Unit Report
Campus Security
Northwest Mississippi Community College
January 2006
Campus Security Statement of Purpose and Goals

I. Unit Mission

The Office of Campus Police supports the purpose and goals of Northwest Community College in its commitment to maintaining a quality educational support services and an appropriate physical environment for learning. The mission of the Campus Police Office is to protect and serve the College community and to provide a secure and conducive environment for the educational endeavors and work of students, faculty, and staff.

II. Unit Goals

The goals of the Campus Police are:

1. To provide constant police patrol of the Senatobia Campus
2. To provide security for students, faculty, staff, and visitors at campus events.
3. Manage campus parking
4. Enforce state and federal laws and college rules and regulations
5. To assist in security and law enforcement activities at the Desoto Campus, the Lafayette-Yalobusha Center.
6. To educate members of the college community regarding issues of personal safety.
7. Produce a professional, well disciplined and knowledgeable officer that leads by example and shows a confident work ethic about them that exuberates a positive mental statement that makes all they may come in contact with know they are in the presence of a professional.

III. Evaluation of the Unit and Use of Results Forms

After meeting with representatives from other College Police departments during the year we combined our efforts in providing new strategies to provide current up-to-date training including physical and mental readiness and to ensure they are being trained on present day problems and dangers.

IV. Annual Plan to Improve

The annual assessment reports for the Unit’s Plan to Improve for the last three years are included at the end of this report.
V. Analysis of Unit Strengths, Weaknesses, Opportunities, Threats

Unit Strengths:
Strengths of the Campus Police unit:
- Leadership—the collective experience of a well trained force
- Commitment to policing and a desire to make a difference every day
- The ability to react to an Emergency Response situation with a minimal response time
- Budget—is adequate if applied resourcefully. New project, equipment and personnel will additional funding.
- Our department standards are high and our training programs keep us up to date.

Unit Weakness:
The tasks of everyday activities continue to tax the strength of the entire department. Our ability to respond and communicate is based on modern technology and the unit currently lacks the resources to grow as fast as technology.

No organized offices designated for personnel to conduct interviews or interrogations or just to sit in quiet to pursue needed documentation, i.e. reports, etc...No secure place to provide for confiscated items or evidence, etc.

Unit Opportunities:
Growth and development
Training environment

Unit Threats:
Threats to the college are the same threats that affect any city/ rural area must be addressed by the unit, they include:
- Bomb
- Crisis Intervention
- Drug Interdiction/ Enforcement
- Fire
- Severe/Inclement Weather
- Suicide
- Weapons
VI. SACS Principles Compliance Survey

SACS PRINCIPLES COMPLIANCE SURVEY FOR SERVICE UNITS

Institutional Effectiveness:
1. Are research-based evaluation processes used for assessing the service unit?

YES X ___ NO____

If yes, list all survey instruments and other processes used by the unit for evaluating effectiveness.
Student Survey

2. Do the use of evaluation processes result in continuing improvement in the unit?

YES X ___ NO____

If yes, describe some of the recent improvements that have come about in response to needs identified through evaluation processes.
Officers are on a continuous training program through out the year. Officers have been equipped with body armor. A semi-annual weapons retention program has been instituted and an Auto E Defibulator (AED) equipment purchased with training forth coming.

3. Does the unit identify expected outcomes for its services; assess whether it achieves these outcomes; and provide evidence of improvement based on analysis of those results?

YES X ___ NO____

Provide copies of the unit’s “Plan to Improve” four column model for the last 4 cycles.

4. If an outcome is not achieved, are documented modifications or improvements made in the unit?

YES X ___ NO____

Financial Support:
5. Is adequate financial support available to support the scope of services offered through the unit?

YES___ NO X____

6. Does the institution operate and maintain physical facilities that are adequate to serve the needs of this unit?

YES___ NO X____

7. Are the physical facilities for this unit accessible to disabled students?

YES X ___ NO____ NA____

8. Is the budget information accessible on-line to the unit supervisor?

YES X ___ NO____
Mission:
9. Does the unit have a defined mission statement?

YES X___ NO_____  

If yes, provide mission statement below.

The office of Campus Police supports the purpose and goals of Northwest Community College in its commitment to maintaining a quality educational support services and an appropriate physical environment for learning. The mission of the Campus Police Office is to protect and serve the College community and to provide a secure and conductive environment for the educational endeavors and work students, faculty, and staff.

