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**: 2020 – 2021

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 everyone 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
> 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 % calls/ complaints are efficiently routed to the correct departments. Target 100%
> 1.2 The number of workplace violence incidents compared to last year. Target decrease by 5%

Overview of findings, recommendations, and next steps
> Due to the COVID-19 pandemic – the priorities of the Public Safety unit had to be modified from in person training and emergency exercises to monitor and investigate COVID-19 incidences and supervising access to campus.

> Recommendations and next steps
> 1.1A) Public Safety will work with EHS to disseminate information to the college community regarding safety and incident reporting

> 1.1B) Public Safety will remain the first point of contact for incidents that take place on and off campus.

The department has started and will continue to update the Emergency Management Plan to reflect the COVID pandemic and relevant incidents. The department plans to resume regular safety trainings in 2022.

Goal 2: Increase the use of 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).

Measures:
  - Security video storage capacity
  - Number of cameras

Overview of findings, recommendations, and next steps
Results
Public Safety increased camera coverage by approximately 25 cameras in remote areas and rearranged to low campus occupancy due to Covid. New storage server to provide appropriate retrieval of 60 days. A new server has been ordered.

Due to the COVID-19 pandemic – the funding needed to increase cameras and server storage space at LaGuardia took an exceptionally long time and effort from several departments. Despite this challenge, the funding was allocated, and the purchase order created.

Recommendations and next steps
Public Safety is awaiting delivery of the upgraded server and additional cameras. Officers have been trained and more will be trained as needed.

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 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.

Public Safety will reevaluate its goals, objectives and measures for 2021-22 considering the shift of its responsibilities and the impact of the COVID-19 pandemic on its functions.

<u>Appendix:</u>

- No appendices were provided