

**OAKLAND COMMUNITY COLLEGE
DEPARTMENT OF PUBLIC SAFETY
ANNUAL REPORT - FY 2005-2006**

INTRODUCTION

This document is prepared annually to help serve the college community. It outlines what the Department of Public Safety does and how its responsibilities are managed. It includes accomplishments, the status of our current operations, and our future developments.

DEPARTMENT MISSION STATEMENT

The mission of the Department of Public Safety is to provide protection and quality service to the college community and continually strive to maintain a healthy and safe environment for students, staff, and visitors.

Department Focus:

- Service Oriented
- Community Policing
- Diversity
- Courtesy and Excellence

The purpose of Public Safety is to:

- Serve and protect students, employees, and visitors
- Ensure the security of college buildings, grounds, and other assets
- Provide highly visible and accessible security services at each campus/site
- Be proactive, through training and communication, in crime prevention and protection
- Enforce college safety standards and all applicable laws and regulations
- Respond to emergencies
- Liaise with and assist local, state, and federal law enforcement agencies as necessary
- Continuously review and improve safety and security processes
- Be service oriented, approachable, helpful, and courteous at all times

PUBLIC SAFETY DEPARTMENT - ORGANIZATION

The Department of Public Safety (PS) is a multi faceted function within the college community. Ostensibly to provide law enforcement services, the college formally organized a bonafide law enforcement agency through Board action in July of 2002. This means that all officers are recognized by the state certifying agency as sworn police officers.

Organized under the Vice Chancellor of Administrative Services, each campus has its own contingent of Public Safety Officers (PSO), supervised by a Sergeant.

In October of 2003, the college formalized the position of Manager, Environmental Health and Safety. This function reports to the Director of Public Safety.

The Department also has Reserve Officers. They are non sworn personnel who report to the Sergeants.

DEPARTMENT RESPONSIBILITIES

LAW ENFORCEMENT

Because all Public Safety Officers (PSO's) are sworn officers, they have full arrest capabilities. They can enforce state law and city ordinance. This also allows the emergency response of the colleges' own employees (police personnel) on anything from a medical call to a crime-in-progress situation.

Additionally Public Safety:

- Provides crime prevention services
- Exercises the community policing model of law enforcement
- Publishes calls-for-service statistics and updates the Public Safety website
- Documents through written reports, all activities and investigations
- Repository for personal protection orders from various courts
- Enforce traffic laws
- Takes traffic accident reports
- Active/visible patrol services; vehicle, foot, and bicycle, up to seven days per week
- Serves as a resource to Campus Administration
- Meets federal regulations on reporting crime statistics (Clery Act)
- Response to all intrusion (burglar) alarms

SECURITY

The security component surfaces in Public Safety in many areas. The Public Safety Department is responsible for the functionality of all intrusion alarms. Public Safety is the first to arrive each college day and last to leave the campus. In this capacity, Public Safety ensures all buildings are secured and alarmed.

Additionally Public Safety:

- Provides lock out service for drivers and individual offices
- Does jump starts on dead batteries and assists stranded motorists
- Offers escort services to all students and employees
- Issues college ID cards, access control cards for parking, parking passes, and where applicable, the access control cards for classrooms
- Acts as a customer service representative, provide directions to campus visitors
- Provides first aid kit equipment throughout the college, including defibrillators
- Exercises state mandated evacuation and fire drills
- Developed and maintains a Building Marshal program and Emergency Response program
- Communicates with the campus community through articles in newsletters, email, information bulletins posted in classrooms and hallways, PS website, and by joining and participating with various college committees
- Coordinate and manage security at athletic and other special events

CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, is a federal law that requires colleges and universities to disclose both timely specific information and annual summary information about campus crimes and security policies.

- Crime Log available for review at each campus
- Crime Statistics published annually on the Public Safety web site
- A new Sexual Assault policy and Timely Warning Notification form were developed and implemented this year. Both are Clery compliant.

NON-CAMPUS FUNCTIONS

There are several non-campus functions that are the responsibility of the Public Safety Department. They include the Pontiac Center, Rochester Hills, and the District Office.

TRAINING

Public Safety regularly trains on many topics to stay abreast of current trends and technology. There is also a training regimen that all PSO's participate in on an annual basis to keep up their skill level:

- First aid and CPR
- Defensive Tactics
- Range Activities
- Lead Awareness
- Automatic External Defibrillator
- Blood borne Pathogens
- Scenario based training

Fiscal year 2005-06 included 1,886 total training hours for the Department of Public Safety

