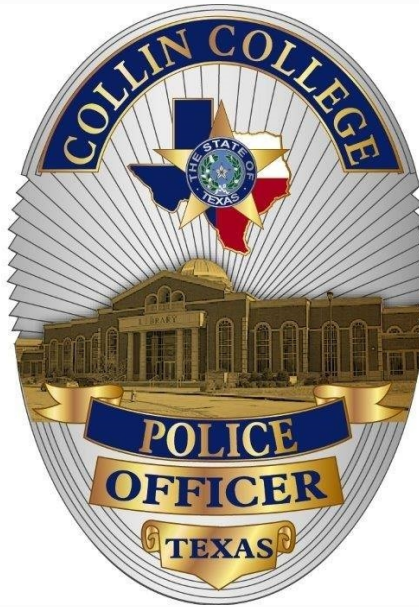# Collin College Safety Plan


2017-2020

Safety Plan Philosophy

- To ensure that every human being working and learning at any facility the college operates is able to do so with an expectation not only of excellence but of personal safety.

- To safeguard the investment of Collin County's taxpayers by ensuring that the college's facilities are secure.

Overview

- Collin College is a unique and special institution of higher education where Core Values are put into vibrant practice with excellent results.

- College facilities are immaculately maintained and the pride exhibited by staff, faculty, and administration is apparent throughout every location.

- Collin College's Core Values set the stage for high expectations and an expectation of excellence permeates the college culture.

Overview
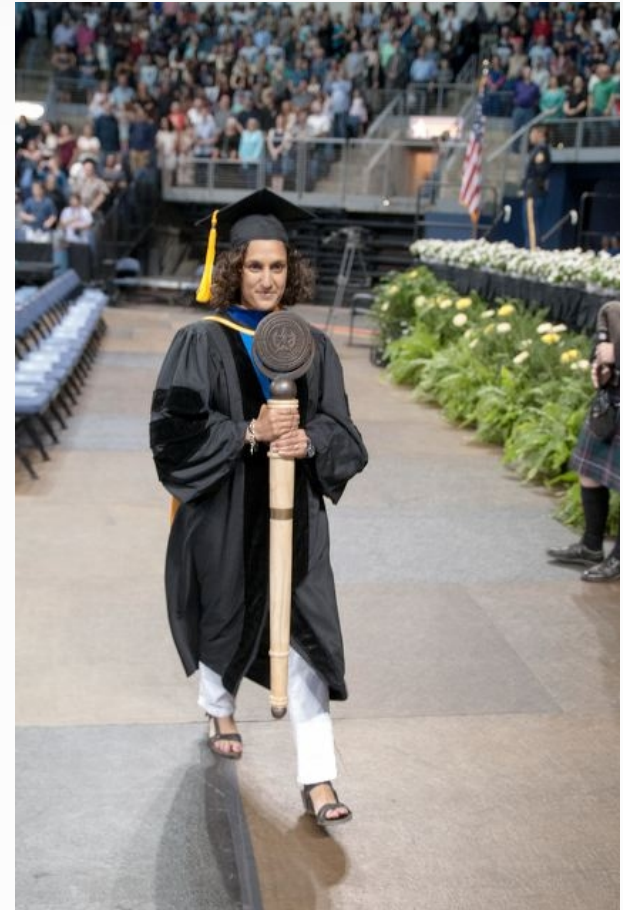
- Over the last 30 years, the college has taken a number of steps to ensure the safety and security of its students, faculty, staff, and facilities, including:
  - Moved from contracted security staff to a full-time licensed police department in 2002, currently comprised of 32 licensed peace officers and staff.
  - Installed security cameras across campus facilities (beginning at SCC in 2003)
  - Upgraded, state-of-the-art police officer equipment and vehicles (ongoing)
  - Provided professional development and training for police officers, as well as, for college faculty, staff, and students (ongoing)
  - Installed electronic locks in some locations, including controlled electronic keys for exterior doors and keypads for high-security areas (The current system was installed in 1999 for approximately 35 exterior doors on all campuses and for a few high security interior doors, such as computer control rooms)
  - Implemented an emergency communications system, CougarAlert (2008)

- At this point in the college's history, many of these areas are in need of technological upgrades, expansion, and advancement.

I. College Facilities and Infrastructure Recommendations

Upgrade Access Controls

- Add a patented keying system fully controlled by the college for all interior doors

- Add an electronic security and access control system for all exterior and selective interior entrances that can be remotely locked and monitored

- Develop a plan to implement interior locks for all classrooms as a protection for faculty and students in the event of a crisis

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I. College Facilities and Infrastructure Recommendations

Upgrade Emergency Communications Systems

- Upgrade the CougarAlert system to one capable of messaging to social media, message boards across the college's campuses, instructional computers, etc. to alert students, faculty and staff in the event of an emergency.

