Assessment: Administrative Unit Four Column

C - EMSS - Campus Security and Safety

Mission Statement: It is the mission of the COM-FSM campus security and safety to provide a safe and secure environment that enhances the well-being of students, faculty, staff, and visitors, and protect all college's property.

Administrative Unit Outcomes	Assessment Strategies	Results	Improvements
2016-2017 CS&S Outcome 1 - 2016-2017 CS&S Outcome 1 Maintain compliance with applicable US federal regulations, such as but by any means not limited to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or the Clery Act. **AUO Status:** Active **AUO Assessment Cycle:** 2016 - 2017	**Descriptive Statistics -** Collect, count, and disclose crime statistics information about crime on and around their campuses; maintain a public daily crime log that records all criminal incidents and alleged criminal incidents reported to Safety and Security; and maintain a publicly accessible fire log of all fires that occurred in on-campus residential facilities. **Target:** Campus safety and security survey	**Reporting Period:** 2016 - 2017 **Target Met:** Yes On September 26, 2017, the college's campus security and safety completed Campus Security and Safety Survey as required by the US Department of Education (US ED), under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or the Clery Act, and the Higher Education Opportunity Act, earlier than the October 18, 2017, deadline as set by US ED. The survey included college-wide data (National Campus, CTEC-Pohnpei, Kosrae Campus, Chuuk Campus, Yap Campus, and the FSM Fisheries and Maritime Institute) on Clery crimes on campus, on student housing facilities, and on public property (e.g., criminal offenses, hate crimes, VAWA offenses, arrests, disciplinary actions, unfounded crimes) and fire data, including fire summary for period beginning August 2016, and ending August 2017. (10/02/2017) **Related Documents:** SurveyCompletionCertificate(CSSS)_243638006.pdf 2014-2016 Clery Crime and Fire Statistics	**Improvement:** The college's campus security and safety shall work with the Information Technology Office (ITO) to designing, developing, and implementing a database system to record Clery crime and fire statistics, including routine logs, citations, incident reports, and the like; as such, routine tasks and operations becoming less clerical in nature. Revise citation, incident report, and other routine forms, including reporting forms (e.g., complaints, etc). In collaboration with the ITO, update the college's campus security and safety webpage on the college's website to include updated contact information, security and safety including fire safety tips, allowing access to the college's disaster plan and

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emergency preparedness plan, and others.

The college's campus security to conduct or facilitate in-house for security officers in the areas of, but by no means not limited to, applicable US Federal regulations, e.g., Clery Act, VAWA, Title IX, FERPA, etc., incident report writing, patrolling, etc. (10/03/2017)

Descriptive Statistics - Publish an annual security report by October 1, 2017, that documents three calendar years of campus crime and fire statistics and certain campus security policy statements.
Target: 2016-2017 Annual Security and Fire Safety Report

Reporting Period: 2016 - 2017
Target Met: Yes
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or the Clery Act is a U.S. federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. The Clery Act requires all colleges and universities that participate in federal financial aid programs to publish an annual security report by October 1st that documents three calendar years of campus crime and fire statistics and certain campus security policy statements.

On September 29, 2017, the college's campus security and safety completed the 2017 COM-FSM Annual Security and Fire Safety Report, and in collaboration with the college's Information Technology Office (ITO) published it via the news feed, for a college community-wide circulation, including the public:

http://www.comfsm.fm/myShark/news/item=1880/mod=0 7:08:40. (10/03/2017)

Related Documents:
[News feed on 2017 ASFSR and 2014-2016 Clery Satistics](#)
[2017 COM-FSM Annual Security and Fire Safety Report](#)

Improvement: Continue to maintain compliance with the US ED requirements in terms of publishing an annual security report by October 1 of each academic year -- ideally report should be completed a week before the posting date (or October 1) for a more thorough review.

Ensure that publication of the report complies with the college's publication standards and requirements.

 (10/03/2017)

