

# Annual Assessments: Campus Security & Safety

2016-2020



## 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.

<i>Administrative Unit Outcomes</i>	<i>Assessment Strategies</i>	<i>Results</i>	<i>Improvements</i>
<p><b>2016-2017 CS&amp;S Outcome 1</b> - 2016-2017 CS&amp;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.</p> <p><b>AUO Status:</b> Inactive  <b>AUO Assessment Cycle:</b> 2016 - 2017</p>	<p><b>Descriptive Statistics</b> - 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.</p> <p><b>Target:</b> Campus safety and security survey</p> <p><b>Related Documents:</b>  <a href="#">2017 COM-FSM Annual Security and Fire Safety Report</a></p>	<p><b>Reporting Period:</b> 2016 - 2017  <b>Target Met:</b> Yes</p> <p>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.</p> <p>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)</p> <p><b>Related Documents:</b>  <a href="#">SurveyCompletionCertificate(CSSS)_243638006.pdf</a>  <a href="#">2014-2016 Clery Crime and Fire Statistics</a></p>	<p><b>Improvement:</b> 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.</p> <p>Revise citation, incident report, and other routine forms, including reporting forms (e.g., complaints, etc).</p> <p>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</p>

Administrative Unit Outcomes	Assessment Strategies	Results	Improvements
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**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 Statistics](#)

safety tips, allowing access to the college's disaster plan and 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)

**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)

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[2017 COM-FSM Annual Security and Fire Safety Report](#)

**2016-2017 CS&S Outcome 2** - Provide 24/7 campus security and safety services to ensure a safe and secure environment that enhances the well-being of students, faculty, staff, and visitors, and protect all college's property  
**AUO Status:** Inactive  
**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.

**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)

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Yap Campus

The campus has an area of 7 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 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,  $24/7 = 168 \text{ hours (per week)} \times 2 \text{ security officers} = 336 \text{ hours per week}$ . 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.

Administrative Unit Outcomes	Assessment Strategies	Results	Improvements
<p><b>Descriptive Statistics</b> - Provide in-house training for campus security and safety officers.</p> <p><b>Target:</b> In-house training for campus security and safety officers</p>		<p>Pohnpei Campus</p> <p>The campus has an area of 16.6 acres. The recommended 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)</p> <p><b>Related Documents:</b>  <a href="#">security guards-staffing level and requirements.pdf</a></p> <p><b>Reporting Period:</b> 2016 - 2017</p> <p><b>Target Met:</b> Yes</p> <p>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.</p> <p>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.</p> <p>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)</p>	<p><b>Improvement:</b> 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.</p> <p>Continue to organize trainings and/or drills relating to emergency response and preparedness.</p> <p>Work on developing (or updating) the manual for security and safety operations and procedures, including the emergency preparedness and response.</p>

Administrative Unit Outcomes	Assessment Strategies	Results	Improvements
<p><b>2017-2018 Campus Security &amp; Safety Outcome 1</b> - Maintain compliance with applicable US Federal Regulations, such as but by no means not limited to, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990), as amended in 2015 (Clery Act), the Violence Against Women Act (1994), as amended in 2015 (VAWA), Title IX, Education Amendments of 1972 (Title IX), and the Higher Education Act of 1965.</p> <p><b>AUO Status:</b> Active</p> <p><b>AUO Assessment Cycle:</b> 2017 - 2018</p>	<p><b>Directly related to Outcome</b></p> <p><b>Descriptive Statistics</b> - Conduct a campus climate survey to determine students' perceptions of campus community, culture and safety as well as their experiences with prohibited sexual conduct.</p> <p><b>Target:</b> A campus climate survey in spring 2018, and fall 2018.</p> <p><b>Descriptive Statistics</b> - In collaboration with the college's Information Technology Office (ITO), design, develop, and implement a database system to record Clery crime and fire data statistics, including logs of citations, incident reports, and others; as such, routine tasks and other operations becoming less clerical in nature.</p> <p><b>Target:</b> A database for the campus security and safety</p> <p><b>Descriptive Statistics</b> - Update and revise all campus security and safety forms, which include but by any means not limited to, citations, incident reports, complaints, and others. Additionally, updated and/or revised forms are made available as downloadable portable</p>	<p><b>Reporting Period:</b> 2017 - 2018</p> <p><b>Target Met:</b> No</p> <p>Campus climate survey was conducted in fall 2018 for National Campus. Students are aware of the prohibited sexual conduct</p> <p>But none has been experience or being a victim to prohibited sexual conduct. (09/27/2018)</p> <hr/> <p><b>Reporting Period:</b> 2018 - 2019</p> <p><b>Target Met:</b> Yes</p> <p>A database system was created to update campus security and safety webpage (06/10/2019)</p> <p><b>Improvement Plan:</b> Continue to monitor database system to keep all required records update</p> <hr/> <p><b>Reporting Period:</b> 2017 - 2018</p> <p><b>Target Met:</b> Yes</p> <p>Security and Safety forms, which include but by any means not limited to, citations, incident reports, complaints, activity and reports have been revised and available as download portable document format (pdf) on campus security and safety webpage. (09/27/2018)</p>	<p>(10/04/2017)</p> <p><b>Improvement:</b> continue conduct climate survey to all Campus State-wide in Spring 2019 and Fall 2019 (10/04/2018)</p> <hr/> <p><b>Improvement:</b> continue to monitor database to keep all records of Clery Crime and Fire Data Statistics update. (10/08/2018)</p> <hr/> <p><b>Improvement:</b> Continue to update and revised all campus security and safety forms and are made available as downloadable portable document format (pdf) on the campus security and safety's webpage. (10/08/2018)</p>

