



FOOTHILL - DE ANZA

COMMUNITY COLLEGE DISTRICT POLICE DEPARTMENT

“TO SERVE AND PROTECT”



Police Chief’s Advisory Committee (PCAC)

Meeting Notes

March 16th, 2023, 4:00pm – 5:30pm

I. Welcome and Introductions

A. The FHDA Police Department is responsible for the Police Chief’s Advisory Committee (PCAC).

The PCAC members are comprised of administrators, staff, faculty, and student representatives.

➤ *In attendance:*

Chief Danny Acosta – PCAC Chair, FHDAPD

Susan Cheu – Vice Chancellor Business Services

David Marasco – Foothill Academic Senate

Mary Pape - De Anza Academic Senate

Simon Pennington – Foothill Marketing PR & Design Services

Ajani Byrd – Dean of Equity, Diversity & Inclusion, Foothill

Bill Baldwin – Central Services Classified Senate

Phuong Tran – Association of Classified Employees (ACE)

Mohammad Khan – Chair, DASG Legislative Affairs

Lydia Wong – DASG Representative

Joy Garza – FHDAPD Training & Communications Manager

Joe Mauss – FHDAPD Dispatch Supervisor

II. Approval of Minutes/Notes

➤ *Minutes are approved by Bill B. and David M.*

III. 21-22 Academic Year Schedule

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|------------------|-----------------------------|----------------|
| October 20, 2022 | January 19, 2023 | April 20, 2023 |
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| November 17, 2022 | February 16, 2023 | May 18, 2023 |
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| December 15, 2022 | March 16, 2023 | June 15, 2023 |
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IV. Old Business

- A. LPR’s
- B. Department Liaisons for student clubs and groups
- C. RIPA 2022 report posted online

- *Chief Acosta; Recap of week; West Valley Mission incident, cause, inquiries, and effects on FHDAPD will discuss towards the end of the meeting.*
- *Chief Acosta; reviewed PD LPR policy and will send the policy to meeting attendees.*
 - *David M.; who wrote the LPR policy?*

- Chief Acosta; uses Lexipol public safety policy management system with policy template, then customizes it for FHDAPD.
- Chief Acosta; Explained cameras will recognize license plates and compare against wants or inquires data. Does not collect or share any registration information. Waiting on third camera will be installed at the back entrance/exit. Additional staff will be trained once a third camera is installed. Receive stolen/lost plates or vehicle hit notifications 1-3 times per day. If it is a student or employee, we will notify them. Vehicle plate photos are clear, sometimes digits can be off on plates.
 - Phuong Tran; works at Sunnyvale campus, any LPR's there?
 - Chief Acosta; no LPRs at the Sunnyvale location yet. Continuing to monitor current LPRs at FH first before other campuses are considered.
 - Phuong T.; inquired about current cameras in the Sunnyvale campus and recent vandalism incident.
 - Chief Acosta; Sunnyvale cameras are working fine, asked Joe about incident.
 - Joe M.; recent vandalism incident was inside the building.
 - Phuong Tran; vandalism resulted in broken glass in one of the student break rooms
 - Joe M.; no cameras have visuals inside rooms/student break rooms
 - Susan C.; District does not have a team monitoring all systems live. Footage can be viewed after the fact or incident.
 - Chief Acosta; Sunnyvale cameras are running in dispatch center but footage is more "passive" feed.
 - Joy G.; provided LPR policy in chat and website reference.
- Chief Acosta; officers have been assigned and will soon be making contact with student groups regarding their liaison roles. Invited members to reach out if they have additional groups.
 - Joy G.; may take time for officers to get involved directly with groups.
 - Mohammed K.; inquired about student groups and meeting agenda. Will discuss the officer liaison opportunity with his student groups to see if there is interest.
 - Chief Acosta; welcomed invitations for officers to attend student groups
- Chief Acosta; 2022 RIPA report has been completed
 - Joy G.; found some areas of improvement in the report. Will be finalized, sent to the group, and posted on the website within the day.

