Delta State University Police Department
Unit Plan
for
2002-2003

Submitted: July 3, 2002
Delta State University Police Department
Unit Plan 2002-2003

I. Unit Title: Police Department

Unit Administrator: Director/Chief Lynn Buford

II. Data and Information for Department:

January 1, 2001 to December 31, 2001

For the 2001-2002 school year, there have been decals sold. The breakdown is as follows:

<table>
<thead>
<tr>
<th>Zone</th>
<th>Decals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zone 1</td>
<td>820</td>
</tr>
<tr>
<td>Zone 2</td>
<td>466</td>
</tr>
<tr>
<td>Zone 3</td>
<td>682</td>
</tr>
<tr>
<td>Zone 4</td>
<td>2254</td>
</tr>
<tr>
<td>Zone 5</td>
<td>96</td>
</tr>
<tr>
<td>Zone 2,3</td>
<td>19</td>
</tr>
</tbody>
</table>

Note: This is not an accurate count of the number of vehicles on campus due to the trading and selling of vehicles by individuals during the year and the number of students who commute that register more than one vehicle on campus.

The department has two computers in the office that are currently being programmed to file, sort, and retrieve statistical information concerning decals sold, vehicle registration, etc. This will be beneficial not only to the university but also to students requesting statistics for class report/projects and for the purpose of future departmental goal establishments and assessments.

Mission Statement for the Police Department:

It is the objective of the Delta State University Police Department to provide and maintain a safe and secure environment for the students, staff, faculty, residents and visitors of Delta State University. Our goal us to protect life and property, to understand and serve the needs of the campus community, and to improve the quality of life by building capacities to maintain order, resolve problems, and apprehend criminals in a manner consistent with the law and reflective of shared University values.
III. Personnel

Personnel consists of one director/chief, eight officers (including training/firearm officer, TAC officer, One Rape Aggression Defense instructor), one full time dispatcher, one part-time dispatcher, one senior secretary, student workers and student interns.

Noteworthy activities and accomplishments:

January 2001:

*Officer Betty Taylor received Officer of the Year from the Cleveland Exchange Club
*Officer Kenny Millican attended the STORM II Conference in Tunica, MS.
*Officer Allen Nelson attended the STORM II Conference in Tunica, MS.

February 2001:

*Chief Lynn Buford attended the Campus Law Enforcement Meeting in Senatobia, MS
*DSU Officers attended a Club Drugs Program sponsored by the Bolivar County Sheriff’s Office at the Performing Arts Center at Delta State.

March 2001:

*Chief Lynn Buford attended a Cyber Crimes Video Seminar sponsored by the MS Attorney General’s Office.
*Officer Benn Walker attended a Cyber Crimes Video Seminar sponsored by the MS Attorney General’s Office.
*Officer Jeremy Iverson attended a Cyber Crimes Video Seminar sponsored by the MS Attorney General’s Office.
*Officer Allen Nelson attended a Cyber Crimes Video Seminar sponsored by the MS Attorney General’s Office.

April 2001:

*Dispatcher Chad Kimmett resigned.
*Officer Betty Taylor completed the requirements for certification on the Intoxilyzer 5000.
*Officer Allen Nelson completed the requirements for certification on the Intoxilyzer 5000.
*Bea Duprel hired as full-time dispatcher.

May 2001:

*Officer Misha Faust received a Bachelors Degree in Criminal Justice from Delta State University.
Dispatcher Charles Overstreet received a Bachelors Degree in Criminal Justice from Delta State University.
Dispatcher Bea Duprel completed requirements and was certified on NCIC.
Charles Overstreet resigned as dispatcher.

June 2001:

*Officer Daniel Gresham was hired as a Police Officer.
*Officers took part in Freshmen and Transfer Student Orientations.

