IRVINE VALLEY COLLEGE POLICE DEPARTMENT

"SERVING THE CAMPUS COMMUNITY"

2013
ANNUAL REPORT

~ Our Mission ~

The Irvine Valley College Police Department provides a safe learning environment through professional police services.

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Vision, Mission and Core Values

Vision

Our vision is to be a leader and model community college police department with quality service as a core principle.

Mission

The Irvine Valley College Police Department provides a safe learning environment through professional police services.

Core Values

The values that govern and inspire our actions and reflect our culture are:

- Professionalism
  As reflected in the character and competence in which we proudly demonstrate our commitment as a law enforcement agency to provide a safe and secure environment.
- Respect
  The value and attitude which guides our relationship with the campus community.
- Integrity
  An honored principle which gives us standing as law enforcement personnel in the eyes of those we serve.
- Quality Service
  The manner in which we conduct and take responsibility for providing service for those in the community.

Message from the Chief of Police

Two Thousand and Thirteen was yet another year of progressive steps in establishing IVCPD as a recognized professional police agency within Orange County. During the year, we increased staffing by hiring an Administrative Sergeant and changing the status of a part-time Administrative Assistant to a full time employee; we completed construction of a second Dispatcher console in the Emergency Operations Center, and added an excess/bulk 'evidence storage container' at the rear of the station.

In December, the Department's leadership team participated in a Team Building Workshop. The purpose of the workshop was to develop a cohesive leadership team; clearly define their respective responsibilities; set Department, Division and Unit goals and objectives; identify strategies to achieve those goals and objectives; and then to develop a four year strategic plan. In my opinion we succeeded; working together and producing a template that will provide a path to continued achievement as a law enforcement agency.

The four Core Values of the Irvine Valley College Police Department, 'professionalism', 'respect', integrity', and 'quality service', continue to define who we are and how we serve the campus community. Management leadership and staff commitment will continue to provide the College with a truly dedicated team of professionals.

This past year has seen a very evident and growing partnership with staff and faculty to address the needs and concerns of a growing student population, representing an ever evolving microcosm of international backgrounds and life styles. Our approach, which has been embraced by faculty and staff, has been from a 'community-oriented policing' perspective, where ongoing trust and communication are essential for campus safety.

Irvine Valley College is fortunate to be located in one of the lowest crime communities in the United States, but we should not become complacent and forget common sense crime prevention and avoidance practices.

I will continue to embrace the philosophy of partnership; to attract and encourage student participation, and along with it a spirit of commitment and responsibility to campus safety. I can tell you that from a department perspective, we are committed.

