Henry Ford College Campus Safety Service Level Task Force

Phase I – Mission Statement, Deliverables, Committee Formation, and Timeline

A. Mission

The mission of the Henry Ford College (HFC) Campus Safety Service Level Task Force is to determine whether the current service level of the Campus Safety Office meets the safety needs of Henry Ford College. Service level refers to the structural model necessary to meet the desired level of law enforcement authority for the Office of Campus Safety to meet the current and future needs of the campus community.

B. Deliverables

The HFC Campus Safety Service Level Task Force is charged to provide:

1. an evaluation of the current service level provided by the HFC Campus Safety Office;
2. a survey of the College’s students, faculty, and staff regarding their recommendations for desired campus safety service levels;
3. an evaluation of the campus safety service levels at comparative colleges and universities;
4. a comparison of the campus safety service level options available to HFC;
5. a written recommendation based upon the findings of the HFC Campus Safety Service Level Task Force by December 20, 2019.

C. Core Committee and Committee Recommended Membership

1. Core Committee:

   1) Co-Chair  Vice President of Student Affairs
   2) Co-Chair  Manager of Campus Safety
   3)           Faculty Senate Representative
   4)           Student Compliance and Conduct Supervisor/Title IX Coordinator
   5)           SSA Representative
   6)           Director of Marketing and Communications

2. Committee
1) Federation of Teachers – Local 1650
2) American Federation of School Administrators – Local 71
3) Support Staff Association (SSA)
4) Adjunct Faculty Organization (AFO)
5) Dearborn Schools Operating Engineers Association
6) Dearborn Police Department
7) University of Michigan-Dearborn Campus Safety Office
8) Counseling
9) Associate Dean or Dean
10) Henry Ford College Student Government
11) Dearborn Public Schools
12) Board of Trustees
13) Campus Safety Office
14) HFC Community Liaison – Sam Bazzi

D. Timeline
1. October – November 2019
   1) Co-chairs begin data gathering;
   2) Committee membership finalized, and members contacted;
   3) initial materials distributed to Committee members;
   4) and, calendar finalized.

5. November and December 2019
   1) College and community forums convened;
   2) data gathered;
   3) and, recommendations finalized;

6. December 15, 2019 – Committee recommendations completed
7. December 20, 2019 – Report provided to President’s Office
Phase II – Environmental Scan

A. Data
1. 2015 – 2019 HFC Campus Safety activity charts
2. Average Dearborn Police Department response time to HFC
3. 2009 Dearborn Police response to HFC on-campus shooting
4. 2015 – 2019 HFC Campus incidents by time of day
5. 2015 – 2019 HFC Campus yearly incidents
6. 2015 – 2019 HFC incident types
7. 2019 Michigan Community Colleges with certified officers (fully sworn police departments)
8. 2019 Michigan Community Colleges with armed contracted officers
9. 2019 Michigan Community Colleges with no armed security officers
10. HFC Campus Safety Office current staffing
11. Service Delivery model options
12. Other

B. Stakeholder Input/Forums
1. Campus
   a. Faculty
   b. Staff
   c. Administrators
   d. Students
2. Community
3. Campus Safety Office
4. Campus Visits

C. Campus Survey
1. Students
2. Faculty, staff, and administrators.
Phase III – Recommendations Formed – December 2019

Phase IV – Recommendations Provided to Office of the President – December 2019