

Gateway Community and Technical College
SECURITY REPORT
FY 2012-13

INTRODUCTION

The security and safety of students, employees, and the public is a top priority for Gateway Community and Technical College. In July 2010, the College created a Director of Safety and Security position to lead our efforts. Tim Chesser, a Gateway criminal justice faculty member who had retired from police work, was hired. A \$40 per student security charge was implemented for the Fall 2010 semester to support this position and allow us to implement new initiatives.

In addition to the hiring of Mr. Chesser, Gateway has maintained a College-Wide Safety Committee and four campus-based incident response (CIRT) teams to provide continuous comprehensive review and evaluation of safety and security. These groups adhere to KCTCS policies and applicable laws pertaining to safety while being proactive and innovative in addressing the needs of the College community. They have worked to improve the procedures, practices, environment, and training at Gateway. Team members have been trained to assist with campus incidents, such as building evacuation and shelter in place. Selected individuals from each team have been authorized and trained to launch the SNAP emergency alert system. The campus-based CIRT teams met two to three times per semester, and are comprised of faculty and staff who primarily work at that campus. The college-wide team meets monthly, and is comprised of the following:

- Vice President for Administrative and Business Services (Chair)
- Director of Safety
- Vice President for Student Development
- Director of Maintenance and Operations (M & O)
- Director of Public Relations (Communications)
- Director of Human Resources
- Director of Information Technology
- Special Assistant to the President
- Faculty member chairs from each campus-based CIRT team

The goal of the security and safety program has been to make legitimate campus users feel safe and comfortable, while making unauthorized or illegitimate “users” uncomfortable enough to realize that this is not a place for them to commit illegal or inappropriate acts.

2012-2013 ACTIONS/OUTCOMES

Based on an assessment of the previous year and the overall Campus Safety and Security Plan, the following actions took place to maintain and strengthen Gateway’s safety and security program during the 2012-13 academic year:

Communication

- Electronic information was updated frequently for students, faculty, and staff. Details included safety changes and improvements made, reminders of who to contact for safety needs, and links to pertinent areas such as SNAP system sign up, the GCTC annual security report, and *Shots Fired* and *Flashpoint on Campus* safety videos.
- Additional weather radios and two-way radios were purchased.
- Emergency instructional posters were updated again during the year and replaced in every room on each campus. These posters contain information on active shooters, severe weather, building evacuation, SNAP sign up, and where to report emergencies and non-emergencies.
- Additional signage was added to parking lots and the inside/outside of buildings to aid in communication during emergencies. Severe weather shelters are now clearly marked at each campus.

Training and Outreach

Mr. Chesser continued to be very visible on and off campus. He communicated with faculty, staff, and students in meetings, classes, and individually regarding safety issues. He presented informational seminars and training, and was involved with the student, faculty, and staff orientation processes. Mr. Chesser was very active off campus with safety and law enforcement agencies, as well as other schools and colleges. He regularly conducted presentations for student groups, including high schools, on topics such as active shooters and domestic violence. Regular drills and tests were conducted at each campus including fire, earthquake, and SNAP alerts.

Highlights of the year include the following:

- Two subcommittees of the College-Wide Safety Team were formed to focus on safety communication and safety training. These teams met regularly to concentrate on the most effective ways to support the goals of our safety program.
- In February 2013, mandatory training was conducted by Mr. Chesser and Ms. Stephanie Albert, a faculty member who sits on the college-wide and Edgewood safety team, for all Gateway employees – full time, part time, and student workers. The topic was Active Shooter awareness, and was based on the “Run, Hide, Fight” Program initiated by the Department of Homeland Security. Twenty-two sessions were held and 376 people attended. During the interactive training, valuable feedback was obtained from the attendees.
- Based upon attendee response at the Active Shooter trainings, it was determined that there was a need for a higher level of hands-on instruction on responding to violent incidents. The A.L.i.C.E. (Alert, Lockdown, Inform, Counter, and Evacuate) Program, which covers securing classrooms, evacuation, and defense options, was selected to be presented to all employees in 2013-14. In June 2013, three Gateway safety team members were trained as A.L.i.C.E. instructors. Gateway also hosted A.L.i.C.E. instructor training at the Boone Campus in July 2013.

