Delta State University Police Department
Unit Plan

I. Unit Title: Police Department

Unit Administrator: Director/Chief Lynn Buford

II. Data and Information January 1, 2003 to December 31, 2003

For the 2003-2004 school year, there have been 3909 decals sold. The breakdown is as follows:

- Zone 1 – Faculty/Staff: 812
- Zone 2 – Men’s Residence Halls: 457
- Zone 3 – Female Residence Halls: 586
- Zone 4 – Commuters: 1924
- Zone 5 – Family Housing: 116
- Zone 2,3 – Housing Staff: 14

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 that one vehicle on campus.

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 is 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.

Personnel:

Personnel consists of one director/chief, one assistant chief, seven officers (including training/firearm officer, TAC officer, two FTO Officers), two full time dispatchers, one senior secretary, student workers and student interns.
Delta State University Police Department
Organizational Chart
Police Goals
For
2003-2004
Unit Goal #1:

Purchase 800 mega hertz radios for communication.

Institutional Goal:

Delta State University strives to fulfill the following goals with Support Operations:

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

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

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 look out 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:

Re-submit as a 2004-2005 department goal.
Unit Goal # 2:

Purchase or acquire new patrol cars or refurbish existing patrol cars.

Institutional Goal:

Delta State University strives to fulfill the following goals with Support Operations:

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

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

Expected Results:

New patrol cars would be under warranty for an extended period of time, thus cutting the cost of repairs. Refurbished cars are under a limited warranty but would prolong the usage of the existing cars/vehicles. Either avenue would be more cost efficient.

Evaluation Procedure:

Comparison and cost analysis has begun on repair costs, fuel consumption and general maintenance.

Actual Results:

The actual purchase of the new patrol cars or the refurbishing of the existing cars. Currently, paperwork has been initiated for the purchase of one refurbished patrol car. (April 2004)

Use of Results:

Re-submit as a 2004-2005 department goal.
Unit Goal # 3:

Hire two additional full-time dispatchers.

Institutional Goal:

Delta State University strives to fulfill the following goals with Support Operations:

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

#12. Provide administrative services and auxiliary enterprises (student housing, bookstore, food services, etc.) which are effective and efficient in the support of the 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, location of facilities, scheduled activities, etc. This information would be more readily available to a dispatcher than to an officer out 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 full-time dispatchers. We were able to partially complete this goal by hiring of a student through the Federal Work Study program for the 2003-2004 school year.
Use of Results:

Re-submit as a 2004-2005 department goal.
Unit Goal # 4:

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

Institutional Goal:

Delta State University strives to fulfill the following goals with Support Operations:

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

#12. 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 operation of the Police Department, the officer equipment should be up to date and efficient.

Expected Results:

Funds would be allocated per 2003-2004 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:

Re-submit as a 2004-2005 department goal.
Unit Goal # 5:

Purchase items to upgrade the Mule 4-wheel all terrain vehicle.

Institutional Goal:

Delta State University strives to fulfill the following goals with Support Operations:

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

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

Expected Results:

The upgrade will allow use of the utility vehicle year round in all weather conditions.

Evaluation Procedures:

Documentation of costs and actual usage of the utility vehicle.

Actual Results:

The purchase of a heater kit, wiper kit, life kit, etc. to upgrade the mule for year round use to the police department.

Use of Results:

This goal was met by installing the lift kit, wipers, heaters and fans for the use of the mule year round.
Unit Goal # 6:

Increase officer in-service training.

Institutional Goal:

Delta State University strives to fulfill the following goals with Support Operations:

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

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

#13. Provide opportunities for the professional and personal development of staff.

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:

Training was provided in the following areas: STORM, DAR, Child Safety Seat Restraints, search and seizure, defensive tactics, leadership skills, customer service and Homeland Security.

Use of Results:

Officers attended several workshops and seminars on different areas of law enforcement throughout the year. Re-submit as a 2004-2005 department goal.
Unit Goal #7:

Protective Vests for officers.

