

**2013-2014 Administrative Assessment Report
Department of Public Safety/Police**

Mission: The mission of the Department of Public Safety/Police is to enhance the quality of life at the University by fostering relationships within the Kean community and with our public safety partners. We are dedicated to promote respect, integrity and diversity and to the protection of our community through education programs designed to encourage a collaborative approach to public safety.

Vision: To provide the highest professional standards for police, fire and environmental health and safety and to promote our core values of integrity, courage and respect.

Goals and Objectives

A) 2013-2020 Strategic Plan Goal #2: *"To attract and retain more full-time, first-time undergraduate, transfer and graduate students"*

1) To continue to provide for a safe environment and interactive community through enhanced programs for students which have resulted in a reduction in crime and a heightened level of public safety awareness.

a) Have created an initiative to close the loop on providing additional emergency services to the Kean Community by acquiring an Explosive Ordinance Canine with grant funding obtained through the NJ Office of Homeland Security. This initiative will allow us to proactively mitigate the potential for improvised explosive devices on campus which previously was outsourced to Union County.

b) The canine is projected to be purchased in early 2014, with training for the handler (officer) and canine commencing in April and to be completed in July 2014. In addition to their primary function, the K9 team will be used as a resource to provide opportunities for strengthening relationships with the community.

c) The partnership with OHSP will provide the K9 team with additional training and exposure to major events, transit hubs, full scale exercises and emergency responses as part of the NJ Detect and Render Safe Task Force.

DATA RESULTS: The KUPD Canine Team, consisting of Det. Mark Anacker and K9 Gunner, began service on June 16, 2014 as part of the NJ Detect and Render Safe Task Force.

The Team was immediately deployed to the NJ Special Olympics on June 17, 2014 and has since conducted training in June with the Kean University Office of Professional Development for the active shooter for faculty and staff. During the training sessions, a demonstration of the Team and their capabilities was put on display utilizing explosive training materials.

To date, the Team has completed over 50 successful sweeps of campus facilities for explosive devices. During the summer months, the Team will continue to train with Task Force members and remain poised for deployment throughout the State of New Jersey.

ACTIONS TAKEN: In addition to the K9 Program, the Department will implement an education program to address the requirements of the Campus SaVE Act. While awaiting final instruction from the federal government, we have developed a training curriculum in concert with the Office of Student Affairs to train not only students, but faculty and staff as well about the reporting requirements of the Act. This training will commence upon the student's return during the orientation phase and during the fall semester for faculty and staff.

On or about September 1, 2014, the Kean community will be delivered the ELERTS smart phone APP, which will provide our population with the ability to two-way message the University's Communications Center to report crimes or incidents on campus. Also, the APP can be used as a virtual escort for persons while on campus. This APP will enhance the community's awareness level and reporting frequency and allow us to deploy officers more effectively...

2013-2020 Strategic Plan Goal #7: ***“To establish a revenue flow, and financial planning and resource allocation processes that are sufficient, dependable, and consistent to support Kean University’s ongoing financial obligations and future ambitions, in light of ongoing reductions in public funding”***

- 2) Will implement alternate work schedules for its employees to reflect a more effective and efficient Department of Public Safety. Previously, insufficient relief, gaps and excessive overtime were as a result of an outdated schedule originally designed for a much smaller staff.
 - a) The Alternate Work Schedule referred to as the “Pitman” will be implemented for all sworn personnel in October, 2013. The (12) hour schedule is projected to lower overtime costs and provide for a more productive work environment.
 - b) The Kronos system will be used for quantitative measurement and the schedule is contingent upon a bi-annual review of Department financials by the NJ Civil Service Commission.
 - c) Department overtime expenditures are projected to be cut initially by 15%.

DATA RESULTS: As of November 1, 2013, all sworn members of the Department of Public Safety have been effectively operating on the 12 hour “Pitman” schedule. A survey was conducted of sworn officers soliciting their feedback with regard to the schedule. As anticipated, officer feedback has been overwhelmingly positive as 88% of officers are in favor of keeping the “Pitman” schedule.

As an expected result of the transformational shift, there was an initial 13% cut in overtime. However, staffing challenges due to retirements and transfers have reduced that number to 7% for FY14 for overtime as a result of officer shift coverage.

The Kronos system has been fully operational since November 1, 2013, during which time employees adapted easily to the change and a streamlined approach to time management. The act of swiping their ID card allows for additional time to be directed towards primary job functions rather than arduous paperwork.

ACTIONS TAKEN: The certification of the NJ Civil Service Commission list for Campus Police Officers will allow us to hire new officers and return to the original staffing level when this goal was originally developed. We propose 3 new officers for January of 2015 and 2 new officers for July of 2015 for a total of 5 new officers.

B) 2013-2020 Strategic Plan Goal #10: ***“To develop, sustain and be ready to operationalize a forward-thinking culture of public health and safety awareness rooted in adherence to all external and internal standards (fire, safety, etc.), and reaching out to every aspect of Kean University life (personal, institutional, educational)”***

- 1) Collaborate with University stakeholders to develop public safety messages and provide awareness training for the Kean Community.

- a) OCIS to produce public safety messages displaying the Department's diversity to be televised campus wide and at sports venues. Additionally, to develop interactive web based training for the active shooter.
- b) Emergency preparedness training for faculty, staff and students will raise awareness and bolster confidence in the Department's capabilities.
 - 1. Implement a robust exercise program to assess levels of preparedness, and then provide training to identify gaps or deficiencies.
 - 2. Conduct an annual review of the Kean University Emergency Management Plan to identify national trends and implement best practices from the campus public safety community.
- c) Feedback will be measured by survey at the completion of the training module.

DATA RESULTS: As of this date, we are still working with OCIS towards producing public safety messages for the new school year in the summer of 2014.

During winter and summer of 2014 Professional Development training, the Department of Public Safety conducted 5 training sessions which were attended by over 400 persons. The training provided faculty and staff with an overview of response capabilities to the active shooter on campus. During this interactive training, several recommendations were made to improve response guidelines in addition to physical security. Trainees were provided with internet sites for response to the active shooter and with a copy of the Kean University Quick Reference Guide to Emergencies.

In addition to security assessments made by Department staff during 2013-14, and as a result of input gleaned from the training sessions, door magnets for classroom lockdowns, mobile variable messaging boards and tactical equipment for officers has been purchased. On the horizon are public address systems upgrades, an emergency egress traffic plan, the eLERTS smart phone app for virtual escorts and texting emergency messages and tactical training with Elizabeth Police Emergency Services Unit for officers is in place.

The UASI Regional Catastrophic Planning Team has agreed to assist with a tabletop exercise for the Kean Critical Incident Team which is in the initial planning stages for August, 2014. Also, an active shooter exercise for the Short Hills Mall is scheduled to be held at Kean on July, 23, 2014. This exercise will test response of area public safety partners and is co-facilitated with the NJ Office of Homeland Security.

ACTIONS TAKEN: During this assessment cycle, a total of 5 professional development training sessions were held displaying the capabilities of the Department during an active shooter event. A video used as a "best practice" throughout the nation called "Run, Hide, Fight" was shown. The video provides comprehensive guidelines on "what to do" during an active shooter situation. Subsequent to the training, we conducted a total of 7 tabletop based scenarios for individual departments throughout the University and gleaned from surveys taken improvement action items, some of which have recently been implemented and included during the annual review of the Emergency Management Plan. These items include door locking devices, two-way texting communications and an expanded evacuation plan to include vehicle egress from the campus.