



**2020-21 ADMINISTRATIVE UNIT PROGRAM REVIEW**  
**UNIT: Public Safety**

**STATEMENT OF PURPOSE:**

- Review and reflect on the support of student learning, with the goal of assessment and improvement of program effectiveness
- Provide a forum for each unit's findings to be included in institutional planning processes
- Create written records of what is working well, what can be improved, and specific plans for implementing chosen improvements
- Collect information that will contribute to institutional assessment and improvement

**Timeframe:** This program review reflects on the time period between spring 2020 through fall 2020 and plans for spring 2021 through fall 2021.

**I. MISSION**

A. State the current program mission

The mission of the Public Safety Cluster is to provide the most comprehensive and up-to-date education in the areas of AJ, FST, EMS to its students; to foster their welfare, growth, equity access and success in the public safety field as well as in life; and to provide a resource to the community-at-large for education and training opportunities for public safety employees in their respective fields.

B. The mission of Las Positas College is the following:

*Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.*

Discuss how the program/service area supports the college mission.

The "Public Safety" mission supports the college's mission through the continued education and training of persons seeking a career in the criminal justice field, firefighting, emergency medical response and provides transfer degree, career-technical and re-training goals for students.

C. List the major functions/duties of your unit.

|    |   |
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| 1. | Ensure that state-of-the-art training is provided for future employment opportunities in the Public Safety arena        |
| 2. | Adequately assess that students obtain the proper skillset to achieve a livable wage job within 6 months of graduating. |
| 3. | Research data to provide advance skillsets to those already working within the Public Safety Field.                     |
| 4. | Work with our public and private partners to develop and implement advance training opportunities                       |
| 5. | Conduct ongoing research in an effort to serve the region's Public Safety training needs                                |
| 6. | Review, analyze, and promote the ongoing professional development of Public Safety faculty and staff.                   |

## II. GOALS AND OBJECTIVES

A. Since the last Administrative Unit Program Review, what objectives, initiatives, or plans have been achieved and how?

During the 2020 year in review, the college as well as the world continues to face an unprecedented pandemic. This pandemic caused a shelter in place for months, while limiting human contact. In this ongoing pandemic environment, colleges had to transition to an almost 100 percent online format, while limiting face-to-face essential services lab training. Because of the Pandemic, many of the projects that demanded face-to-face contact and working groups, become limited and/or impossible to achieve, which hindered any progress Public Safety Disciplines were making to expand and improve. [Many outside agencies had to focus on new safety precautions and employee](#)

scheduling to ensure optimal safety and coverage while still providing adequate service to the public's needs. This lead to many of our projects being placed on hold.

In addition to the Pandemic, we faced, 2020 also brought many changes within our leadership team ~~making it difficult to proceed with many of the goals and objectives provided within the Public Safety Disciplines.~~ The College hired a new President who immediately had to dive into Pandemic Planning and Safety of the entire campus. We have also hired a New Vice President of Administration who is a strong supporter of Public Safety and has been an advocate in making the programs sustainable. In addition to that, last year we also transitioned into a new division and now have an interim dean. The new interim dean has been vigilant in getting up to speed and been instrumental in helping move some of our projects forward in gaining approval. ~~Because we have had turn over within the upper management level, any groundwork that had been achieved or completed on projects have been stalled. This can be attributed to two variations of the problem; First, many of the executive administrators had to focus on the Pandemic and second those who are familiar with the projects left and new administrators now must acquire the background information of those projects.~~

~~Nevertheless~~ However, even though the Public Safety Program has been severely hindered by the Pandemic, we have remained vigilant in our ability to move forward, creating small opportunities for success. Furthermore, the District has remained steadfast and resilient in ensuring that the New Public Safety Complex project remains on track, which is now slotted to break ground sometime between the Spring and Summer of 2022 ~~2021 and Spring of 2022.~~

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#### B. Major Goals and Objectives for Spring 2021 through Fall 2021.

