

7007. ADMINISTRATIVE REGULATIONS ON CRIME PREVENTION,
REPORTING, AND CAMPUS SECURITY

7007.1 The Vice President of Administrative Services or designee shall be responsible for the administration of these regulations and shall be primarily responsible for carrying out the mandates of the Crime Awareness and Campus Security Act. The Vice President of Administrative Services or designee, in consultation with the contracted local law enforcement agency and other appropriate administrators, will develop procedures to implement the provisions of the Act and to carry out its duties and responsibilities.

7007.2 Definitions

- A. "Arrest" is defined as a law enforcement officer detaining an individual(s) with the intention of seeking charges against the person for a specific offense(s) with a record being made of the detention.
- B. "Campus" is defined as any building or property owned or controlled by the District and used by the District in direct support of or related to its education purposes.
- C. "Employee" is defined as a part-time or full-time person with scheduled hours of employment on campus under the direction and control of the District and its agents.
- D. "Reported" is defined as an official description by a police officer, public safety official, or persons possessing authority to determine if a crime has occurred.
- E. "Report - Other" is defined as reports of incidents which do not meet the level of a part-one crime (against people) or part-two crime (against property). (Examples: traffic accidents, towed or stored vehicles, documentation of personal injury and property damage of student misconduct, etc.)
- F. "Student" is defined as any person enrolled in one or more courses of study.

7007.3 Police Services

- A. Members assigned to the contracted local law enforcement agency are sworn peace officers pursuant to Section 830.1 of the California Penal Code. They work with local, state and federal law enforcement

agencies and seek to protect life and property, to prevent anti-social conduct, and to preserve a secure campus environment.

- B. Sworn peace officers possess the powers to make arrests on personal observation or warrants of violations of state statutes, city and Los Angeles County ordinances, when such is required for the protection of District properties and interests, its students and personnel and when specifically requested by appropriate state, federal or local law enforcement officials.
 - 1. The contracted local law enforcement agency supplements its staff of sworn peace officers with special services officers. Special services officers have limited peace officer powers and are authorized to make citizen's arrests pursuant to Section 837 of the California Penal Code.
- C. The contracted local law enforcement agency staffing shall be appropriate for the number of students on campus, with reduced coverage on weekends and holidays.
- D. The contracted local law enforcement agency shall develop and utilize standard procedures and methods to respond to reports of crime and other emergencies on campus.
- E. The contracted local law enforcement agency will develop appropriate publications and campus media about security topics, programs, procedures and personnel.
- F. The contracted local law enforcement agency shall develop programs and distribute appropriate materials about campus security procedures to students and employees. Security presentations will be conducted at appropriate times, including orientation visits by new students and at orientation meetings with new employees.

7007.4 Crime Prevention

The contracted local law enforcement agency shall develop programs to inform students and employees about the prevention of crimes. It shall make crime prevention presentations to student and employee groups at least once a semester.

- A. The contracted local law enforcement agency shall work with the Director of Business Support Services, Dean of Student Affairs, the Associate Vice President of Human Resources, and appropriate employee organizations in the development of these presentations.

- C. The contracted local law enforcement agency shall work with other law enforcement officials when appropriate in securing suitable written material and in making presentations.
- C. Periodic public information displays on safety shall be prepared by the contracted local law enforcement agency.

7007.5 Reporting and Investigation

- A. The contracted local law enforcement agency shall develop, together with the Director of Business Support Services and Dean of Student Affairs, procedures and methods to encourage students and employees to report criminal actions and other emergencies occurring at each campus site.
- B. The contracted local law enforcement agency shall report all crimes occurring on each campus site to appropriate outside law enforcement agencies when requested and to appropriate District administrator(s), and will pursue cooperative relationships with municipal, county, state, and federal law enforcement agencies. The contracted local law enforcement agency shall aid other law enforcement agencies when requested in any investigations or apprehensions on each campus site of the District.
- C. The contracted local law enforcement agency shall distribute appropriate written material to explain the importance of crime reporting and how it is to be done annually.
- D. The contracted local law enforcement agency, in consultation with the appropriate administrator(s), where applicable, shall investigate on-campus murder, sex offenses (forcible and nonforcible), robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug violations, weapons possessions, and other offenses and emergencies considered to be a threat to the safety of students and employees.
- E. The reports of crimes will be reviewed by the contracted local law enforcement Lieutenant, the Director of Business Support Services, and other administrators when appropriate. Statistical information only will be reviewed by the District Safety and Emergency Preparedness Committee in order to assist the District in its safety and emergency preparedness program.
- F. Timely notifications shall be made to students and employees after crime incidents in a manner that will aid in the prevention of similar incidents. The type and nature of the notification shall be determined

by the contracted local law enforcement agency. Notice of crime incidents may be placed on bulletin boards, in campus newspapers, other appropriate sites, and through email. Other information dissemination methods designed to inform students and employees of criminal incidents on the campus may also be used.

- G. The contracted local law enforcement agency will prepare and distribute other reports of incidents that are not crimes to support the District's loss control efforts and the campus community at large.