July 2001:

*Officer Jeremy Iverson attended a Metal Tec 2000 school at the MS Law Enforcement Training Academy in Pearl, MS. He received a free Metal Tec 2000 Metal Detector for the police department.
*Officer took part in Freshmen and Transfer Student Orientation.
*Officer Jeremy Iverson attended a Methamphetamine Lab training seminar at the MS Law Enforcement Training Academy in Pearl, MS.
*Officer Daniel Gresham attended a Methamphetamine Lab training seminar at the MS Law Enforcement Training Academy in Pearl, MS.

August 2001:

*Delta State Police Department received a $20,000 Underage Drinking Grant from the MS Department of Public Safety to purchase training materials and equipment to enhance underage drinking prevention.
*Officers took part in Freshman and Transfer Student Orientations.

September 2001:

*J.R. Carter was hired as a part-time full-time dispatcher.

October 2001:

*Officer Allen Nelson resigned as a Police Officer.
*Danny Tharp was hired as a Police Officer.

November 2001:

*Brandon Keith was hired as a Police Officer.
*The DSU Police Department sponsored their annual Toys for Tickets campaign to collect toys for needy children. The toys were given to the Salvation Army and to the Cleveland Church of Christ for distribution to children for Christmas.

December 2001:

*The DSU Police Department sponsored their annual Toys for Tickets campaign to collect toys for needy children. The toys were given to the Salvation Army and to the Cleveland Church of Christ for distribution to children for Christmas.
Department Goals for 2001-2002

Unit Goal #1:

Protective Vests for officers.

Institutional Goals:

#16. Provide the facilities and the physical environment, which contribute to the intellectual, cultural, moral, physical and social growth and development of the student and surrounding community.

Due to the increase in weapons being brought on university campuses, the risk of danger to our officers has escalated. The university’s increasing concern for the safety and well being of Police Officers will, in turn, increase the confidence and desire of these officers to provide the best possible protection to the university community. For this reason, it would enhance the safety and protection of the university if the officers were provided extra protection by the issuance of ballistic (bulletproof) vests.

Expected Results:

Increase in officer morale, confidence, sense of security due to the university’s show of concern for their safety; thus, enhancing the safety and protection of the university.

Actual protection of officers in the event of a situation involving weapons on campus (for example: the situation which occurred during January 1995 involving a female DSU student with a weapon on campus.).

Evaluation Procedures:

Department will go about obtaining vests by acquiring money through fund raising procedures (possibly requesting of the university to provide “matching funds”).

Actual Results:

We are currently working with the Bolivar County Sheriff’s Department in acquiring monies to purchase these vests through a C.O.P.S. (Community Oriented Policing Services) 2000 Technology grant.

Use of Results:

Re-submit as a 2002-2003 department goal.
Unit Goal #2:

Completion of Remodel/upgrade of departmental office space. (Window treatments, flooring)

Institutional Goal:

#16. Provide the facilities and the physical environment which contribute to the intellectual, cultural, moral, physical and social growth and development of the student and the surrounding community.

The current office space being used by the department is fairly adequate. However, a moderate remodeling of this area would allow for a more conducive and proper working atmosphere; thus, the department would be able to provide a better quality of service to the university community.

Expected Results:

Place permanent dividers to provide a more private office environment away from the window service area for the secretary and dispatch personnel due to the need for quiet and/or privacy (for confidentiality purposes) to accomplish his/her duties and responsibilities. We have drawn up plans accordingly.

Personnel will be more productive if he/she is able to have the option of a quiet/private environment when necessary to attend to responsibilities that are more quickly accomplished in such an environment or that require such an environment due to confidentiality. This productivity will be visible in both quality output and quality of work done.

Evaluation Procedures:

The putting up of temporary dividers has allowed personnel mentioned above to get an idea of what our permanent goal plans will be like once accomplished. This has provided the opportunity to change/adjust as needed before proceeding with plans of a permanent nature.

Actual Results:

Officer personnel have found that the temporary partitions are extremely helpful in providing privacy and a somewhat quiet working environment.