| Major Goals and/or Objectives | Start Date | Status: Ongoing, date completion anticipated | Need Assistance in order to complete goal or objective (reference applicable resource request page) | Educational Master Plan (EMP) Goals or Planning Priorities linked to this Goal/Objective |
|-------------------------------|------------|--|---|--|
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| 1. Design and implement Instructional Service agreements with local fire departments and other private entities.   | January of 2021 | Ongoing and in review: <u>LPFD to be the first ISA in a series of several other to be moved forward</u> <del>First one tentatively to be completed</del> ongoing | Need support from Executive Staff to move forward | Community Collaboration  |
| 2. Provide direct leadership and guidance over the newly planned Public Safety Facility.   | Ongoing         | Ongoing: Expected ground breaking to take place between <u>Spring and Summer of 2021, to 2022</u>  | Continued support from Executive Staff            | Supportive Organizational Resources                            |
| 3. Develop a strategic plan to outline and develop financial sustainability for the Public Safety Programs   | May 2020        | Ongoing: First draft of plan developed by December 2021  | N/A   | Supportive Organizational Resources                            |
| 4. Conduct internal study of operations to provide better efficiencies and determine staffing levels to ensure optimal instructional opportunities to students | June 2020       | Ongoing: June 2021   | N/A   | Educational Excellence and Supportive Organizational Resources |
| 5. Work with community partners to develop and enhance program priorities and training needs   | Ongoing         | Ongoing  | N/A   | Community Collaboration  |

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### III. STAFFING

#### A. Staff Profile

| Position                                | Staffing Levels for Each of the Previous Five Years |      |                                 |                                 |      | Anticipated total staff needed |                                   |
|---|---|------|---------------------------------|---------------------------------|------|--------------------------------|-----------------------------------|
|   | 2016  | 2017 | 2018                            | 2019                            | 2020 | 2021-2022                      | 2022-2023                         |
| Administration                          |   |      | 1                               | 1                               | 1    | 1                              | 1                                 |
| Supervisory                             | 0   | 0    | 0                               | 0                               | 0    | 0                              | <u>.5</u> +                       |
| Classified Staff FT                     | 0   | 0    | 0                               | 0                               | 0    | 0                              | 0                                 |
| Classified Staff PT                     | 0   | 0    | <del>1</del> <u>10.5</u>        | <del>1</del> <u>10.5</u>        | 0    | 0                              | <u>1</u> +                        |
| Confidential Staff FT                   | 0   | 0    | 0                               | 0                               | 0    | 0                              | 0                                 |
| <b>Total Full Time Equivalent Staff</b> |   |      | <u>2</u> <del>1</del> <u>.5</u> | <u>2</u> <del>1</del> <u>.5</u> | 1    | 1                              | <u>2.5</u> <del>1</del> <u>.5</u> |

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B. Staffing Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)

**Commented [EB5]:** We need to add a new FT faculty member in EMS as priority #1.

| List Staff Positions Needed for Academic Year _____<br><br>Place titles on list in order (rank) or importance. | Indicate (N) =<br>New or (R) =<br>Replacement | Estimated Annual<br>Total Cost | EMP Goals or Planning<br>Priorities Linked to<br>Position |
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| <p>1. <u>Assistant Dean EMS/Paramedic Faculty</u></p> <p>Reason: As the EMS program grows, it requires more work for the current Paramedic Coordinator to provide instruction while maintaining coordination of professional experts, manage statistical reports, manage clinical placements, and ensure that all requirements of title 22 are being met within the paramedic and EMT program. The additional full-time faculty member will be able to teach both EMT and Paramedic program, which will provide relief to the current Coordinator.</p> <p>Reason: As the program grows, there is a need for an assistant academic manager to oversee the required state accrediting regulations, which requires an academic manager to manage and have direct oversight of all instructional faculty and its curriculum.</p> | New | \$135,635.48 | <p><b>Organization</b></p> <p><b>Effectiveness</b></p> <p><b>Supportive</b></p> <p><b>Organizational</b></p> <p><b>Resources,</b></p> <p><b>Organizational</b></p> <p><b>Effectiveness, and</b></p> <p><b>Educational Excellence</b></p> |
| <p>2. Fire Academy Coordinator -</p> <p>Reason: As the program grows, there is a need to split the program in two different arenas. The Fire Academy coordinator will be responsible for ensuring the fire academy is running efficiently, coordinate all instructional activities within the fire academy and calendar all other training courses that will be offered to fire students and those working in the field. This position will play a key part in development of classes, coordination of a class calendar, and keeping up with all required accreditation documentation.</p>   | New | \$135,635.48 | <p><b>Supportive</b></p> <p><b>Organizational</b></p> <p><b>Resources,</b></p> <p><b>Organizational</b></p> <p><b>Effectiveness, and</b></p> <p><b>Educational Excellence</b></p>  |