Institutional Goal:

Delta State University strives to fulfill the following goals with Support Operations:

#11. Provide the resources, facilities, and the physical environment which contribute to the intellectual, cultural, ethical, moral, physical and social growth and development of the student and of the 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).

Expected 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 “Vests 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 to the program requesting vests.

Actual Results:

Three officers were able to obtain vests through a “Vests for Life Program” free of charge. This program allows small departments to obtain a maximum of three vests per department. We are continuing to work with Bonnie Brown in the grant office researching possible avenues for acquiring monies through a grant or other means to purchase additional ballistic vests.
Use of Results:

Re-submit as a 2004-2005 department goal.
Unit Goal # 8:

Establish a Reserve or Auxiliary Force.

Institutional Goal:

Delta State University strives to fulfill the following goals with Support Operations:

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

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

We want to consider the possibility of hiring part time certified officer or commissioned deputy sheriff’s to make up the additional members of the reserve/auxiliary force.

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 the campus community of the changes the additional manpower is having on the campus community, etc.

**Actual Results:**

The intern program was started in the spring semester 2002 with six interns assigned to the Police Department. The program continued in the Fall 2002 with the assigning of six new interns. It was decided to carry the program for the fall and spring semesters of the school year with each intern serving two full semesters. We are looking at the possibility of the program continuing through the summer school sessions.

**Use of Results:**

The department has completed five semesters with the intern program. The program will continue in the Fall of 2004 with the interview process beginning in August. Re-submit as a 2004-2005 department goal.
Unit Goal # 9:

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

Institutional Goal:

Delta State University strives to fulfill the following goals with Support Operations:

#11. Provide the resources, facilities and the physical environment which contribute to the intellectual, cultural, ethical, 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 quality of output and quality of work done.

Evaluation Procedure:

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:

Office 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 walk way 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 officer’s areas, new cabinets and office furnishings. This goal has not been completed and we would like to submit this has a goal for 2004-2005.

Due to the fact that the Police Department is expected to relocate to the H.L. Nowell Union building during the summer of 2004, this goal has been placed temporarily on hold.
Police Goals for 2004-2005
Unit Goal #1:

Completion/Up-loading of DSU Police Website.

Institutional Goal:

Delta State University strives to fulfill the following goals with Support Operations:

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

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

Expected Results:

This website would allow us to meet the criteria established by the university technology services area. It would allow us to provide information not only to campus but also to anyone seeking information regarding criminal activity on campus, programming efforts and other general information. Also, by having this web page it would assist us in complying with the Clery Act, a federal law that requires all universities and colleges to disclose certain timely information about campus crime and security policies.

Evaluation Procedures:

We would establish a person to keep all information on the web page current and up to date. A counter would be added to the page to allow us to see how many people have visited the site and how we may need to change or adapt the web page.

Actual Results:

The actual completion and up-loading of the website to the Delta State server.

Use of Results:

Submit as a 2004-2005 department goal.
Unit Goal # 2:

Purchase of 800 mega hertz radios for communication.

Institutional Goal:

Delta State University strives to fulfill the following goals with Support Operations:

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

#12. Provide administrative services and auxiliary enterprises (student housing, bookstore, food services, etc.) which are effective and efficient in the support of the 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 look out 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 department change to 800 MHz 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 look out 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 radios would also allow 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 as a 2004-2005 department goal.
Unit Goal #3:

Purchase or acquire new patrol cars or refurbish existing patrol cars.

Institutional Goal:

Delta State University strives to fulfill the following goals with Support Operations:

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

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

Expected Results:

New patrol cars would be under warranty for an extended period of time, thus cutting the cost of repairs. Refurbished cars are under a limited warranty but would prolong the usage of the existing cars/vehicles. Either avenue would be more cost efficient.

Evaluation Procedure:

Comparison and cost analysis has begun on repair costs, fuel consumption and general maintenance.