Respectfully submitted,

Will Glen
Chief of Police

College Administrators

Dr. Glenn Roquemore, President

Dr. Craig Justice
Vice President of Instruction

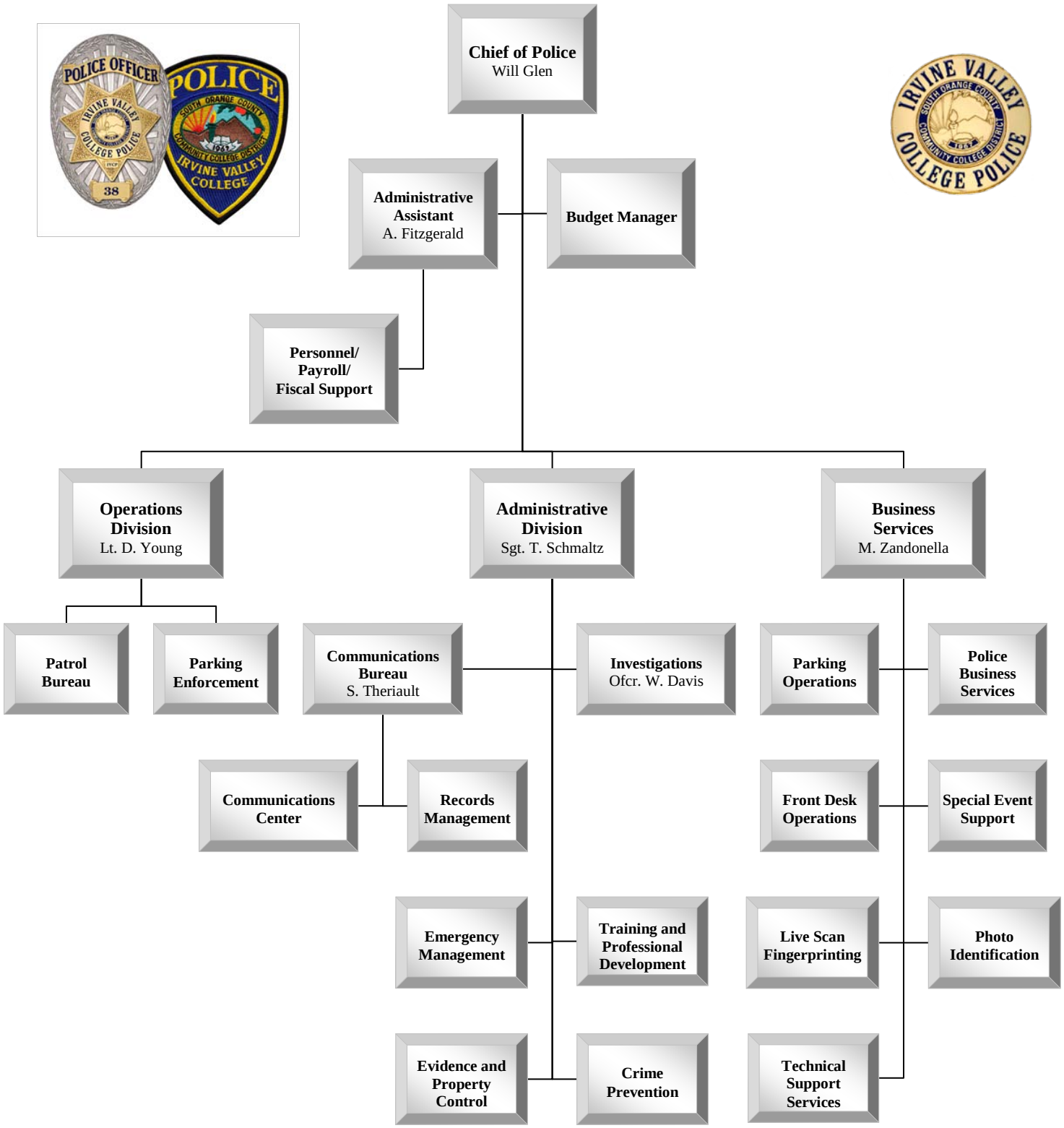
Dr. Linda Fontanilla
Vice President of Student Services

Department Management Team

Will Glen
Chief of Police

David Young
Operations Lieutenant

Department Organization Chart



Department Goals and Objectives

2013 Goals and Objectives Attainment Report

Administrative

- Recruited a Police Sergeant to supervise the Administrative Division.
- Recruited a Lead Dispatcher position to coordinate Communications and Records.
- Recruited two part-time Public Safety Assistant positions.
- Upgraded the Communications Center's dispatch radio console, and added a new console in the Emergency Operations Center.
- Added 'Red Channel', a county-wide emergency radio communications frequency, to dispatcher consoles.
- Implemented use of software program for logging and tracking evidence and property.
- Acquired a cargo container for large/over-size evidence and property storage.

Crime Prevention/Community Relations

- Presented (15) 'Staying Safe at IVC' crime prevention and emergency preparedness presentations.
- Extended police station business hours to 7:00 p.m., Monday through Thursday.

Training

- Updated Department Training Plan.
- Updated Lateral-Entry Field Officer Training Guide.
- Achieved compliance with POST training standards for biennial and 'perishable skills' requirements.
- Trained personnel to use new Computer Aided Dispatch/Records Management System software.

Emergency Preparedness

- Updated Emergency Operations Plan.
- Achieved NIMS requirements; formally NIMSCAST.
- Conducted one tabletop and one functional emergency response training exercises.
- Participated in the Great California ShakeOut earthquake drill as a full-scale exercise.
- Added technology enhancements to the Emergency Operations Center to include video conferencing.
- Continued Building Marshal training for college staff.
- Conducted 'Active Shooter' training for college staff.
- Assisted in Developing SOCCCD Emergency Operations Plan to support the colleges.

Parking Operations

- Implemented automated citation writers for use by field personnel.
- Parking Services was awarded the Anna L. McFarlin Sport-For-All Service Award for support of IVC Athletics programs.

Department Goals and Objectives

2014 Goals and Objectives

Administrative

- Draft four-year Strategic Plan.
- Develop Police Reserve Program.
- Update Lexipol Policy Manual.
- Draft annual report.
- Update web site design, function and purpose.
- Review and update duties and responsibilities of Department division heads.
- Continue recruitment for Police Officers until positions are filled.
- Recruit Dispatchers.
- Establish Detective and Field Training Officer positions.
- Establish part-time Traffic Enforcement Officer positions.
- Complete and submit periodic Federal and State reports, i.e. UCR, SWTRS, etc.
- Develop report writing manual.
- Identify grant opportunities.

