

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
DISTRICT SAFETY & SECURITY COMMITTEE (DSSC)**

**MEETING MINUTES**

Friday, March 1, 2024

<b>ATTENDEES:</b>	<b>ABSENT:</b>	
Askar, Majd	Taube, Rhonda	
Bolanos, Victor	Kazsuk, Tracy	
Cano, Chris	Moore, Frankie	
Covarrubias, Araceli	Arguelles, Rudy	
Esqueda, Monica	Julie DeAnda	
Heim, Stefanie	RCC Student Body President	
Hicks, Marie	Norco Student Body President	
Tu, Beiwei	RCC Student Body President	
Collins, Michael	RCC VP of Business Services	
Graciela Caringella		

The meeting was called to order at 10:00 am.

1. Welcome and Introductions

- Graciela Caringella was introduced as the new HR representative appointed to the committee.

2. Review and Approval of December Meeting Minutes

- Draft minutes from the December meeting were displayed on screen
- Correction noted by J Marie - she represents the Academic Senate of Norco College, not Moreno Valley College, as stated in the minutes
- No other changes or corrections suggested
- Minutes approved with the one correction

3. Police Department Update from Chief Cano

- RCCD Police Dept currently has 4 full-time police officer position openings and 9 part-time Community Service Aide (CSA) openings, causing significant operational challenges with coverage
- Seeing a concerning rise in student aggression incidents across the three colleges, including a recent case at Norco College where a student vandalized property, broke computers and made threats against staff before being arrested, the student expected to be cited.
- Exploring the idea of centralizing police operations, with 1 officer stationed at each college 24/7 and the remaining officers based out of Riverside City College to allow

more flexibility in deploying resources and providing backup as needed; still in the planning stages and would require an MOU with the union.

- Significant recruiting challenges due to the inability to compete with the salaries, benefits like PERS retirement, and signing bonuses offered by municipal police departments; typically only able to hire retirees from other agencies or "other departments' problem employees".
- Discussion about possibly converting CSA positions to Community Service Officers (CSOs), which could carry additional tools like pepper spray and tasers to intervene more effectively but would require changes to the job description and likely face pushback from CSEA according to a comment from their President.
- Chief Cano emphasized the need to break the old "security guard" mentality and have officers engage in more traditional policing activities like vehicle patrols.
- Expressed concerns about the lack of police supervision coverage on evenings and weekends and the liability risks that could pose.

#### 4. Standard of Care - Safety and Security Framework

- Draft safety and security framework document developed by the task force during several working meetings was shared with the group.
- The framework covers the proposed minimum standard of care for safety/security equipment and features and different space types.
- The full draft document is linked in the meeting invitation for committee members to review in detail.
- Committee members were asked to carefully review the draft and provide any feedback within the next week.

#### 5. RFP for Security Assessment Consultant

- Updates were provided on the RFP to hire an outside consultant to conduct a comprehensive district-wide physical security assessment.
- Scope of work includes a review of security policies/procedures, physical security of buildings and infrastructure, landscaping, lighting, access control, camera system effectiveness, evacuation plans, and security awareness programs.
- Job walks were conducted at all three colleges, the district office, and the Ben Clark Training Center with about 10 interested firms.
- RFP responses are due on April 2<sup>nd</sup>. An evaluation committee was formed with representatives from various employee groups.
- Tentatively targeting Board of Trustees approval of the contract in May and the assessment work to begin in June and be completed before the Fall 2024 semester begins
- The assessment report will include detailed recommendations for security improvements in all areas.

#### 6. Tabletop Exercises and Drills Update

- Risk Management coordinated with college police and emergency preparedness teams to conduct tabletop exercises at each college focused on active shooter response.
- Moreno Valley College's emergency plan stood out as an exemplary model with thorough step-by-step procedures to be shared with the leadership of the other two colleges
- Next set of tabletop exercises to focus on a utility failure scenario, dates still being finalized
- Riverside City College recently conducted two full-scale evacuation drills involving multiple buildings; experienced a few hiccups with the emergency alert system sending notices to the other colleges by mistake on the first one, but corrected on the second drill; after action report pending
- Norco College is in the early planning stages for a lockdown drill to take place on March 26th; more details to come

#### 7. Employee Training Program Update from Monica Esqueda

- Reviewed the employee training program, which includes both Cal/OSHA mandated safety topics and Disaster Service Worker preparedness courses, housed in the Target Solutions online learning management system
- Employees are assigned specific courses to complete annually based on the types of hazards and duties associated with their particular job classification, e.g. a chemistry lab technician would have more courses than an office employee
- Shared current training completion percentage figures broken down by employee category and work location; overall participation has been good, but some groups, like part-time faculty, have room for improvement
- Some trainings like CPR/First Aid, "Stop the Bleed" wound care, and Campus Community Emergency Response Team (CERT) certification are offered in-person regularly
- Working on getting FLEX professional development credit approved for faculty to complete the Cal/OSHA modules; already approved for DSW courses
- Discussed strategies for providing more opportunities for facilities/custodial staff on evenings and late-night shifts to complete training, including holding in-person group sessions led by the college safety representatives
- Training completion rates will be included in future safety presentations to the Board of Trustees to keep them apprised of progress

#### 8. Proposed Risk Management Recognition Program

- Risk Management proposing a new recognition program to spotlight employees and teams demonstrating outstanding safety practices and improvements
- Two quarterly awards - "Safety Star" for individual workers and "Safety Champion" for managers/supervisors who promote safety in their areas
- One annual "Safety Team of the Year" award for a department or workgroup showing exemplary safety teamwork and performance

- Draft outlined the nomination and selection process and proposed recognition via certificates, small gift cards, merchandise, and an engraved trophy and team luncheon for the team award
- General support expressed by the committee members to move forward with implementing the program starting next quarter

#### 9. Property Damage/Loss Reporting Procedures

- Draft procedure document reviewed, which outlines internal reporting requirements for incidents of district property damage or loss, particularly those that may need to be reported to insurance
- Stresses the importance of prompt notification to Risk Management to avoid issues with timely insurance filing
- Feedback provided to clarify the wording around reporting "after hours" to instead say "outside regular business hours"
- Suggestion made to spell out abbreviations like VPBS (Vice President Business Services), EOC (Emergency Operations Center), and JPA (Joint Powers Authority) the first time they are referenced to avoid confusion
- Committee members were asked to review the draft further and provide any additional suggestions for improvement

#### 10. Roundtable Discussion

- Concerns reiterated about the significant police officer position vacancies (4) and CSA vacancies (9) and the need to find innovative solutions to improve recruitment and retention
- A question was raised about looking at re-balancing the ratio of sworn officers to non-sworn security personnel as a cost-effective alternative, but Chief Cano noted the different capabilities and liabilities

The meeting adjourned at 11:35am