Actual Results:

In April 2004, paperwork was initiated for the purchase of one reconditioned patrol car from Shamrock Motor Company. An additional car should be purchase during the month of June or July 2004.

Use of Results:

Submit as a 2004-2005 department goal.
Unit Goal # 4:  

Hire two additional full-time dispatchers.

Institutional Goal:

Delta State University strives to fulfill the following goals with Support Operations:

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

#12. Provide administrative services and auxiliary enterprises (student housing, bookstore, food services, etc.) which are effective and efficient in the support of the 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 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 than to an officer out 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:

The hiring of two additional full-time dispatchers. We were able to partially complete this goal by the hiring of a student through the Federal Work Study program for the 2003-2004 school year.
Use of Results:

Submit as a 2004-2005 department goal.
Unit Goal # 5:

Increase officer in-service training

Institutional Goal:

Delta State University strives to fulfill the following goals with Support Operations:

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

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

#13. Provide opportunities for the professional and personal development of staff.

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, 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:

Training was provided in the following areas: Search and Seizure, FTO Officer, Homeland Security, Domestic Violence, Crisis Negotiation, Handling Victims of Assault, leadership skills, and customer service.

Use of Results:

Submit as a 2004-2005 department goal.
Department Goal # 6:

Protective vests for officers.

Institutional Goals:

Delta State University strives to fulfill the following goals with Support Operations:

#11. Provide the resources, facilities, and the physical environment, which contribute to the intellectual, cultural, ethical, moral, physical and social growth and development of the student and of the 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 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 “Vests 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 to the program requesting vests.

Actual Results:

Three officers were able to obtain vests through a “Vests for Life Program” free of charge. This program allows small department to obtain a maximum of three vests per department. We are continuing to work with Bonnie Brown in the grant office researching possible avenues for acquiring monies through a grant or other means to purchase additional ballistic vests.
Use of Results:

Submit as a 2004-2005 department goal.
Unit Goal #7:

Establish a Reserve or Auxiliary Force.

Institutional Goal:

Delta State University strives to fulfill the following goals with Support Operations:

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

#12. Provide administrative services and auxiliary enterprises (student housing, bookstore, food services, etc.) which are effective and efficient in the support of the 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 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 recommendation on how such assignments could be improved.
Our department will maintain a file of surveys made across campus of the affect of the changes the additional manpower is having on the campus community, etc.

**Actual Results:**

The intern program was started in the spring semester 2002 with six interns assigned to the Police Department. The program continued in the Fall 2003 with the assigning of six new interns. It was decided to carry the program for the fall and spring semesters of the school year with each intern serving two full semesters. We are looking at the possibility of the program continuing through the summer school sessions.

**Use of Results:**

The department has completed five semesters with the intern program. The program will continue in the Fall of 2004 with the interview process beginning in August. Submit as a 2004-2005 department goal.
Unit Goal # 8:

Hire additional full-time officers.

Institutional Goals:

Delta State University strives to fulfill the following goals with Support Operations:

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

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

More detail/attention of the patrol officer’s routine duties/matters could be achieved, such as that of enforcing traffic/parking regulations. Another such routine task would be that of courtesy details: unlocking vehicles, boosting batteries, student escorts to clinics or across campus for medical reasons. The officer is often unavailable at the time of the request, either causing the student/faculty/staff to wait for 30 minutes or more before the officer is free to assist or the officer is unable to assist at all due to the priority of a number of other duties demanding their attention.

Achieve a better response ratio for courtesy details resulting in positive public relations for both our department and the university as a whole. Our assistance with such details saves the students, faculty/staff (and even visitors) a great deal of money every year. It also gives students’ parents a sense of security in the knowledge that the university has a true concern in making every aspect of the student’s experience at Delta State a positive one.

Evaluation Procedure:

Decrease in complaints received from faculty/staff, as well as students, regarding lack of enforcement of traffic/parking regulations.