V. CCC Title 5 Recommendations

- A.** California Community Colleges (CCC) Chancellor's Office Title 5 Amendments on Campus Climate and Public Safety Reform recommendations.
- B.** FHDA District and Police Department response
 - Chief Acosta; briefly reviewed state's Title 5 Amendments on Campus Climate and Public Safety Reform recommendations FHDA PD response and draft report. Feels comfortable and outlook looks good for the PD on how we are responding and implementing recommendations. More to come in later meetings when the board reviews and the report is finalized.

VI. Department Meeting

A. 2022 Emergency Tabletop Exercise March 22nd

- *Chief Acosta; invited group to attend next department quarterly meeting/training in March where we will facilitate an emergency response tabletop exercise focusing on active assailants and other critical incidents. Group can provide different perspectives which PD welcomes.*
 - *Joy G.; clarified the objective of the informal tabletop exercises and importance of having real-life tabletop scenario type training sessions after the Uvalde incident. These kind of incidents are happening more frequently and can unfold very quickly, less than one minute.*
 - *Bill B.; inquired on location and time.*
 - *Joy G; Toyon room at 3pm on March 22nd. Will send invite out to group following the meeting.*

VII. RAVE

A. Notification list

- *Chief Acosta; several notifications have been sent out to the colleges and district due to recent storms. Explained how users can opt in and opt out.*
 - *Joy G.; shared link and how users can opt-in to the RAVE notification list.*
 - *Chief Acosta; importance on having all students, faculty, staff and contractors signed up to receive important notifications. More to come on additional RAVE features as we learn more about other services they offer to the district.*

VIII. Outreach and Events

A. Coffee with a Cop, Run Hide Defend, FHDA PD Community Forum

- *Chief Acosta; Coffee with a Cop went well. Will continue each quarter with events. RHD had to cancel both FH and DA college in person events but continued with the virtual training.*
 - *Joy G.; Virtual RHD had 40 participants, which went very well.*
 - *Chief Acosta; receiving good feedback, incorporating more into the sessions.*
- *Chief Acosta; Community Forum at De Anza was small but went well. Discussed recent sexual assault incident at De Anza, RHD courses, and recent incident at West Valley Mission.*
 - *Bill B.; asked for clarification on the WVM incident and communication involved.*
 - *Chief Acosta; during forum shared more about the sexual assault incident at DA, suspect still at large and unknown. Will discuss the WVM incident more, shortly.*
 - *Joy G.; shared link with suspect sketch from FHDA police Blotter. Some at forum shared interest in self-defense courses, asked group if there is any interest.*
- *Phuong T.; DA may have a self-defense course we can look into. Some students have expressed interest in attending emergency preparedness training.*
 - *Chief Acosta; clarified training is it EOC, emergency response or preparedness. Recent Foothill meeting discussed interest in emergency preparedness and Emergency Operations Center training. Will be sending out online training instructions through the FHDA PD Emergency Manager.*
 - *Joy G.; shared link and information on free CSTI emergency preparedness training for college/district faculty and staff*
 - *Phuong T.; inquired about the Run Hid Defend training availability.*

- Chief Acosta; welcomed groups and teams to reach out to Joy for site specific RHD training or attend the RHD training scheduled for FH, DA and virtual session.
- Simon P.; includes and sends the PD RHD training in Parliament emails and notifications.
- David M.; followed up about the library panic buttons, locks and door issues.
 - Chief Acosta; Sgt Ricketts, Joe and locks personnel have been onsite to troubleshoot and met with Mark at library. The panic buttons are there but not activated. They are getting a quote. Looking at lockdown feature not working properly.
 - Joe M.; confirmed the meeting with library staff.
 - David M.; asked about timeline of completion.
 - Chief Acosta; need to find the root problem first before setting timeline.
- Simon P.; re the RHD training, what happened at WVM may increase interest and attendance for future sessions. Shared experience with his own classes.
 - Chief Acosta; RHD takes time to put on and will send out future dates
 - David M.; shared past example from FH college that incidents can happen anywhere.
 - Ajani B.; how many people in class is ideal? Possibly run it on a flex day, break out sessions or other staff days. Who can teach the course?
 - Chief Acosta; no maximum participants. Course is two hours but many have questions that could take up time in larger groups. Only 8 FHDA officers and only 1-2 RHD instructors to teach the RHD course. Not a good idea to record and send link due to rapidly developing data.
 - Joy G.; when is the next Flex Day scheduled
 - Phuong T./ Ajani B.; ; FH Flex Day and opening day week on Wednesday – Fri, September 20-22nd.
 - Phuong T./Simon P.; possibly consider a student orientation day.
- Chief Acosta; debrief of WVM incident and how it evolved. Proactively sent officers to DA campus. No Active Shooter, only a weapon was seen on campus. Communication was sent out via several channels, were some miss communications and breakdown with incident. WVM found the red vehicle and contacted the owner. Found students and air soft weapons were found and secured in the vehicle. Entire incident lasted 4+ hours. Highlighted the importance of RAVE emergency notifications efficiency and accuracy.
 - Mohammed K.; is there a system in place for students to report various information they see and how can everyone be accounted for?
 - Chief Acosta; Yes and no. We have RAVE system to send out emergency notifications, dispatch to receive information. Example of the tabletops we facilitate can help with multi coordination and communication in incidents when they happen live. Social media shares/distributes much information but accurate messages come from the police department. We need practice through internal training.
 - Bill B.; some college folks are not receiving the notifications. What is ETS role? Received several notifications by voice, email, and text.
 - Chief Acosta; PD manages the RAVE emergency notification system not ETS.
 - Simon P.; RAVE voice, text and email notifications are sent out by PD Chief but collaborated on by all FH, DA and District communications.
 - Chief Acosta; users can respond via text from a notification. Shared one helpful example. Can run a report to show text responses.
 - Ajani B; did not know users can respond via text from notification.
 - Phuong T.; some messages may be unclear about Sunnyvale campus vs Foothill campus.
 - Simon P.; clarified in notifications which campuses were affected; either Sunnyvale or

- Foothill. Also posted on the FH website. Character limitations can limit explanations.*
- *Joy G.; 2023 PD has sent out 12 RAVE notifications vs 1-2 each prior year. We do not want to use RAVE system to detail each title, and geo location of user due to objective of RAVE system is to get the message out immediately in an emergency situation. Too many layers of detail will slow down the notifications. Review of WVM communication showed slightly different communications on various media channels. Goal is to have consistent messaging on all channels. In an emergency event, Chief will be most likely on scene as IC in an EOC situation. Information will need to come directly from Chief/IC to one source to disseminate information efficiently on all channels.*

IX. Meeting Membership

Police Chief, Chair: *Chief Danny Acosta*

Chancellor: *Judy Miner*

President, Foothill College: *Bernadine Chuck-Fong*

President, De Anza College: *Lloyd Holmes*

Vice Chancellor of Business Services: *Susan Cheu*

Vice Chancellor of Human Resources: *Ray Quan*

Vice Chancellor of Technology: *Jory Hadsell*

Foothill Marketing PR & Design Services: *Simon Pennington*

Dean of Institutional Equity, Diversity & Inclusion at Foothill: *Ajani Byrd*

Representative, District Academic Senate:

Representative, Foothill Academic Senate: *David Marasco*

Representative, De Anza Academic Senate: *Mary Pape*

Representative, Central Services Classified Senate: *Bill Baldwin*

Representative, Foothill Classified Senate:

Representative, De Anza Classified Senate: *Dennis Shannakian*

Representative, Associated Students of Foothill College (ASFC):

Representative, De Anza Associated Student Government (DASG):

Representative, Administrative Management Association (AMA): *Leticia Maldonado*

Representative, California State Employees Association (CSEA): *Gracian Lecue*

Representative, Faculty Association: *Jim Nguyen*

Representative, Association of Classified Employees (ACE): *Phuong Tran*

Representative, Teamsters:

Representative, Police Officers Association: *Ofc. Kevin Strauss*

Representative, Multicultural Staff Association: *Elvin Ramos*

X. Next Meeting

A. April 20, 2023

- *Chief Acosta; thanked the members for their participation.*
- *Mohammed K.; inquired about a previous meeting regarding the DASG parking resolution. Reviewed minutes from previous meeting and PCAC meeting discussion around topic. Asked about officer liaison with DASG.*
- *Chief Acosta; welcomed DASG to reach out directly to Chief or Joy and request a visit from a PD rep.*