

**Departmental Annual Report - Part I**  
**All Departments**

<b>Business and Finance</b>	<b>University Police</b>		<b>2012 (Su11-Sp12)</b>
<b>College or Division</b>	<b>Department, If Applicable</b>	<b>College School Area (Title On Report)</b>	<b>Academic Year</b>

<b>1) Name of department chairperson or director?</b> Chief Thomas J. Mackel	<b>2) Email address of department chairperson or director?</b> tmackel@westga.edu
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**3) List departmental mission statement?**

The officers and staff of the University of West Georgia Police Department are committed to providing the University Community with a safe and peaceful environment conducive for learning and research. Our efforts enhance the ability of our students to succeed and our faculty and staff to work in an environment without fear of crime and violence.

**4) List departmental goals for this reporting year.**

1) Enhance capabilities of Technology Division - The Technology group was created within the University Police to design and maintain the campus alarm systems several years ago. In addition to the alarms, the two officers assigned to the unit handled issues related to card access, both the on-line system as well as the stand-alone locks. In time the expertise they developed resulted in requests for them to review and provide input into security systems for all of the new construction projects. They now assist with design on all new facilities and do the "punch list" to insure proper installation prior to the contractor being paid.

In time the demand for their services has increased to where they we no longer able to provide a quick turn-around on lock updates and other services. This has created situations where students can't access labs and studios in a timely manner. All of their functions are critical to the mission of the University. A larger problem is that the supervisor for the unit is close to retirement and his skills cannot be quickly replaced. Due to budget restraints it was not feasible to create a new position so it was determined that the best option to increase staffing in the unit was to cannibalize an existing police position from the Uniform Division. This was done in the early part of the budget year and the new officer began intensive training. The goal was to reduce the turn-around time for lock and alarm code changes, plan review and predict future needs.

Since the new officer was added, Lock/Alarm changes which use to take up to a week to complete has been reuced to 48 hours or less. Plan reviews and alarm designs are also being completed on a timely basis. The new officer has become thoroughly trained on the stand-alone systems and is scheduled to attend Crime Prevention Through Environmental Design class in August. Once that class he will beginn to move into plan design and review.

2) Enhance our crime prevention outreach by increasing the number of RAD classes offered to the campus community. RAD is Rape Aggression Defense and is a nationally recognized self defense and crime awareness class. We've had the program for three years but participation was minimal. It was determined that we needed more class opportunities and better advertisement for the program. Working with Pubications and Printing the advertising was upgraded and distribution increased throughout the campus. The web site was updated and on-line registration was added. Registrations increased to over 150 with 97 students completing the class. This more than doubles the number of graduates from previous years.

**Assessment Information**

**5) List assessments used to measure progress toward departmental goals.**

1) Technology Unit Enhancement - a comparision was made of the turnaround time from the previous year compared to this year. We also saw a significant drop in the number complaints reference the delays from the previous year.

2) Improvement to crime prevention outreach - The hard numbers were extracted from the records retained from the two previous years. In addition, at the end of each class the instructors held a group discussion to understand the strengths and weakness of the program. Valuable information was obtained from the participants and is being used to not only enhance our advertising but the manner in which the class is conducted.

**6) Based on the assessments of departmental goals, discuss any departmental improvements.**

1) Technology Unit Enhancement - The addition of the third officer has reduced the amount of overtime being paid to the hourly officer who was already working in the unit. The reduced number of hours he has to work has been better for his family life and has reduced the stress level for both officers who were performing all of the assigned duties prior to the new officer being assigned.

2) Improvement to crime prevention outreach - The class has become a good advertising talking piont with parents and potential students at Visitation Days. It has also enhanced the image of the police department in the view of the students.

**7) Attach additional assessment information (not related to student learning outcomes in academic programs which are input in another section of the system), consolidate information into one PDF document and upload it here.**

Assessment File Upload (No file uploaded)

**Departmental Progress Toward The UWG Strategic Plan**  
**Please discuss your department's initiatives toward the UWG Strategic Goals**  
**You only need to reply to the goals your department addressed this year**

**8) Every undergraduate academic program will demonstrate a distinctive blending of liberal arts education, professional competencies, and experiential learning, preparing students to be ethically responsible and civically engaged professionals in the global economy of the 21st century.**

Not Applicable

**9) Every undergraduate student will be advised to take advantage of one of multiple available learning communities. Learning communities that are available to students will include communities organized by living arrangement, by year in program, by other co-curricular associations - Honors Program, Advanced Academy, Band, Athletics, Debate, or program in the major.**

Not Applicable

**10) The University will endeavor to increase enrollment in and graduation from graduate programs, including doctoral programs, that have as their mark a practical professional purpose, experiential learning opportunities, and an intellectual program informed by a foundation of liberal education.**

Not Applicable

**11) The University will maintain an environment that is safe and conducive to learning.**

1) In the past year the Dispatch Center has been relocated, renovated and occupied. The facility increases dispatcher sites to 4 and enhanced the work environment for the dispatchers.

