

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, employees, and guests of the District who witness, or are victims of a crime or a hazing violation 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 College Public Safety Department, or to the local police department.

In the event that an employee witnesses or is a party to an assault, attack, or unlawful threat, the employee should notify their 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 the College Public Safety Department, 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 College 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, the College Public Safety Department has a reporting obligation under BP 3540, consistent with Title IX.

The Colleges shall document all crimes reported to the College 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, Intimidation, or Destruction/Damage/Vandalism of Property 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.
- 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;
- Hazing as defined by the federal Stop Campus Hazing Act.

In the event that a Clery Act crime occurs in Clery Act geography, is reported to the College Public Safety Department or local law enforcement, and in the judgment of the Chancellor or designee, which shall include, but need not be limited to, the Director of College Safety, represents a threat to students and employees a campus wide "timely warning" will be issued. The warning will be issued through the College e-mail and texting systems to students, faculty, staff and the College student newspaper. The information shall be disseminated by the College Public Safety Department or College and/or District Public Information Office in a manner that aids the prevention of similar crimes. Where appropriate, the College and/or District Public Information Office may distribute the timely warning to other recipients, including the media. For each timely warning, the College and/or District Public Information Office, as designated by the Chancellor and/or College President, shall assess whether the warning includes information that is necessary for the community, shall assess appropriate media (including social media) to notify, shall notify in a time and manner appropriate to best reach the relevant media sources, and shall report back to the Chancellor or the College President or designee, including at a minimum, the Director of College Public Safety, on such notification. If a College issues an emergency notification, it need not issue a timely warning for the same occurrence, but shall keep the community updated, as appropriate.

In the case of a significant emergency or dangerous situation that involves an immediate threat to the health or safety of students or employees in Clery Act On Campus geography, the Chancellor or College President or designee, which shall include, but need not be limited to, Vice Chancellor of Finance and Administrative Services, Vice President of Administrative Services, and Director of College Public Safety shall, upon confirmation that there is a significant emergency or dangerous situation, determine the appropriate segment or segments to notify (which may include

all members of the community), determine the contents of the notification, and immediately initiate the emergency notification system to the appropriate recipients. This may include notification via electronic mail, phone, text messaging, or College-wide electronic bulletin boards or similar display board. This may also include other systems or technologies that become available in the future which, in the judgment of the Chancellor or College President or designees, are appropriate to notify recipients of significant emergency or dangerous situations. Where appropriate, the College and/or District Public Information Office may distribute the emergency notification to other recipients, including the media. For each emergency notification, the College or District Public Information Office, as designated by the Chancellor or College President, shall assess whether the warning includes information that is necessary for the community, shall assess appropriate media (including social media) to notify, shall notify in a time and manner appropriate to best reach the relevant media sources, and shall report back to the Chancellor or College President or designee, including at a minimum, the Director of College Safety, on such notification. Anyone with information about an incident which may require an immediate warning to the College community should report the circumstances to the College Public Safety Department by phone or in person as soon as possible.

If, in the judgment of the Chancellor or College President or designee, which shall include, but need not be limited to, Vice Chancellor of Finance and Administrative Services, Vice President of Administrative Services, and Director of College Public Safety, there are other crimes, emergencies, or risks to safety that do not need the definitional standards of the Clery Act for a timely warning or emergency notification, such designee may, in their discretion, issue a Campus Alert using the system and timing that, in their discretion, is best able to appropriately notify relevant community members about the incident or incidents.

Each year, each College must perform at least one test of its emergency notification system. Tests may be announced or unannounced. The College Public Safety Department shall coordinate such tests with other appropriate personnel at the College. The College Public Safety Department shall assess the results of each announced and unannounced test and shall disclose on the College website the results of each test and, if relevant, any changes that will be made in the future. For each test, the College Public Safety Department shall document the date, time, and whether the test was announced or unannounced. There shall be no requirement to make public any information learned in the test or in the planned changes that would pose a security risk if made public.

The District is not required to provide a timely warning with respect to crimes confidentially reported to a pastoral or professional counselor, including 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 website a direct link to the report to all students and employees, 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 College 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 College 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 College Public Safety also be notified immediately.

Any suspicious activity or person(s) on District property that appear to possibly be involved in criminal activity should be reported to the College Public Safety Department immediately. In addition, individuals may also report a crime to any of the following College or District 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 College community of a potential risk. With the victim's permission, the College 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 College community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the College.

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