10. Is the unit's mission related to the College's Statement of Mission?

YES X___ NO_____  

What part of the institution’s mission does the unit effectively fulfill? (Refer to applicable phrases in the College’s mission statement)

To maintain quality educational support services; continuous responsive administrative process

Staff:
11. Does the unit have qualified staff with the experience, competence, and capacity to fulfill the mission of the unit?

YES X___ NO_____ N/A_____  

Provide a roster of administrative officers and staff with their qualifications.

Personal Information sheets are included for each staff member.

12. Does the unit have a staff member charged with the responsibility for supervision and coordination of the unit?

YES X___ NO_____  

Name of the supervisor: __Al Dodson___

13. Is the number of administrator/staff members employed for the unit adequate to support the unit effectively?

YES X___ NO_____  

Security:
14. Are administrators and staff members in this unit careful in protecting the security, confidentiality, and integrity of student/staff records?

YES X___ NO_____ N/A _____  

If yes, provide a brief description of measures taken by the unit to insure the protection of privacy of its customers and the unit’s adherence to FERPA guidelines.

Access to information is limited to Campus traffic violations. Release of other information is restricted to written release request and approval by the Director of Campus Police.
15. Does the institution take reasonable steps to provide a healthy, safe, and secure environment for this service unit?

YES  X  NO  ____

**SACS PRINCIPLES COMPLIANCE SURVEY**

ANY ITEMS ANSWERED WITH A NEGATIVE RESPONSE INDICATE THAT THE INSTITUTION IS OUT OF COMPLIANCE AND MUST BE ACCOMPANIED WITH A WRITTEN PLAN FOR COMPLIANCE ON THE ISSUE.

Provide discussion below for any question that was assigned a “no” answer on the Principles Compliance Survey, and then provide a plan of improvement for each of those questions in the space below. Indicate the question number, your discussion, and the plan of action.

Response to #5

While officers of this unit are well qualified the number of full-time officers is not adequate to meet the growth of the college. Unit is operating at this time with vehicles that needs to be replaced because of the normal wear and tear of daily operations.

Plan of Action: A request will be made for additional personnel and vehicles

Response to #6

Although unit is functioning the work area is inadequate for the proper operations of this unit. Unit has outside distractions, no private areas for interviewing or interrogations, no office privacy while talking on phone or with others. No proper or safe facilities for storage of equipment or maintaining chain of evidence.

Plan of Action: A request will be made for new facility or renovation of present location

**VII. Unit Improvements Resulting from the Planning Process**

1. Unit implemented more night patrol for evening classes.
2. New parking areas have been added.
3. Social Security numbers removed from College I.D. System and replaced with numerical system.
4. Grant received and body armor purchased for officers.
5. LETN training program has been upgraded
VIII. Personal Information Sheets for Key Staff Members

PERSONAL INFORMATION SHEET

Please complete this form in order to certify preparation for the upcoming Service Review. This information sheet will be filed with the Unit’s Service Report.

Name: William L. Moore

Unit: Campus Police  Date: 02/08/06

Position held: Director of Campus Police

Job Duties: Oversee the management of Campus Police at the Senatobia main Campus and the Desoto and Lafayette-Yalobusha satellite Centers.

1. I have worked at Northwest Mississippi Community College for ___13___ years.
2. I have worked in my current position at Northwest for ___13___ years.
3. I have a total of ___39___ years of work experience.
4. List prior positions held with job duties and number of years experience in each.
   Memphis Police Department –Patrol-Eight years
   SGT. Investigation-Ten years
   LT. Field Commander-Eight years

Highest degree held: I currently hold: (choose one of the following)
A. No formal degree ___2yrs____
B. High School Diploma ______________
C. Special certificate or license in Law Enforcement (field).
D. Bachelor’s degree in _______________________ (field).
E. Master’s degree in _______________________ (field).
F. Doctorate in _______________________ (field).

Accomplishments:
Increased departments manpower, instituted through grants in service training. Instituted program where all part-time officers must be certified by a State Academy as do full time officers and instituted the procurement of Body Armor.

Civic Interests/Professional Affiliations
International Campus Law Enforcement Association (ICLEA)
Mississippi Chief’s of Police Association
Mississippi Campus Law Enforcement Association

William L. Moore  02/08/06
Signature of Employee  Date
PERSONAL INFORMATION SHEET

Please complete this form in order to certify preparation for the upcoming Service Review. This information sheet will be filed with the Unit’s Service Report.