In attendance were local law enforcement, a college from Dayton, Ohio, a person from Ashland Community & Technical College, and a representative from Aetna Building Maintenance (KCTCS).

- Mr. Chesser conducted an educational session at the December 2012 college-wide meeting on safety at Gateway attended by approximately 225 employees. Time was allotted for faculty and staff discussion and input.
- Gateway has partnered with the security directors from Bluegrass, Jefferson, and West Kentucky Community and Technical Colleges to network, communicate, and share ideas on how to make our locations as safe as possible. Collaboration occurred on training and plans were made to assist the other KCTCS colleges by serving as visiting/outside presenters to bring a different viewpoint during training.
- The KCTCS annual safety conference was held in Versailles on July 30 and 31, 2013. Four members of the College-Wide Safety Team attended: Mike Baker, vice president for Administrative and Business Services; George Hall, director of Maintenance and Operations; Linda Wright, Administrative and Business Services Projects; and Tim Chesser. This annual conference provided an excellent opportunity to exchange information and best practices. Mr. Chesser presented on the A.L.i.C.E. Program.
- Students who have a protective order against another person are encouraged to report those to the director. This allows the director and appropriate personnel to counsel students on their rights, and often can reduce the incidence of further disputes on campus.

Crisis Prevention, Planning and Management

- Gateway contracted with Dennis Sullivan, Certified Emergency Management Planner from the University of Louisville, to provide a security audit and review of our crisis management plan. He conducted training sessions for the College-Wide Safety Team on his findings and recommendations. Future focus will be placed on testing and refining this plan.
- Four members of the College-Wide Safety Team attended FEMA Multi-Hazard Emergency Planning for Higher Education training in Indianapolis. This three-day event included a simulated campus incident using the FEMA Incident Command approach.
- Gateway entered into a Memorandum of Agreement with the Kentucky State Police to share two-way communication on our radio frequencies in the event of a disaster or campus emergency. Gateway radios were programmed with the frequencies of the Edgewood Police, St. Elizabeth Medical Center Security, and Thomas More College. These will be used to pass on information and to communicate quickly during emergencies.
- In May 2013, KCTCS contracted with Aetna Building Maintenance to conduct safety and security audits. Gateway and Bluegrass Community & Technical Colleges were the two beta test sites. The college volunteered in support of our commitment of providing the highest level of safety

and security for our campus community. The results are still being tabulated at the Systems Office and will be made available soon.

- Gateway took advantage of an opportunity for a free Kentucky Labor Cabinet safety and health review of each of our campuses. This was a voluntary OSHA compliance audit without penalties. It provided us with very good information for discussion, and all issues noted were addressed.
- Gateway has been actively involved with KCTCS over the past three years in developing a comprehensive natural hazards mitigation plan for all sixteen colleges utilizing online software.

Contracted Security

Securitas Security Services was selected through a request for proposal process in late 2011 as the contracted security provider for Gateway. The process selection was based on a “best fit” alignment with the college’s need for security services, and not just cost. Securitas is a national company with more than 250 branch offices. Following a probationary period, it was determined that the overall service provided by Securitas was good, and so the contract was extended. Mr. Chesser interacted regularly with Securitas management. It was occasionally necessary to make changes to personnel and supervision; however, it was the assessment of the director that Securitas continued to meet, and in some areas exceed, the contract expectations. Positive aspects of this relationship included:

- During the past year, security personnel coverage was expanded to include the entire period that buildings were open.
- Guards maintained a visible presence as they made rounds, greeted the public, answered questions and monitored cameras from their work stations in campus lobbies.
- Detailed post orders of expectations and procedures for each campus were accessible by guards via portable electronic tablets. These tablets were also used in conjunction with barcodes placed throughout each campus to document campus tours and inspections and to allow for immediate incident and status reporting.
- Securitas conducted ongoing training with their officers, including customer service, report writing, Minger/Clery requirements, and Title IX Violations. These are very important in reducing the possibility of a claim by a student of a violation of any of the regulations. In the upcoming year, Gateway will be doing more in-house training with officers in an effort to make the guards feel more connected to the college. This will get them more involved in providing the highest possible level of security.
- Security personnel worked closely with Gateway maintenance personnel and were in contact with each other by radio. When maintenance safety issues were found, they were reported immediately to maintenance for repairs. The same occurred when suspicious activity was noticed by maintenance; it was quickly reported to security personnel and the security director.

