

CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

AP 3520 LOCAL LAW ENFORCEMENT

Reference: Education Code Section 67381 and 67381.1; 34 Code of Federal Regulations Part 668.46

Citrus Community College District has a Memorandum of Understanding (MOU) with the Glendora Police Department. The MOU clarifies operational responsibilities for investigations of: Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault; sexual assaults, including, but not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of any of these; and hate crimes as defined by law, occurring at the District.

The MOU designates the Glendora Police Department as the agency that has operational responsibility for violent crimes, sexual assaults, and hate crimes, and delineates the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The MOU required by law and Board Policy is a public record and is made available for inspection by members of the public upon request to the Citrus Community College District Department of Campus Safety (Department of Campus Safety). Written agreements shall be reviewed and updated if necessary every five years.

The Department of Campus Safety maintains a close working relationship with the Glendora Police Department. The Department of Campus Safety occasionally works with other law enforcement agencies, including Azusa Police Department and Azusa Pacific University Campus Safety. Meetings may be held between the leaders of these agencies on both a formal and informal basis. The Department of Campus Safety and the Glendora Police Department communicate regularly on the scene of incidents that occur in and around the campus area. When incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, the Department of Campus Safety will work closely with the Glendora Police Department.

In response to a call, the Department of Campus Safety will take the required action, dispatching an officer to the scene and documenting the incident. Documentation may be an informational entry on the department's daily log, a "tag" entry, or an Incident Report. All documentation by the Department of Campus Safety is forwarded to the Vice President of Student Services for review and potential action. The Department of Campus Safety may investigate a report when it is deemed appropriate.

Crimes should be reported to the Department of Campus Safety to ensure inclusion in

the annual crime statistics and to aid in providing timely warning notices to the campus community, when appropriate.

Students, faculty, staff, community members, guests, and invitees are encouraged to report all crimes and public safety related incidents on campus, public property immediately adjacent to campus, and non-campus Citrus College buildings and property to the Department of Campus Safety in a timely manner.

Recommended Procedures for Reporting a Crime or Other Emergency:

- For Life Threatening/-Emergency Situations: Dial 911 (*9-911 from a campus phone*) and the Department of Campus Safety immediately after at (626) 914-8611 (*8611 from a campus phone*). Be prepared to provide official address, building name and room number.
- For Non-Life Threatening/Non-Emergency Situations: Call the Department of Campus Safety at (626) 914-8611 (*8611 from a campus phone*).

The Department of Campus Safety strives to provide a safe and secure learning and working environment for the Citrus College community. Campus Safety officers receive their authority, limited to District property, from the Board of Trustees of Citrus College and California penal, education, and vehicle codes. Campus Safety officers may make, or may assist others in making private citizen's arrest pursuant to California Penal Code Section 837. Under certain circumstances, Campus Safety officers may detain offenders for local law enforcement. Additionally, Campus Safety officers are authorized to enforce traffic and parking regulations on District property.

Campus Safety officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the District. Per the MOU with the Glendora Police Department, Campus Safety officers write incident reports for crimes that occur on property owned and operated by the District. Criminal incidents are referred to the Glendora Police Department who has jurisdiction on the campus. The District maintains a highly professional working relationship with the Glendora Police Department. All crime victims and witnesses are strongly encouraged to immediately report crimes to the Department of Campus Safety and appropriate police agencies. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

All reports will be investigated by the Department of Campus Safety, Human Resources, or the Title IX Coordinator. Violations of law will be referred to the Glendora Police Department and when appropriate, to the director of human resources or the dean of students for review. The District has procedures for voluntary, confidential reporting of crimes, which can be utilized by victims of crime who do not want to pursue action within the District or the criminal justice system. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the District, and may enhance safety by helping the District 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.

A confidential report may be filed with a professional counselor in the Student Health Center. For purposes of this procedure, campus “professional counselors” are District employees whose official responsibilities include providing mental health counseling to members of the District community and who are functioning within the scope of their license or certification. This definition includes Student Health Center Mental Health Therapists and does not include academic counselors. When acting as such, professional counselors are not considered to be campus security authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary, confidential basis for inclusion into the annual crime statistics.

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