COMMUNITY ORIENTED POLICING

- Bicycle patrol
- In FY 05/06 developed first-ever Public Safety Brochure
- Fingerprint 75 children at all OCC Children Centers
- Trained Building Marshals
- Presented four crime prevention personal safety seminars
- Honor Guard at graduation ceremonies
- Community/Professional Memberships: International Association of Campus Law Enforcement Administrators, Michigan Association of Campus Law Enforcement Administrators, American Society for Industrial Security, Michigan Association of Chief's of Police, Oakland County Chief's of Police, Oakland County Grant Allocation Committee, Southfields' Pride, American Industrial Hygiene Association, Institute Hazardous Materials Manager, National Environmental Trainers Association
- Joint Training exercise with Emergency Medical Services 12/8/05
- Night Administrator training

ENVIRONMENTAL HEALTH & SAFETY

This function is responsible for developing, implementing, and managing a comprehensive environmental, health and safety program and standards for all campuses/sites. These programs address environmental, health, and safety issues affecting students, employees, contractors, and visitors. Through these proactive measures, the college is expected to be in compliance with all applicable federal, state, and local law and regulations. This role serves as the main communication with regulatory agencies involved with environmental health and safety. This position also has a leadership role in all campus Environmental Health and Safety Committees.

EHS TRAINING PROGRAMS AND PROCEDURES

- Manage 24 Environmental Health Safety Programs
- Conducted 8 Indoor Environmental Quality Surveys/Investigations
- Confined Space – 4 sessions
- Forklift – 4 sessions
- Fire Extinguisher – 1 session
- Chemical Management for Parapros – 2 sessions

LIFE SAFETY EQUIPMENT – maintained by Public Safety and placed throughout the college:

- 15 automatic external defibrillators
- 16 oxygen tanks
- 14 first aid kits
- 13 personal protective equipment kits
- Every campus and non instructional site is fully protected by fire/intrusion alarms and all campuses have panic alarms
- Hall phones are not a Public Safety item, however, they have 911 capability: 17 at AH, 9 at HL, 22 at OR, 10 at RO, and 8 at SF
- Many other ancillary pieces of emergency response equipment are additionally available

ADDITIONAL PUBLIC SAFETY EQUIPMENT

- Six mobile radios and six MDCs (computers) in vehicles
- Closed circuit television system; currently operating at OR, RO, and SF
- 17 Public Safety Bicycles for the Bike Patrol Program
 - Auburn Hills Campus – 6
 - Orchard Ridge Campus – 5
 - Highland Lakes Campus – 4
 - Royal Oak Campus - 2

REVENUE GENERATION/GRANT FUNDING

- | | |
|---|--------------|
| • Federal Homeland Security Grant: closed circuit television system | \$52,171 |
| • Preliminary breath test instruments: | 1,848 |
| • Protective vests | 7,700 |
| • Michigan Commission of Law Enforcement Standards, training funds | 4,270 |
| • 2006 Great Lakes Homeland Security Training Conference | <u>1,216</u> |

Total \$67,205

AWARDS/ACCOMPLISHMENTS

- Numerous officers and sergeants honored or earned: outstanding staff award, employee of the year award, masters degree, completed leadership training, certification in Staff and Command School and numerous other training certifications.
- Universal signage for appropriate computer use in libraries and computer labs
- Began off-site storage of critical documents
- Added two new closed circuit television systems
- Issued 18 new or rewritten policies for the department and placed them on the new Public Safety-only web site
- This is the first Department of Public Safety Annual Report
- Two replacement vehicles added to the fleet
- Re-keyed an entire campus and restructured complete door opening/closing procedure
- Fingerprinted 75 children at all OCC Children Centers
- National Incident Management System (NIMS) adopted by Board of Trustees
- Installed new data management system (NetRMS) which will increase accuracy in report writing, Courts Law Enforcement Management Information System (CLEMIS) data input, ability to write reports from the vehicles, review and use of statistical analysis, etc..
- Public Safety Web Site Visits
 - For the six month period 01/01/06 thru 06/30/06 there were 1,795 internal Public Safety web site visits
 - Extrapolated for a full twelve month period would result in 3,590 web site visits

CURRENT PROJECTS UNDER DEVELOPMENT

- Certifying the department in National Incident Management System
- Community Emergency Response Team Training – Train-The-Trainer (C.E.R.T.)
- Parking Bureau Program
- Preparation work for going to a new Oakland County radio system
- Developing protocol for Pandemic Flu
- Updating the Emergency Response Plan
- Updating the Business Continuity Plan
- Launching a Public Safety/Environmental Health & Safety Newsletter

DIRECTOR OF PUBLIC SAFETY: RESPONSIBILITIES

The Public Safety Director is responsible for overseeing and Public Safety and Environmental Health and Safety Departments and:

- Development, implementation, and maintenance of the Emergency Response Plan
- Development, implementation, and maintenance of the Business Continuity Plan
- Call and facilitate the College Emergency Response Team, when appropriate
- Maintain on-going facilitation of Building Marshal Program
- Research and drafting various procedures for the college community, such as, Cellular Phone Emergency Procedure, College Emergency Closing Procedure, Security and Identification Procedure, etc.
- Develop security protocols for Homeland Security response
- Develop and monitor budgets

