

# DEPARTMENT OF PUBLIC SAFETY

*2007-2008 Annual Report*



Allen R. Yingst,  
Director

7/11/2008

Contributor:  
Officer Thomas Blouch

## TABLE OF CONTENTS

Personnel	2
Facilities	3
Operations and Responsibilities	3
Officer Training	5
Departmental Goals	6
Statistics/ Reports	7
Remarks	9

# DEPARTMENT OF PUBLIC SAFETY

## *2007-2008 Annual Report*

## PERSONNEL

For the academic year 2007-08, the department was comprised of:

- Seven full-time officers
- Two part-time officers, who assisted the full-time staff with daily office operations, especially during the academic year
- Several additional part-time officers were employed as needed for assistance with sporting events and College functions
- One part-time secretary; responsibilities included submission of monthly reports to the senior staff and other tasks as required by the Director of Public Safety
- LVC students, including Criminal Justice majors, were employed during the academic year to assist full-time officers with data entry, campus escort duties, and campus patrolling. As many as ten students were employed during the 2007-2008 school year. Student workers will be further utilized during special campus events in the 2008-2009 academic year.

### Organizational Chart



Tenure of officers:

- Officer George Heckard 23 years
- Officer Laura Latchford 7 years
- Officer Aaron Hanley 3 years
- Officer Larry McLucas 2 years
- Officer Steven Hollinger 1 year
- Officer William Smrekar 1 year
- Officer Jonathan Bell 1 year

New officers hired during 2007-08:

- Officer Steven Hollinger joined the department in August 2007. Steven had numerous security positions prior to his arrival. He is ACT 235 certified.
- Officer William Smrekar also joined the staff in August 2007. William has served with other security agencies prior to coming to the campus of Lebanon Valley College. He operates a personal business of computer systems and repairs.
- Officer Jonathan Bell is our newest staff member. He previously worked with the Lebanon County Department of Corrections.

## FACILITIES

The Department of Public Safety moved from its previous location in the lower level of the Humanities Building to its present location at 148 North College Avenue in August of 2006. This new, more centralized location has improved service to the students by establishing greater accessibility for students and by facilitating faster staff response to campus incidents and requests.

## OPERATIONS AND RESPONSIBILITIES

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.

### New in 2007-08

- The *Informant* reporting system was updated in 2007-08. Officers utilize this software application to create and file campus incidents that occur during the academic year. The *Informant* reporting system categorizes these incidents, which may or may not be classified as complaints that must be reported to federal/state authorities.
- The department acquired direct link radios that provide Public Safety officers with a direct link to the Lebanon County Emergency Management Authority. This direct link alerts officers to first response notifications broadcast by EMA for any occurrence happening on campus, such as dispatch of the Annville Fire Department to campus residence halls and any campus-related 911 calls. Currently, the department has two radios; the acquisition of one additional radio would ensure that all officers on duty have direct link access.
- The department created and instituted a manual for new officers. This manual was created by a former Public Safety officer to assist new officers in establishing familiarity with day-to-day duties, campus locations, and staff procedures. Included

in the manual is a brief outline of the history of the College, fire alarm locations, and various points of interest that will help new officers to better function on campus. A PowerPoint presentation is also available for new officers to review.

- In February 2008, the department began conducting unannounced and unscheduled patrols of student residence halls. These patrols provide better department visibility and accessibility to the student population.
- This past year, the department hosted a seminar to discuss Lebanon Valley College's Critical Incident Emergency Guidelines (CIEG). Various state and local community agencies were invited. Based on the favorable response, the department plans 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, the department created a Public Safety Departmental Risk Assessment Program that defines roles for officers and staff during possible emergencies that could arise during College events or special functions. This program creates a document outlining procedures tailored to each specific event or incident.

