002 – Presented safety &amp; emergency information at department and divisions meetings, and provided information table during registration.</td>
<td>2001 – 2005</td>
<td></td>
</tr>
<tr>
<td>2003 – A significant amount of crime prevention information translated into Spanish. – Presented safety &amp; emergency information at department and divisions meetings, and provided information table during registration.</td>
<td>2001 – 2005</td>
<td></td>
</tr>
<tr>
<td>2004 – Conducted 20 crime prevention &amp; emergency information classes for various college departments and divisions. Trained 20 college staff members in how to respond to emergencies and disasters though the Community Emergency Response Team (CERT) training program. Provided information approx 400 people during the various registration periods.</td>
<td>2001 – 2005</td>
<td></td>
</tr>
<tr>
<td>Continue development of the District's emergency operations plan.</td>
<td>2001 – 2005</td>
<td></td>
</tr>
<tr>
<td>2002 – Conducted emergency plan training for the district administrators.</td>
<td>2001 – 2005</td>
<td></td>
</tr>
<tr>
<td>2003 – Conducted emergency plan training for the senior district staff.</td>
<td>2001 – 2005</td>
<td></td>
</tr>
<tr>
<td>2004 – Conducted two sessions of the Community Emergency Response Team (CERT) training on campus for District personnel.</td>
<td>2001 – 2005</td>
<td></td>
</tr>
<tr>
<td>Seek grant opportunities for 4 Automatic External Defibrillator, which will substantially increase Public Safety’s first aid capabilities.</td>
<td>2001 – 2004</td>
<td></td>
</tr>
<tr>
<td>2001 – In December we purchased 3 AEDs and a training unit.</td>
<td>2001 – 2004</td>
<td></td>
</tr>
<tr>
<td>2002 - The final training and implementation will be completed by March 1, 2002.</td>
<td>2001 – 2004</td>
<td></td>
</tr>
</tbody>
</table>
2005-2011
Goal 2: Establish, apply, and maintain college-wide standards of excellence thorough continuous evaluation of quality and effectiveness and implementation of improvements.

Objective 18: By Fall 2005, the college, its program and services, will have identified Student Learning Outcomes (SLOs)

Unit Objective: By Fall 2006, the College Police will identify program level student learning outcomes.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Responsible Person(s)</th>
<th>Additional Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engage in “sticky note” exercise. Refine outcomes statements Create graphical map of program Develop program outcomes, including assessment activates and intended learning outcomes for three out of five SLO statements.</td>
<td>Ken Arnold &amp; Staff</td>
<td>Support from SLO office.</td>
</tr>
</tbody>
</table>

Goal 3: Increase access to high quality programs and services by sustaining strong connections with the community.

Objective 35: Conduct campus climate/student equity survey.

Unit Objective: By Fall 2009, the College Police will conduct a survey of students and staff.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Responsible Person(s)</th>
<th>Additional Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey 20% of student enrolled at the college during 2008/09 fiscal year and 80% of full time staff. Review survey and develop strategies for addressing the top three concerns. Implement as many strategies as economically possible.</td>
<td>Ken Arnold &amp; Staff</td>
<td>Assistances from the Office of Instructional Research in developing the survey instrument and interpreting the results.</td>
</tr>
</tbody>
</table>

Goal 3: Increase access to high quality programs and services by sustaining strong connections with the community.

Objective 35: Conduct campus climate/student equity survey.

Unit Objective: By Fall 2010, the College Police will have an on-going evaluation survey of students and staff.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Responsible Person(s)</th>
<th>Additional Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop and implement an on-going evaluation survey that can be used on an on-going basis.</td>
<td>Ken Arnold &amp; Staff</td>
<td>Assistances from the Office of Instructional Research.</td>
</tr>
</tbody>
</table>
Goal 5: Improve facilities by constructing new buildings, renovating existing buildings, and making site improvements.

Objective 48: Create and maintain a safe, clean, comfortable and attractive campus.

