

Student Affairs Division
 Department: College Police
 2008-2009 Action Plan

2008-09 Dept. Goals	Projects to be Accomplished in 2008-09 (How and by Whom)	Ongoing Projects	Success Indicators	Supports Division Strategic Priorities	Supports College Strategic Priorities	Results
<p>1. Revise and update College Police Department's policy procedures. (New Chief, Carol Quiring, Geri Futrell).</p> <p>1/09</p> <p>6/09</p>	<p>Identify areas needed to be updated from changes within department.</p> <p>Review other police departments' policy and procedures for language.</p> <p>New Chief's review and direction on policy changes.</p> <p>Complete policy procedures draft.</p> <p>Submit for legal review.</p>				1	
<p>2. Continued training of emergency procedures. (New Chief, Carol Quiring, Geri Futrell).</p>	<p>Distribute revised site-specific emergency preparedness flip-charts.</p> <p>Develop training program for emergency preparedness flip-charts and explore online methods of training.</p> <p>Request HR and PLT support to have this training mandatory.</p> <p>Participate in table-top exercise.</p>				1	

<p>3. Identify a new record management system for Campus Police Department.</p> <p>(New Chief, Carol Quiring, Geri Futrell)</p>	<p>Contact other educational institutions.</p> <p>Contact local agencies.</p> <p>Recommend RMS and complete research and check references.</p> <p>Research and identify funding sources, i.e., grants, partnerships or internal.</p>				1	
<p>4. Implementation of the new enterprise resource planning (ERP) software system.</p>	<p>Employee training to use the new system.</p> <p>Advise IT of any concerns or challenges.</p>				1	
<p>5. Continue to improve customer service of the College and Switchboard positions.</p>	<p>Advise staff of customer service expectations.</p> <p>Identify training needs for staff.</p> <p>Provide training.</p> <p>Request that the College Police Department participate in new employee orientation.</p>				1 & 6	