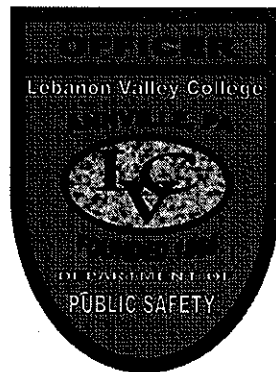


DEPARTMENT OF PUBLIC SAFETY

2008-2009 Annual Report



Allen R. Yingst,
Director

7/8/2009

Contributor:
Officer Thomas Blouch

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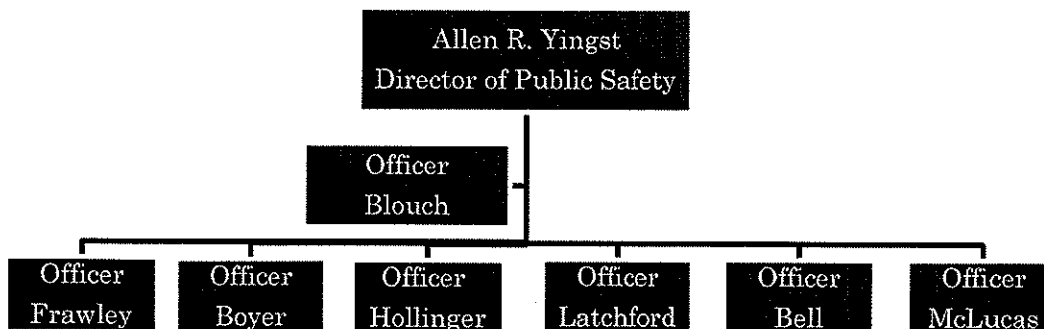
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DEPARTMENT OF PUBLIC SAFETY

2008-2009 Annual Report

PERSONNEL

- The department is comprised of seven full time officers and a part-time support staff of two on-call personnel that work with office functions for monthly operational use.
- A retired college employee is utilized for secretarial duties for the full time staff. Her responsibilities include submitting monthly reports to the senior staff and other tasks as required by the Director of Public Safety.
- The department has several additional part-time officers employed for sporting events and college functions as needed. Their assigned duties are relative to parking assistance during those activities.
- During the course of the school year, college students pursuing a degree in criminal justice or to assist with the cost of their education, assist full time officers with data input into the central database on campus. They also assist with campus escort duties as required and campus patrolling if needed. The department has used as many as ten students throughout the 2008-2009 school year. The students continue to be an asset to the department. Student workers will be further utilized during special campus events in the 2009-2010 school year.



Our officers have numerous years of experience in the area of campus safety but as staff changes occur; we see faces beginning their careers with Lebanon Valley College.

- Officer Laura Latchford - 8 years
- Officer Larry McLucas - 3 years
- Officer Steven Hollinger - 2 years
- Officer Thomas Blouch - 2 years
- Officer Jonathan Bell - 1 year
- Officer Brian Boyer - 1 year
- Officer Sean Frawley - 1 year

The Department of Public Safety operates 24 hours a day, 7 days a week and 365 days a year to meet student safety and service requirements. The department continually strives to meet new challenges presented in the area of campus safety.

OPERATIONS

Identification photos for the ID cards are available through the Department of Public Safety. Ms. Patricia Schools provides this service to faculty, students and support staff as required. The new Dutchman One-Card system was activated for the 2008-2009 college year. This now provides to the student the ability to access their dorms through a proximity reader, at designated areas. One new benefit the Dutchman One Card provides is the use of the card at establishments in the Annville area for purchases of food, and other items the student might need.

The department has surveillance cameras on north campus which are controlled by the on-duty officer and programmed to view areas of interest. Specific locations, times of surveillance are programmed in the office and are set to view 24 hours a day and 365 days a year. Data can be retrieved, as needed, if there are incidents of interest occurring on campus.

Officer Training

During the 2008-2009 school year, seven of our officers were given the opportunity to increase their area of expertise. The department provided a combined total of 361 hours of on-site and off-site training. This averaged 45 hours of training per officer. The department's previous goal was 16 hours per officer. Some of the training included:

- Hazard Materials Training
- First Aid/ CPR/ AED Training
- Informant Report system updates and initial training
- Harrisburg Community College training
 - Legal updates for staff
- Pennsylvania Commission of Crime/ Delinquency Training
 - This training was provided at off-site universities
- Campus fire alarm updates
- Public Safety Officer reviews of department SOP
- Surveillance camera operation updates and training for officers
- Involvement with the Critical Incident Emergency Guideline (CIEG) with internal and outside agencies.

