

Policy Change	<input checked="" type="checkbox"/>	Subject Matter Area Review	<input checked="" type="checkbox"/>
Procedure Change	<input checked="" type="checkbox"/>	Constituency Group Review	<input checked="" type="checkbox"/>
New Policy	<input type="checkbox"/>	District Council	<input type="checkbox"/>
New Procedure	<input type="checkbox"/>	Board 1 st Reading	<input type="checkbox"/>
		Board 2 nd Reading	<input type="checkbox"/>

KEY:
BOLD= new language
strikethrough= delete language

Comments: Referred to: Edited:
 8/17/16



Yosemite Community College District Policies and Administrative Procedures

No. 3500

Policy

3500 Campus Safety/~~Security~~

The Board is committed to a safe and secure District work and learning environment. To that end, the [CEO] shall establish a campus safety plan and ensure that it is posted or otherwise made available to students. The campus safety plan shall include availability and location of security personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.

~~It is the policy of the Yosemite Community College District that descriptions of policies related to campus security and statistics concerning specific types of crimes shall be distributed to all current students and employees and applicants for enrollment or employment on an annual basis through appropriate publications or mailings.~~

~~Reporting shall be consistent with the Student Right To Know and Campus Security Act of 1990 C Title II- Crime Awareness and Campus Security.~~

~~This policy will be implemented through appropriate administrative procedures.~~

Campus Safety/~~Security~~ Officers

~~The District shall employ campus safety/security officers, who shall provide services as security guards, or patrol persons on or about the campuses owned or operated by the District. Their duties include, but are not limited to protecting persons or property, preventing the theft of district property, and reporting any unlawful activity to the District and local law enforcement.~~

~~The Chancellor or designee shall establish procedures necessary for administration of campus security. In addition, the Chancellor or designee shall enter into an agreement with local law enforcement, which includes that campus safety/security officers shall cooperate with local law enforcement in performing their duties.~~

~~Every campus safety/security officer who works more than twenty hours per week shall complete a course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer~~

1 Affairs as required by Education Code Section 72330.5 (b). If an officer is required to carry a firearm, he
2 or she shall also satisfy the training requirements of Section 832 of the Penal Code.

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4 Every campus safety/security officer shall meet other requirements set out in Education Code Section
5 72330.5.

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7 **References:**

8 Education Code Sections [57380\(a\)\(4\)](#) 72330.5, 72330.5(b); Penal code Section 832

9
10 **Adopted:** June 28, 2004

11 **Last Reviewed:**

Administrative Procedure

3500 Campus Safety/Security

Note: This procedure is legally required. Local practice may be inserted.

A campus safety plan shall be developed and provided to students. It is incorporated into the annual security report and can be found on each college’s Campus Safety and Security website - Modesto Junior College: www.yosemite.edu/safety or Columbia College: www.gocolumbia.edu/safety/default.php. A copy can also be obtained by contacting Campus Safety and Security by phone: Modesto Junior College – (209) 575-6351, Columbia College – (209) 588-5167, or in person at the respective college Campus Safety and Security office. Campus Safety and Security prepares and annually updates a report of all occurrences reported to campus security personnel of, and arrests for, crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to campus authorities. A written report will be submitted to the Board.

Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

Note: Education Code Section 67380 defines “hate violence” as: “any act of intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons or the property of any person or group of persons because of the ethnicity, race, national origin, sex, sexual orientation, gender identity, gender expression, disability, or political or religious beliefs of that person or group.” Section 67380 requires reporting of both occurrences reported to campus police or safety authorities of and arrests for crimes that involve hate violence (Section 67380(a)(1)(A)) and of “non-criminal acts of hate violence” (Education Code Section 67380(a)(1)(B)).

For purposes of reporting under the Clery Act, “hate crimes” include domestic violence, dating violence, and stalking.

I. Background

In November, 1990, the Student Right to Know and Campus Security Act was signed into law. The Act requires each institution to prepare and distribute an annual report which sets forth its policies on crime prevention issues and gives statistics on the number of specific crimes (murder, sex offense, robbery, aggravated assault, burglary, and motor vehicle theft) which have occurred on campus and the number of arrests on campus for liquor law violations, drug use violations, and weapons possession.

In addition to its requirements relating to publication of an annual security report, the Act requires colleges and universities to provide timely warnings to the campus community of certain crimes (murder, sex offense, robbery, aggravated assault, burglary, and motor vehicle theft) reported to campus safety/security or local law enforcement which may be considered a threat to other students and employees.

II. Annual Security Report

The following is the minimum information to be included in the annual report.

A. Policy Information

1. A statement as to how students and staff are to report criminal activity and other emergencies, and
2. A statement concerning access and security of District facilities, and policy regarding possession, use and sale of alcoholic beverages and illegal drugs. (These may be derived from Administrative Procedure 5500).
3. A statement that Campus Safety/Security is limited to “citizen’s arrest” authority and has direction to cooperate with and report crimes to the local law enforcement agency.
4. A statement encouraging prompt and accurate reporting of all crimes to Campus Safety/Security and appropriate law enforcement agencies.
5. A description of the method and frequency that students and staff are informed about Campus Safety/Security procedures and practices and are encouraged to be responsible for their own security and the security of others.
6. A description of programs designed to inform students and employees about crime prevention.
7. A statement regarding campus sexual assault programs aimed at prevention of sex offenses and the procedures to follow once a sex offense has occurred. These shall address:
 - a) Education programs to promote the awareness of rape, acquaintance rape, and other sex offenses.
 - b) Possible sanctions to be imposed following the final determination of an on campus disciplinary procedure regarding rape, acquaintance rape, or other sex offenses, forcible or non-forcible.
 - c) Procedures students should follow if a sex offense occurs, including who should be contacted, the importance of preserving evidence as may be necessary to the proof of criminal sexual assault, and to whom the alleged offense should be reported.
 - d) Procedures for on-campus disciplinary action in cases of alleged sexual assault, which shall include a clear statement that:
 - i) the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and
 - ii) both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.

