

# **Administrative and Educational Support Report**

**Police Department**

**Annual Action Plan**  
**Annual Assessment Report**

**June 2007 – May 2008**



**Annual Action Plan: June 1, 2007–May 31, 2008**

**Unit:** University of Texas Pan American Police Department

**UTPA Mission:** The University of Texas-Pan American (UTPA) serves the higher education needs of a rapidly growing, international, multicultural population in the South Texas Region. The University preserves, transmits and creates knowledge to serve the cultural, civic, and economic advancement of the region and the state. The University provides students advanced instruction in academic programs offered through innovative delivery systems that lead to professional certification, and baccalaureate, master’s and doctoral degrees. Through teaching, research, creative activity and public service, UTPA prepares students for lifelong learning and leadership roles in the state, nation and world community.

**Division:** Business Affairs

**Unit Head:** Howard A. Miller

**Unit Mission:** Maintaining a high level of proficiency so as to provide a safe environment in which students, faculty and staff may work, teach, study and learn. We stress service, the protection of life and property through the security of the campus.

**University Goal:** Provide students with a quality educational experience that enables them to complete their educational goals in a timely fashion.

**Division Objective:** Support student well being in selected areas.

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY08
Raise campus awareness of dangers in the college environment, how to prevent dangers, and how to handle dangerous situations in light of the 2007 Virginia Tech Massacre	<ul style="list-style-type: none"> <li>• Host presentations to departments, clubs, organizations, fraternities, sororities, Student Orientations, etc. throughout fall, spring, and summer sessions</li> <li>• Distribute Safety Protocol fliers to faculty, staff, student body, and community organizations</li> </ul>	<ul style="list-style-type: none"> <li>• 4 presentations per year</li> <li>• Distribute fliers at the start of each semester (4 times per year)</li> </ul>	<ul style="list-style-type: none"> <li>• Number of presentations held in the year</li> <li>• Number of times fliers were distributed</li> </ul>	<ul style="list-style-type: none"> <li>• Funding for posters</li> </ul>

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Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY08
	via campus mail, postal mail, and electronic mail <ul style="list-style-type: none"> <li>• Display posters on the internal and external walls of all buildings with Safety Protocol measures, University Police Department contact numbers, and any other information that pertains to emergency situations</li> </ul>	<ul style="list-style-type: none"> <li>• Expect to display Safety Protocol posters in 100% of buildings on campus</li> </ul>	<ul style="list-style-type: none"> <li>• Percentage of buildings with displayed posters</li> </ul>	<ul style="list-style-type: none"> <li>• Funding for fliers</li> </ul>

**University Goal:**

**Enhance UTPA’s engagement with the community to meet challenges and maximize opportunities.**

**Division Objective:**

Improve relationship with the Rio Grande Valley community.

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY08
Increase the overall emergency response by optimizing emergency communication systems and access to emergency weapons and equipment	<ul style="list-style-type: none"> <li>• Purchase and implement emergency communication systems for collaboration between University Police Department and Edinburg Police Department in the event of an emergency situation</li> <li>• Purchase and utilize new emergency weapons and equipment such as rifles, scopes, mounts, bean bag rounds, shields, helmets,</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that there is 100% communication between University Police Department and Edinburg Police Department during all incidents pertaining to criminal activity involving both parties.</li> </ul>	Evaluation of communication contingent on purchase of equipment and emergency incidents	<ul style="list-style-type: none"> <li>•Funding for communication equipment</li> <li>•Training costs on use of emergency weapons and equipment</li> </ul>

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Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY08
	etc. during emergency situations			
Employ two additional security guards at the UTHSCSA Edinburg RAHC building to increase its security level and to be able to operate on a 24-hour per day/7-day per week schedule	<ul style="list-style-type: none"> <li>Revision of the UTHSCSA E-RAHC/UTPA Contract for Fiscal Year 2008</li> <li>Post advertisements through University newspaper and The Monitor</li> </ul>	2 guards per shift (3 shifts per 24-hour period)	Number of additional guards hired for the E-RAHC	UTHSCSA funding for employment of 2 new guard positions

**University Goal:**

**Optimize institutional effectiveness and efficiency consistent with high quality organizational standards.**

**Division Objective:**

Increase value added and goodwill value to business practices.