Administrative Unit Outcomes	Assessment Strategies	Results	Improvements
	<p>document format (pdf) on the campus security and safety's webpage.</p> <p><b>Target:</b> All campus security and safety forms are revised or updated.</p> <p><b>Descriptive Statistics -</b> In collaboration with the college's Information Technology Office (ITO), update the college's campus and security webpage on the college website to include updated contact information, annual security and fire safety reports, Clery crime and fire data statistics, access to the college's disaster and emergency preparedness (or response) plan or protocol, campus maps, and others.</p> <p><b>Target:</b> Updated campus security and safety webpage</p>	<p><b>Reporting Period:</b> 2017 - 2018</p> <p><b>Target Met:</b> Yes</p> <p>All information on the security webpage as such contact information, security and fire safety tips, Clery crime and Fire data statistics has been updated. (09/27/2018)</p>	<p><b>Improvement:</b> Continue to work with Information Technology Office (ITO), to update the college's campus security and safety webpage on the college website to include update contact information, annual security and fire safety reports, Clery Crime and Fire Data Statistics, access to the college's disaster and emergency preparedness (or response) plan or protocol, campus maps, and others. (10/08/2018)</p>
	<p><b>Descriptive Statistics -</b> Conduct or facilitate in-house training for security officers in the areas of, but by no means not limited to, applicable US Federal Regulations, such as but by no means not limited to, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990), as amended in 2015 (Clery Act), the Violence Against Women Act (1994), as amended in 2015 (VAWA), Title IX, Education Amendments of 1972 (Title IX), and the Higher Education Act of 1965.</p> <p><b>Target:</b> An in-house training per academic term, i.e., semester, covering the aforementioned areas.</p>	<p><b>Reporting Period:</b> 2017 - 2018</p> <p><b>Target Met:</b> No</p> <p>Mr. Tim Felton contract security and safety consultant is schedule to conduct trainings on the aforementioned on October 2018 (09/27/2018)</p>	<p><b>Improvement:</b> Continues to conduct or facilitate in-house training for security officers in the areas of, but by no means not limited to, applicable to US Federal Regulations, such as but by no means not limited to, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990), as amended in 2015 (Clery Act), the Violence Against Women Act (1994), as amended in 2015 (VAWA), Title IX, Education Amendments of 1972 (Title IX, and the Higher Education Act of 1965. (10/08/2018)</p>
	<p><b>Descriptive Statistics -</b> Complete 2018 Campus Safety and Security</p>	<p><b>Reporting Period:</b> 2017 - 2018</p> <p><b>Target Met:</b> Yes</p>	<p><b>Improvement:</b> Complete 2019 Campus Safety and Security</p>

