

Coast Community College District
ADMINISTRATIVE PROCEDURE
Chapter 7 Human Resources

AP 7600 College Public Safety Department

References:

Education Code Sections 67381, 72330 et seq;
Penal Code Section 832;
Government Code Sections 3300 et seq.

The College public safety officers shall cooperate with local law enforcement in accordance with an agreement to be entered into in accordance with the requirements of Education Code Section 67381. The agreement shall address, but not be limited to, the following:

- Operational responsibilities for investigations of the following violent crimes: willful homicide, forcible rape, robbery, aggravated assault
- Geographical boundaries of the operational responsibilities
- Mutual aid procedures

Every College public safety officer employed or continuing in employment shall meet the requirements set out in Education Code Section 72330.5, including but not limited to:

- Submission of one copy of his/her fingerprints which shall be forwarded to the Federal Bureau of Investigation;
- A determination that the employee is not a person prohibited from employment by a California community college district, and,
- If the employee is required to carry a firearm, is not a person prohibited from possessing a firearm.

Members of the College public safety department shall be employed as members of the classified service of the District.

The District Chief of Police, in collaboration with the other College Public Safety Directors and the Vice Chancellor of Finance and Administrative Services, shall issue protocol guidelines for the operation of Public Safety Departments. These operational protocols will be listed in the Lexipol Manual. The specific instructions will describe operational guidelines and limitations for Public Safety Officers, including but not limited to:

- Schedules and shifts
- Call back procedures
- Use of vehicles
- Legal authorities
- Powers of arrest

- Use of force
- Authorized equipment
- Incident reporting requirements
- Supervisory responsibilities
- Training
- Responsibilities to coordinate with local law enforcement

The above operational guidelines and limitations will not supersede applicable collective bargaining agreements.

The Manual will be continually updated with revisions provided by Lexipol and reviewed by the District Chief of Police for applicability. Each section of the Manual, once approved, will be sent out to all officers who will be responsible for reviewing. The manual will be supported by Daily Training Bulletins (DTBs) developed by Lexipol that will be provided to all officers electronically. After reviewing each section of the Manual and/or DTB, the system will digitally record that they have been viewed by each officer.

Ratified December 11, 2013

Ratified April 18, 2018