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY08
Optimize the protection of all employee social security numbers by substituting all files containing social security numbers with employee identification numbers	Review all old personnel files and completely “black-out” any social security numbers, then reference the employee’s University ID number that he/she was issued upon hire.	Ensure that 100% of all employee social security numbers have been changed to Employee ID #'s by the end of FY2008	Percentage of files changed to employee ID #'s	
Implement accessible parking space signs for every handicap parking space on campus to	<ul style="list-style-type: none"> <li>Evaluate the number of accessible parking space signs and compare to the total number of accessible</li> </ul>	Cover the deficiency of 46 Accessible parking space signs by the end of FY2008	Number of signs purchased for Accessible parking spaces (from the 46 needed)	Funding for purchase of 46 Accessible parking space signs

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Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY08
comply with Texas Accessibility Standards	parking spaces <ul style="list-style-type: none"> <li>• Request funding for the number of accessible parking space signs needed to meet Texas Accessibility Standards</li> </ul>			
Increase number of police officers and guards (all manpower) to optimize campus security	<ul style="list-style-type: none"> <li>• Post more fliers and posters reflecting available positions at the Police Department</li> <li>• Post more advertisements in the University newspaper and The Monitor</li> </ul>	Post 6 advertisements throughout the year	Number of advertisements posted	Funding for advertisements

# FY08 AES Assessment Results Report

## UTPA

### Admin - Police Department

**Unit Mission:** Maintaining a high level of proficiency so as to provide a safe environment in which students, faculty and staff may work, teach, study and learn. We stress service, the protection of life and property through the security of the campus.

**Unit Head:** Joe Loya

**Division:** Division of Business Affairs

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
<p>Admin - Police Department - Raise Campus Awareness - We will raise campus awareness of dangers in the college environment, how to prevent dangers, and how to handle dangerous situations in light of the 2007 Virginia Tech Massacre</p> <p><b>Outcome Types:</b> Administrative - Fiscal Year 2008</p> <p><b>Start Date:</b> 06/01/2007</p> <p><b>End Date:</b> 05/31/2008</p> <p><b>Outcome Status:</b> Complete</p> <p><b>Strategies:</b> 1. Display posters: Display posters on the internal and external walls of all buildings with Safety Protocol measures, University Police Department contact numbers, and any other information that pertains to emergency situations. 2. Distribute Safety Protocol Fliers: Distribute Safety Protocol fliers to faculty, staff, student body, and community organizations via campus mail, postal mail, and electronic mail. 3. Host Presentations: Host presentations to departments, clubs, organizations, fraternities, sororities, Student Orientations, etc. throughout fall, spring, and summer sessions.</p>	<p><b>Assessment Method:</b> Number of presentations held in the year</p> <p><b>Criterion for Success:</b> 4 presentations per year</p>	<p>10/10/2008 - Several (68) presentations were held on campus and presented to faculty, staff and students in the year to raise crime prevention awareness throughout the campus.</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Continue Current Strategy(s)</p>	<p>10/14/2008 - Experience was that, our community is an ever changing one. Presenter has been here for over 19 years and presenting a lot of the same things, but to different people. It also helps us learn and understand the questions and concerns our community has. A fringe benefit?get to meet lots of new people.</p> <hr/> <p>10/14/2008 - Employees and students that attended the presentations were given useful information that they can take with them and apply in their daily lives. Presenter learned that it was really helpful to raise crime prevention awareness throughout the campus.</p>
	<p><b>Assessment Method:</b> Number of times fliers were distributed</p> <p><b>Criterion for Success:</b> Distribute fliers at the start of each semester (4 times per year)</p>	<p>10/10/2008 - Fliers were made available to all faculty, staff and student body and community organizations. Pertinent information has been posted via electronic mail and University Police web page as well.</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Continue Current Strategy(s)</p>	<p>10/14/2008 - More and more employees and students became aware of the potential dangers and how to prevent them within a university environment. Information is also available on web which encourages everyone to educate themselves incase an active shooter incident ever occurs on our campus.</p>