<i>Administrative Unit Outcomes</i>	<i>Assessment Strategies</i>	<i>Results</i>	<i>Improvements</i>
	<p>Survey, as Required by US Department of Education (USED), specifically under the Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime Statistics Act or the Clery Act on or before the deadline.</p> <p><b>Target:</b> 2018 Annual Security and Fire Safety Report</p>	<p>On September 19, 2018, the college's campus security and safety completed Campus Security and Safety Survey as required by the US Department of Education (USED), under the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, earlier than the deadline as set by US ED.</p> <p>The survey included college-wide data (National Campus, CTEC Pohnpei, Kosrae Campus, Chuuk Campus, Yap Campus, and the FSM Fisheries and Maritime Institute), and on Clery crimes on campus, on student housing facilities, and on public property (e.g. criminal offenses, arrests, disciplinary actions, unfounded crimes) and fire data including fire summary for period beginning August 2017 and ending August 2018.</p> <p>Related Documents: SurveyCompletionCertificate (CSSS) 243638 (09/27/2018)</p>	<p>Survey, as required by US Department of Education (USED), specifically under the Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime Statistics Act or the Clery Act on or before the deadline. (10/08/2018)</p>
<p><b>2017-2018 Campus Security &amp; Safety Outcome 2</b> - Continue to provide a 24-hour, 365-day service essential to maintaining a reasonably safe and secure environment in which members of the college community can pursue their various activities, and the college can fulfill its mission.</p> <p><b>AUO Status:</b> Active</p> <p><b>AUO Assessment Cycle:</b> 2017 - 2018</p>	<p><b>Descriptive Statistics</b> - Continue to maintain an adequate staffing level for campus security and safety, college-wide.</p> <p><b>Target:</b> Meet the recommended staffing level for campus security and safety by campus.</p>	<p><b>Reporting Period:</b> 2017 - 2018</p> <p><b>Target Met:</b> No</p> <p>The recommended staffing level for the college's campus security and safety, system-wide is 47 security officers, i.e. in order to provide 24 hours seven days per week security and safety service, three shifts per day (8:00AM to 4:00PM to 12:00AM midnight, and 12:00 midnight to 8:00AM shifts) and with the recommended number of offices per shift, based on campus needs.</p> <p>National Campus: The campus has an area of 73 acres. The recommended staffing level for the campus safety and security is 13 security officers and a security supervisor who has oversight on the college's campus security and safety system-wide. To provide 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 an adequate of 13 security officers. Of these 13 security officers, 8 are on permanent status while 5 on special</p>	<p><b>Improvement:</b> Continue to work with the student services coordinators and lead security offices at the state campuses including the Human Resources Office (HRO) on the hiring of additional security offices to meet the recommended staffing level.</p> <p>work with the office of the VPEMSS to submit vacancy review to the cabinet to fill in 5 regular positions for the National Campus Security and safety.</p> <p>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. (10/04/2018)</p>



contract.

**Kosrae Campus**

The campus has an area of 5 acres. The recommended staffing level for the campus' security and safety is 5 security officers, i.e., one security officer per shift. A 24/7 security and safety operation requires 168 hours per week. The 5 security officers can provide 200 hours of security works per week. As of the assessment report, the campus' security and safety has 3 security personnel on permanent status. Kosrae Campus needs 2 permanent security personnel to meet the recommended staffing level.

**Yap 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 requires 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 3 security personnel who are on permanent status. The campus has only 3 full-time security officers; however, the hiring of two additional security officers is in progress. To maintain 200 hours of security and safety operation per week, the campus currently requires overtime work

**FSM Fisheries and Maritime Institute**

The recommended staffing level for the campus' security and Safety is 5 security officers, i.e., one security officers per shift A 24/7 security and safety operation require 168 hours per week. The five security offices can provide 200 hours of security works Per week. As of assessment report, the campus's security and safety has 3 security officers who are on permanent status. FMI needs two additional security personnel to meet the recommended staffing level.

**Chuuk Campus**

The campus has an area of two acres. The recommended staffing Level for the campus' security and safety is 9 security officers, i.e. one security officer per shift. To

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provide 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 officer can provide 360 hours of security works per week. As of assessment, the campus security and safety has 8 security officers. Chuuk Campus needs 1 female security officer to meet the recommended staffing level.

CTEC-Pohnpei  
The campus has an area of two acres. The recommended staffing level For the campus' security and safety is 9 security offices, i.e., two security Offices 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 an adequate of staffing level. Of all the nine security offices, one is on permanent status while 7 on special contract.