Technology

- Over the past three years, the College invested over \$172,000 in an IP-based camera security system from funding provided by the security charge. The college has close to 200 cameras in place at our four locations. The conversion to a web-based model on all campuses except Covington has dramatically increased safety surveillance capabilities. The cameras provide coverage to all entry and exit points, hallways, stairwells, parking lots, and selected offices. Additional cameras were added this past fiscal year. Many incidents have been quickly resolved after reviewing footage and/or license plate scans from the scene. The enhanced camera system assisted greatly in solving a number of crimes committed on campus.
- Gateway's Information Technology Department, in conjunction with counseling and intervention services, developed an online Early Alert system. An Early Alert icon was added to employee PC's to enable access to this system with one click. A faculty or staff member can complete an online form if they believe that a student is in need of counseling intervention. The Behavioral Intervention Team receives the information and follows up with the student. Students can also use the form if they are interested in receiving personal, career, or academic counseling services. Services include, but are not limited to, crisis intervention, short-term support, consultation, and referral to a wide variety of community-based services.
- The S.A.F.E. (Security Assistance for Emergencies) software icon that was installed on classroom and office PC's during the prior fiscal year continued to provide a timely and silent method of summoning assistance with medical emergencies, disruptive students, or any situation in which security was desired. Gateway is the only college in the KCTCS system utilizing this software.
- Campus cameras, SNAP speakers, and lighting continued to be added to new locations and replaced as equipment and fixtures age.

Urban Center Campus

The Urban Center was the focus of efforts to maintain and improve actual and perceived safety due to its location in the urban core. The CIRT team discussed issues, and the team chair attended a College-Wide Safety Meeting to discuss areas of concern. As a result, the lead Securitas supervisor was moved there to add a more authoritative presence and deter problems. Extensive communication with Covington police occurred to gain their understanding and support of our needs. The college is working with Covington officials to extend the current panhandling ordinance to include our campus. Employees and students were reminded of the methods available to report incidents so that they can be handled quickly. The college has made efforts to improve the center's entrance to create a more positive image.

Safety Data and Reports

Prior to the appointment of a safety director, crime data was drawn only from the Minger/Clery reports. The Minger/Clery reporting involves felony level offenses, of which the college has experienced very few. Mr. Chesser now uses an incident data report process that allows the college to track additional safety and security-related incidents that are not required by state or federal statute. This level of detail allows the director and safety teams to take preventative measures and provide additional training that can reduce these incidents.

The following report discloses all criminal categories being tracked, with comparisons from 2010 to 2012.

Safety and Security Incident Report 2010-2012

<u>Crime Category</u>	<u>Total Campus Property Crimes</u>		
	<u>2010</u>	<u>2011</u>	<u>2012</u>
Arson	0	0	0
Assault	0	0	0
Burglary	2	1	2
Criminal Damage	1	4	2
Manslaughter	0	0	0
Menacing	0	0	0
Motor Vehicle Theft	1	0	1
Murder	0	0	0
Reckless Homicide	0	0	0
Robbery	0	1	0
Sex Offenses-Forcible	0	0	0
Sex Offenses-Non Forcible	0	0	0
Stalking	0	0	1
Terroristic Threatening	0	11	2
Theft	25	29	23
Wanton Endangerment	0	0	0
Weapons Possession	0	0	0
Prejudice: Bias-Race	0	0	0
Prejudice: Bias-Gender	0	0	0
Prejudice: Bias-Religion	0	0	0
Prejudice: Bias-Sexual Orientation	0	0	0
Prejudice: Bias-Ethnic	0	0	0
Prejudice: Disability	0	0	0
Arrest Only-Liquor Law Violations	0	0	0
Arrest Only-Other-Alcohol Violations	0	0	0

As disclosed in the chart, all categories except for Stalking either decreased or remained the same. The following categories are being highlighted to better summarize areas with significant changes:

- Vandalism (criminal damage) directed against college property decreased. The security director attributes the low incidence of vandalism to the presence and deterrent effect of security personnel, enhanced lighting, and surveillance cameras.