1 e) Informing students of their options to notify proper law enforcement authorities, and the
2 option to be assisted by campus administration in notifying such authorities, if the student
3 so chooses.

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5 f) Notification of students of existing counseling, mental health, or student services for
6 victims of sexual assault, both on campus and in the community.

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8 g) Notification of students of options for, and available assistance in, changing academic and
9 living situations after an alleged sexual assault incident, if so requested by the victim and
10 if such changes are reasonably available.

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12 B. Crime Statistics

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14 1. The following campus crimes occurring during the most recent year and the two preceding
15 years for which data are available. (See paragraph V.)

16 a) murder

17 b) sex offense, forcible or non-forcible

18 c) aggravated assault

19 d) robbery

20 e) burglary

21 f) motor vehicle theft

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28 2. The number of arrests for the following campus crimes occurring during the most recent
29 school year.

30 a) liquor law violations

31 b) drug abuse violations

32 c) weapons possession

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37 III. Ad Hoc Reports

38 A. Crimes listed under paragraph II.B.1., which are considered a threat to students and staff, shall be
39 reported to the campus community in a timely manner to aid in the prevention of repeated
40 occurrences.

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43 IV. Reporting Responsibilities

44 A. Campus Safety/Security

1 ~~Campus Safety/Security will provide all statistics described in paragraph II.B. to the College Vice~~
2 ~~President for Student Services and Columbia College Chief Operations Officer by September 1,~~
3 ~~annually.~~

4
5 ~~1. Campus Safety/Security in coordination with the College Vice President for Student Services~~
6 ~~and Columbia College Chief Operations will formulate the annual security report and~~
7 ~~disseminate as follows:~~

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9 ~~a) A report to students and employees will be provided by October 1 by one or more of the~~
10 ~~following means:~~

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12 ~~i) posting of materials on college website~~

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14 ~~ii) publishing in campus newspaper and bulletins~~

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16 ~~iii) e-mail notices~~

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18 ~~iv) electronic message boards~~

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20 ~~b) A statement shall be made in the class schedule each semester that the annual security~~
21 ~~report is available to prospective students on request.~~

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23 ~~c) A copy of the report will be provided to the Chancellor and the Vice Chancellor of Human~~
24 ~~Resources by October 1st.~~

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26 ~~2. Chancellor~~

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28 ~~The Chancellor will include the Modesto Junior College and Columbia College reports in a~~
29 ~~Chancellor's Bulletin to be disseminated by November 1.~~

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31 ~~3. Vice Chancellor of Human Resources~~

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33 ~~The Vice Chancellor of Human Resources will provide a statement in job announcements that~~
34 ~~the annual security report is available to prospective employees upon request.~~

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36 ~~V. Effective Date Provision~~

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38 ~~The statistics required by subparagraph II.B.1. of this procedure shall:~~

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40 ~~A. Include statistics concerning the occurrence on campus of offenses during the three (3) calendar~~
41 ~~years preceding the year in which the report is made.~~

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43 ~~**Campus Safety/Security Officers**~~

44 ~~I. The campus safety/security officers shall cooperate with local law enforcement in accordance with an~~
45 ~~agreement to be entered into in accordance with the requirements of Education Code Section 67381.~~
46 ~~The agreement shall address, but not be limited to, the following:~~

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48 ~~A. Operational responsibilities for investigations of the following violent crimes:~~

1. willful homicide,

2. forcible rape,

3. robbery,

4. aggravated assault

II. Geographical Boundaries of the Operational Responsibilities

A. Mutual aid procedures

1. Every campus safety/security officer employed or continuing in employment shall meet the requirements set out in Education Code Section 72330.5, including but not limited to:

a) submission of one copy of his or her fingerprints which shall be forwarded to the Federal Bureau of Investigation;

b) a determination that the employee is not a person prohibited from employment by a California community college district, and,

c) if the employee is required to carry a firearm, is not a person prohibited from possessing a firearm

B. Members of campus safety/security shall be employed as members of the classified service of the District.

C. In conjunction with the CSEA bargaining agreement, the Vice Chancellor of Human Resources or designee shall issue such other procedures as may be necessary for the administration of the campus safety/security officers, which may include:

1. Schedules and shifts

2. Call back procedures

3. Use of vehicles

4. Weapons practices, especially drawing weapons

5. Pursuit practices

6. Discipline procedures

7. Training

8. Responsibilities to coordinate with local law enforcement

D. A campus safety plan shall be developed, and is provided to students (identify the process or materials provided to students, such as a handbook or brochure).

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E. The Director of Campus Safety/Security prepares and annually updates a report of all occurrences reported to the Chancellor, College Presidents, and Vice Chancellor of Human Resource of and arrests for crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to campus authorities. A written report will be submitted to the Board.

F. Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

References:

Education Code Sections [212](#), [67380](#), and [87014](#); Penal Code Section [245](#); 20 U.S. Code Sections [1092\(f\)](#) and [1232g](#), [1292\(f\)](#); [34 Code of Federal Regulations 668.46](#); [34 Code of Federal Regulations 99.31\(a\)\(13\)](#), [\(14\)](#); [Campus Security Act of 1990](#) Education Code Section 72330

Procedure Last Revised: June 13, 2007

Last Reviewed: