

**SUNY Potsdam  
Administrative Unit  
Assessment Plan**

Administrative Unit: University Police

Unit Contact Name: Shane Ashley

Date: 12/05/2022

Phone: 315-267-2222

Email Address: ashleysm@potsteam.edu

Assessment Cycle: 2022-2026

**PURPOSE**

Administrative Assessment is an ongoing process that allows a unit to evaluate and – where necessary – improve its programs, services, and operations. Assessment is a systematic approach to demonstrate continuous improvement in programs, services, and operations. This template is to be used when creating your assessment plan. Assessment plans should be measurable, meaningful, and manageable.

**UNIT MISSION STATEMENT**

The University Police Department strives to support a rich academic and diverse social experience at SUNY Potsdam by working in tandem with all departments and organizations on campus while promoting strong positive relationships with our surrounding communities. All members of the University Police Department are committed to providing the highest level of professional law enforcement services to the entire community, regardless of race, creed, national origin, or sexual orientation. All members of the University Police Department are committed to the community policing philosophy. Positive relationships with all campus community members are necessary to enhance the academic life at SUNY Potsdam, ensure safety and promote equal partners in policing. All members of the University Police Department must nurture the public's trust by holding themselves to the highest standards of performance and ethics. All members of the University Police Department must earn the trust and confidence of the community through high moral standards, conducting themselves fairly, ethically, legally and portraying a sense of duty and honor. All members of the University Police Department enforce the laws of the State of New York, Rules and Regulations of the State University of New York and the Potsdam Town/Village Codes in a fair and just manner. We are committed to the Constitution and strive to ensure that everyone will be treated with dignity, fairness, and respect.

**GOAL #1**

Enhancing safety, security, and civility on campus.

<p><b>GOAL #1 - WHAT INSTITUTIONAL PRIORITY AREA(S) DOES THIS GOAL LINK TO?</b> (Select all that apply)</p> <p> <input type="checkbox"/> Retention and Enrollment  <input type="checkbox"/> Financial Stability and Analysis  <input type="checkbox"/> Academic Programs and Planning  <input checked="" type="checkbox"/> Strengthening Community Connections  <input type="checkbox"/> Diversity, Equity, Inclusion, &amp; Belonging         </p>	<p><b>Briefly describe the link between goal #1 and the institutional priority area(s) selected.</b></p> <p>Improving safety, security and civility can strengthen community connections by promoting public confidence in the University Police.</p>
<p><b>GOAL #1 – DESIRED OUTCOMES AND OBJECTIVES</b></p> <ol style="list-style-type: none"> <li>1. Ensure department members respond to all calls for service, emergency, and nonemergency, effectively and safely.</li> <li>2. Providing opportunities for the campus to be educated and informed of the Police services available.</li> <li>3. Promoting the usage of the RAVE guardian app</li> </ol>	
<p><b>GOAL #1 – ASSESSMENT METHODS, MEASURES, AND TARGETS</b></p> <ol style="list-style-type: none"> <li>1. Analyze the results of the University Police survey and make appropriate changes to better service the community.</li> <li>2. Track and review community police programs. Creation and use of a “University Police classroom survey” that measures the effectiveness of the program. This survey will be handed out and collected at the program's completion. University Police’s target is to increase programs offered by 10% from each previous year.</li> <li>3. Target 10% increase in RAVE User registration at the end of every calendar year.</li> </ol>	
<p><b>GOAL #2</b> <b>Successfully pass 2026 re-accreditation.</b></p>	

<p><b>GOAL #2 - WHAT INSTITUTIONAL PRIORITY AREA(S) DOES THIS GOAL LINK TO?</b> (Select all that apply)</p> <p> <input type="checkbox"/> Retention and Enrollment  <input checked="" type="checkbox"/> Financial Stability and Analysis  <input type="checkbox"/> Academic Programs and Planning  <input checked="" type="checkbox"/> Strengthening Community Connections  <input checked="" type="checkbox"/> Diversity, Equity, Inclusion, and Belonging         </p>	<p><b>Briefly describe the link between goal #2 and institutional priority area(s) selected.</b></p> <p>Accreditation is a progressive and contemporary way of helping police agencies evaluate and improve their overall performance. It provides formal recognition that an organization meets or exceeds general expectations of quality in the field. Accreditation acknowledges implementing policies that are conceptually sound and operationally effective.</p> <p>The New York State program encompasses four principal goals:</p> <ol style="list-style-type: none"> <li>1. To increase the effectiveness and efficiency of law enforcement agencies utilizing existing personnel, equipment, and facilities to the extent possible;</li> <li>2. To promote increased cooperation and coordination among law enforcement agencies and other agencies of the criminal justice services;</li> <li>3. To ensure the appropriate training of law enforcement personnel; and</li> <li>4. To promote public confidence in law enforcement agencies.</li> </ol> <p>The Accreditation Program is comprised of a set of standards developed to further enhance the capabilities of an agency and is divided into three categories. Standards in the Administrative section have provisions for topics like agency organization, fiscal management, personnel practices, and records management. Training standards encompass basic and in-service instruction, training for supervisors and specialized or technical assignments. Operations standards deal with such critical and litigious topics as high-speed pursuits, roadblocks, patrol, and unusual occurrences.</p>
<p><b>GOAL #2 – DESIRED OUTCOMES AND OBJECTIVES</b></p> <ol style="list-style-type: none"> <li>1. Maintain NYS DCJS (Division of Criminal Justice Services) accreditation</li> <li>2. Review and update policies as needed to comply with Accreditation updates.</li> <li>3. Ensure training program for officers that assures that firearms qualifications, defensive tactics, use of force and first aid techniques are taught and reviewed yearly.</li> </ol>	
<p><b>GOAL #2 – ASSESSMENT METHODS, MEASURES, AND TARGETS</b></p> <ol style="list-style-type: none"> <li>1. Quarterly review of current policies by comparing them to NYDCJS accreditation standards. Passing the re-accreditation process in 2026.</li> <li>2. Meet Yearly and Quarterly DCJS accreditation standards by recording proof of policy compliance into PowerDMS system.</li> <li>3. Target is 100% completion of mandated training by University Police staff. Reviewed quarterly by a University Police supervisor.</li> </ol>	

**GOAL #3**

Expand our officers' knowledge of mental health disabilities.

**GOAL #3 - WHAT INSTITUTIONAL PRIORITY AREA(S) DOES THIS GOAL LINK TO?**

(Select all that apply)

- ☐ Retention and Enrollment
- ☐ Financial Stability and Analysis
- ☐ Academic Programs and Planning
- ☒ Strengthening Community Connections
- ☒ Diversity, Equity, Inclusion, & Belonging

**Briefly describe the link between goal #3 and institutional priority area(s) selected.**

Furthering University Police staff's knowledge helps provide a more effective service to the campus community which in turn strengthens community connections.

**GOAL #3 – DESIRED OUTCOMES AND OBJECTIVES**

1. Provide Mental Health training to all University Police Department members.
2. Assure our policies support our practices on how best to interact with those who have mental health disabilities.
3. Provide training on Bias-Based Policing to all University Police Department members.

**GOAL #3 – ASSESSMENT METHODS, MEASURES, AND TARGETS**

1. 100% completion of mandatory mental health training and bias-based policing, cultural awareness, and consciousness by University Police Department members by the completion of every year.
2. Yearly review written directives to ensure policy reflects best practices in addressing police response to persons affected by mental illness.
3. 100% completion of mandatory bias-based policing, cultural awareness, and consciousness training by all University Police Department members. By the completion of every year.