All campuses requires 1 female security officer excluding the National Campus requires to hire two female security officers because of the Female Residence Hall. (10/04/2018)  
**Improvement Plan:** National Campus

**2018-2019 Campus Security & Safety Outcome 1** - Continue to provide a 24-hours, 365-day Services essential to maintaining a reasonably safe and secure environment in which member of the college community can pursue their various activities, and the college can fulfill its mission.  
**AUO Status:** Active  
**AUO Assessment Cycle:** 2018 - 2019  
**Start Date:** 09/26/2018

**Descriptive Statistics** - continue to maintain an adequate staffing level for campus security and safety college-wide.  
**Target:** Meet the recommended staffing level for campus security and safety by campus

**Reporting Period:** 2018 - 2019  
**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 24 hours seven days per week security and safety service, three shifts per day (8:00AM to 4:00PM to 12:00AM midnight, and 12:00 midnight to 8:00AM shifts) and with the recommended number of offices per shift, based on campus needs.

National Campus:  
The campus has an area of 73 acres. The recommended staffing level for the campus safety and security is 13

**Improvement:** Work with Human Resources Office (HRO) on request vacancies to maintain adequate staffing level for campus security and safety college-wide. (06/11/2019)  
**Follow-Up:** Work with HR on the submitted request for the new regular vacancies (06/13/2019)

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security officers and a security supervisor who has oversight on the college's campus security and safety system-wide. To provide 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 an adequate of 13 security officers. Of these 13 security officers, 8 are on permanent status while 5 on special contract. 5 regular position

**Kosrae Campus**  
 The campus has an area of 5 acres. The recommended staffing level for the campus' security and safety is 5 security officers, i.e., one security officer per shift. A 24/7 security and safety operation requires 168 hours per week. The 5 security officers can provide 200 hours of security works per week. As of the assessment report, the campus' security and safety has an adequate 3 staffing level. Kosrae Campus needs 2 security personnel to meet the recommended staffing level.

**Yap Campus**  
 The campus has an area of 5 acres. The recommended staffing level for the campus' security and safety is 5 security officers, i.e. one security officer per shift. A 24/7 security and safety operation requires 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 3 full-time and 1 on special contract; however, the hiring of two permanent position additional security officers is in progress. To maintain 200 hours of security and safety operation per week, the campus currently requires overtime work

**FSM Fisheries and Maritime Institute**  
 The recommended staffing level for the campus' security and Safety is 5 security officers, i.e., one security officers

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per shift A 24/7 security and safety operation require 168 hours per week. The five security offices can provide 200 hours of security works Per week. As of assessment report, the campus's security and safety Have an inadequate staffing level of 3 security officers who are on permanent status. FMI needs 2 more additional security officer to meet the recommended staffing level

**Chuuk Campus**  
 The campus has an area of two acres. The recommended staffing Level for the campus' security and safety is 9 security officers, i.e. one security officer per shift. To provide 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 officer can provide 360 hours of security works per week. As of assessment, campus security and safety has 8 security officers who are on regular status. So Chuuk campus will be needing 1 additional security personnel to meet the recommended staffing level.

**CTEC-Pohnpei**  
 The campus has an area of two acres. The recommended staffing level For the campus' security and safety is 9 security offices, i.e., two security Offices per shift. To provide 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 7 security on special contract and 1 on regular status. CTEC needs 8 security personnel to meet the recommended staffing level.  
 (06/10/2019)

**Improvement Plan:** work with the Human Resources Office (HRO) on the requested vacancies of hiring additional security offices to meet the recommended staffing level.

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**2018-2019 Campus Security and Safety Outcome 2** - Maintain compliance with applicable US Federal Regulations, such as but by no means not limited to, the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (1990), as amended in 2015 (Clery violence Against Women Act (1994), as amended in 2015 (VAWA) Title IX, Education Amendments of 1972 (Title IX), and the Higher Education Act of 1965.  
**AUO Status:** Active  
**AUO Assessment Cycle:** 2018 - 2019  
**Start Date:** 09/26/2018

**Descriptive Statistics** - Continue to conduct a campus climate survey to determine student's perceptions for the campus community, culture, and safety as well as their experiences with prohibited sexual conduct  
**Target:** A campus climate survey in Fall 2018, Spring 2019, and Fall 2019

**Reporting Period:** 2018 - 2019  
**Target Met:** No  
 A focus group was conducted by the Director of Student Life concluded with some of our female students regarding their feelings of safety and inclusion at the National Campus. The student concerns and requests the increase of security presence and lighting in such blind-spot areas (06/10/2019)  
**Improvement Plan:** Increase of security presence from 3 security personnel per shift to 4 security personnel per shift. Request and follow up has been made through the Director of Maintenance office for lightings to support the needs and concerns of our students.