Unit Objective: Expand Department force options.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Responsible Person(s)</th>
<th>Additional Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Department needs to expand the force options available to the offices beyond the three, open hand techniques, impact weapon, OC spray, currently available. Conduct needed assessments and then present the issue to the BOT.</td>
<td>Ken Arnold &amp; Staff</td>
<td>Assistances from the Office of Instructional Research in developing the survey instrument and interpreting the results.</td>
</tr>
</tbody>
</table>

Unit Objective: Increase staffing

<table>
<thead>
<tr>
<th>Activities</th>
<th>Responsible Person(s)</th>
<th>Additional Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Department is chronically under-staffed for a college of our size and needs to fill an existing vacancy. Work on adding at least two more officers to the force. Take steps to stabilize the funding of the dispatcher/clerk.</td>
<td>Ken Arnold &amp; Staff</td>
<td></td>
</tr>
</tbody>
</table>

Unit Objective: Increase the quality and quantity of emergency supplies.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Responsible Person(s)</th>
<th>Additional Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obtain additional emergency supplies for the main and Upper Valley Campus. Also obtain the supplies and equipment to operate an emergency operations center (EOC) on the campus.</td>
<td>Ken Arnold &amp; Staff</td>
<td></td>
</tr>
</tbody>
</table>

Unit Objective: Create a stable pool of patrol vehicles.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Responsible Person(s)</th>
<th>Additional Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace unreliable patrol vehicles with new vehicles.</td>
<td>Ken Arnold &amp; Staff</td>
<td></td>
</tr>
</tbody>
</table>

Unit Objective: Update crime prevention pamphlets, flyers, and handouts.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Responsible Person(s)</th>
<th>Additional Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review existing materials and programs. Update material and programs by the end of FY 07/08.</td>
<td>Ken Arnold &amp; Staff</td>
<td></td>
</tr>
</tbody>
</table>

Unit Objective: Improve look and functionality of Department’s website.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Responsible Person(s)</th>
<th>Additional Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update the content of the existing website.</td>
<td>Ken Arnold &amp; Staff</td>
<td>Campus Webmaster</td>
</tr>
</tbody>
</table>
Schedule B – Staffing

BUDGET CENTER: 560 College Police

I. Current Staffing

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>FTE</th>
<th>Range</th>
<th>Grant</th>
<th>Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ken Arnold</td>
<td>Chief, College Police</td>
<td>1</td>
<td>13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classified</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hoyt Maddox</td>
<td>Police Sergeant</td>
<td>1</td>
<td>23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kim Sykes</td>
<td>Police Officer</td>
<td>1</td>
<td>21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td>Police Officer</td>
<td>1</td>
<td>21</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

II. Request For New Staff
(Requires Justification)

<table>
<thead>
<tr>
<th>Job Title</th>
<th>FTE</th>
<th>Range</th>
<th>Grant</th>
<th>Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Officer</td>
<td>1</td>
<td>21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police Officer</td>
<td>1</td>
<td>21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police Dispatcher/Clerk</td>
<td>1</td>
<td>TDB</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Officer Justification
1. At current staffing levels the College Police is not able to meet all the demands for service and coverage required by the District’s programs. The current staffing level is barely adequately to protect the students, staff, and faculty.
2. The staffing at comparable College Districts is six officers.
3. The lack of officers has been identified as a problem in the department’s self-study; the District’s planning process, by the Faculty Senate, and the Classified Union.

Dispatcher/Health Services Clerk
1. The College Police and Health Services are co-located and share the services of Karen Travis, who functions as both a Dispatcher and Health Services Aid. Karen provides direct service to the employees, students, and public who require service from the College Police. Karen also provides radio and supports the officers, which allows them to remain on patrol longer and improves their safety.
2. We have attempted to keep the office open by using students, however this does not work for the following reasons:
   ⇒ We are unable to obtain enough qualified students to keep the office open on a regular basis.
   ⇒ Student workers have to work around their class schedule, which means they are usually not available during peak hours (8 A.M. to 1 P.M. Monday - Friday).
   ⇒ With the demand for services, officers do not have adequate time to train student dispatchers/clerks.
   ⇒ Reliability is an on-going issue with student workers.

Submitted By: ___________________________          Approved By: ___________________________
Budget Center Manager                          President/Vice President
### Schedule C – Program Specific Equipment Request

**BUDGET CENTER: 560 College Police**

<table>
<thead>
<tr>
<th>Description</th>
<th>Estimated Cost</th>
<th>Estimated Annual Maintenance Cost</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Instructional</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>B. Non-Instructional</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**II. Equipment**

This section is used to request and justify equipment needs. Please refer to Napa Valley College Accounting Manual for the definition of equipment.