Terroristic Threatening cases involved upset students who went beyond normal venting and became a concern to the instructor or staff member who made the report. Training employees to make these reports gave security officers an opportunity to deescalate and resolve issues. While these incidents were reported in the Terroristic Threatening category, it is important to note that there were no assaults on GCTC campuses during the three-year period.

- Since the security guard stations have become lost and found centers, the amount of reported incidents of property being stolen (theft) have decreased.

Safety Expenditures

Listed below is a recap of the funds expended during the 2012-13 fiscal year. At the time the security charge was assessed, it was agreed that all funds would be used to directly support safety and security activities. The college collected \$282,700 from students this past year. \$328,212.61 was expended from the college's unrestricted funds, which exceeded the amount collected. In addition, \$17,229.10 was expended from capital funds to support the camera system. Total expenditures for the year were \$345,441.71.

FY 13 Funds Spent to Support Safety and Security

Personnel

Includes director of safety and 25% administrative assistance \$ 92,659.39

General Operating

Includes travel, office supplies, communications costs, and safety awareness activities \$ 14,029.24

Contracts and Projects

Securitas Security	\$203,280.00	
College-Wide Symposium	1,506.60	
Cell Phone Charges	2,053.54	
Lexis Nexis Risk Management	2,176.40	
College-Wide Panic Button Software	2,499.00	
Kenton County Fiscal Court	263.90	
Northern Kentucky EMS	2,450.00	
Signage	2,761.00	
Security Camera License	1,136.00	
Security-Related Expenses (includes training-related travel expenses)	3,397.54	
Total Contracts and Projects		<u>\$221,523.98</u>

Total Operating Costs \$328,212.61

Camera Project

Security Cameras for all Campuses	\$ 10,436.11	
Storage Rack for Security Cameras	1,599.98	
Security Camera License	588.00	
Storage System for Boone County and Edgewood Campuses	2,002.20	
Hard Drives for Security System	<u>2,602.81</u>	
Total Camera Project		<u>\$ 17,229.10</u>

Total Expenditures and Commitments \$345,441.71

2013-14 BUDGET/ACTION PLAN

The safety revenue budget for fiscal year 2013-14 has been set at \$300,000. The expenditure budget was established in the following manner:

Personnel	\$	92,000
Security Services		194,000
Training		5,000
College-Wide Symposium		2,000
Database		2,000
General Operating		<u>5,000</u>
Total	\$	300,000

Executive Summary – this is a recap of the highlights of 2012-13 and the 2013-14 highlights based on an assessment of the past year.

The college has dedicated financial and human resources to maintain and improve safety on all campuses this past year. The funds expended on these activities have resulted in better safety and security. Based on the recommendation of the safety review completed by Mr. Sullivan, as disclosed earlier in the report, the priorities for the safety program will be training and exercises to test our plans.

Planned activities for the year include:

- The college will continue to research best practices to ensure that we are doing all that we can to create a safe and secure environment.
- There will be an emphasis on training and drills, with the focus on both college and individual preparedness:
 - Now that online training is becoming more available to Gateway, we are exploring this as another method of disseminating information.
 - A.L.i.C.E. training will be conducted at each campus for employees and students.
 - Active shooter drills will be conducted at all campuses.
- The emergency management plan will be tested and refined.
- A safety awareness communication plan will be put in place.

Questions, comments, and/or suggestions regarding the safety and security program at Gateway Community and Technical College should be addressed to Tim Chesser, director of Safety, at 859-442-4129, or tim.chesser@kctcs.edu.