**Improvement:** Increasing security personnel per shift (evening shift) from 3 personnel to 4 personnel to ensure safety is provided to all students especially the female students residing in the Female Residence Hall / Female's dormitory. A request was submitted to the office of maintenance for lighting in such blind-spot areas for security and safety purposes. (06/11/2019)  
**Follow-Up:** Contacted Director of Maintenance to follow up on the requested street lights (06/13/2019)

**Descriptive Statistics** - In collaboration with the college Information Technology Office (ITO) continue to update the college's campus and security webpage on the college website to include update contact information, Annual Security and Fire Safety Reports, Clery Crime and Fire Data Statistics, access to the College's Disaster and Emergency Preparedness (or response) Plan or protocol, campus maps and others  
**Target:** Update campus security and safety webpage

**Reporting Period:** 2018 - 2019  
**Target Met:** Yes  
 Work with ITO to update the security webpage, update contact information, Annual Security and Fire Safety Reports, Clery Crime and Fire Data Statistics, access to the College's Disaster and Emergency Preparedness (or response) Plan or protocol, campus maps and others (06/12/2019)  
**Improvement Plan:** Update

**Improvement:** The security webpage has been review and update (06/13/2019)

**Descriptive Statistics** - Continue conduct in-house training to security and safety officers Collegewide in the areas of , but by no means not limited to, Applicable US Federal

**Reporting Period:** 2018 - 2019  
**Target Met:** Yes  
 Tim Fenlon contract security consultant conducted training on the aforementioned in Fall 2018 to Spring 2019 (06/11/2019)

**Improvement:** Mr. Tim Fenlon contract security consultant conducted training on the aforementioned in Fall 2018 to

Administrative Unit Outcomes	Assessment Strategies	Results	Improvements
	<p>Regulations such as but by no means not limited to, the Jeanne Clery Disclosure of Campus Statistics Act (1990), as amended in 2015 (VAWA), Title IX, Education Amendment of 1972 (Title IX), and the Higher Education Act of 1965</p> <p><b>Target:</b> An in-house training per Academic Term, i.e semester, covering the aforementioned areas.</p> <p><b>Descriptive Statistics</b> - complete the 2019 Campus Safety and Security Survey, as required by US Department of Education (USED), specified under the Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime Statistics Act of the Clery Act on or before the deadline.</p> <p><b>Target:</b> 2019 Campus Security Safety and Security Survey</p>	<p><b>Improvement Plan:</b> Continue conduct in-house training to security and safety officers Collegewide in the areas of , but by no means not limited to, Applicable US Federal Regulations such as but by no means not limited to, the Jeanne Clery Disclosure of Campus Statistics Act (1990), as amended in 2015 (VAWA), Title IX, Education Amendment of 1972 (Title IX), and the Higher Education Act of 1965</p> <p><b>Reporting Period:</b> 2018 - 2019</p> <p><b>Target Met:</b> No</p> <p>Online survey will be open in September 2019 (06/13/2019)</p> <p><b>Improvement Plan:</b> complete and upload 2019 Campus Safety and Security Survey by September 2019</p>	<p>Spring 2019 (06/11/2019)</p> <p><b>Improvement:</b> Follow up on survey in September 2019 (06/13/2019)</p>
<p><b>2019 - 2020 CS&amp;S Outcome 1</b> - 2019-2020 CS&amp;S Outcome 1 Maintain compliance with applicable US federal regulations, such as but by no means not limited to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or the Clery Act (1990) as amended in 2015 (Clery Act Violence Against Women Act (1994), as amended in 2015 (VAWA) Title IX, Education Amendments of 1972 (Title IX), and the Higher Education Act of 1965.</p> <p><b>AUO Status:</b> Active</p> <p><b>AUO Assessment Cycle:</b> 2019 - 2020</p> <p><b>Start Date:</b> 06/13/2019</p>	<p><b>Descriptive Statistics</b> - In collaboration with the college's Information Technology Office (ITO) continue to update campus security and safety webpage on the college website to include, but by any means not limited to, updated contact information, Annual Security and Fire Safety Reports, Clery Crime and Fire Data Statistics, access to the college's Disaster and Emergency Preparedness (or response) Plan or protocol, campus maps and others (Active).</p> <p><b>Target:</b> 2019-2020 Campus Security and Safety webpage on the college website.</p>	<p><b>Reporting Period:</b> 2019 - 2020</p> <p><b>Target Met:</b> Yes</p> <p>The Campus Security and Safety (CS&amp;S) webpage on the college's website (www.comfsm.fm) has been updated to include general information, e.g., mission and diversity statements; services provided; relevant policies; crime prevention guides and tips; Annual Security and Fire Safety Reports, Clery Crime and Fire Data Statistics; contact information; and forms for routine office operations and use.</p> <p>The college's website has also been updated to include a Title IX and Sexual Misconduct webpage, in compliance with Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX), especially with the college receiving U.S. Federal Financial assistance.</p>	<p><b>Improvement:</b> The Campus Security and Safety (CS&amp;S) webpage on the college's website (www.comfsm.fm) has been updated to include general information, e.g., mission and diversity statements; services provided; relevant policies; crime prevention guides and tips; Annual Security and Fire Safety Reports, Clery Crime and Fire Data Statistics; contact information; and forms for routine office operations and use.</p> <p>However, CS&amp;S will continue to work with ITO to deactivate active</p>