<table>
<thead>
<tr>
<th>Description</th>
<th>Estimated Cost</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>56420 - Patrol Vehicle</td>
<td>33,000.00</td>
<td><strong>PATROL VEHICLE with EQUIPMENT:</strong> The Department must maintain at least two reliable patrol cars, with one in reserve. At this time there are only two operating patrol vehicles, with none in reserve. Unit 12 – Is a used CHP patrol car with 160,000 miles. The unit is used on a daily basis and has suffered a number of significant mechanical failures. Additionally, a number of interior components need to be replaced to keep the unit operational. Unit 14 – Is a new Ford Explorer with 1,300 miles. The unit is used on a daily basis and is providing excellent service.</td>
</tr>
</tbody>
</table>

Submitted By: _____________________________   Approved By: _____________________________

Budget Center Manager   President/Vice President
Schedule D – Facilities Improvement/Renovations Request

BUDGET CENTER: 560 College Police

The College Police Department moved in late December 2005 to a reconfigured portable building as an interim step, before moving to the 1600 building after it has been renovated and reconfigured. The temporary building has been specifically designed to meet the Department’s needs, and has greatly improved daily operations. No additional changes are required at this time.
Schedule E – Technology Request

Accreditation reference: Technology planning is integrated with institutional planning. The institution assures that any technology support it provides is designed to meet the needs of learning, teaching, college-wide communications, research, and operational systems.

In order to determine the feasibility of your idea, it is necessary to consult with the Information Technology (IT) Department. It is important that all computer related technology be centrally coordinated. This will allow the IT Department to know the full picture of the need, to plan for adequate capacity of equipment and infrastructure, and to ensure standardized equipment is purchased, if possible. It is equally important that all technology requests are consistent with the NVC Technology Plan.

Provide a general description of the project includes:

1. The equipment needed, students and/or staff who will be served, and how often it will be used.
2. Will installation and maintenance support be required?
3. Where will the equipment be located? Will space need to be modified?
4. Describe the infrastructure requirements (i.e. network, power, connectivity, security, etc.)
5. Software support needed (i.e. new licenses, upgrades, system integration, ongoing support)
6. Is additional furniture necessary?
7. Useful life of equipment – when will the equipment need to be replaced?

Officers in the filed have a need for information that is contained in various databases. Once an officer leaves the office they lose access, except via the dispatcher. A secure wireless network would allow the officers to access various databases while in the filed. The network would consist of a series of high-security wireless access points located on various parts of the campus. Each access point will require power and a connection to the network. This will not require any additional furniture. The useful life of the equipment is approximately 5 years.

A secure wireless network may have excess capacity that could be used by other campus departments. The cost for such a system would be approximately 10,000 to 14,000 dollars.

Cost estimates will be provided for priority projects only.

Submitted By: ___________________________ Approved By: ___________________________

Budget Center Manager President/Vice President
Schedule F – Professional Development Needs

None

Schedule G – Learning Resources/Media Materials Request

None
### Schedule H – Request for Operating Budget Augmentation

Budget Center: 560 College Police

Accreditation Reference: Financial planning is integrated with and supports all institutional planning.

#### Operating Budget

This section is used to request and justify non-capital outlay additions to your department’s budget. This form applies only to Account Codes 1300, 1400, 2300, 2400, 4000 and 5000. List in priority order.

<table>
<thead>
<tr>
<th>Account No. &amp; Description</th>
<th>Additional Amt. Requested</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>56481 Equipment – Replacement, Non-Instr, Non-Capitalized</td>
<td>7000.00 (Approx 3500.00 each)</td>
<td>The mobile computers (non-reoccurring cost - 5 year replacement cycle) that the officers have been using need to be replaces with a model that has USB ports and 802.11g wireless modems. The current computers are at the end of their service life and need to have major components replaced, which is not cost effective.</td>
</tr>
<tr>
<td>55620 Software Support</td>
<td>3000.00</td>
<td>Federal law requires the District to maintain specific information about criminal activity on all District property. That information is used to create the “Student Right To Know (Clery) Report”. This report must be made available every person on campus and upon request. The penalty for not meeting this requirement is the suspension of all Federal financial aid. <strong>This is on going support by the vendor of the Automated Records Management System (ARMS) software and has not been included in any of the previous year’s budgets and has been paid through a budget augmentation each year.</strong></td>
</tr>
<tr>
<td>54590 Other Supplies</td>
<td>560.00</td>
<td>The college has 24 disaster response kits. Each year the college contributes $10.00 per kit to the North Coast College and Mutual Aid Group. The funds are used to replenish perishable supplies. <strong>These funds were not included to last year’s budget, but were paid as a budget augmentation –$260.</strong> Additionally the college needs to purchase two additional kits for the Upper Valley Campus - $300</td>
</tr>
</tbody>
</table>

Submitted By:      
Approved By:      

___________________________   __________________________

Budget Center Manager    President/Vice President