#### Normal Operations

- Campus photo ID cards required for faculty, staff, and students are available through the Department of Public Safety.
- The Public Safety Office issues all campus vehicle registrations for students, College employees, and visitors.
- Surveillance cameras located on the north campus are monitored by the on-duty officer in the Public Safety Office. Specific locations and times of surveillance can be programmed at the office and are set to view 24 hours a day, 365 days a year. Data can be retrieved, as needed, if there are incidents of interest occurring on campus.
- 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 test and identify issues associated with the system and to notify the appropriate College department to correct the problem as soon as possible.
- The department submits an annual report on the number of fire alarms taking place during the academic 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 academic year with Student Affairs and Student Government. If specific issues develop between Public Safety and Student Government, an officer will meet as needed to discuss those issues.
- The department conducts staff meetings twice a month or more, if necessary, to review procedures and operations, review past incidents, and prepare for upcoming campus events. Suggestions and comments are welcome from attendees.

- The department works closely with the Annville Police Department. Monthly meetings are held during the academic year that include Public Safety, Student Affairs, and the Annville Police Department. In addition, the Director of Public Safety and the Annville Chief of Police meet weekly during the academic year.
- The department provides service and support, such as traffic and crowd control and parking, for annual events during the school year. Some of the many events are:
  - Convocation
  - Football Games
  - Homecoming weekend
  - Basketball Games
  - ValleyFest
  - Christmas at the Valley
  - Commencement

## Officer Training

### 2007-08 Training

During the 2007-2008 academic year, seven of our officers were given the opportunity to increase their area of expertise. The department provided a combined total of 308 hours of on-site and off-site training, resulting in an average of 44 hours of training per officer. The department's goal was to provide a minimum of 16 hours per officer. Training included:

- Hazardous 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 standard operating procedures
- Surveillance camera operation updates and training for officers
- Involvement with the Critical Incident Emergency Guideline (CIEG) with internal and outside agencies.

### 2008-09 Training Objectives

The department's goal for the 2008-2009 academic year is to increase the average training hours per officer from a minimum of 16 hours to 20 hours. The objective is to increase special and individual training/ certification. Proposed training is shown below:

- Campus reporting guidelines, both 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, Associate Professor of Psychology.
- 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)
  - Standard certification training for law enforcement officers in PA

## Departmental Goals

The department has both short-term and long-term goals that we would like to achieve. By definition, short-term goals could possibly be attained within two to three years; long-term goals could take as long as five years.

Short-term goals:

- Increased involvement in campus emergency response and planning activities
- Implement background checks for new employees, including license numbers and criminal history
  - Requires an additional computer in a secure area, plus staff training
- Establish a Public Safety Command Structure that formally links responsibilities to rank
- Create a Public Safety dispatch service that operates 24 hours/day, 7 days/week
- Implement a payroll shift differential to address night and weekend hours
- Develop better and more timely report writing and documentation through improved writing skills

Long-term goals:

- Attain full departmental accreditation through the International Association of Campus Law Enforcement Administrators. The accreditation process would include the following five steps:
  - Inquiry and Application process
  - Compliance Development and Review
  - Agency Evaluation
  - Commission Review