**Commented [EB6]:** I don't see this as priority #1 (or #2 after the EMS FT faculty replacement).

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| <p>3. <u>Assistant Dean</u></p> <p><u>Reason: As the program grows, there is a need for an assistant academic manager to oversee the required state accrediting regulations, which requires an academic manager to manage and have direct oversight of all instructional faculty and its curriculum. EMS/Paramedic Faculty</u></p> <p><u>Reason: As the EMS program grows, it requires more work for the current Paramedic Coordinator to provide instruction while maintaining coordination of professional experts, manage statistical reports, manage clinical placements, and ensure that all requirements of title 22 are being met within the paramedic and EMT program. The additional full-time faculty member will be able to teach both EMT and Paramedic program, which will provide relief to the current Coordinator.</u></p> | New | \$184,842.20135,635.48 | <p><u>Organization</u></p> <p>EffectivenessSupportive<br/>Organizational<br/>Resources;<br/>Organizational<br/>Effectiveness, and<br/>Educational Excellence</p> |
| <p>4. <u>Part-time Administrative Assistant</u></p> <p><u>Reason: Because the program is growing, there is a need to add an additional part-time administrative assistant. The administrative assistant will provide relief to the full-time administrative assistant in the new division and focus their workload on Public Safety. This position will be responsible for keeping accurate records for accreditation requirements for Administration of Justice, EMS/Paramedic and Fire Technology programs. All program accreditation required an experienced and adequate administrative assistant to perform the required documentation, reporting and administrative report.</u></p>  | New | \$36,228.94            | Supportive<br>Organizational<br>Resources  |
| <p>5.</p> <p><u>Reason:</u></p>  |     |                        |  |
| 6.   |     |                        |  |



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| <u>Reason:</u> |  |  |  |
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#### IV. FACILITIES

##### A. Facilities Needs

##### FACILITIES NEEDS

| List the Facilities Need and the Reason   | EMP Goals or Planning Priorities Linked to Position  |
|---|--|
| <p><b>1. Additional Fire Tower</b></p> <p><u>Reason:</u> Although we are slotted to build a fire tower, the lack of funding has decreased the amount allocated to build a fire tower for the new public safety-training center. Because the funding was reduced, we went from a seven-story 7000 Sq. Foot Tower, to a five-story 4000 square foot tower and to a 3-story unknown square foot tower. In order to keep up with the growing needs of the Fire Program, an additional training tower will be required by 2023 or 2024. I put this in here as a means to start the talking points within this program and needs as it grows into a regional training facility. By 2021 and 2022, LPC should be running a minimum of two fire academies per year as we collaborate with outside agencies to merge several fire academies into one large regional training facility that will eventually host several fire academies a year to meet the needs of the region.</p> | <p><a href="#">EDUCATIONAL EXCELLANCE,</a></p> <p><a href="#">SUPPORTIVE ORGANIZATION AL RESOURCES</a></p> |
| <p><b>2. Portable classrooms</b></p> <p><u>Reason:</u> Because Administration of Justice, EMS, and Fire Programs are targeted for growth, there will be a need for two additional classrooms for public safety only. A data analysis conducted on facilities management revolving around program times has resulted in not only the current public safety facility being inadequate for</p>   | <p><a href="#">EDUCATIONAL EXCELLANCE,</a></p> <p><a href="#">SUPPORTIVE ORGANIZATION AL RESOURCES</a></p> |

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| instructional purposes but the newly proposed public safety facility does not adequately address the classroom needs. |  |
| 3.<br><u>Reason:</u>  |  |
| 4.<br><u>Reason:</u>  |  |
| 5.<br><u>Reason:</u>  |  |
| 6.<br><u>Reason:</u>  |  |