The temporary partitions have now been removed and permanent walls have been constructed in their place. This has given the officers and secretary more privacy to conduct work matters. WE have also removed the side glass partitions and made a walkway through the outer officer. This has allowed us to secure the computer equipment needed to run the NCIC programs for vehicle and driver's license checks.
Use of Results:

Completion of the project should include new window treatments throughout the office and new flooring in the communications and officers’ area. This goal has not been completed and we would like to re-submit this as a goal for the 2002-2003 budget year.
Unit Goal #3:

Establish a Reserve or Auxiliary Force

Institutional Goal:

#14. Maintain a climate of involvement in which faculty, staff, students and administrators work together to provide the optimal environment for living and learning.

#15. Provide the resources and assistance to support the disciplines, including modern instructional equipment, strong library and media center, computer facilities and other services for instruction, research and public service.

#16. Provide the facilities and the physical environment, which contribute to the intellectual, cultural, moral, physical and social growth and development of the student and of the surrounding area.

#17. Provide administrative services and auxiliary enterprises (student housing, bookstore, food services, etc.) which are effective and efficient in the support of institutional mission.

Due to the minimal number of personnel that make up our department, it would be beneficial to create and establish a reserve or auxiliary force made up of criminal justice students/interns. This would not only greatly benefit the department, but would also benefit the students and ultimately the university itself.

Expected Results:

Provide a wonderful opportunity to the student for actual job experience/training in relation to his/her courses. This would greatly enhance the recently obtained Criminal Justice Masters Program.

Department would benefit from student input – fresh input is important to any department.

The additional manpower would provide a greater visibility aspect for the safety/security of the campus. Greater visibility is a highly effective crime deterrent.

Increase in positive feedback of surveys of department’s performance in its service to the campus community.
Evaluation Procedures:

Our department will contact the university’s criminal justice department to discuss working with them in obtaining of this goal through the assigning of graduate assistants, interns, etc., to our department.

Our department will maintain a file of surveys of said students during and at the end of his/her assignment to our department to evaluate its benefits to them and to receive any recommendations on how such assignments could be improved.

Our department will maintain a file of surveys made across campus of the affect the changes of additional manpower is having on the campus community, etc.

Actual Results:

Discussions have begun between our department and the criminal justice department – regarding assigning of the criminal justice graduate assistants, interns, etc. to our department. We have received positive feedback from the criminal justice department.

After meeting with the Vice President of Student Affairs and the Dean of Students, a program was established late during the 2000-2001 school year. The program involved having an intern inside the lobby of the dorms to help keep the unnecessary traffic and noise down inside the building and the surrounding area. The program will pick back up at the beginning of the 2001-2002 school year.

Use of Results:

Re-submit as a 2002-2003 department goal.
Unit Goal #4:

Hire two additional dispatchers.

Institutional Goal:

#16. Provide the facilities and the physical environment, which contribute to the intellectual, cultural, moral, physical, and social growth and development of the students and of the surrounding community.

#17. Provide administrative services and auxiliary enterprises (student housing, bookstore, food services, etc.) which are effective and efficient in the support of institutional mission.

Fulfillment of this goal will allow our department to provide better police service to the university, thus providing better fulfillment on our part of the above stated institutional goals.

Expected Results:

Having four full-time dispatchers would provide 24 hour year round coverage of emergency communication services. All calls coming into the department would be strictly confidential (the current system of officers answering by mobile radio phone allows anyone in the area with a scanner to “listen in” on conversations). Additional dispatchers would increase officer safety by providing instant access to information while the officer is responding to a call. Additional dispatchers would also provide more public service assistance. For example, providing information such as phone numbers, locations of facilities, scheduled activities, etc. This information would be more readily available to a dispatcher rather to an officer out in a vehicle.

Evaluation Results:

Increase in number of calls handled professionally, efficiently, and confidentially would be one way to determine that this goal is met. The increase of the availability of certified and trained emergency telecommunications technicians (dispatchers) would also enhance goal expectations. This could only be met with the allocation of funds for and actual hiring of dispatchers.

Actual Results:

The hiring of two additional dispatchers.

