

# **Coast Community College District ADMINISTRATIVE PROCEDURE**

## **Chapter 3 General Institution**

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### **AP 3500 Campus Safety**

#### **References:**

Education Code Sections 67380 and 87014;  
20 U.S. Code Section 1092(f);  
34 Code of Federal Regulations 668.46;  
Campus Security Act of 1990

#### **Annual Security Report**

Each College within the District shall develop an Annual Security Report (Report). This Report shall be provided to students, employees, and the general public by posting of the Report online, on a website location that is open and accessible to the public and to the College community. The Report shall include reports of crime statistics on college grounds.

Each College Public Safety Director shall prepare and annually update the Report of all criminal and incident occurrences reported to the College Public Safety Department, including the arrests for crimes committed on campus, and those that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. College Public Safety shall also report all reported occurrences of noncriminal acts of hate violence. The Report will be submitted to the Board through the Chancellor.

Written reports 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.

#### **Campus Safety Plan**

Each College within the District shall develop a Campus Safety Plan ("Plan"). This Plan shall be made available to students, employees, and the general public by posting of the content online, on a website location that is open and accessible to the public and to the college community. The Plan shall include college rules and regulations, those services offered by College Public Safety, information on medical aid assistance, and emergency management and preparedness practices. The College Public Safety Department is responsible for maintenance of the Plan.

Ratified December 2, 2013  
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