2016-2017 CS&S Outcome 2 - Provide

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24/7 campus security and safety services to ensure a a safe and secure environment that enhances the well-being of students, faculty, staff, and visitors, and protect all college's property **AUO Status:** Active **AUO Assessment Cycle:** 2016 - 2017	**Descriptive Statistics -** Continue to maintain an adequate staffing level for campus security and safety at each campus location. **Target:** Meet the recommended staffing level for campus security and safety by campus.	**Reporting Period:** 2016 - 2017 **Target Met:** No The recommended staffing level for the college's campus security and safety, system-wide, is 47 security officers, i.e., in order to provide a 24-hour, seven days per week security and safety services, three shifts per day (8:00 AM to 4:00 PM, 4:00 PM to 12:00 Midnight, and 12:00 Midnight to 8:00 AM shifts), and with the recommended number of security officer per shift, based on the campus' needs. National Campus The campus has an area of 73 acres. The recommended staffing level for the campus' security and safety is 13 security officers, and a security and safety supervisor who has oversight of the college's campus security and safety, system-wide. To provide a 24/7 security and safety services, a minimum of three security officers are assigned per shift or three shifts per day. Simply put, 24/7 = 168 hours (per week) x 3 security officers = 504 hours per week. 13 security officers can provide 520 hours of security works per week. As of assessment report, the campus' security and safety has only 10 security officers, and a security and safety supervisor, as a result of the termination of one security officer, and the resignation of two security officers. Of these ten security officers, nine are employed as regular or full-time staff, while one on-special contract. Kosrae Campus The campus has an area of 5 acres. The recommended staffing level for the campus' security and safety is five security officers, i.e., one security officer per shift. A 24/7 security and safety operation require 168 hours per week. The five security officers can provide 200 hours of security works per week. As of assessment report, the campus' security and safety has an adequate staffing level. Yap Campus The campus has an area of 7 acres. The recommended	**Improvement:** Continue to work with the student services coordinators and lead security officers at the state campuses, including the Human Resources Office (HRO) on the hiring of additional security officers to meet the recommended staffing level. Work with the Office of the VPEMSS to submit vacancy review to the Cabinet to fill in four regular positions for the National Campus' security and safety. Work with HRO to revisit and revise the minimum qualification for a campus security and safety officer to include at least an associate degree, including revision of the job's description (functions and responsibilities) (10/04/2017)

staffing level for the campus' security and safety is five security officers, i.e., one security officer per shift.   A 24/7 security and safety operation require 168 hours per week. The five security officers can provide 200 hours of security works per week. As of assessment report, the campus' security and safety has an inadequate staffing level. The campus has only three full-time security officers; however, the hiring of two additional security officers is in progress. To maintain a 200 hours of security and safety operation per week, the campus currently requires overtime works for its security and safety officers.

FSM Fisheries and Maritime Institute
The recommended staffing level for the campus' security and safety is five security officers, i.e., one security officer per shift.   A 24/7 security and safety operation require 168 hours per week.   The five security officers can provide 200 hours of security works per week. As of assessment report, the campus' security and safety has an inadequate staffing level. The campus has only three full-time security officers; however, the hiring of two additional security officers is in progress. To maintain a 200 hours of security and safety operation per week, the campus currently requires overtime works for its security and safety officers.

Chuuk Campus
The campus has an area of two acres. The recommended staffing level for the campus' security and safety is nine security officers, i.e., one security officer per shift.   To provide a 24/7 security and safety services, a minimum of two security officers are assigned per shift or three shifts per day. Simply put, 24/7 = 168 hours (per week) x 2 security officers = 336 hours per week. The nine security officers can provide 360 hours of security works per week. As of assessment report, the campus' security and safety has only seven security officers. Nonetheless, the hiring of the additional two security officers is in progress.

Pohnpei Campus
The campus has an area of 16.6 acres. The recommended

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		staffing level for the campus' security and safety is 9 security officers, i.e., two security officers per shift. To provide a 24/7 security and safety services, a minimum of two security officers are assigned per shift or three shifts per day. Simply put, 24/7 = 168 hours (per week) x 2 security officers = 336 hours per week. The nine security officers can provide 360 hours of security works per week. As of assessment report, the campus' security and safety has only eight security officers, and a security and safety supervisor. Of these eight security officers, two are employed as full-time (or regular employees), and six on-special contract. (10/04/2017) **Related Documents:** security guards-staffing level and requirements.pdf	
	Descriptive Statistics - Provide in-house training for campus security and safety officers. **Target:** In-house training for campus security and safety officers	**Reporting Period:** 2016 - 2017 **Target Met:** Yes The college has contracted Timothy Fenlon of the LawESS, Incorporated, as consultant on security and safety matters, which also include facilitating trainings in areas of incident report writing, patrolling, conducting investigation, and others. Training sessions for the campus security and safety supervisor, and the security officers from the National Campus and the CTEC-Pohnpei were conducted during the first three weeks of September, 2017. On September 11, 2017, a training needs assessment and incident report writing was conducted for the the student services coordinator and the security officers at Kosrae Campus. Training needs assessment and incident report writing training are also scheduled for Chuuk Campus, and Yap Campus and FSM FM on October 2, 2017, and October 4-5, 2017, respectively. (10/04/2017)	**Improvement:** Continue to facilitate and organize training for the college's campus and security officers to include adeptness of applicable US federal regulations, such as Title IX, the Clery Act, VAWA, FERPA, including college's policies and their procedures, applicable FSM national, state and local public laws or statutes and requirements. Continue to organize trainings and/or drills relating to emergency response and preparedness. Work on developing (or updating) the manual for security and safety operations and procedures, including the emergency preparedness and response. (10/04/2017)