- Award and Maintenance

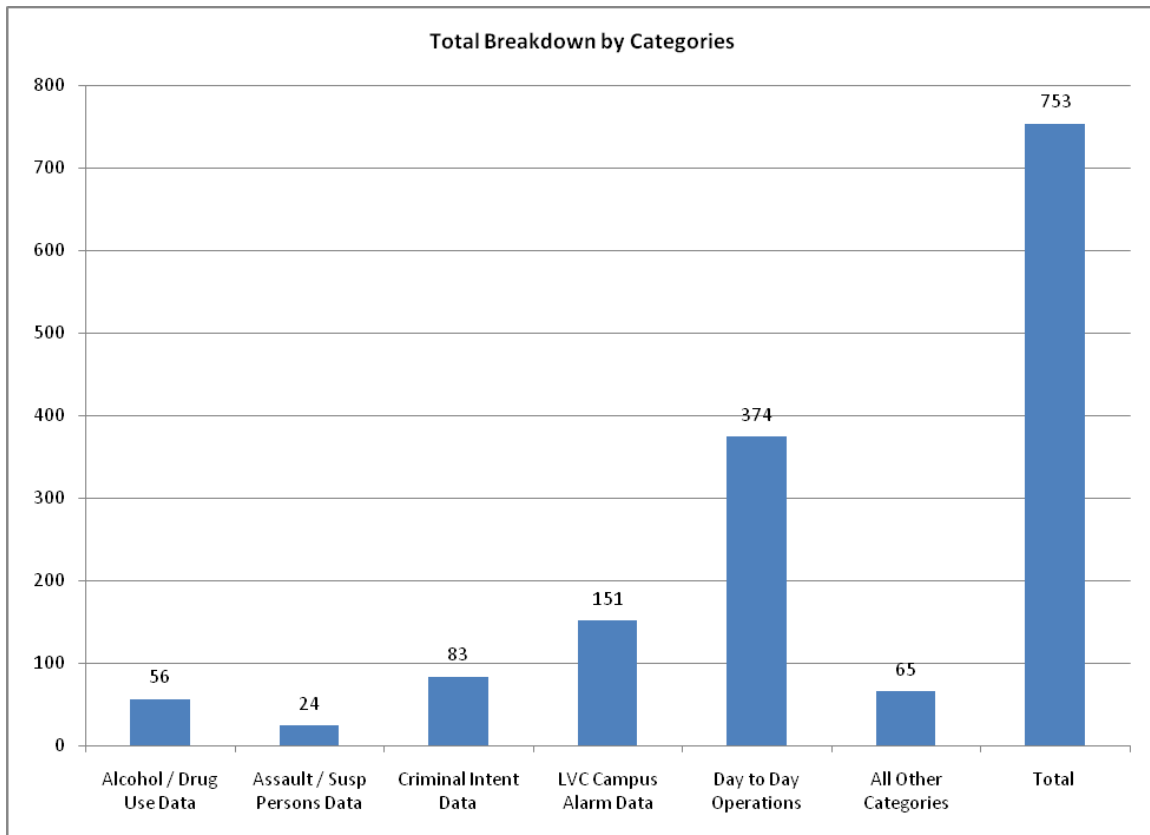
The benefits of this accreditation process are:

- 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
- Strengthens the College defense against complaints and law suits
- Boosts institutional pride and morale
- Provides periodic, professional review of department operations, administration and services

## 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 fire alarms: 76
    - Number of false alarms: 48  
(Including trouble and system activations)
    - Number of actual smoke alarm activations: 28
- Vehicle Registrations
  - Total number of vehicles registered for all areas: 3406
    - Full-time Students: 1386
    - Part-time Students: 77
    - Faculty and staff: 1186
    - Other (Arnold Sports Center): 757
- Residence Hall Patrols
  - Total patrols since conception in February 2008: 398
- Responses to calls/incidents:
  - (See chart on next page)



### Legend

Alcohol / Drug Use: Defined as involvement of any type of alcohol/drug use or suspected use. Investigations are either open or fully closed.

Assault / Suspicious Person(s): Defined as calls or reports sent to PSO office when an officer was dispatched to investigate; also includes complaints from persons reported to the PSO officer with written statement submitted for further investigation.

Criminal Intent: Includes criminal mischief, harassment of person(s), or vandalism of College or student property with intent.

LVC Campus Alarm Data: All data compiled for building security alarm activations and fire alarm activations, either through mechanical or actual smoke/ fire activation.

Day to Day Operations: All-inclusive category covering numerous aspects of day-to-day operations in the Public Safety Office. Includes parking issues, door requests, incident responses that do not fall under specific classification, and maintenance issues covered by maintenance requests.

## REMARKS

The Lebanon Valley College Public Safety Office had a productive year: Public Safety facilities have improved, emergency radios have been procured, and officer training opportunities have expanded. The Public Safety Office is a busy department throughout the year. As the number of calls for service and campus reportable incidents continues to increase, the expectations of students and staff from the Public Safety Office are increasing, too.

Areas of employee retention and parking needs for the College in future years should remain a focus within the department, even though some progress has been made in these areas.

Although we have limited law enforcement authority on campus, I see the need to keep LVC Public Safety officers updated and trained in the laws of Pennsylvania, particularly in 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 position 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 as well. We are all committed to maintain a safe and secure campus for students, staff, and visitors.

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

Allen R. Yingst