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
	<p><b>Assessment Method:</b> Percentage of buildings with displayed posters</p> <p><b>Criterion for Success:</b> Expect to display Safety Protocol posters in 100% of buildings on campus</p>	<p>10/10/2008 - Not 100% percent of buildings on campus have safety protocol posters displayed.</p> <p><b>Result Type:</b> Criterion Not Met</p> <p><b>Next Step:</b> Continue Current Strategy(s)</p>	<p>10/14/2008 - Not all buildings have protocol posters displayed.</p>
<p>Admin - Police Department - Protection of all Employee SSN's - We will optimize the protection of all employee social security numbers by substituting all files containing social security numbers with employee identification numbers</p> <p><b>Outcome Types:</b> Administrative - Fiscal Year 2008</p> <p><b>Start Date:</b> 06/01/2007</p> <p><b>End Date:</b> 05/31/2008</p> <p><b>Outcome Status:</b> Active/Ongoing</p> <p><b>Strategies:</b> 1. Review all old personnel files: Review all old personnel files and completely "black-out" any social security numbers, then reference the employee's University ID number that he/she was issued upon hire.</p>	<p><b>Assessment Method:</b> Percentage of files changed to employee ID #'s</p> <p><b>Criterion for Success:</b> Ensure that 100% of all employee social security numbers have been changed to Employee ID #'s by the end of FY2008</p>	<p>10/10/2008 - An estimated 40% of all employee social security numbers have been changed to Employee ID #'s. New employee records on file display Employee ID's and not SSN's as per new protocol.</p> <p><b>Result Type:</b> Inconclusive</p> <p><b>Next Step:</b> Continue Current Strategy(s)</p>	<p>10/14/2008 - It is important to change all records by removing SSN and displaying only the employee ID number. This assessment method will continue implementation until it has been fully</p>
<p>Admin - Police Department - Increase the overall emergency response - We will increase the overall emergency response by optimizing emergency communication systems and access to emergency weapons and equipment</p> <p><b>Outcome Types:</b> Administrative - Fiscal Year 2008</p> <p><b>Start Date:</b> 06/01/2007</p> <p><b>End Date:</b> 05/31/2008</p> <p><b>Outcome Status:</b></p>	<p><b>Assessment Method:</b> Evaluation of communication contingent on purchase of equipment and emergency incidents</p> <p><b>Criterion for Success:</b> Ensure that there is 100% communication between University Police Department and Edinburg Police Department during all incidents pertaining to criminal activity involving both parties.</p>	<p>10/10/2008 - New equipment purchased for telecommunications office. 100 percent communication has been documented between University Police Department and Edinburg Police Department during all incidents pertaining to criminal activity involving both parties.</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Continue Current Strategy(s)</p>	<p>10/14/2008 - The addition of the new equipment has facilitated the communication between the University Police Department and Edinburg Police Department during all incidents pertaining to criminal activity involving both parties.</p>