The 2009-2010 objectives are to increase training of special and individual training/certification. Some of the proposed training is shown below:

- Campus Reporting Guidelines, Daily and Incident
- International Association of Campus Law Enforcement Conference/ Seminar
- Northeast College and University Association and Conference/ Seminar
- Commence in-house training with Dr. Louis Laguna
- Campus emergency response
- Act 235 (Officer Training)
 - Lethal Weapons certification, officially known as PA Act 235, is mandatory for all privately employed persons who utilize any type of a lethal weapon in the performance of their work. Lethal Weapons Training Academy is a state certified center for PA Act 235.
- Act 120 (Municipal Officer Training)

The department conducts staff meetings twice a month and more if the need arises. Suggestions and comments are welcome from attendees.

The department's goal for the 2009-2010 school year is to increase the average 16 hours of training to 20 hours for the department staff.

2008-2009 Accomplished Goals

They are shown in no order of precedence.

1. Public Safety completed an update for the Informant Reporting system on both the Daily log and Complaint/Incident modules.
2. The department acquired two additional EMA county radios with a direct link with Lebanon County EMA, fire, police, ambulance services.
3. Public Safety hosted a one-day training for Lebanon County Tactical Emergency Response team on campus with the scenario of an active shooter on campus.
4. Completed 662 unannounced tours of residence halls on campus.
5. Public Safety emphasized campus safety and relevant issues among the Public Safety staff, i.e., community policing, and customer service response to requests and incidents.
6. Public Safety scheduled weekly meeting with student government representatives.
7. Assisted with upgrade and administration of the campus wide One-Card identity system.

8. Public Safety was involved with the response to fire alarms on campus, both actual with smoke and with trouble alarms associated with the hardware. The combined total is: 135.
9. Public Safety conducted a test of the "Blue Light" emergency signal approximately once a month with the frequency of those tests determined by the systems faults. The total number of tests conducted by the officers and staff were: 12.
10. Public Safety regulated and enforced campus parking regulations and issued to the students, faculty and staff and Arnold Sports Center members, a total of 2559 vehicle registration decals.
11. Public Safety continues to meet with Annville Township Police to foster better relationships between the two agencies.
12. The department's has heightened community awareness involvement in campus emergency response and planning for department members.
13. Use of student involvement in operational and situational awareness was critical during the past school year due to the increase of student escort and surveillance of the Red Parking lots. Administratively, data input for vehicle registrations, student visitor passes and filing increased the ability of the patrol officer to become more visible to the student body. This was further enhanced when the department added another means to support the campus with an assigned officer patrolling intra-campus by bike patrol.

2009-2010 Goals

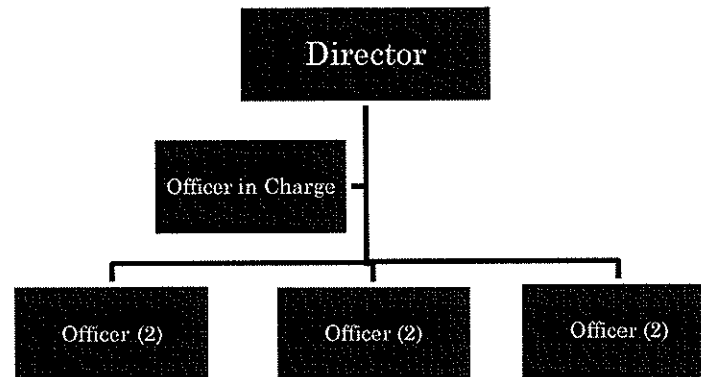
The department's goal for the 2009-2010 school year is to increase the average number of training from 16 hours of training to 20 hours for the department staff.

In the future, the department would benefit by increasing our involvement in campus emergency response and planning. The department has, in addition to the goals previously stated, both short range and long range goals we would like our staff to achieve in the coming years. By definition, short range term goals are ones that could possibly be attained within two to three years and long range goals as far as five years. This time line is flexible as to the needs of the college and the administration.

Some of the near term goals for the department would be to access background checks for new employees, their license numbers and criminal history, a Public Safety Command Structure, a Public Safety Dispatch service that operates 24 hrs, the implementation of an officer shift differential, and timely report writing and documentation. The strategies for each of these involve many aspects for their implementation.

For example, the background checks, we would implement the need for an additional computer used only used to access the data in a secure room, staff training in the operation of that computer equipment, and finally the full implementation of the training to support the college requirement.

The strategy of a command structure within the department includes a senior command staff formally appointed and trained as:



They would be trained in their appointed duties and then formally given the rank and responsibilities associated with that command structure. Implementation effective as required. Also included would be the dispatcher position supervised by the on-duty Public Safety Officer.

An officer shift differential would give compensation for those officers which work between 4 pm and 8 am. Some of those same officers also work weekends and they also would be taken into consideration for that pay.