Use of Results:

Re-submit as a 2002-2003 department goal.
Unit Goal #5:

To develop or purchase a records management system for the police department.

Institutional Goal:

#16. Provide the facilities and the physical environment which contributes to the intellectual, cultural, moral, physical and social growth and development of the student and the surrounding community.

#17. Provide administrative services and auxiliary enterprises (student housing, bookstore, food services, etc.) which are effective and efficient in the support of the institutional mission.

In order to provide the university with the information and confidentially which is necessary in the day to day operations of the Police Department, the officer equipment should be up to date and efficient.

Expected Results:

Funds would be allocated per 2001-2002 budget allocation request for new/more officer equipment, which would more adequately serve the university needs.

Our department would be capable of better service to the university/students without having to depend on someone else to provide these services.

Evaluation Procedure:

The allocation of funds for purchase of such a system by the appropriate university officials. Installation and use of systems by our department for stated purpose.

Actual Results:

The installation and implementation of such a system would benefit not only the police department but also the entire university community by allowing the police personnel to enter, retrieve, and disseminate information in a fast, professional and technologically compatible manner. The system would allow us to speed up time spent on writing reports and reporting office transactions. It would also eliminate an enormous amount of currently used paperwork, physical filing and storage space used by the department.

Use of Results:

Re-submit at 2002-2003 department goal.
Department Goals for 2002-2003

Unit Goal #1:

Protective Vests for officers.

Institutional Goal:

#16. Provide the facilities and the physical environment, which contribute to the intellectual cultural, moral, physical, and social growth and development of the students and of the surrounding community.

Due to the increase of weapons being brought on university campuses, the risk of danger to our officers has escalated. The university’s increasing concern for the safety and well being of DSU Police Officers will, in turn, increase the confidence and desire of these officers to provide the best possible protection to the university community. For this reason, it would enhance the safety and protection of the university if the officers were provided extra protection by the issuance of ballistic (bulletproof) vests.

Expected Results:

Increase in officer morale, confidence, sense of security due to the university’s show of concern for their safety; thus, enhancing the safety and protection of the university.

Actual protection of officers in the event of a situation involving weapons on campus (for example: the situation, which occurred during January 1995, involving a female DSU student with a weapon on campus).

Evaluation Results:

Department will go about obtaining vests by acquiring money through fund raising donation procedures (possible requesting of the university to provide “matching funds”). Information has been received regarding a “Vest for Life” program where small departments can request three used vests at no charge to the officer or department. Several officers have agreed to write into the program requesting the vests.

Actual Results:

We are currently working with Bonnie Brown in the grant office researching possible avenues for acquiring monies thru a grant to purchase ballistic vests.

Use of Results:

Submit as a 2002-2003 department goal.
Unit Goal #2:

Completion of Remodel/upgrade of departmental office space. (Window treatments, flooring)

Institutional Goal:

#16. Provide the facilities and the physical environment which contribute to the intellectual, cultural, moral, physical and social growth and development of the student and of the surrounding community.

The current office space being used by the department is fairly adequate. However, a moderate remodeling of this area would allow for a more conducive and proper working atmosphere; thus, the department would be able to provide a better quality of service to the university community.

Expected Results:

Place permanent dividers to provide a more private office environment away from the window service area for the secretary and dispatch personnel due to the need for quiet and/or privacy (for confidentiality purposes) to accomplish his/her duties and responsibilities. We have drawn up plans accordingly.

Personnel will be more productive if he/she is able to have the option of a quiet/private environment when necessary to attend to responsibilities that are more quickly accomplished in such an environment or that require such an environment due to confidentiality. This productivity will be visible in both quantity output and quality of work done.

Evaluation Procedures:

The putting up of temporary dividers has allowed personnel mentioned about to get an idea of what our permanent goal plans will be like once accomplished. This has provided the opportunity to change/adjust as needed before proceeding with plans of a permanent nature.

Actual Results:

Officer personnel have found that the temporary partitions are extremely helpful in providing privacy and a somewhat quiet working environment.