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
<p>Complete</p> <p><b>Strategies:</b></p> <p>1. Purchase and implement a unified emergency communication system: Purchase and implement emergency communication systems for collaboration between University Police Department and Edinburg Police Department in the event of an emergency situation.</p> <p>2. Purchase and utilize new emergency weapons and equipment: Purchase and utilize new emergency weapons and equipment such as rifles, scopes, mounts, bean bag rounds, shields, helmets, etc. during emergency situations.</p>			
<p>Admin - Police Department - Additional Employment - We will employ two additional security guards at the UTHSCSA Edinburg RAHC building to increase its security level and to be able to operate on a 24-hour per day/7-day per week schedule</p> <p><b>Outcome Types:</b></p> <p>Administrative - Fiscal Year 2008</p>	<p><b>Assessment Method:</b></p> <p>Number of additional guards hired for the E-RAHC</p> <p><b>Criterion for Success:</b></p> <p>2 guards per shift (3 shifts per 24-hour period)</p>	<p>10/10/2008 - No additional guards have been hired for the E-RAHC due to 24-hour period not having gone in effect.</p> <p><b>Result Type:</b></p> <p>Criterion Not Met</p> <p><b>Next Step:</b></p> <p>Continue Current Strategy(s)</p>	<p>10/14/2008 - No additional guards have been hired for the E-RAHC</p>
<p><b>Start Date:</b></p> <p>06/01/2007</p> <p><b>End Date:</b></p> <p>05/31/2008</p> <p><b>Outcome Status:</b></p> <p>Active/Ongoing</p> <p><b>Strategies:</b></p> <p>1. E-RAHC/UTPA contract revision: Revision of the UTHSCSA E-RAHC/UTPA Contract for Fiscal Year 2008.</p> <p>2. Post advertisements.</p>			
<p>Admin - Police Department - TAS Compliant/1 sign per space - We will implement accessible parking space signs for every handicap parking space on campus to comply with Texas Accessibility</p>	<p><b>Assessment Method:</b></p> <p>Number of signs purchased for Accessible parking spaces (from the 46 needed)</p> <p><b>Criterion for Success:</b></p>	<p>10/10/2008 - Accessible parking spaces across the UTPA campus have been made compliant through the installation of accessible parking signs in front of each accessible parking space. Lot G has not</p>	<p>10/14/2008 - It has become a lot easier to enforce campus citations in these spaces. There is no doubt that the space is handicap as long</p>

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
<p>Standards</p> <p><b>Outcome Types:</b> Administrative - Fiscal Year 2008</p> <p><b>Start Date:</b> 06/01/2007</p> <p><b>End Date:</b> 05/31/2008</p> <p><b>Outcome Status:</b> Active/Ongoing</p> <p><b>Strategies:</b> 1. Accessible parking signs per space: Evaluate the number of accessible parking space signs and compare to the total number of accessible parking spaces.</p>	<p>Cover the deficiency of 46 Accessible parking space signs by the end of FY2008</p>	<p>yet met the this Texas accessibility standard.</p> <p><b>Result Type:</b> Inconclusive</p> <p><b>Next Step:</b> Continue Current Strategy(s)</p> <p><b>Resources Needed - Maintenance &amp; Operation:</b> Contractor not yet found to finish project. Physical Plant aware of this.</p>	<p>as it's compliant which the addition of signs has made possible. The change has simplified the university as a whole by giving accessible spaces within the campus a standard and consistent look as well.</p>
<p>Admin - Police Department - Increase PD manpower - We will increase number of police officers and guards (all manpower) to optimize campus security</p> <p><b>Outcome Types:</b> Administrative - Fiscal Year 2008</p> <p><b>Start Date:</b> 06/01/2007</p> <p><b>End Date:</b> 05/31/2008</p> <p><b>Outcome Status:</b> Complete</p> <p><b>Strategies:</b> 1. Post more fliers and posters: Post more fliers and posters reflecting available positions at the Police Department.</p>	<p><b>Assessment Method:</b> Number of advertisements posted</p> <p><b>Criterion for Success:</b> Post 6 advertisements throughout the year</p>	<p>10/10/2008 - 12 advertisements for police officer and guard employment have been posted throughout the year in the Monitor, University Police Website and in buildings.</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Continue Current Strategy(s)</p>	<p>10/14/2008 - Additional employment advertisements have helped draw in employees into the department to question the positions available. The number of police officers increased by 7 and the number of guards increased by 0. This has helped optimize campus security.</p>