2) Officers have trained over 1,700 students, faculty and staff on preventing crime and reacting to an active shooter.

3) Three new vehicles were added to our fleet of patrol vehicles. One of the vehicles was a full size pickup that will allow the Department to deploy the emergency trailers around campus. The Police Department has been lacking in such a tool in the past. The increase in the size of the fleet was necessary so we could handle the large events that have been occuring on campus. In the past, there have not been sifficient marked vehicles to cover all intersections.

**12) The University community will provide a balanced variety of cultural, recreational, leisure, and informal education programming opportunities for faculty, staff, and students that enhance the quality of campus life.**

1) The University Police continued its tradition of providing programming in the residence halls and classrooms when requested on topics such as crime prevention, active shooter, alcohol awareness.

2) Officers participate in the health fairs annually sponsored by Health Services and speak to parents at the summer orientations.

3) University Police also have a booth at all Visitation Days and at the Finish Line following each summer orientation.

**13) All units will strive to improve the compensation and working environment of faculty and staff in order to recruit and retain the best individuals.**

The Department continues to provide time and reimbursement for officers to attend Command College at Columbus State University. A commitment of two years is required once they complete their degree. This decreases their educational costs, increases their skill level and helps the Department to retain personnel.

**14) The University will endeavor to increase our overall enrollment to 14,500 by the year 2015.**

Not Applicable

**15) With our enrollment growth, West Georgia will remain committed to the following targets of academic quality: student to faculty of 18 to 1; average class size of 29; full-time to part-time faculty ratio of 4.4 to 1.**

Not Applicable

**16) West Georgia will develop several new facilities to improve quality along with meeting capacity demands due to enrollment growth.**

Not Applicable

**17) Capital Campaign: The Development Office will prepare for a capital campaign to assist in meeting the long-term needs of the University of West Georgia.**

Not Applicable

**18) Communication and Marketing: The Office of University Communications and Marketing (UCM) will internally and externally promote the missions and goals of the strategic plan. This will be achieved by aligning the institution's integrated marketing plan (advertising, visual identity standards, web presence, media relations, etc.) with the strategic plan.**

Not Applicable

**19) Community Relations: The University will engage the local community educationally, culturally and recreationally.**

Not Applicable

**20) Describe any notable achievements toward selected goals(s) during this reporting year.**

The Department purchased an electric ATV for testing at the beginning of the Fiscal year. The long term goal is to add as many electric vehicles as possible to the police fleet. Electric vehicles are cheaper to operate, eliminate the noise pollution associated with gasoline powered ATV's and produce no harmful emissions. The concern was performance and after one year the electric unit proved an equal to the gas powered units. Though more expensive if upfront costs, in the long term, they are cheaper to operate and more environmentally friendly.

**21) List any resources that could have assisted your department with achieving/exceeding departmental goals and how they could have facilitated/improved the work of your the work of your department?**

The Department is in need of additional personnel in the Uniform Division (four officers - two for each night watch team), an additional staff member for the Technology Unit, and four additional dispatchers.

1) The officers are needed to increase the night shifts to where we have six officers on the two teams. If the campus reaches its stated goal of 14,500 students in 3 years, we will have insufficient personnel to handle the

work load. Personnel are now stretched on many nights due to the addition of the Greek Village, athletic events, and more students taking evening classes.

2) Even though an officer was added to the Technology Unit, the addition of more buildings such as Center Point and the new east Village has created additional work and will exceed the capabilities of the unit very shortly. A fourth member needs to be added to the group in the next one to two years.

3) We are running most shifts with a single dispatcher. Of the 21 shifts per week worked, 13 are covered by a single dispatcher. There is a tremendous volume of calls that must be answered as well as radio traffic and alarm systems to monitor. This makes the campus less safe in that calls for assistance may not be answered in a timely manner. We should have a minimum of two dispatchers on at all times and during high call volume shifts, we should have three.