<i>Administrative Unit Outcomes</i>	<i>Assessment Strategies</i>	<i>Results</i>	<i>Improvements</i>
<p><b>Descriptive Statistics</b> - Conduct in-house training to security and safety officers college-wide in the areas of , but by no means not limited to, applicable US Federal Regulations such as but by no means not limited to, the Jeanne Clery Disclosure of Campus Statistics Act (1990), as amended in 2015 (VAWA), Title IX, Education Amendment of 1972 (Title IX), and the Higher Education Act of 1965, roles and responsibilities, incident reporting and recording, first-reponders, and others.  <b>Target:</b> In house training per academic year</p>		<p>On December 31, 2018, the college updated its 2012 Emergency Response Plan, which was then presented to the March 21, 2019, meeting of the Board of Regents. However, the revised plan is yet to be published on the college website to replace the 2012 Emergency Response Plan currently under the VPAS webpage, <a href="http://www.comfsm.fm/vpa/er/Emergency_Response_Plan.pdf">http://www.comfsm.fm/vpa/er/Emergency_Response_Plan.pdf</a>. (06/22/2020)  <b>Improvement Plan:</b> Continue to work with ITO to remove and update existing and active links. Currently, VPAS webpage on the college's website includes a link to CS&amp;S. Then, CS&amp;S was under Maintenance &amp; Facilities, Department for Administrative Services. However, in 2013, CS&amp;S was transferred as one of the administrative units under the Department for Enrollment Management and Student Services (EMSS).  <b>Related Documents:</b>  <a href="#">CS&amp;S Webpage</a>  <a href="#">Title IX and Sexual Misconduct Webpage</a>  <a href="#">COM-FSM Emergency Management Plan</a>  <b>Reporting Period:</b> 2019 - 2020  <b>Target Met:</b> Yes  In support fulfillment of the college's 2018-2023 strategic direction 2-Strengthen resources to meet current and future needs, specifically by investing in employee development and capacity building to improve practices, S&amp;S continues to provide in-house trainings for its personnel.  During the first three weeks of June 2020, newly-hired CS&amp;S personnel at the National Campus and the Career &amp; Technical Education Center (CTEC) participated in series of trainings facilitated by Mr. Timothy Fenlon of LawESS, Incorporated, who had been contracted by the college as consultant on matters relating to security and safety. Delivered via Zoom due to the current unprecedented health challenges (COVID-19 crisis), these trainings include roles and responsibilities, incident report writing, patrolling,</p>	<p>links to web-based info relating to CS&amp;S in order to aptly reflect current organizational structure, i.e., CS&amp;S was transferred to EMSS in 2013. Further, links to updated or revised COM-FSM Disaster Management Plan and Title IX/Sexual Misconduct should be added in the CS&amp;S webpage. (06/23/2020)  <b>Improvement:</b> CS&amp;S officers were able to develop or enhance both their verbal and written communication skills, such as but by no means not limited to writing detailed reports regarding observations and incidents. They became adept with their roles and responsibilities as CS&amp;S personnel, and with applicable US federal regulations. (06/24/2020)</p>

