

Annual Assessment Report EXECUTIVE SUMMARY

As the final step of the AES assessment process, each AES unit is required to submit an Executive Summary. The Executive Summary is a short document which provides an overview of the Unit, and the overall assessment process, highlights key findings and provides recommendation and next steps.

Unit name: Administration: Public Safety

Assessment year: 2019 – 2020

Mission: The LaGuardia Community College Public Safety Department provides a safe, secure, and comfortable environment that is conducive to learning and contributes to the core values of the college. Our staff embrace diversity, respects all constituents, and treats each individual with professionalism while maintaining the rules and guidelines.

Goal 1: Improve campus awareness and preparedness to maintain a safe campus.

Supporting Strategic plan goal:

- 1- Build Student Access and Success
- 2- 4 - Build Inclusive Community to Achieve the College Mission

Objectives/Outcomes:

- 1.1 Provide outreach and training to improve awareness on campus
- 1.2 Complete preparedness exercises

Measures:

- 1.1
 - a. Complete a brief survey on what new information they learned (SLO).
 - b. Number of training sessions.
 - c. Number of participants
- 1.2 The number of workplace violence incidents compared to last year

Overview of findings, recommendations, and next steps

Results:

- 1.1
 - a. No Surveys were conducted.
 - b. Emergency Preparedness Training with Institutional Advancement on February 13, 2020. Public Safety Tabling on February 27, 2020. On September 9th, 2019 Public Safety conducted a safety presentation at the New Hire Orientation. Tabling were also conducted on 12/6/2018, 12/12/18, 2/1/2019, 6/12/2019, 2/7/20, 2/27/20, and 2/28/20.
 - c. The number of participants was not systematically collected.

- 1.2** 2018-2019 Academic Year: 32 incidents out of a total of 1069 reports.
2019-2020 Academic Year: 26 Incidents Out of 753 Reports. The number decreased by 6.

Recommendations and next steps

- No Surveys were conducted. In 2019-20, 4 training sessions and 3 tabling events were conducted. Compared to 4 tabling events in 2018-19. We will continue with our trainings and tabling events and disseminating safety publications once the campus is back to its full capacity.
- On September 9th, 2019 Public Safety conducted a safety presentation at the HR new Hire Orientation for 15 to 20 faculty.
- The number of workplace violations decreased compared to last year, but this is due to the transition to remote working

Resulting actions:

- Public Safety will work with EHS to disseminate information to the college community regarding safety and incident reporting.
- Public Safety will remain the first point of contact for incidents that take place on and off campus. The department will receive and process reports electronically during the pandemic.
- In collaboration with IT and EHS, Public Safety will continue to utilize technology/Apps to provide safe campus access to faculty/staff and students.
- New Hires are on hold due to budget restrictions. In the future, in coordination with HR, presentations may be conducted virtually.

Goal 2: Increase the use of the state-of-the-art technology and improve campus design features to ensure a safe campus environment

Supporting Strategic plan goal:

- 2 - Strengthen Learning for Students - and for Faculty, Staff, and the College;
- 4 - Build Inclusive Community to Achieve the College Mission

Objectives/Outcomes:

- 2.1** Increase use of cameras, video storage, assess remote areas of college by 4% each year (baseline 2019-20 450 cameras on campus)
- 2.2** Install additional Alert buttons, increasing them by 4% each year (baseline FY20 8)

Measures:

- 2.1** # of supervisors who receive supervisory training annually
- 2.2** The number of alert buttons installed by 4% each year

Overview of findings, recommendations, and next steps

Results

- Installed 3 cameras inside of E-Building Exit E supervisor training that central offered in 2019. There was Ten new supervisors in the Fall 2018-19 New Supervisors training
- Installed 1 alert button inside of E512

Recommendations and next steps

- Senior chairs will mentor any new chairs that we have until the new HR Director is hired. The supervisory training that Central office offers is not online yet for 2020
- Number of cameras increased to 490. We put adding new cameras on hold until the college transitions to on-campus working and learning again. Will continue to assess our technology needs (subject to budget availability) to ensure a safe campus environment. Explore online professional development training for our staff.
- 1 Alert button was installed. We put adding new alert buttons on hold until the college transitions to on-campus working and learning again. Once campus returns to full capacity, we will reassess our needs for alert buttons.

Overall summary:

The Department of Public Safety functions shifted due to the COVID pandemic. Safety officers play an integral role in building safety and screening protocols, including scanning IDs and checking the temperature of every person entering the campus. A new internal campus access system was developed in conjunction with the Everbridge software purchased by CUNY. All officers use these systems daily to track campus visitors.

The department has also increased their vigilance, handling reports of incidents both on campus and virtually with professionalism and care for faculty, students and staff. In the future, planning will include collaboration with other departments to facilitate training and the dissemination of safety protocols via online platforms such as Blackboard and the college website.

Appendix:

- No appendices were provided