## V. TECHNOLOGY AND EQUIPMENT

### A. Technology and Equipment Needs

#### TECHNOLOGY AND EQUIPMENT NEEDS

| List the Technology and Equipment Needs<br>Place titles on list in order (rank) or importance. | Indicate (N) =<br>New or (R) =<br>Replacement | Estimated<br>Annual<br>Total Cost<br>of<br>Ownership | EMP Goals or<br>Planning<br>Priorities<br>Linked to<br>Position |
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| <b>1. High Fidelity SIM manikins</b><br><br><b>Reason:</b> In this new era of online instructional practices due to Covid-19 and the possibility of future online requirements, there is a need to provide video simulated testing and procedural methods of practical didactic training to meet Title 22 requirements. As such, high fidelity manikins will be required in order to continue to teach in a virtual capacity. These manikins offer the instructor the ability to simulate virtual didactic training and allow for simulated field experiences that meets Title 22 requirements of the field-training portion of the Paramedic and EMT program. | N | 60,000.00 | Educational Excellence                                  |
| <b>2. Portable Burn car</b><br><br><b>Reason:</b> Because the fire academy and specific classes, like Fire Control 3B, require props to produce situational burn simulations, there is a required need to purchase a portable burn prop to ensure we continue to meet accreditation requirements. This resource can also be shared and rented to other agencies and colleges for a nominal fee to recover the cost of this required piece of equipment.<br><br><u>Reason:</u>  |   | 85,000.00 | Educational Excellence                                  |
| <del><b>3. Laptop encrypted thumb drives</b></del><br><br><del><b>Reason:</b> These thumb drives are required by P.O.S.T, the governing body for any institution that provides instructional law enforcement classes. P.O.S.T requires these specialized thumb drives to provide encryption for specific testing materials sent by POST for the purpose of testing students on POST academies as well as abiding by POST testing security policies. These thumb drives provide state of the art encryption and decrease the possibility of cheating.</del>   |   | 10,000.00 | Educational Excellence and Organizational Effectiveness |
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| 5.<br><u>Reason:</u> |  |  |  |
| 6.<br><u>Reason:</u> |  |  |  |

## VI. PROFESSIONAL DEVELOPMENT

### Professional Development Needs

| <b>List Professional Development Needs.</b> Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies. Please be as specific and as brief as possible. Some items may not have a direct cost, but reflect the need to spend current staff time differently. Place items on list in order (rank) or importance. | Annual TC     |                  |            | EMP Goals or Planning Priorities Linked to Position     |
|--|---------------|------------------|------------|---|
|  | Cost per item | Number Requested | Total Cost |   |
| 1. <a href="#">Fire Instructor development</a><br>1. <a href="#">Reason: The Fire program continues to need to develop fire academy instructors as well as instructors for specialized courses that the program will provide in the coming years. This is also considered professional development</a>   | 2000.00       | 5                | 10000.00   | Educational Excellence and Organizational Effectiveness |

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| <p>courses and contributes to the public safety succession plan <del>POST</del> instructor development</p> <p><del>Reason: As we start to implement POST classes, we will need to provide required training to specific instructors. These POST Instructor courses are required by POST under CCR 1071 in order to teach at any POST academy.</del></p>  |         |   |         |   |
| <p><u>2. EMS Instructor Development</u></p> <p><u>Reason: EMS program continuously changes as technology gets better and medical practices shift into new realms of helping patient survival. Although most EMS instructor must continue to develop their professional skills as EMS employees, there is a need to develop advance critical skills to offer advance courses at the college. We will also need to increase the instructor's capacity to meet online virtual instruction to include utilizing the flipped classroom methodology. This will not only increase our instructor's overall skill set but provides a distinction in class above all other colleges.</u></p> <p><u>2. Fire Instructor development</u></p> <p><u>Reason: The Fire program continues to need to develop fire academy instructors as well as instructors for specialized courses that the program will provide in the coming years. This is also considered professional development courses and contributes to the public safety succession plan.</u></p> | 1200.00 | 5 | 6000.00 | Educational Excellence and Organizational Effectiveness |
| <p><u>3. POST coordinator Training</u></p> <p><u>Reason: As the Administration of Justice program continues to expand and is able to start the modular I academy, there will be a need to provide training to a lead instructor/academy coordinator. This is a requirement under POST guidelines and CCR 1071 to meet requirements to govern over a POST law enforcement Academy.</u></p>  | 1500.00 | 2 | 3000.00 | Educational Excellence and Organizational Effectiveness |
| <p><u>4. POST Scenario Manager and POST Recruit Officer</u></p> <p><u>Reason: These positions are under the same requirement of a POST academy coordinator and CCR 1071. Each person is required and mandated to go through these training classes.</u></p>  | 1500.00 | 2 | 3000.00 | Educational Excellence and Organizational Effectiveness |

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