### Other Departmental Information

**22) List any changes to the structure or substructures of your department implemented during reporting year.**

As noted previously, there was a need to add a new position to the Technology and Communications division. A police sergeant was moved from the Uniform Division to the Technology and Communications Division to assist that unit with its job duties. The position in Uniform Division was filled by promoting the shift's corporal to sergeant and the corporal was filled by promoting a patrol officer. The patrol officer's position's funding was cannibalized to pay for the creation of the new sergeant's position in Technology. The difference in pay was made by moving funds from the supply line.

**23) List any additional comments about your department based on this reporting year.**

### Departmental Annual Report - Part II (Academic Departments Only)

**24) List all new degree or certificate programs with the full/accurate program title launched in your department this reporting year.**

**25) Number of nationally recognized academic programs offered by your department?**

0

**26) List new or renewed accreditation or similar distinction (include name of the accrediting body and date received) in your department this year.**

**27) List any notable achievements accomplished by your department this year.**

### Student Achievements

**28) List types of licensure your department prepares students to receive?**

**29) Explain how your department prepares students for licensure?**

**30) Percentage of students who passed the state licensure or certification examination, if applicable.**

0

**31) Percentage of graduating students that goes on to graduate or professional schools?**

0

**32) Number of research papers published by students in your department this year?**

0

**33) Number of research presentations completed by students in your department this year?**

0

**34) Number of internships completed by students in your department this year?**

0

**35) Number of cooperative education experiences completed by students in your department this year?**

0

- |   |   |
|---|---|
| 36) Number of scholarships awarded to students in your department this year?  | 0 |
| 37) Number of fellowships received by students in your department this year?  | 0 |
| 38) Number of students engaged in funded research in your department this year?   | 0 |
| 39) Number of students, in your department, that received national awards and/or recognition this year?   | 0 |
| 40) Number of students, in your department, inducted into Academic Honors Societies this year?  | 0 |
| 41) Number of students, in your department, that participated in a student program (which received national recognition) this year? (i.e. debate, cheerleading, athletic teams) | 0 |
| 42) List notable achievements accomplished by students in your department this year.  |   |

### Number of Faculty

- |   |   |
|---|---|
| 43) Number of endowed chairs in your department?              | 0 |
| 44) Number of full professors in your department?             | 0 |
| 45) Number of full-time faculty in your department this year? | 0 |
| 46) Number of part-time faculty in your department this year? | 0 |

### Faculty Extracurricular Engagement with Students

- |  |   |
|--|---|
| 47) Number of new course developments completed by faculty in your department this year? | 0 |
| 48) Number of honors courses taught by faculty in your department this year?             | 0 |
| 49) Number of faculty that participated or led a study abroad program this year?         | 0 |
| 50) Number of faculty that participated in academic advisement this year?                | 0 |

### Faculty Research Productivity

- |   |   |
|---|---|
| 51) Number of books and/or monographs published by faculty in your department this year?        | 0 |
| 52) Number of book chapters published by faculty in your department this year?                  | 0 |
| 53) Number of peer-reviewed articles published by faculty in your department this year?         | 0 |
| 54) Number of shorter works published by faculty in your department this year?                  | 0 |
| 55) Number of papers presented by faculty in your department this year?                         | 0 |
| 56) Number of other presentations delivered by faculty in your department this year?            | 0 |
| 57) Number of in-house publications published by faculty in your department this year?          | 0 |
| 58) Number of juried exhibits completed by faculty in your department this year?                | 0 |
| 59) Number of other exhibits or performances completed by faculty in your department this year? | 0 |
| 60) Number of faculty that served in journal editing/reviewing positions this year?             | 0 |
| 61) Number of faculty that participated in notable continuing education efforts this year?      | 0 |

62) Number of faculty that traveled abroad for research purposes this year?

0

### Faculty Public Service

63) Number of faculty that served in honors organizations this year?

0

64) Number of faculty that held positions in professional organizations this year?

0

65) Number of faculty that served as advisors to student organizations this year?

0

66) Number of faculty that participated in cooperative consulting efforts this year?

0

67) Number of faculty that served on institution (UWG) wide committees this year?

0

68) Number of faculty that served on USG system committees this year?

0

69) Number of faculty that participated in public service activities this year?

0

### Faculty Grants and Awards

70) Number of grant applications submitted by faculty in your department this year?

0

71) Number of grant proposals funded for faculty in your department this year?  
(Answer not to exceed response to question 70)

0

72) Total dollar amount of the grants funded (reported for question 71) for faculty in your department this year?  
(Round to the nearest whole dollar)

0

73) Total number grants generated by faculty members in your department.

0

74) Total number of faculty receiving grants in your department this year.

0

75) Total number of faculty receiving fellowships in your department this year.

0

76) List notable achievements accomplished by faculty in your department this year.