Receive positive public relations feedback (verbal and written) regarding better response time to courtesy details such as mentioned above.
Actual Results:

The allocation of funds for and actual hiring of additional officers.

Use of Results:

Submit as a 2004-2005 department goal.
Unit Goal # 9:

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

Institutional Goal:

Delta State University strives to fulfill the following goals with Support Operations:

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

#12. 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 operation of the Police Department, the officer equipment should be up to date and efficient.

Expected Results:

Funds would be allocated per 2004-2005 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 the 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 eliminate an enormous amount of currently used paperwork, physical filing and storage space used by the department.

Use of Results:

Submit as a 2004-2005 department goal.
Five Major Responsibilities of the Delta State University Police Department

The five major responsibilities of the Delta State University Police Department are as follows:

1. To provide and maintain a safe and secure environment for students, staff, faculty, residents and visitors to the Delta State University campus.

2. To protect life and property on the Delta State University campus.

3. To understand and serve the needs of the campus community.

4. To maintain order and resolve problems in a manner consistent with the law and reflective of shared university values.

5. To apprehend criminals in a manner consistent with the law and reflective of shared university values.
Noteworthy Activities and Accomplishments

January 2003:

*Chief Lynn Buford was selected by his employees to be “Officer of the Year”; an honor given by the Cleveland Exchange Club to an officer each year.

February 2003:

*Chief Lynn Buford attended the Mississippi Association of College Student Affairs Professional conference.

March 2003:

*Officer Benn Walker was named Assistant Chief of Police.
*Chief Lynn Buford attended the International Association of Campus Law Enforcement Administrators.
*Chief Lynn Buford attended and completed a class on Counter Terrorism sponsored by the U.S. Department of Justice.
*Chief Lynn Buford attended and completed a class on Campus and Public Safety Response to Weapons of Mass Destruction sponsored by the Office for Domestic Preparedness.

April 2003:

*Chief Lynn Buford attended a Patriot Class sponsored by the U.S Attorney General’s Office on Homeland Security.
*Assistant Chief Benn Walker attended a Patriot Class sponsored by the U.S. Attorney General’s Office on Homeland Security.
*Officer Kenny Millican attended a Patriot Class sponsored by the U.S. Attorney General’s Office on Homeland Security.
*Officer Betty Taylor attended a Patriot Class sponsored by the U.S. Attorney General’s Office on Homeland Security.
*Officer Danny Tharp attended a Field Sobriety Class and was certified as a Field Sobriety Officer.
*Officer Kenny Millican attended a Field Training Officer school and was certified as an FTO officer.

May 2003:

*Delta State Police Officers assisted with the Bolivar County Head Start graduation.
*Delta State Police Officers assisted with the Cleveland High School graduation.
*Delta State Police Officers assisted with the Eastside High School graduation.
*Chief Lynn Buford attended the Summer Mississippi Chiefs of Police Conference in Biloxi, MS.
*Delta State Officers assisted with the annual Delta Council meeting and fish fry.

**June 2003:**

*Delta State Police Officers spoke at Orientation sessions for incoming freshman and transfer students.
*Officers assisted with the candidates for Presidential Interviews held on campus.
*Delta State Officers assisted with Boys State.

**July 2003:**

*Delta State Police Officers spoke at Orientation sessions for incoming freshman and transfer students.

**August 2003:**

*Delta State Police Officers spoke at Orientation sessions for incoming freshman and transfer students and parents.
*Officer Charles Jones attended a Domestic Violence Class in Southaven, Mississippi.
*Assistant Chief Benn Walker attended the fall Campus Law Enforcement Training Class.

**September 2003:**

*Officer Danny Tharp attended a class on Terrorism in Oxford, MS.
*Chief Lynn Buford attended a regional meeting for the Mississippi Association of Chiefs of Police.