Police Operations

- Implement STEP traffic enforcement program.

Crime Prevention/Community Relations

- Continue 'Staying Safe at IVC' presentations, including 'Active Shooter, 'Bomb Threat Response, 'Crime Prevention', 'Cops for Tots Fingerprinting', etc.
- Increase interaction and support of faculty and staff crime prevention programs by patrol officers.

Training

- Achieve compliance with POST training standards for biennial and 'perishable skills' requirements.
- Ensure that patrol officer receive long-gun training and qualify semi-annually.
- Develop POST certified Field Training Program.

Emergency Preparedness

- Obtain emergency generator for police facility.
- Conduct one tabletop and one functional emergency response training exercise.
- Conduct one Field Command Post exercise.
- Expand Build Marshal Program and training for participants.
- Assist in Developing College and SOCCCD Business Continuity Plan.
- Update NIMS Compliance and implementation.
- Acquire and fully equip 'mobile command post vehicle'.

Parking Operations

- Transition to online staff parking permit sales.
- Replace old/worn traffic control signs.
- Install electric vehicle charging stations.

Office of the Chief of Police

The Chief of Police continues to take steps to implement the recommendations made in a 2008 management review of the police department's functions and operations. Among the most critical of those recommendations is the need to grow staffing in order to develop an organization stricture supportive of the police services expected by faculty, staff and a growing student population; increase the department budget to support increased staffing and the acquisition of campus security equipment; and expand emergency preparedness training.

In 2013, we implemented a strategy that converted several positions for more productive and efficient use. The appointment of an Administrative Sergeant will provide better oversight of the Administrative Division and allow for expansion of programs that support public safety services; and increasing the hours of the Assistant to the Chief of Police to full-time status will provide needed support for program management. In coordination with the Police Officer's Association, all shifts are now covered by permanent police officers. The Chief would also like to increase dispatch staffing and add a Reserve Police Officer Program to supplement the permanent staffing for targeted additional shift coverage, special events, and to maintain an emergency response contingent. The Department will continue the model of recruiting veteran police officers to fill positions.

2013 Budgeted Authorized Staffing	Filled	Vacant/ Recruiting
Sworn Police Officers*	8	
Full-Time	7	
Part-Time	1	2
Civilian	7	
Full-Time	4	
Part-time	2	2

* Includes all ranks – Officer through Chief of Police

The 2013-2014 budget reflects an increase for two new part-time Parking Enforcement Officer positions. These positions will allow patrol officers more time to focus on calls for service and crime prevention activities. The increased cost should be offset by increased parking revenue.

Police Department Annual Budget	2011-2012	2012-2013	2013-2014
Adopted Budget			
Salaries and Wages	**1,186,906**	**1,143,991**	**1,347,678**
General Fund			647,123
Parking Fund			700,555
Operating Expenses	**232,247**	**237,217**	**367,846**
General Fund			30,050
Parking Fund			337,796

We are currently in advanced planning to upgrade all campus exterior emergency phones to Code Blue type poles with loudspeakers for emergency announcements.

Administrative Division

Sgt. Todd Schmaltz joined the IVCPD in November. He is a retired Sergeant from the Orange County Sheriff's Department.

Calendar year 2013 was another exceptional phase in the advancement of the Irvine Valley College Police Department. It included important upgrades for information technology and communications equipment, and program management The police department has focused on maintaining a robust community-oriented policing strategy that has engaged the campus community through crime prevention presentations and programs, and emergency preparedness training and exercises.

During the year, the Department made seven crime prevention/emergency preparedness presentations, covering topics such as Active Shooter Response, Recognizing Workplace Violence and Emergency Guidelines for Faculty, Staff, Administrators and Managers. These presentations have provided an opportunity for the Department, faculty, and staff to develop an active ongoing dialogue to ensure full participation in crime prevention by all college constituents. Another goal was to further develop our partnerships with allied Orange County law enforcement agencies and the Orange County Fire Authority. We've been successful with that endeavor as well. With the addition of Sgt. Todd Schmaltz as the new Administrative Division supervisor, significant time will be devoted to planning joint training with the Irvine Police Department and the Orange County Sheriff's Department to strengthen mutual aid relationships, working to enhance administrative program management, and overseeing expansion of Communications Center staffing and capabilities.