Name:  Al Dodson

Unit:  Campus Police  Date:  02/09/06

Position held:  Campus Police Lt.

Job Duties:  Supervise night shift and enforce state laws and NWCC rules and regulations.

5.  I have worked at Northwest Mississippi Community College for ___10___ years.
6.  I have worked in my current position at Northwest for ___10___ years.
7.  I have a total of ___30___ years of work experience.
8.  List prior positions held with job duties and number of years experience in each. Military Police U.S. Army 3 years; Senatobia Police 6 years; Senatobia Chief of Police 11 years; Lt. NWCC 10 years

Highest degree held:  I currently hold: (choose one of the following)
A.  No formal degree __________
B.  High School Diploma __________
C.  Special certificate or license in Associate Degree Law Enforcement (field).
D.  Bachelor’s degree in ______________________ (field).
E.  Master’s degree in _________________ (field).
F.  Doctorate in ____________________ (field).

Al Dodson  02/09/06
Signature of Employee  Date
CAMPUS POLICE STAFF

Director: William Moore

Senatobia Campus
Marilyn Allen (Secretary)
Lt. Al Dodson
Tracy Mills
Cleatus Oliver
Temillia Phillips
James Sanders
Clarence Tapley
Melville Taylor

Desoto Campus
Don Hammons
Ralph Reese
Jerry Webb
Willie Sumner (part-time)

Lafayette/Yalobusha Center
Robert Drewrey
John Deal

Part-Time Officers
Dennis Allen
Monolito Felix
Richard Gordon
Allan Hardy
Delores Jennings
William Rines
Joseph Miller
Shane Phelps
Claude Smith
Jon Tyler
Larone Weeks
James Woolfolk

Campus Security Officers
Edward King
Diane Todd
Gwen Jones (part-time)
## IX. Budget Summaries

<table>
<thead>
<tr>
<th>Category in 2005-06 budget</th>
<th>Amount Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postage</td>
<td>$100.00</td>
</tr>
<tr>
<td>Printing, Reproduction</td>
<td>10,000.00</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>250.00</td>
</tr>
<tr>
<td>Other Contractual Services</td>
<td>10,000.00</td>
</tr>
<tr>
<td>Office Materials &amp; Supplies</td>
<td>5,000.00</td>
</tr>
<tr>
<td>Other Materials &amp; Supplies</td>
<td>8,000.00</td>
</tr>
<tr>
<td>Uniforms</td>
<td>4,500.00</td>
</tr>
<tr>
<td>Travel in State</td>
<td>1,500.00</td>
</tr>
<tr>
<td>Office Furniture</td>
<td>4,700.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>44,050.00</td>
</tr>
</tbody>
</table>
Northwest Mississippi Community College

Evaluation Follow-up Form

The following form is to be completed and signed by the appropriate service unit supervisor after reviewing the results of the unit’s evaluation and after a discussion with co-workers on needed changes identified in the evaluation process. The completion of this form is meant to stimulate reflection about the purpose of the unit and to encourage the best use of results of these evaluations. A copy of this form will be sent to the appropriate Vice-President and filed with the unit’s Service Review forms.

Service Unit: Campus Police

Date of Review of Evaluations: 02/08/06

The unit’s strong points as identified by the evaluation are:

Having knowledgeable and capable state certified officers.
Having an adequate response time and having an adequate compliant resolution.

Opportunities for improvement identified by the evaluation are:

Better facility with some privacy for conducting interviews and interrogations and a safe place for storing and securing equipment and evidence; additional patrol vehicles; National Crime Information Center installed for gaining information at a minimum time without waiting and depending on other agencies.
Move Communication tower on campus for better reception.

Goals for growth or specific activities to be undertaken and/or completed before the next evaluation are:

Purchase two additional vehicles for campus patrol; gain a new facility for campus Police Office. Install National Crime Information Center Computer Terminal.

Having met together and discussed this Evaluation Follow-up, we feel that the identified goals and specific activities adequately address opportunities for improvement and constitute evidence of attempted growth.