The temporary partitions have now been removed and permanent walls have been constructed in their place. This has given the secretary and dispatch more privacy to conduct work matters. We have also removed the side glass partitions and made a walkway through the outer office. This has allowed us to secure the computer equipment needed to run the NCIC programs for vehicle and driver’s license checks.
Use of Results:

Completion of the project should include new window treatments throughout the office and new flooring in the communications and officers' areas. This goal has not been completed and we would like to re-submit this as a goal for the 2002-2003 budget year.
Unit Goal #3:

Establish a Reserve or Auxiliary Force.

Institutional Goal:

#14. Maintain a climate of involvement in which faculty, staff, students and administrators work together to provide the optimal environment for living and learning.

#15. Provide the resources and assistance to support the disciplines, including modern instructional equipment, strong library and media center, computer facilities and other services required for instruction, research and public service.

#16. Provide the facilities and the physical environment, which contribute to the intellectual, cultural, moral, physical and social growth and development of the student and of the surrounding area.

#17. Provide administrative services and auxiliary enterprises (student housing, bookstore, food services, etc.)

Due to the minimal number of personnel that make up our department, it would be beneficial to create and establish a reserve or auxiliary force made up of criminal justice students/interns. This would not only greatly benefit the department, but would also benefit the students and ultimately the university itself.

Expected Results:

Provide a wonderful opportunity to the student for actual job experience/training in relation to his/her courses. This would greatly enhance the recently obtained Criminal Justice Masters Program.

Department would benefit from student input – fresh input is important to any department.

The additional manpower would provide a greater visibility aspect for the safety/security of the campus. Greater visibility is a highly effective crime deterrent.

Increase in positive feedback of surveys of department’s performance in its service to the campus community.
Evaluation Procedure:

Our department will contact the university’s criminal justice department to discuss working with them in the obtaining of this goal through the assigning of graduate assistants, interns, etc., to our department.

Our department will maintain a file of surveys of said students during and at the end of his/her assignment to our department to evaluate its benefits to them and to receive any recommendations on how such assignments could be improved.

Our department will maintain a file of surveys made across campus of the affect changes the additional manpower is having on the campus community, etc.

Actual Results:

Discussions have begun between our department and the criminal justice department regarding assigning of the criminal justice graduate assistants, interns, etc. to our department. We have received positive feedback from the criminal justice department. The intern program was started in the Spring semester 2002 with six interns assigned to the Police Department. The program will continue each semester with the assigning of six interns. We are looking at the possibility of the program continuing through the summer school sessions.

Use of Results:

The department has completed one semester with the intern program. The program will continue in the fall of 2002 with the interview process beginning in August. Submit as a 2002-2003 department goal.
Unit Goal #4:

Hire two additional dispatchers.

Institutional Goal:

#16. Provide the facilities and the physical environment, which contribute to the intellectual, cultural, moral, physical and social growth and development of the student and of the surrounding area.

#17. Provide administrative services and auxiliary enterprises (student housing, bookstore, food services, etc.) which are effective and efficient in the support of institutional mission.

Fulfillment of this goal will allow our department to provide better police service to the university, thus providing better fulfillment on our part of the above stated institutional goals.

Expected Results:

Having four full-time dispatchers would provide 24 hour year round coverage of emergency communications services. All calls coming into the department would be strictly confidential (the current system of officers answering by mobile radio phone allows anyone in the area with a scanner to "listen in" on conversations). Additional dispatchers would increase officer safety by providing instant access to information while the office is responding to a call. Additional dispatchers would also provide more public service assistance. For example, providing information such as phone numbers, locations of facilities, schedule activities, etc. This information would be more readily available to a dispatcher rather than an officer our in a vehicle.

Evaluation Procedure:

Increase in number of calls handled professionally, efficiently, and confidentially would be one way to determine that this goal is met. The increase of the availability of certified and trained emergency telecommunications technicians (dispatchers) would also enhance goal expectations. This could only be met with the allocation of funds for and actual hiring of dispatchers.

