



AP 7600 DISTRICT SECURITY

References:

- Education Code Sections 72330 et seq.;
- Government Code Sections 3300 et seq.; and 7070 et seq.
- Administrative Procedure 3520 Local Law Enforcement

Employment Requirements

Every campus security 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 Department of Justice.
- A determination that the employee is not a person prohibited from employment by a California community college district.

Members of campus security shall be employed as members of the classified service of the District.

Salaries for campus security officers shall be established after appropriate negotiations with their exclusive representative. If no such unit is established, salaries shall be recommended by the Superintendent/President

The Superintendent/President or designee shall issue such other procedures as may be necessary for the administration of the campus security officers, which may include:

- Schedules and shifts,
- Call back procedures,
- Use of vehicles,
- Weapons practices, especially drawing weapons,
- Pursuit practices,
- Discipline procedures,
- Training,
- Use of force, and
- Responsibilities to coordinate with local law enforcement.

Jeanne Clery Disclosure Of Campus Security Compliance

The District complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This federal act requires:



- Campus Security shall send an alert to the community when a crime is confirmed and could be an emergency or an immediate threat to students' safety. This alert can be in the form of an email, text message or phone call.
- Campus Security shall keep a log of every crime and alleged crime that happens on campus; to update the log every 48 hours; and to provide for inspection upon requests log entries for the past 60 days. The log item must include:
 - The date the crime was reported;
 - The date and time the crime occurred;
 - A description of the reported incident (ex: Simple Assault);
 - The general location of the crime
 - The current status of the complaint (ex: Criminal Arrest).
- Campus Security must publish an Annual Campus Security Report by Oct. 1 of each year. This report must include policy statements and crime statistics.

Reporting, Response and Investigative Protocols

Campus Security maintains a relationship with the Santa Barbara Police Department. Campus Security occasionally works with other law enforcement agencies, including the Santa Barbara County Sheriff's Office. Campus Security and the Santa Barbara 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, Campus Security will work closely with the Santa Barbara Police Department.

In response to a call, Campus Security will take the required action, dispatching an officer or asking the victim to file an incident report. All incident reports received by Campus Security that involve a student are forwarded to the Chief Student Services Officer or designee for review and potential action. Incident reports received by Campus Security that involve an employee are forwarded to the Vice President, Human Resources or designee for review and potential action. Campus Security may investigate a report when it is deemed appropriate.

Crimes should be reported to Campus Security to both ensure the safety of the campus and ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community when appropriate.



Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to Campus Security in a timely manner. To report a crime or an emergency, call Campus Security at (805) 730-4200. To report a non-emergency security or public safety related matter, call Campus Security at (805) 730-4200.

Campus Security Officer Authority

Campus Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the District. Campus Security officers do not possess arrest power. Criminal incidents are referred to the local law enforcement officers who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to immediately report the crime to Campus Security and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Professional And Pastoral Counselors Crime Reporting Responsibilities

Campus “Professional Counselors” and “Pastoral Counselors” when acting as such are not considered to be campus security officers and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of practice, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics.

A Professional Counselor is an employee of a District whose official responsibilities include providing psychological counseling to members of the District’s community and who is functioning within the scope of his/her license or certification.

A Pastoral Counselor is a person who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

REPORT REGARDING COMPLAINTS:

The Vice President of Human Resources or designee shall provide the Board, when requested, with a report regarding complaints against campus security officers. This report must disaggregate the complainants by race, gender, religion, or any other characteristic identified by the Board of Trustees.



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