**October 2003:**

*Delta State Police Department had the children from DSU Child Development Centers trick or treat for Halloween.
*Officers assisted with the Mississippi Governor’s Debate at the Bologna Performing Arts Center.
*Chief Lynn Buford completed a course of instruction on Indoor Marijuana Growth, Search and Seizure sponsored by the Mississippi Bureau of Narcotics.
*Chief Lynn Buford attended and completed a course in Continuing Legal Education sponsored by the Department of Homeland Security Federal Law Enforcement Training Center.
November 2003:

*Officer Charles Jones attended a class on Crisis Negotiation sponsored by the FBI held in Pearl, Mississippi.
*Officer Danny Tharp attended a class on how to handle Victims of Assault sponsored by the Delta State School of Nursing.
*Delta State Police Department held a “Feed the Families” food drive for needy families in Bolivar County. Food collected was distributed to families through area churches, the Department of Human Services and families known to employees.
*Chief Lynn Buford attended the Mid-Winter Mississippi Chiefs of Police training conference in Tupelo, Mississippi.
*Chief Lynn Buford attended and completed an early Identification and Intervention Systems training session sponsored by Gulf States Regional Community Policing Institute.
*Officer Charles Jones attended a training session on the new Mississippi Uniform Accident Report.
*Officer Danny Tharp attended a training session on the new Mississippi Uniform Accident Report.

December 2003:

*Delta State Police Department held it’s annual “Toys for Tickets” toy drive for needy children on Bolivar County.
*Officer Betty Taylor resigned her position as a Delta State Police officer. She was elected a Justice Court Judge in Bolivar County.
*Officer Brandon Keith’s position as a Delta State Police officer was terminated.
*Delta State Police Officers assisted the Cleveland Police Department with the annual Cleveland Christmas Parade.
*Officer Hannah Forman received a Masters Degree in Criminal Justice from Delta State University.
Services Offered by the Police Department

The following are services offered by the Delta State University Police Department:

1. Provide motorist assistance.
2. Unlocking vehicles on Delta State campus.
3. Provide vehicle boost offs on Delta State campus.
4. Provide escort service.
5. Responding to calls from emergency phones and other similar emergencies.
6. Operation Identification – a program designed to assist students in identifying and recording property in case of theft.
7. Residence watches and checks during holidays or university closings.
8. Crime Prevention Programs on educating the DSU community on methods to keep themselves as well as their property safe.
9. Dorm programs – include but are not limited to alcohol and DUI awareness, drug awareness, fire safety, sexual assault/date rape prevention.
10. Provide escorts to medical facilities off campus if needed.
11. Bicycle registration – a program designed to assist students who bring bicycles to campus. A copy of the form is kept on file in the Police Department.
12. Weather watches
13. Provide after office hours information – phone numbers, event locations, etc.
14. Assist local community with events such as high school graduations, Head Start graduations, dance recitals and Delta Council.
Office Location

The Delta State University Police Department is currently located in Room 105 of Bailey Hall.

After completion of the new Kent Wyatt Administration building, the Police Department is expected to move into offices on the second floor of the H. L. Nowell Union Building, Office 202-B. This new office space would provide adequate work, office and storage space for the Police Department. It would also give more privacy to the Chief of Police, Assistant Chief of Police, officers and dispatchers to conduct the day to day business of law enforcement. It would also provide the needed work area for the secretary and work study students to process traffic citations, registration cards and offer customer service to more than one student at a time.
Budget Requests
For
Fiscal Year 2005

The Delta State University Police Department is requesting level budgeting for the 2004-2005 fiscal year. No increase or decrease in any accounts is requested. (A copy of budget worksheet attached)
5% Budget Cuts or Reductions
for
Fiscal Year 2005

In order to meet the criteria for the five percent budget cut, the only area in which the Police Department could do so would be the loss of the Police Intern Program. (Account # 75130, total budget - $20,088.00)