Actual Results of Evaluation:

The hiring of two additional dispatchers.

Use of Evaluation Results:

Submit as a 2002–2003 department goal.
Unit Goal #5:

To develop or purchase a records management system for the police department.

Institutional Goal:

#16. Provide the facilities and the physical environment which contributes to the intellectual, cultural, moral, physical and social growth and development of the student and surrounding community.

#17. Provide administrative services and auxiliary enterprises (student housing, bookstore, food services, etc.) which are effective and efficient in the support of the institutional mission.

In order to provide the university with the information and confidentiality which is necessary in the day to day operation of the Police Department, the officer equipment should be up to date and efficient.

Expected Results:

Funds would be allocated per 2002-2003 budget allocation request for new/more office equipment, which would more adequately serve the university needs.

Our department would be capable of better service to the university/students without having to depend on someone else to provide these services.

Evaluation Procedures:

The allocation of funds for purchase of such a system by the appropriate university officials. Installation and use of systems by our department for stated purpose.

Actual Results:

The installation and implementation of such a system would benefit not only the police department but also the entire university community by allowing the police personnel to enter, retrieve, and disseminate information in a fast, professional and technologically compatible manner. The system would allow us to speed up time spent on writing reports and reporting office transactions. It would also eliminate an enormous amount of currently used paperwork, physical filing and storage space used by the department.

Use of Results:

Submit as 2002-2003 department goal.
Unit Goal #6:

Increase officer in-service training.

Institutional Goal:

#16. Provide the facilities and the physical environment, which contribute to the intellectual, cultural, moral, physical, and social growth and development of the students and of the surrounding community.

#17. Provide administrative services and auxiliary enterprises (student housing, bookstore, food services, etc.) which are effective and efficient in the support of institutional mission.

Fulfillment of this goal will allow our department to provide better police service to the university; thus, providing better fulfillment on our part of the above stated institutional goals.

Expected Results:

By providing the most current and up to date training for officers, officers will have the latest information regarding drugs, alcohol, and crime prevention to help keep the campus secure and crime at a lower level.

Evaluation Procedures:

Department will request schedules of training events taking place through the Mississippi Law Enforcement Standards and Training and from other departments around the area offering in-service training.

Actual Results:

Better prepared, better trained officers.

Use of Results:

Submit as a 2002-2003 department goal.
Unit Goal #7:

Purchase 800 mega hertz radios for communication.

Institutional Goal:

#16. Provide the facilities and the physical environment, which contribute to the intellectual, cultural, moral, physical and social growth and development of the student and surrounding community.

#17. Provide administrative services and auxiliary enterprises (student housing, bookstore, food services, etc.) which are effective and efficient in the support of institutional mission.

Because radio contact is the main source of communication between dispatcher and officer, new radio equipment would benefit the officers because the 800 MHz system would allow for broader radio coverage and better use of air space. They would allow us to follow other agency traffic outside our normal communication range to monitor possible dangerous situations we need to be on the lookout for. They would also provide the officer with a sense of security knowing that, if needed, a call for help would be heard and backup would respond. The purchase of this equipment would also comply with the state issued mandate that all police departments change to 800 kHz radio communication.

Expected Results:

The new equipment would benefit the officers because the 800 MHz system would allow for broader radio coverage and better use of air space. They would allow us to follow other agency traffic outside our normal communication range to monitor possible dangerous situations we need to be on the lookout for. They would also provide the officer with a sense of security knowing that, if needed, a call for help would be heard and backup would respond. The purchase of this equipment would enhance communication with other law enforcement agencies and emergency operation units throughout the state.

Evaluation Procedures:

Feasibility studies will be done on the placement of equipment, i.e. towers, antennas, and on the cost factors involved with the purchase of the radios.

Actual Results:

The purchase of this equipment would enhance communication with other law enforcement agencies and emergency operation units throughout the state.

Use of Results:

Submit at a 2002-2003 department goal.