Administrative Unit Outcomes	Assessment Strategies	Results	Improvements
	<p><b>Descriptive Statistics</b> - Work with Maintenance &amp; Facilities to provide street lights to blind-spot area and off limit access areas which have been a security and safety concern from the students who expressed feeling of being unsafe while on campus especially during the night.  <b>Target:</b> Street light poles and traffic post</p>	<p>conducting an investigation, applicable US federal regulations, and others.</p> <p>CS&amp;S will continue to schedule training sessions for its personnel. (06/23/2020)  <b>Improvement Plan:</b> CS&amp;S should expand this capacity-building initiative to include trainings for newly-hired security officers, college-wide; and trainings for other security officers to upgrade their skills and adeptness particularly in effectively carrying out their roles and responsibilities.  <b>Related Documents:</b>  <a href="#">BOR Report: Training for newly-hired security officers</a>  <b>Reporting Period:</b> 2019 - 2020  <b>Target Met:</b> No            During the summer of 2018, the Office of the Director of Student Life (DSL) conducted a survey to focus groups of students specifically to elicit feedback and recommendations from female students at COM-FSM regarding their feelings of physical safety at National Campus. Among the recommendations of this survey is the need to address the lack of lighting on campus. Students requested that either new street lights be installed in the following locations or existing lights be fixed:</p> <ul style="list-style-type: none"> <li>• Along the walkway to the Nursing Building, behind the Dining Hall &amp; the Learning Resources Center;</li> <li>• Around the trees and benches near Buildings A and B;</li> <li>• Around the Residence Halls;</li> <li>• Underneath the Residence Hall balconies;</li> <li>• Around the volleyball court; and</li> <li>• Around the basketball court.</li> </ul> <p>The foregoing recommendation/request had been communicated by then Director of Student Life to the Director of Maintenance and Facilities, and the supervisor of CS&amp;S on April 18, 2019.</p> <p>CS&amp;S diligently worked and made several follow-up with Maintenance and Facilities which has the oversight of this</p>	<p><b>Improvement:</b> The target has not been achieved to date. CS&amp;S should continue to follow-up with the college's Maintenance and Facilities to address the request for additional street lights at the National Campus. Finally, CS&amp;S should conduct similar needs assessments at each state campuses, including FSM-FMI. (06/30/2020)</p>



Administrative Unit Outcomes	Assessment Strategies	Results	Improvements
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**Descriptive Statistics** - Work with VPEMSS office to request additional of two special contract security officers to increase number of security personnel during the evening shift and graveyard shift at the National Campus from three security officers per shift to four security officers per shift.  
**Target:** Hire two s security officers on-special contract

area. However, it is unfortunate that there has been no positive progress to this request to either install additional street lights or fix existing street lights in identified areas. According to the college's Maintenance and Facilities, one of the many reasons is the unavailability of solar lights on island. (06/23/2020)

**Improvement Plan:** Continue to follow-up with Maintenance and Facilities to address the request. Additionally, conduct similar need assessments (street lights and other essential security and safety needs) at each state campuses, including FSM-FMI.

**Related Documents:**  
[FG Report - SU 2019\\_compressed.pdf](#)

**Reporting Period:** 2019 - 2020  
**Target Met:** No  
 CS&S Staffing level: National Campus, as approved by the Cabinet  
 The recommended staffing for CS&S at the National Campus is 13 non-sworn security personnel, and a supervisor who has college-wide oversight of the college's campus security and safety. To provide a 24/7 security and safety services, a minimum of three officers are assigned per shift (or three shifts per day). Thus, 24/7 = 168 hours per week x three non-sworn security personnel = 504 hours per week. The 13 full-time (or regular) non-sworn security personnel can provide 520 hours of security works per week.

National Campus has an un-fenced area of 73 acres. Thus, with the three security officers per shift each officer is to cover an area of more or less 24 acres. While, there is an obvious and apparent need for additional CS&S officers if based on area that one CS&S at the National Campus should cover per shift to patrol and monitor to prevent theft, violence, or infractions of rules, the hiring of additional CS&S may be profoundly challenging due to budgetary constraints. (06/23/2020)

**Improvement Plan:** CS&S to conduct a comprehensive review of its current staffing level, vis-a-vis several variables, e.g., community, physical, and others, in the

**Improvement:** CS&S at the National Campus continues to provide 24 hours per day, seven days per week, 365 days per year security and safety services, with 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), (06/24/2020)

