

**OAKLAND COMMUNITY COLLEGE
DEPARTMENT OF PUBLIC SAFETY
ANNUAL REPORT - FY 2006-2007**

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
- PDTC Training – 615 hours

Fiscal year 2006-07 included 2225 (up from 1610 hours last year) total training hours for the Department of Public Safety

COMMUNITY ORIENTED POLICING

- Bicycle patrol
- Updated Building Marshals training
- Presented 17 crime prevention personal safety seminars (which entailed the post Virginia Tech presentation on campus security).
- Honor Guard at graduation
- 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
- 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

- Continue to manage 24 Environmental Health Safety Programs
- Conducted 6 Indoor Environmental Quality Surveys/Investigations
- Conducted 6 Industrial Hygiene Surveys
- Facilitated EHS training in the following topics (number of sessions)
 - Aerial Work Platforms (1)
 - Fall Protection (1)
 - EHS for NEO (2)
 - Spill Response (1)
- Obtained discharge permit for OR pool
- Responded to emergency chemical release at RH
- Participated in four Pandemic Flu Symposiums in conjunction with OCC Student Life, the Oakland County Health Division, and the Michigan Department of Community Health

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

- 15 automatic external defibrillators
- 15 oxygen tanks
- 17 first aid kits
- 16 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 eight MDCs (Mobile Data 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

- Michigan Commission of Law Enforcement Standards, training funds \$5,189
- 2007 Great Lakes Homeland Security Training Conference 688
- Air Emission reclassification reimbursement 9,971

Total \$15,848

AWARDS/ACCOMPLISHMENTS

- Improved communication with our local law enforcement partners through meetings with all chiefs of police in our communities
- Issued 13 new or rewritten policies for the department and placed them on the our Public Safety-only web site
- Added to our Public Safety-only web site: Public Safety Quick Guides for staff
- Public Safety Web Site Visits, this year totaled 3,474 down from 3,590 last year.
- Patriotic Employer Award from America's National Guard & Reserve
- Active Shooter Program

CURRENT PROJECTS UNDER DEVELOPMENT

- 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
- Mutual aid agreements with local enforcement

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
Karen Short, Administrative Specialist

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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 29,373 (up from 27,497 last year) **Calls for Service** was **4.33 minutes** for Fiscal Year 2006-07, down from 4.83 minutes in 2005-06.
- The following statistics are our total Calls for Service for the Fiscal Year 2006-07.

OAKLAND COMMUNITY COLLEGE PUBLIC SAFETY SERVICE CALLS
JULY 2006 - JUNE 2007

Incident	Ty	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Jul-Sep 06	Oct-Dec 06	Jan-Mar 07	Apr-Jun 07	TOTALS	TOTALS	YEARLY
																			2006	2007
Aggravated Assault	C													0	0	0	0	0	0	0
Arrests	C	5	3	2	2	5	2	6	4	3	5	1	2	10	9	13	8	19	21	40
Arson	C									1				0	0	1	0	0	1	1
Assault & Battery	C			1	1	1	1			1			2	1	3	1	2	4	3	7
B&E Auto	C													0	0	0	0	0	0	0
Ban	C		1	1	2		1							2	3	0	0	5	0	5
Bomb Threat	C								1					0	0	1	0	0	1	1
B & E	C													0	0	0	0	0	0	0
Child Welfare Check	C													0	0	0	0	0	0	0
Criminal Sexual Conduct	C													0	0	0	0	0	0	0
Deaths on Campus	C													0	0	0	0	0	0	0
Disorderly Person	C		2	4	3		1	3		5	2	3		6	4	8	5	10	13	23
Domestic Violence	C													0	0	0	0	0	0	0
Drug Offense	C			1		1		1			1	2		1	1	1	3	2	4	6
DWLS	C	4	2	1	1	5	2	6	2	3	1	1	1	7	8	11	3	15	14	29
Expel (rest of day)	C	1					1			1				1	1	1	0	2	1	3
Expired/Improper Plates	C										1		1	0	0	0	2	0	2	2
Expired License	C		1		1									1	1	0	0	2	0	2
Felonious Assault/Attempt	C													0	0	0	0	0	0	0
Forcible Sex Offenses	C													0	0	0	0	0	0	0
Hate Crimes	C													0	0	0	0	0	0	0
Indecent Exposure	C							1						0	0	1	0	0	1	1
Larceny	C					1			1	4	5		2	0	1	5	7	1	12	13
Larceny (attempted)	C											2		0	0	0	2	0	2	2
Larceny from Auto	C	1		1	1				2					2	1	2	0	3	2	5
Larceny from Building	C	2	2	4	7	2		6	1	1	1	2	1	8	9	8	4	17	12	29
Larceny from Person	C													0	0	0	0	0	0	0
Larceny Other	C	1	1				3	3	1				1	2	3	4	1	5	5	10
Liquor Law	C			2										2	0	0	0	2	0	2
M.D.O.P.	C		1	5	1	2	1	3	1	2	1	2	1	6	4	6	4	10	10	20
Malicious Mischief (graffiti)	C					1								0	1	0	0	1	0	1
Murder, Non-Negl Mansl.	C													0	0	0	0	0	0	0
Negligent Manslaughter	C													0	0	0	0	0	0	0
Non-Forcible Sex Offenses	C													0	0	0	0	0	0	0
PPO	C	1												1	0	0	0	1	0	1
Recovered Stolen	C						1							0	1	0	0	1	0	1
Robbery/Armed	C													0	0	0	0	0	0	0
Stalking	C			1							1			1	0	0	1	1	1	2
Suspicious Person/Circum.	C	1	1	1	1	2	1	1	2	1	1	1		3	4	4	2	7	6	13
Threat/Harass/Intimidation	C	1					2	1	1		2	1	2	1	2	2	5	3	7	10
Tickets Issued: Parking	C	27	35	426	90	93	59	315	97	121	81	61	37	488	242	533	179	730	712	1442
Tickets Issued: Traffic Stop	C	10	6	21	16	14	10	13	14	11	3	3	2	37	40	38	8	77	46	123
Traffic Stop	C	21	16	27	29	20	18	21	27	28	6	10	5	64	67	76	21	131	97	228
Trespassing	C													0	0	0	0	0	0	0
UDAA (stolen vehicle)	C			1		1							1	1	1	0	1	2	1	3
Vagrant	C					7								0	7	0	0	7	0	7
Warrants	C	3	11	5	10	4	3	2	12	8	1	7	10	19	17	22	18	36	40	76