7007.6

Crime Statistics

- A. The contracted local law enforcement agency shall be responsible for gathering of statistics concerning the incidence of crime on each campus site. Statistics shall be compiled in accordance with the definitions used in the uniform crime reporting system of the Department of Justice, Federal Bureau of Investigation and the modification in such definitions made by the Hate Crimes Statistics Act. Data will be collected and reported on the following crimes:

1. Murder
2. Sex offenses, forcible or non-forcible
3. Robbery
4. Aggravated assault
5. Burglary
6. Motor vehicle theft
7. Arson
8. Hate crimes
9. Stalking
10. Domestic Violence
11. Dating Violence

- B. Statistics concerning the number of arrests for the following crimes shall also be reported:

1. Liquor law violations

2. Drug violations
 3. Weapons possessions
- C. The summary of crime statistics shall be provided to the District and the college newspaper. It shall also be made available to all perspective students upon request, and will be available on the District's website.

7007.7 Annual Report

- A. Statistics will be gathered by the contracted local law enforcement agency for the most recent calendar year and the two preceding years. The statistics, due September 1 of each year, shall be published annually by the contracted local law enforcement agency in a document entitled "Report on Campus Crime."
- B. The annual report shall contain statistics concerning the crimes reported in compliance with the Crime Awareness and Campus Security Act, and problems that have arisen in its enforcement.
- C. The annual report shall be distributed to the Board of Trustees, and to current students and employees, and upon request to other interested persons.
- D. The annual report shall be available on the District's website and at the District Public Safety Office for distribution to persons who inquire about the report in person, by mail, or telephone. It shall also be available upon request to any applicant for enrollment or employment. The annual report shall be submitted by the District to the United States Department of Education.

7007.8 Services for Crime Victims

- A. The contracted local law enforcement agency and other appropriate campus administrative units shall provide reasonable support services to crime victims.

7007.9 Security of Campus Facilities

- A. The contracted local law enforcement agency will assist in the development of rules and regulations on access and security of District facilities including parking and vehicle registration.
- B. The contracted local law enforcement agency shall inspect the lighting, landscaping and the District's physical plant (doors, locks, etc.) to

determine what improvements need to be made for security on the District's campus sites. Any recommendations regarding loss control shall be provided in writing to the Director of Business Support Services.

- C. The contracted local law enforcement agency shall inform students and employees about District security measures to encourage all persons to be concerned about a secure District environment and to be aware of security concerns on the campus.
- D. The contracted local law enforcement agency shall educate students and employees regarding their personal responsibility for their own security and for the security of others.

7007.10 Video Surveillance System

- A. A video surveillance system will be used to assist the local law enforcement agency, along with the Director of Business Support Services to aid in the prosecution and/or resolution of a criminal investigation due to criminal activities and incidents that occur on, or around, campus.
- B. The video surveillance system will not be actively or continuously monitored, but images will be recorded and may be used for forensic purposes for alleged crimes or other violations of district regulations by the contracted local law enforcement agency or the Director of Business Support Services.
- C. The system may be used during emergencies and crisis situations to enable District safety officers and other first responders, to view live video. The system will enable emergency personnel to monitor visible conditions in real-time in the areas where the emergency is occurring providing important information to on-scene emergency personnel to deploy a rapid and efficient response.
- D. The video surveillance system shall not be used for personal purposes, for commercial purposes, for academic purposes, or for entertainment. The system will be designed and installed in recognition of the need to balance the reasonable expectation of privacy without compromising the safety and security of students, staff, visitors and the property of the District. The video surveillance system will be installed and operated within the limits of state and federal law.
- E. This regulation does not apply to private/personal video cameras or recording devices, video equipment managed by the District for academic use, recordings of athletic events, or public relations video recordings.

- F. The cameras will be installed in public accessible places and will not be installed where prohibited by state or federal law, including restrooms, locker and dressing rooms, and shower areas. The system hardware excluding cameras, including wiring cabinets, servers, monitors and switches will be located in secured, restricted, non-public places.
- G. The video surveillance system will not include audio recordings.
- H. Security camera footage will be retained for a minimum of 30 days for most areas and 90 days for high risk areas. Identification of high risk areas and changes in data retention periods may be changed with an approval from the Director of Business Support Services or designee.
- I. The Chief Information Systems Officer or designee by request of the Director of Business Support Services or designee will control access to the security cameras and viewing rights. Only District staff directly involved with the maintenance of the security camera system and infrastructure, contracted law enforcement agency, or those involved with assisting the contracted law enforcement agency of alleged crimes or other violations of district regulations will be permitted access to the system.
- J. The Director of Business Support Services or designee will work with local law enforcement for distribution of images. Images will be provided to local law enforcement for criminal investigations and to the Vice President, Human Resources; Vice President, Student Support Services, or designee(s), for violations of District regulations.
- K. The maintenance of the security cameras will be the responsibility of the Director of District Facilities.

Revised: December 13, 2016