Administrative Unit Outcomes	Assessment Strategies	Results	Improvements
	<p><b>Descriptive Statistics</b> - Complete the 2020 Campus Security and Safety Survey, as required by US Department of Education (US ED), specified under the Jeanne Clery Disclosure of Campus Security and Safety Policy and the Campus Crime Statistics Act of the Clery Act on or before the deadline.</p> <p><b>Target:</b> 2020 Campus Security and Safety Survey</p> <p><b>Notes:</b> Campus Security and Safety Survey was completed on September 2019</p>	<p>anticipation of determining the reasonable staff-level per campus.</p> <p><b>Reporting Period:</b> 2019 - 2020</p> <p><b>Target Met:</b> Yes</p> <p>On September 2019, 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.</p> <p>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 the period beginning August 2018, and ending August 2019. (06/24/2020)</p>	<p><b>Improvement:</b> 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.</p> <p>Revise citations, incident reports, and other routine forms, including reporting forms (e.g., complaints, etc.).</p> <p>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 emergency preparedness plan, and others.</p> <p>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. (06/24/2020)</p>

<i>Administrative Unit Outcomes</i>	<i>Assessment Strategies</i>	<i>Results</i>	<i>Improvements</i>
<p><b>2019-2020 CS&amp;S Outcome 2 -</b> Continue to provide a 24-hours, 365-day Services essential to maintaining a reasonably safe and secure environment in which member of the college community can pursue their various activities, and the college can fulfill its mission. <b>AUO Status:</b> Active <b>AUO Assessment Cycle:</b> 2019 - 2020</p>	<p><b>Descriptive Statistics -</b> Continue to maintain an adequate staffing level for campus security and safety college-wide. <b>Target:</b> Meet the recommended staffing level for campus security and safety college-wide</p>	<p><b>Reporting Period:</b> 2019 - 2020 <b>Target Met:</b> 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.</p> <p>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 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.</p> <p>As of assessment report, the campus' security and safety has only 12 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 twelve security officers, eleven are employed as regular or full-time staff, while one on-special contract.</p> <p>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. 24/7 security and safety operation requires 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.</p> <p>Career &amp; Technical Education Center (CTEC)</p>	<p><b>Improvement:</b> As of report, there are unfilled positions in the CS&amp;S, college-wide. While these positions had been advertised in the anticipation of having them filled up, there were cases where some positions had be to re-advertised either due to no applicants or applicants did not satisfy the minimum qualifications for the positions as advertised. Additionally, there had been some significant turn-around in the hiring of security officers, e.g., CTEC's five security officers. Thus, CS&amp;S supervisor shall continue to follow-up and work with HRO to ensure shorter turn-around in the hiring of full-time security officers.</p> <p>CS&amp;S supervisor continues to collaborate with the student services coordinators (SSCs) or points-of-contact at the state campuses, including FSM-FMI, especially in developing work shifts or schedules to ensure 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 hiring of security officers on special contracts to temporarily address the gap in staffing level. (06/28/2020)</p>

*Administrative Unit  
Outcomes*

*Assessment Strategies*

*Results*

*Improvements*

The campus has an area of 16.6 acres. The recommended staffing level for the campus' security and safety is 9 security officers, i.e., two security officers per shift. To provide 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)  $\times$  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 five full-time security officers and two part-time security offices due to the termination and resignation of two security offices.

*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., two security officers per shift. To provide 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)  $\times$  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.

*Yap Campus*

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

<i>Administrative Unit Outcomes</i>	<i>Assessment Strategies</i>	<i>Results</i>	<i>Improvements</i>
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FSM Fisheries and Maritime Institute (FSM-FMI)  
 The recommended staffing level for the campus' security and safety is five security officers, i.e., one security officer per shift. 24/7 security and safety operation requires 168 hours per week. The five security officers can provide 200 hours of security works per week. As of the assessment report, the campus' security and safety have an inadequate staffing level. The campus has only three full-time security officers and one part-time security officer to maintain 200 hours of security and safety operation per week, the campus currently has one position that will be re-advertised. (06/28/2020)

**Improvement Plan:** Continue to work with the college's Human Resources Office (HRO) and the student services coordinators (SSC) or point-of-contact/lead at the state campuses on the hiring of security officers to fill in current vacancies; as such, meeting the recommended staffing level specific of each campus. While the hiring of regular or full-time security officers are in progress, consider temporarily addressing the gap by hiring security officers on special contracts.

Review routinely work shift schedule to ensure 24-hour, seven days per week security and safety services, (8:00 AM to 4:00 PM, 4:00 PM to 12:00 Midnight, and 12:00 Midnight to 8:00 AM shifts),