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Incident	Ty	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Jul-Sep 06	Oct-Dec 06	Jan-Mar 07	Apr-Jun 07	TOTALS	TOTALS	YEARLY
																			2006	2007
Warrants Requested	C				4		1		1	1			1	0	5	2	1	5	3	8
Weapons Offenses (CCW)	C													0	0	0	0	0	0	0
Abandoned Auto/Impound	O		1		3	3		1						1	6	1	0	7	1	8
Animal Complaint	O		1	1					1				2	2	0	1	2	2	3	5
Building Alarms	O	4	4		2	1	4	7	2		1	3	2	8	7	9	6	15	15	30
Court Appearances	O	10	11	8	18	15	13	16	9	9	6	7	4	29	46	34	17	75	51	126
Damaged Property(Accdtl)	O			1				1			1	1		1	0	1	2	1	3	4
Elevator Complaint	O				2						1			0	2	0	1	2	1	3
Emergency Closure	O						1	3						0	1	3	0	1	3	4
Fire Alarm	O		1		1			1			1		1	1	1	1	2	2	3	5
Fire Investigation	O													0	0	0	0	0	0	0
Fire on Campus	O				1					2	1			0	1	2	1	1	3	4
Hazmat (leak, spill, dump)	O													0	0	0	0	0	0	0
Juvenile Complaints	O			1										1	0	0	0	1	0	1
LEIN Entries (non-query)	O	3	11	5	7	3	3	2	13	8	1	7	9	19	13	23	17	32	40	72
Miscellaneous Complaint	O				1	2			1	5	2			0	3	6	2	3	8	11
Miscellaneous Information	O	6	5	6	3		1	1	1		1			17	4	2	1	21	3	24
Other Law Enf. Agcy Assts	O		2			1	1		2	1	2	1		2	2	3	3	4	6	10
Public Safety Closure	O						1							0	1	0	0	1	0	1
Smoke Investigation	O			1				1			1			1	0	1	1	1	2	3
Accidents-PI	P						1							0	1	0	0	1	0	1
Accidents-PD	P	2	3	11	12	7	8	8	5	6	4	3	3	16	27	19	10	43	29	72
Citizens Assists	P	1494	2007	2392	2036	1917	1599	3370	2098	2246	2260	1924	1475	5893	5552	7714	5659	11445	13373	24818
Escort	P	2	3	7	6	3	3	2		2		1	1	12	12	4	2	24	6	30
Jumpstarts	P	14	13	35	44	30	22	35	25	25	19	14	10	62	96	85	43	158	128	286
Lockouts	P	16	17	47	57	34	31	38	22	36	84	30	17	80	122	96	131	202	227	429
Lost/Missing Property	P	44	69	92	89	99	53	54	61	79	77	17	41	205	241	194	135	446	329	775
Odor Complaint	P													0	0	0	0	0	0	0
Sick/Injured Persons	P	11	13	20	22	22	13	16	29	23	23	15	11	44	57	68	49	101	117	218
Signal X	P	15	19	28	34	36	19	19	15	31	37	39	25	62	89	65	101	151	166	317
Total: All Types		1699	2262	3159	2507	2332	1880	3957	2451	2664	2634	2158	1670	7120	6719	9072	6462	13839	15534	29373
Type:																				
C = Criminal Activity		78	82	504	169	159	107	382	167	191	112	96	69	664	435	740	277	1099	1017	2116
P = Public Assistance		1,598	2,144	2,632	2,300	2,148	1,749	3,542	2,255	2,448	2,504	2,043	1,583	6,374	6197	8245	6130	12571	14375	26946
O = Other Services		23	36	23	38	25	24	33	29	25	18	19	18	82	87	87	55	169	142	311