Signatures:

Supervisor:

Co-workers in unit:
<table>
<thead>
<tr>
<th>Unit/Program Intended Outcome Objective</th>
<th>Strategy/Procedure To Achieve Outcome Activity</th>
<th>Assessment/Evaluation Results</th>
<th>Use of Results Improvement</th>
</tr>
</thead>
</table>
| 1. Work to provide a safe and secure environment for students, faculty, staff, and visitors. | 1a. 85% of students, faculty and staff will positively evaluate services.  
1b. Maintain constant police patrol of the Senatobia Campus  
1c. Patrol residence halls on regular basis.  
1d. Secure buildings as needed. | 1a.  
1b. Patrolled. Requests received for additional patrols in evening school area.  
1c. Patrolled.  
1d. Buildings secured and re-secured as needed. | 1b. Enhanced patrols added for evening school. |
2b. Issue parking decals to students staff, and visitors  
2c. Patrol parking areas and issue parking tickets to violators.  
2d. Add new parking areas as necessary to relieve over demand for existing areas. | 2a. Not enough decals ordered. New decal controls recommended for DeSoto Center. | 2d. New parking area begin studied in East corner of campus. Temporary lot added at DeSoto Center. |
| 3. Maintaining reporting system in crime and misconduct in accordance with federal law. | 3a. Publish campus crime brochure and statistics. | 3. Published |  |
| 4. To assist in security and law enforcement activities at the Lafayette-Yalobusha Center | 4a. 85% of students, faculty and staff will positively evaluate services | 4b. Coverage expanded in summer. |  |
### Unit/Program Intended Outcome Objective

<table>
<thead>
<tr>
<th>Objective</th>
<th>Strategy/Procedure To Achieve Outcome Activity</th>
<th>Assessment/Evaluation Results</th>
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</tr>
</thead>
</table>
| 5. Provide identification services system wide. | 5a. Monitor feedback from users regarding quality of ID cards and service.  
5b. Issue ID cards to students and staff.  
5c. Validate cards each semester | 5a. Positive feedback received regarding hardware/software. Recommendation to remove SSN made. | 5a. SSN to be removed in Fall ’04. |
| 6. Educate members of the community regarding issues of personal safety. | 6a. 85% of students, faculty and staff will positively evaluate services  
6b. Advise students about safety during orientation and during residence hall meetings. | 6b. Meetings held. Need expressed for additional sessions in Spring  
| 7. Provide security for students, faculty, staff and visitors at campus events. | 7a. Monitor feedback from users regarding services.  
7b. Assign sufficient officers to all events for crowd control and patrolling of parking areas. | 8a. Need expressed for bullet-proof vests. | 8a. Grant application submitted. |
| 8. Provide first response to emergency situations, implement programs to improve safety in case of emergency. | 8a. Evaluate responses after each incident | | |

Planning Unit: Campus Security

NORTHWEST COMMUNITY COLLEGE  
2004 UNIT ANNUAL OUTCOME OBJECTIVES  
STUDENT AFFAIRS
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1. Work to provide a safe and secure environment for students, faculty, staff, and visitors.</td>
<td>1a. 85% of students, faculty and staff will positively evaluate services. 1b. Maintain constant police patrol of the Senatobia Campus 1c. Patrol residence halls on regular basis. 1d. Secure buildings as needed.</td>
<td>1b. Patrolled. Requests received for additional patrols in evening school area. 1c. Patrolled. 1d. Buildings secured and re-secured as needed.</td>
<td>1b. Enhanced patrols added for evening school.</td>
</tr>
<tr>
<td>2. Manage campus parking.</td>
<td>2a. Monitor and evaluate concerns regarding parking. 2b. Issue parking decals to students staff, and visitors 2c. Patrol parking areas and issue parking tickets to violators. 2d. Add new parking areas as necessary to relieve over demand for existing areas.</td>
<td>2a. Not enough decals ordered. New decal control recommended for DeSoto Center.</td>
<td>1b. Enhanced patrols added for evening school.</td>
</tr>
<tr>
<td>3. Maintaining reporting system in crime and misconduct in accordance with federal law.</td>
<td>3. Publish campus crime brochure and statistics.</td>
<td>3. Published.</td>
<td>1d. Special reminders sent to staff in buildings regarding securing door problems.</td>
</tr>
<tr>
<td>4. To assist in security and law enforcement activities at the Lafayette-Yalobusha Center.</td>
<td>4a. 85% of students, faculty and staff will positively evaluate services. 4b. Expand coverage during summer session.</td>
<td>4b. Coverage expanded in summer.</td>
<td>2d. New parking opportunities are being studied in east corner of campus. Temporary lot added at DeSoto Center.</td>
</tr>
<tr>
<td>Unit/Program Intended Outcome Objective</td>
<td>Strategy/Procedure To Achieve Outcome Activity</td>
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</tr>
<tr>
<td>----------------------------------------</td>
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</tr>
</tbody>
</table>
| 4. Provide identification services system wide. | 5a. Monitor feedback from users regarding quality of ID cards and service.  
5b. Issue ID cards to students and staff.  
5c. Validate cards each semester | 5. Positive feedback received regarding hardware/software. Recommendation to remove SSN made. | 5. SSN to be removed in Fall 2004. |
| 6. Educate members of the community regarding issues of personal safety. | 6a. Advise students about safety during orientation and during residence hall meetings. | 6. Meetings held. Need expressed for additional sessions in spring. | 6. Sessions added in spring. |
| 7. Provide security for students, faculty, staff and visitors at campus events. | 7a. Monitor feedback from users regarding services.  
7b. Assign sufficient officers to all events for crowd control and patrolling of parking areas. | 7a. Users satisfied. Examine need for bullet-proof vests. | 7. Need expressed for bullet-proof vests. |
### Unit/Program Intended Outcome Objective