Another initiative is to improve crime prevention by the assignment of Police Officer Bill Davis as a Detective within the Administrative Division. Officer Davis, who is a retired Sergeant from the Orange County Sheriff's Department, specialized in criminal and special investigations. Officer Davis will be responsible for follow-up investigations and filing criminal complaint for crimes that occur at IVC. His assignment will help us to quickly respond to crime patterns as they develop; and will better prepare us to prevent others.

The backbone of a police department is the patrol staff; and to ensure an effective response to calls for service, police departments must have a reliable communications component. Under the coordination of Lead Dispatcher Sandy Theriault, the Communications Bureau has evolved into an efficient and reliable link between the college community and our patrol officers. Dispatcher Theriault, who is a retired Dispatch Supervisor from the Inglewood Police Department, has provided leadership for the unit by working closely with the Orange County Sheriff's Communication Division with the acquisition, installation and training for upgraded communications consoles in our Communications Center and Emergency Operations Center; expanding use of our computer-aided dispatching software tools; and improving access to the California Law Enforce Telecommunications System (CLETS) for data entry and information retrieval in support field operations. As the Records management coordinator, Dispatcher Theriault has also revised and updated our Lost and Found Property procedures.

Operations Division

In 2013, Irvine Valley College received national recognition as having one of the lowest crime rates in the country. According to StateUniversity.Com, the College was rated as having the 2nd lowest crime rate for a community college in California, and the 12th lowest in the United States. That accomplishment was the result of focused efforts by experienced, veteran police officers. IVC patrol officers responded to 3,526 calls for service and self-initiated 5,905 additional patrol activities.

An added dimension to the skill-set of our patrol staff was the recruitment of a bomb technician/investigator from the Orange County Sheriff's Department.

Campus Crime Statistics

Clery Act Crime Statistics 2011 - 2013

Offense Type	Year	On Campus	Residential Facility	Non-Campus Bldgs. & Property	Public Property	Total
Murder and Non-Negligent Homicide	2011	0	0	0	0	0
	2012	0	0	0	0	0
	2013	0	0	0	0	0
Negligent Manslaughter	2011	0	0	0	0	0
	2012	0	0	0	0	0
	2013	0	0	0	0	0
Forcible Sex Offenses	2011	0	0	0	0	0
	2012	1	0	0	0	1
	2013	0	0	0	0	0
Non-Forcible Sex Offenses	2011	0	0	0	0	0
	2012	0	0	0	0	0
	2013	0	0	0	0	0
Robbery	2011	0	0	0	0	0
	2012	0	0	0	0	0
	2013	0	0	0	0	0
Aggravated Assault	2011	0	0	0	0	0
	2012	0	0	0	0	0
	2013	1	0	0	0	1
Burglary	2011	3	0	0	0	3
	2012	2	0	0	0	2
	2013	3	0	0	0	3
Motor Vehicle Theft	2011	1	0	0	0	1
	2012	0	0	0	0	0
	2013	0	0	0	0	0
Arson	2011	0	0	0	0	0
	2012	0	0	0	0	0
	2013	0	0	0	0	0

Campus Crime Statistics

Other Crime Non-Clery Act Crimes

Offense Type	Year	On Campus	Residential Facility	Non-Campus Bldgs. & Property	Public Property	Total
Assault & Battery	2011	4	0	0	0	4
	2012	0	0	0	0	0
	2013	4	0	0	0	4
Larceny	2011	25	0	0	0	25
	2012	57	0	0	0	57
	2013	39	0	0	0	39
Criminal Threats	2011	1	0	0	0	1
	2012	0	0	0	0	0
	2013	1	0	0	0	1
Vandalism	2011	1	0	0	0	1
	2012	1	0	0	0	1
	2013	8	0	0	0	8
Hit & Run Misdemeanor	2011	6	0	0	0	6
	2012	9	0	0	0	9
	2013	10	0	0	0	10

Number of Arrests/Referrals for Selected Offenses

		Arrests					Referrals				
Arrest/ Referral type	Year	On Camp	Resid. Fac.	Non-Camp Bldgs.	Pub. Prop.	Total	On Camp	Resid. Fac.	Non-Camp Bldgs.	Pub. Prop	Total
Drug Violations	2011	1	0	0	0	1	0	0	0	0	0
	2012	1	0	0	0	1	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	2011	0	0	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0	0	0
Weapons Violations	2011	0	0	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0	0	0
	2013	1	0	0	0	1	0	0	0	0	0
Totals		3	0	0	0	3	0	0	0	0	0