Terry McCauley, Public Safety Director
Michael Schmidt, Environmental Health Safety Manager
Patrick Baldwin, Sergeant
Calvin Boylston, Sergeant
Barry Matthews, Sergeant
Mark Seder, Sergeant

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Public Safety website: www.oaklandcc.edu/PublicSafety

Environmental Health Safety website: www.oaklandcc.edu/EHS

CALLS-FOR-SERVICE

- Public Safety Officers average response time to 27,497 **Calls for Service** was **4.83 minutes** for Fiscal Year 2005-06
- The following statistics are our total Calls for Service for the Fiscal Year 2005-06.

OAKLAND COMMUNITY COLLEGE PUBLIC SAFETY SERVICE CALLS
 JULY 2005 - JUNE 2006

Incident	Ty	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Jul-Sep 05	Oct-Dec 05	Jan-Mar 06	Apr-Jun 06	TOTALS 2005	TOTALS 2006	YEARLY TOTAL
Abandoned Auto/Impound	O	3	2	0	0	3	3	2	1	1	0	0	0	5	6	4	0	11	4	15
Animal Complaint	O	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	1
Building Alarms	O	7	6	5	2	11	3	4	3	2	1	4	2	18	16	9	7	34	16	50
Court Appearances	O	10	10	16	16	20	20	36	9	25	15	13	2	36	56	70	30	92	100	192
Damaged Property(Accdtl)	O	1	1	0	0	2	0	0	0	1	0	0	2	2	2	1	2	4	3	7
Elevator Complaint	O	0	0	0	0	1	0	0	0	2	1	0	0	0	1	2	1	1	3	4
Emergency Closure	O	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	1	1
Fire Alarm	O	1	0	1	0	0	0	2	0	1	2	0	0	2	0	3	2	2	5	7
Fire Investigation	O	0	0	0	0	0	0	2	0	0	0	0	0	0	0	2	0	0	2	2
Fire on Campus	O	0	0	0	0	0	0	3	0	1	2	0	0	0	0	4	2	0	6	6
Hazmat (leak, spill, dump)	O	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0	1	1	1	2
Juvenile Complaints	O	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LEIN Entries (non-query)	O	1	55	19	21	14	10	50	26	34	15	17	8	75	45	110	40	120	150	270
Miscellaneous Complaint	O	0	0	0	0	1	1	0	1	0	0	1	2	0	2	1	3	2	4	6
Miscellaneous Information	O	2	1	8	2	2	4	3	4	5	8	3	4	11	8	12	15	19	27	46
Other Law Enf. Agcy Assts	O	1	0	2	3	1	0	0	0	1	0	0	0	3	4	1	0	7	1	8
Public Safety Closure	O	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Smoke Investigation	O	1	0	0	0	1	0	0	0	0	0	0	0	1	1	0	0	2	0	2
Accidents-PI	P	0	0	0	0	1	0	1	0	0	0	0	1	0	1	1	1	1	2	3
Accidents-PD	P	2	6	14	10	9	5	11	9	8	8	2	1	22	24	28	11	46	39	85
Citizens Assists	P	1364	2030	2873	1954	1712	1197	2263	1741	1779	1774	1832	1277	6267	4863	5783	4883	11130	10666	21796
Escort	P	5	2	6	10	9	7	6	2	4	2	3	1	13	26	12	6	39	18	57
Jumpstarts	P	8	4	40	55	36	31	42	30	22	16	21	6	52	122	94	43	174	137	311
Lockouts	P	17	10	57	56	61	21	21	29	39	30	41	19	84	138	89	90	222	179	401
Lost/Missing Property	P	51	77	101	62	73	59	71	69	72	98	50	44	229	194	212	192	423	404	827
Odor Complaint	P	0	0	0	0	1	0	0	1	2	0	0	0	0	1	3	0	1	3	4
Sick/Injured Persons	P	7	12	44	26	25	15	20	21	33	28	17	9	63	66	74	54	129	128	257
Signal X	P	18	25	24	48	46	21	33	19	31	29	22	17	67	115	83	68	182	151	333
Total: All Types		1563	2381	3766	2499	2270	1516	3185	2155	2301	2190	2196	1475	7710	6285	7641	5861	13995	13502	27497
Type:																				
C = Criminal Activity		64	139	556	234	241	118	614	190	238	161	169	80	759	593	1042	410	1352	1452	2804
P = Public Assistance		1,472	2,166	3,159	2,221	1,973	1,356	2,468	1,921	1,990	1,985	1,988	1,375	6,797	5550	6379	5348	12347	11727	24074
O = Other Services		27	76	51	44	56	42	103	44	73	44	39	20	154	142	220	103	296	323	619