1. Work to provide a safe and secure environment for students, faculty, staff and visitors.

2. Manage campus parking.

3. Maintain reporting system of crime and misconduct in accordance with federal law.

<table>
<thead>
<tr>
<th>Strategy/Procedure To Achieve Outcome Activity</th>
<th>Assessment/Evaluation Results</th>
<th>Use of Results Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a. Maintain constant police patrol of the Senatobia Campus</td>
<td>1.ab. Burglary – 31; Liquor Violations – 68; Motor Veh. Theft – 3; Drug Violations – 13; Weapons Poss. – 1</td>
<td>33.5% reduction from previous year</td>
</tr>
<tr>
<td>1b. Patrol residence halls on regular basis.</td>
<td>1c. Buildings are checked nightly.</td>
<td></td>
</tr>
<tr>
<td>1c. Secure buildings as needed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2a. Issue parking decals to students, staff, and visitors.</td>
<td>2a. Approx. 8,625 decals issued</td>
<td></td>
</tr>
<tr>
<td>2b. Patrol parking areas and issue parking tickets to violators.</td>
<td>2b. Approx. 6,375 traffic tickets issued</td>
<td></td>
</tr>
<tr>
<td>2c. Add new parking areas to relieve over demand for existing areas.</td>
<td>2c. Additional 186 parking spaces added.</td>
<td></td>
</tr>
<tr>
<td>3a. Publish campus crime brochure and statistics.</td>
<td>3a. Publish on Internet</td>
<td></td>
</tr>
<tr>
<td>3b. Purchase equipment to facilitate information to Student Affairs Offices</td>
<td>3b. Scanner – reports scanned to Student Affairs Office.</td>
<td></td>
</tr>
<tr>
<td>Unit/Program Intended Outcome</td>
<td>Strategy/Procedure To Achieve Outcome</td>
<td>Assessment/Evaluation</td>
</tr>
<tr>
<td>------------------------------</td>
<td>--------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Objective</td>
<td>Activity</td>
<td>Results</td>
</tr>
<tr>
<td>4. To assist in security and law enforcement activities at the Lafayette-Yalobusha Center.</td>
<td>4a. Apply for COPS Grant to add police officers to center staff. 4b. Hire full-time and two part-time officers.</td>
<td>4a. Grant Denied 4b.</td>
</tr>
<tr>
<td>5. Provide identification services system wide.</td>
<td>5a. Issue ID cards to students and staff. 5b. Validate cards each semester. 5c. Upgrade system for next fiscal year.</td>
<td>5a. All students and faculty/staff are issued ID cards 5b. ID cards are validated each semester 5c. New ID machine for each campus</td>
</tr>
<tr>
<td>6. Educate members of the community regarding issues of personal safety.</td>
<td>6a. Advise students about safety during orientation and during residence hall meetings.</td>
<td>6a. Safety greatly emphasized at two orientations and eight residence halls</td>
</tr>
<tr>
<td>7. To provide security for students, faculty, staff and visitors at campus events.</td>
<td>7a. Assign sufficient officers to all events for crowd control and patrolling of parking areas.</td>
<td>7a. All campus events covered</td>
</tr>
<tr>
<td>8. Coordinate responses to emergency situations, implement programs to improve safety in case of emergency.</td>
<td>8a. Develop procedure to deal with weapons of mass destruction threat. 8b. Purchase and install tornado siren.</td>
<td>8a. Not developed 8b. Siren installed</td>
</tr>
</tbody>
</table>