Emergency Management

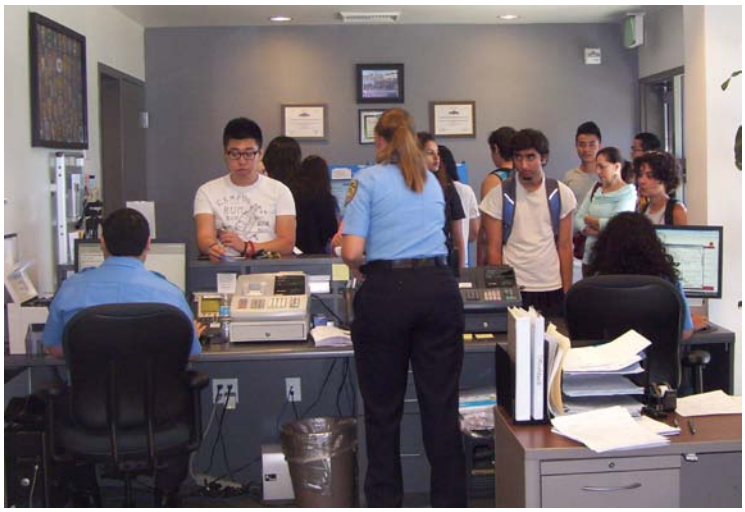
The college has a strong emergency preparedness program led by police department personnel. The program is coordinated by the Chief of Police and supported by the Administrated Sergeant. The guiding document is an Emergency Operations Plan modeled after the State Emergency Plan. The campus Emergency Operations Plan describes the fundamental systems, strategies, and policies that Irvine Valley College will utilize to guide and support emergency management efforts. These elements provide a foundation for a comprehensive emergency management concept of operations that outlines the relationship and responsibility of the college's administrative and operations departments and units, and emergency management staff who direct emergency response from the campus Emergency Operations Center (EOC). The emergency management staff also includes Building Marshals who are tasked with emergency operations support, including building evacuations.

The EOC is designed to provide a hub for response to all major emergencies that may affect the college campus. It is equipped with all-manner of interoperable communications gear capable of communicating with emergency agencies throughout Orange County and beyond. A significant upgrade to the equipment was the acquisition of a 'ham radio' capable of communicating with ham radio operators throughout the region, state and country.

During 2013, the college emergency management staff participated in a full-scale emergency response exercises. The exercise was carried-out in conjunction with the state sponsored Great California ShakeOut. During the exercise, the campus EOC was activated and Building Marshals deployed, and police officer and Facilities Management personnel responded in support of emergency operations.

Parking Services

Parking Services, in coordination with Facilities Management, has been studying the need for additional parking spaces for our growing enrollment. While long-term plans include the development of a new parking lot in the vacant property south of the Performing Arts Center In the past year, there is a more urgent need immediately. The Edison property has provided short-term relief during 2013, but that hasn't been sufficient. Facilities Management is currently considering building a temporary lot next to the Performing Arts Center as an interim solution.



Improvements in technology continue to be a part of Parking Services planning for efficiency. In 2013, portable handheld citation writers were placed into service for use by patrol officers. The devices enable officers to write parking citations more efficiently and it includes a camera to photograph violations. At the end of a shift, officers can download the citation files into computer-based software program that transmit the files to a contract processing service.

Parking Services has also added reserved parking stall stalls for energy efficient-alternative fuel vehicles.

With the increase of electrical vehicles, planning is underway for the installation of electrical vehicle (EV) charging stations. The project is scheduled for 2014.

Awards and Honors

Officer Tony Mancini Receives Award of Merit

Police Officer Tony Mancini was a recipient of the California College and University Police Chiefs' Association 'Award of Merit' at the Association's 2013 annual conference in Garden Grove. The award was given for Officer Mancini's investgative follow-up leading to the identification and arrest of a sexual assault suspect.

Officer Tony Mancini is pictured with Chief Ron Levine, President of the CCUPCA and Chief Glen.

Parking Coordinator Mark Zandonella Receives Service Award

Parking Services Coordinator Mark Zandonella was awarded the Anna L. McFarlin Sport-For-All Service Award for support of IVC Athletics programs.

Chief Will Glen Elected Vice President

Chief of Police Will Glen was elected Vice President of the California College and University Police Chiefs' Association. He was also appointed by the Association's President to serve as Chairperson the the Legislative Committee.

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