Reports and the formats associated with those reports are submitted to other agencies and several administration departments, our officers need to improve their writing skills to better understand the correct procedures and terms. We plan to involve the faculty and possible other agencies to be sure those are met and continuously improved in the upcoming years.

Our long range goals strategy is a complex series of tasks and events attainable for full departmental accreditation. We will attempt to outline these steps and some of the benefits for attaining this goal.

The accreditation strategy is broken down into five areas:

- Inquiry and Application process
- Compliance Development and Review
- Agency Evaluation
- Commission Review
- Award and Maintenance

The benefits of this accreditation process are:

- Provides a professional benchmark for measuring policies and practices.
- Assures the college administration, the community served, local law enforcement, and institutional peers of higher quality service.
- Ensures procedures are documented and staff given clear guidance.
- Enhances the recruitment and retention of qualified staff.
- Ensures that staff is trained and functions according to established policy and procedures.
- Strengthen the college defense against complaints and law suits.
- Boosts institutional pride and morale.
- Provides periodic, professional review of department operations, administration and services.

Other Areas of Interest

- The campus emergency telephone and blue-light assistance intercom/beacon is monitored and tested on a regular basis. A tracking procedure has been instituted to identify issues associated with the system and to notify the appropriate agency to correct the problem as soon as possible.
- The department has created and instituted a manual for new officers. This manual was created by one of our former officers to assist with the day-to-day duties, locations and staff procedures while learning the campus. Included in the manual is a brief of the history of the college, fire alarm locations and various points of interest that they may need to better function on campus. Also available to the new officer is a power point presentation they can review while on duty or at their home.
- The department submits an annual report on the number of fire alarms taking place during the school year. The report includes data on locations, different types of alarms and the name of the responding officer.
- The Director of Public Safety meets bi-weekly during the school year with student affairs and student government. If there are issues between Public Safety and student government, an officer will meet, as required, to discuss the issues.
- In 2008, the department began conducting unannounced and unscheduled patrols of the student dorms. Patrolling the dorms makes the officer more visible and accessible to the student population.
- For the first time, the department hosted a seminar to discuss the Lebanon Valley College's Critical Incident Emergency Guideline (CIEG). Invitations were sent to various community agencies, both state and local. As the response to the seminar was good, we are planning to conduct this type of community involvement on an annual basis.
- Due to the continued emphasis on campus safety and relevant college and university issues, we have created a Risk Assessment program that defines roles for the officer and staff which might take place during events and special college functions. This program creates a document which is tailored to each specific event or incident. Some of the risk assessments are for drug or alcohol abuse and

campus functions, such as Commencement and Convocation, as well as sporting events.

STATISTICS & REPORTS

Reports and data compiled are taken from various sources and programs utilized daily by the department and its staff.

- Fire Alarm Data
 - Total number of alarms (all types) - 76
 - Number of False Alarms (including trouble & system activation) - 48
 - Number of Actual smoke alarm activation- 28
- Vehicle Registrations
 - Total number of vehicles registered for all areas - 3406
 - Full Time Students - 1386
 - Part Time Students - 77
 - Faculty & Staff - 1186
 - Other (Arnold Sports Center) - 757
- Dormitory Patrols
 - Total Patrolled since conception – 398
- Fuel used and miles patrolled by Public Safety Officers
 - Gallons used – 1158.56
 - Miles patrolled -13,800
- Schooling and Training
 - Total number of hours training – 308 hours
 - Average number of hours per officer - 44 hours per officer
- Other areas of interest
 - The department works closely with Annville Police
 - Has meetings monthly during the school year and meets regularly with the Annville Chief of Police throughout the school year.

Department Special Events

The department participates in annual events during the school year. Some of the many events are:

- Convocation
- Football Games
- Home coming weekend
- Basketball Games
- Valley Fest
- Christmas in the Valley
- Commencement

Lebanon Valley College Public Safety Office had a productive year, Public Safety facilities have improved, the addition of emergency radios, officer training opportunities have expanded. The Public Safety Office is a busy department through-out the yea. The number of calls for service and campus reportable incidents continues to increase, expectations of students and staff of the PSO are changing.

Areas of employee retention and parking needs for the college in future years should remain a focus within the department, we have made some progress in these areas.

Although we have limited law enforcement authority on campus, I see the need to keep LVC PSO's updated and trained in the laws of Pennsylvania, in particular how they affect a college campus. Ongoing training and education in routine day-to-day operations will continue.

Our Public Safety officers take their position very seriously, they acknowledge their responsibility of the positions and I believe extend maximum effort meeting department goals. Their purpose is not merely to protect and enforce rules and regulations, but to serve and educate the campus community. We are all committed to maintain a safe and secure campus for students, staff and visitors.

I am looking forward to another successful, challenging and productive year for the Lebanon Valley College and the Public Safety Department.

Allen R, Yingst