

Coast Community College District ADMINISTRATIVE PROCEDURE

Chapter 3 General Institution

AP 3515 REPORTING OF CRIMES

References:

Education Code Sections 212, 67380 and 87014;
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;
Campus Security Act of 1990

Students, staff, and guests of the District who witness, or are victims of a crime on District or College property or while off campus at a District-sanctioned event should **immediately** report the crime to a District or college administrator, the Campus Public Safety Department, or to the local police department.

In the event an employee witnesses or is a party to an assault, attack, or unlawful threat, the employee should notify his/her direct supervisor or other administrator immediately after the incident. The direct supervisor or administrator notified of such an event shall immediately report the attack or assault to Campus Public Safety, and Human Resources. Regardless of whether an employee chooses to report an incident, to the extent management becomes aware of such an event, the District has an affirmative obligation to investigate.

The District will instruct members of the Campus Public Safety Department to notify students and employees complaining of sexual violence of their right to file a criminal complaint, and to report incidents of sexual violence to the local police department if the complainant consents. Further, Campus Public Safety has a reporting obligation under BP 3540, consistent with federal Title IX.

The Colleges shall document all crimes reported to the Campus Public Safety Departments. The Colleges shall maintain statistics about all crimes that occur on both campus property and certain non-District properties, and shall include the below listed crimes in the Annual Security Report:

- Criminal homicide – murder and non-negligent manslaughter;
- Criminal homicide – manslaughter by negligence;
- Sexual assault – including rape, fondling, incest, and statutory rape;
- Robbery;
- Aggravated assault;
- Burglary;

- Motor vehicle theft;
- Arson;
- Hate Crimes-any of the listed crimes and any incidents of Larceny-Theft, Simple Assault, Intimidations, or Destruction/Damage/Vandalism of Property that were motivated by bias;
- Domestic Violence;
- Dating Violence;
- Stalking;
- Arrests for liquor law violations, drug law violations, and illegal weapons possession;
- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
- Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury.

In the event that an incident occurs, either on or off campus, that, in the judgment of the Chancellor or designee, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college e-mail system to students, faculty, staff and the campus' student newspaper. The information shall be disseminated by the Campus Public Safety Department or college and/or District Public Affairs Office in a manner that aids the prevention of similar crimes.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the President and/or Chief Business Officer may also post a notice on the campus-wide electronic bulletin board or other display boards to provide the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff, and students. Anyone with information about an incident which may require an immediate warning to the campus community should report the circumstances to the Campus Public Safety Department by phone or in person as soon as possible.

The District shall not be required to provide a timely warning with respect to crimes confidentially reported to a licensed mental health professional.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the District shall follow its established emergency notification procedures.

Each College shall annually collect crime statistics from campus and local law enforcement agencies. All College staff with significant responsibility for student and campus activities shall report crimes about which they receive information.

Each College shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies/procedures pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources and other matters. Each College shall provide on the College web site a direct link to the report to all students, faculty, and staff members, and make the report available to anyone upon request. Each College will ensure that materials for all prospective students and employees contain a link to the Annual Security Report. A copy of the Annual Security Report can be obtained by contacting the Campus Public Safety Department or college administration, or by viewing the college website.

To Report a Crime:

To report a crime individuals are advised to contact Campus Public Safety. For a crime in progress or other emergency, individuals may contact the local police department by dialing 9-1-1. If possible, it is recommended that Campus Public Safety also be notified immediately.

Any suspicious activity or person(s) on District or Campus property that appear to possibly be involved in criminal activity should be reported to the Campus Public Safety Department immediately. In addition individuals may also report a crime to any of the following college administrators:

- ***Vice President, Administrative Services***
- ***College Student Health Center Dean or Manager***
- ***College Human Resources Officer***
- ***District Risk Services Department***

Crime Victim Confidential Reporting

If a victim of a crime does not want to pursue action within the District's incident reporting process, or through local law enforcement, a victim can make a confidential report so as to assist in notifying the campus community of a potential risk. With the victim's permission, the Campus Public Safety Department can file a report on the details of the incident without revealing the victim's identity. With these confidential reports, the District can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Ratified December 2, 2013

Ratified May 17, 2017