- Add cellular connected, solar powered emergency telephones strategically across the college's campuses and parking lots.

- Program classroom emergency phones for one-button dialing to the police department with the caller's exact campus location.

- Develop a plan to implement a campus Public Address (PA) system capable of audible messages for use during emergencies.
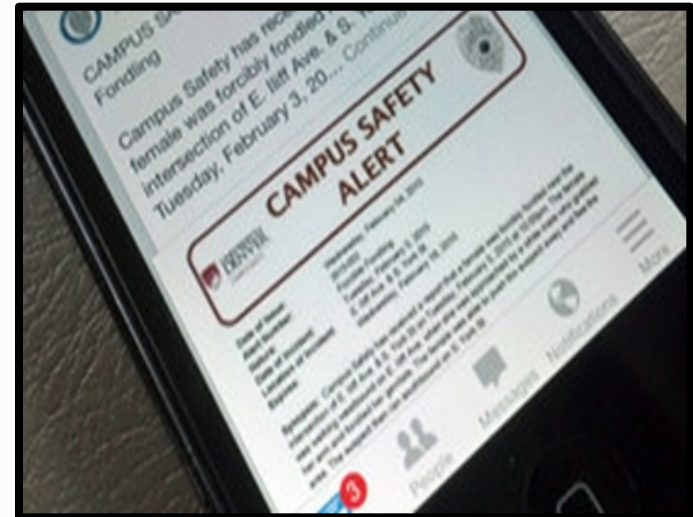
I. College Facilities and Infrastructure Recommendations

Upgrade Emergency Communications Systems

- Add a Safety component to the next version of the college's Student App to provide safety information for students, send alerts, provide campus maps, and to contact the police in an emergency.

- Add signage in each classroom and meeting room on all campuses that identifies the building, room number, police phone number, etc. to assist in emergency response.

I. College Facilities and Infrastructure Recommendations

Upgrade the Video System

- Add cameras to remote parking lots and additional cameras in strategic campus locations

- Upgrade the system to enable streaming to police car computers

- Add video analytics to assist the Police Telecommunicators in identifying emergency situations across campuses, allowing for preventative rather than reactive responses

I. College Facilities and Infrastructure Recommendations

Integrate Security Systems

Take steps to ensure all security systems are integrated to fully utilize the capabilities of all systems.

•For example, if a door to a building is opened after the electronic security/access control has locked the building for the night, a camera would activate to document who was entering the building, and if the camera had a microphone/speaker, the telecommunicators could have a 2-way conversation to ask the person why they were entering the building.

•Another example of integration, would be if an emergency phone in the parking lot was used, the camera could record the call and perhaps the situation that was occurring that prompted the call, the exact location and relevant information transmitted to the police in the area.

I. College Facilities and Infrastructure Recommendations

Upgrade Crime Prevention Initiatives

- Enhance training initiatives, including
    - Violence Against Women
    - Personal safety/awareness
    - Self-defense
    - Threat assessment

- Add Crime Prevention through Environmental Design (CPTED) to review physical features of an area or a building to see if conditions exist that might provide opportunities for crime to occur. This is a proactive step to eliminate or reduce these opportunities, such as dim stairwells, tall bushes along sidewalks, dimly lit pathways, etc.

I. College Facilities and Infrastructure Recommendations

Upgrade Crime Prevention Initiatives

- Enhance lighting on campuses, including photoelectric sensors to turn on an off when ambient light changes status

- Include motion sensors, when needed, to enhance safety

- Regularly inspect landscaping maintenance to ensure bushes are below 18" and that clearance under trees is at least 5' from the ground

- Add personal safety and aware- ness classes and community policing programs, such as "Coffee with Cops," "Operation Identification," and women's self defense classes

- Conduct security surveys of campus facilities

I. College Facilities and Infrastructure Recommendations

Update Board Policy and Traffic Control Signage

- The Board of Trustees must adopt the State of Texas Traffic Code to establish enforceable traffic regulations for the college's campuses.

- Traffic control signs must be updated to be in compliance with the state's standards.

- This is an important safety tool to assist police officers in managing traffic on the college's campuses.

Establish Parking Regulations

- To regulate and track who parks on the college's campuses, Collin can consider establishing a parking fee with controlled parking stickers. Fees derived from parking fees and fines from violations can defray the cost of managing parking.

- A cost feasibility study has not been conducted at this time.

Strengthen the Police Department

With the expanding footprint of college facilities and the growing student and employee population, it's important to right size and strengthen the police department to provide adequate support for law enforcement, security services, first responder emergency services, and support for the college's discipline and counseling systems. Collin College's peer institutions operate with markedly higher staffing levels.

Based on Fall 2017 enrollment, Collin College would need to add **29 positions** in the Police Department to achieve our peer's average ratio of one police officer/staff to every **517 students**. When considering our growing student population and growing campus footprint, strengthening Collin's police force is essential to ensuring safety and security of our students, faculty, staff, and campus facilities.

We are proposing adding 17-18 officers and staff over the next two years as well as officers to cover new facilities when they come on line in 2020.

Staffing and Police Department Development Goals:

•Enhance police staffing to provide 2 officers on each campus for each shift. This would provide adequate depth for officers to participate in training and take appropriate vacation and leave while providing adequate coverage on all campuses for all shifts

•Provide appropriate supervisory personnel to manage an expanded police force fully covering the current 24/7 operation

•Complete the accreditation process for the International Association of Campus Law Enforcement Administrators (which will include a leadership succession plan)

•Implement a comprehensive Police Department Development Plan to continue strengthening officers' knowledge and skills

II. Police Department Organization and Facilities Recommendations

Institution	Police and Staff	Campuses	Square Feet	Employees	Fall 2016 Students	Ratio of Police to Students
Austin	110	13	3,194,000	4,823	39,208	1:356
Alamo	100	5	4,184,800	5,480	60,017	1:600
Collin	**32**	**5**	**1,932,859**	**2,602**	**29,703**	**1:928**
Dallas	157	10	4,714,801	7,546	71,393	1:455
El Paso	83	6	2,032,298	5,900	28,663	1:345
Houston	105	19	5,241,221	4,800	47,197	1:449
Lone Star	155	6	4,425,000	7,700	85,661	1:553
San Jacinto	52	4	2,792,088	2,106	33,182	1:638
South Texas	83	5	1,497,443	1,972	33,044	1:398
Tarrant	125	6	3,137,122	4,217	55,468	1:444
Average	**100.2**	**8**	**3,121,877**	**4,710**	**48,354**	**1:517**

Over the next two years, propose adding 17-18 police officers and staff to achieve the following organizational goals:

Officers: 2 officers per shift per campus

Telecommunications: 1 telecommunications supervisor college-wide, with 1 telecommunicator per shift

Additional Staff: 1 Administrative Assistant (for Chief of Police)
- 1 Lieutenant with responsibilities for policies, equipment, and training;
- 1 Lieutenant with responsibilities as Watch Commander per shift college-wide; and
- Reasonable staffing to absorb vacation time, holidays, sick days, and training and to maintain an appropriate ratio of police to students.
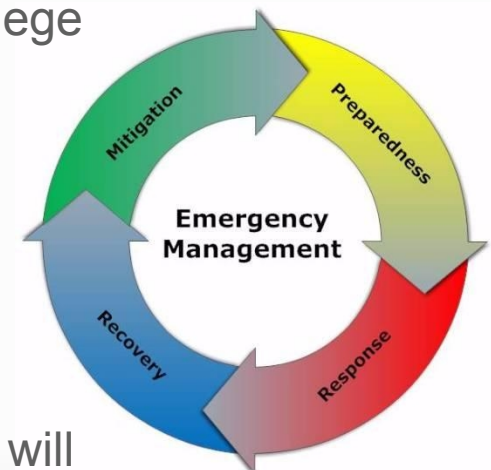
Add a Director of Safety and Emergency Management

With the expansion of facilities that have an inherent potential for injuries, the college should move to establish a position with responsibility for ensuring safety and compliance with federal and state safety regulations and for managing the college's emergency planning processes.

Emergency Management is mandated by the federal Clery Act and must be tested annually. To comply and to ensure business continuity and recovery in case of a serious catastrophe, Collin College is required to have:

- a written plan
- train faculty, staff, and students
- assess and monitor the plan's effectiveness
- maintain current knowledge of changing requirements and regulations.

The Director of Safety and Emergency Management will be the college's point person for ensuring compliance in both areas.
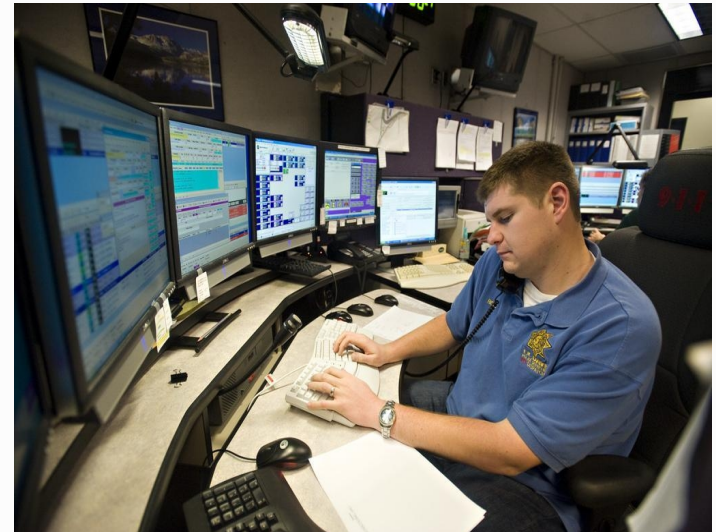
17

Upgrade the Police Communications Center Equipment and Staff

The police communications center must be able to coordinate with multiple emergency services providers across multiple jurisdictions (cities and county), in addition to monitoring cameras, access control, emergency communications, and communication with campus police.

- Add 3 telecommunicators and a supervisory position to provide 24/7 coverage
- Add a cell phone as a resource within the communications center for texting with hearing impaired individuals

Create an Emergency Operations Center

A designated conference room should be established that is capable of being transformed into an Emergency Operations Center (EOC) to facilitate the college's ability to respond to major emergencies/events or regional catastrophic emergencies.

- ability to support 20 laptop computers;
- large screen monitors with television feed capabilities for tracking events, logistics, and news; and
- radios, cellular phones, satellite phones, and landline phones.

The EOC will be staffed by the Chief of Police and appropriate members of the Executive Leadership Team during periods of crisis.

19

Explore the Creation of a Police and Records Storage Facility

To best meet the needs of our growing college community, the college's police department needs a facility that can accommodate the increasing levels of technological sophistication required to effectively manage a modern police operation.

Such a facility could include the emergency operations center, police field operations for the home campus, and the college's records management center with secure climate controlled environment. (Replace metal building on the CPC campus that currently serves as records storage for the district.)

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In addition to office space, other key spaces in a Police and Records Storage Facility may include:

- State-of-the-art Communications Center with work space for the Telecommunicators
- Armory
- Evidence Vault
- Training/Meeting Room, Interview Room, and Holding Room
- Reception Area with space for a Receptionist/Administrative Assistant
- Sally Port for moving prisoners in and out of the building
- Public Restrooms
- Break Area
- Locker Room
- Patrol Workroom

Collin's Law Enforcement Academy is also in transition and is poised for excellence with the new Public Safety Training Center opening in Fall 2018.

With new academy leadership in FY2018, Collin College and surrounding municipalities will be expanding and strengthening our partnerships in developing a state-of-the-art training program to prepare law enforcement officers to work in our communities and beyond.

The college Police Department will also be launching a partnership with the Law Enforcement Academy to offer internship opportunities in support roles to assist Collin's police officers in patrolling Collin College campuses. It will be an excellent opportunity to reduce costs of operation while allowing Collin College police officers to mentor students and for our students to gain a greater understanding of <u>community policing processes</u>.

Conclusion

Collin College is at a tipping point in the development of its security systems and staffing.

With continuous and deeply concerning changes in the social climate, it is becoming increasingly important that our officers have the tools, training, and resources necessary to effectively manage campus safety and security, while maintaining the level of service required to uphold Collin College standards and core values.

As we continue to add campuses and centers across our service area, it is critical to establish a functional staffing model and provide essential facilities and resources within the Police Department.

Overall Implementation Costs 2017-2020

Item	Estimated Amount
I. College Facilities and Infrastructure Recommendations:	
Access Control	$3,600,000
Emergency Communications	$1,155,000
Video System	$1,040,000
Systems Integration	$ 500,000
Crime Prevention	$1,027,000
Traffic Control	$ 150,000
Total:	**$7,472,000**

Overall Implementation Costs 2017-2020

Item	Estimated Amount
II. Upgrade the Police Department's Organization and Facilities:	
Police Communications Center	$ 188,000
Safety and Emergency Management	$ 230,000
Emergency Operations and Threat Assessment	$ 127,000
Police Department Reorganization	$2,280,040
Police/Public Safety Building and Campus Police Offices	$8,090,000
Total:	**$10,915,040**
Grand Total	**$18,387,040**