However, in losing this valuable program the university looses in several ways. One way would be the loss of providing excellent quality educational opportunities for the students involved in the Intern Program. Another would be the increase in funds expended or needed to provide police services for special events or details on campus. Currently, our police interns are assisting the Police Department in this function for two semesters at the cost of tuition only. The current rate of pay for other hired extra help personnel is $9.00 per hour. Third would be the experience they receive while in the program providing prospective employers with a highly qualified Delta State graduate reflecting the university’s mission to be the best regional university in America.
Price Quotes for Items Listed on Unit Goals

1. Cost of Refurbish/reconditioned Patrol Car $14,000.00

2. 800 Mega Hertz Radio System $18,200.00
   7-mobiles 14-portables

3. Total replacement of current HVF Hi-Band Radio System $15,260.00
   1-base 7-mobiles 14-portables

*Please note that all Emergency Agency Services will be online with 800 mega hertz systems within the year 2004. Without a comparable system, we will be unable to contact any other agency by radio for support or for back up.
<table>
<thead>
<tr>
<th>Crime Category</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>Alcohol Possession</td>
<td>12</td>
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<tr>
<td>Arson</td>
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<tr>
<td>Assault</td>
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<tr>
<td>Aggravated</td>
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<tr>
<td>Simple</td>
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<tr>
<td>Burglary</td>
<td>4</td>
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<td>Destruction of State Property</td>
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<tr>
<td>Disorderly Conduct</td>
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<tr>
<td>Disturbance</td>
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<td>Driving Under the Influence</td>
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<td>Drug Violations:</td>
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<td>Possession</td>
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<td>Possession with Intent</td>
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<td>Paraphernalia Possession</td>
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<td>Homicide</td>
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<tr>
<td>Attempted Homicide</td>
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<td>Larceny:</td>
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<td>Grand</td>
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<td>Auto</td>
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<td>Malicious Mischief</td>
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<td>Medical Calls</td>
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<td>Suicide</td>
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<td>Attempted Suicide</td>
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<td>Traffic Citations</td>
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<td>Vandalism</td>
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Delta State University Police Department
Total Number of Miles Patrolled on Campus, Citations Issued, Incident Reports Taken and Accident Reports Taken

Report Ending Date: 05-05-2004

Miles Patrolled on Campus: 40,303.09
Total Number of Tickets Written: 6,771
Total Number of Reports Taken: 397
Total Number of Accident Reports: 27

Delta State University Police Department Report On Vehicles Unlocked, Vehicles Boosted Off, Room/Apartment Unlocks

Report Ending Date: 05-05-2004

Vehicles Unlocked: 398
Vehicles Boosted Off: 213
Rooms/Apartments Unlocked: 312
Budget Considerations

1. The consideration of a fixed dollar amount or percentage of the money received from decal sales and citation payments (revenue) be designated to a special account set aside for the purchase/acquisition of police department needs.

2. Reimbursement for the printing of university parking decals, vehicle registration cards and campus maps. These items are required for each student, faculty and staff; therefore, costs should be shared/distributed evenly across the university. These items are purchased from our Commodities account. Our purchases from Commodities include the following: printing(binding), duplications, office supplies, fuel, tires and tubes, other equipment, clothing and dry goods, food, other supplies and materials and repair/replacement parts.

3. DSU police officers who work special or athletic events on campus be compensated by the department that is sponsoring the event. An example: officers working BPAC programs be paid by the BPAC for the hours they worked.

4. Payment for the fire protection provided to the university by the City of Cleveland Fire Department be paid for by the university’s general fund. Protection is for the entire university and not just for the police department. Total costs - $1200.00/year.
Delta State University Police Department

Number of Reported Crimes June 2003 to May 2004
&
Number of Crime Prevention Programs Presented 2003-2004
Estimated Number of Crime Prevention Programs 2004-2005

Reported as of: 05-05-2004

**Reported Crimes**

Reported Crimes from June 2003 to May 2004
(Copy of Crime Statistics Attached)

302

**Crime Prevention Programs**

Crime Prevention Programs from June 2003 to May 2004

46

Estimated Crime Prevention Programs from June 2004-May 2005

50

Estimated Crime Prevention Programs for 2006

55