

## **AP 3520 Local Law Enforcement**

### **References:**

***Education Code Sections 67381 and 67381.1;  
34 Code of Federal Regulations Part 668.46***

The District, on behalf of each campus or center, has a written agreement with local law enforcement agencies. The agreement clarifies operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.

The written agreement designates which law enforcement agency has operational responsibility for violent crimes and delineates the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by the Board policy are public records and are made available for inspection by members of the public upon request to the Vice President, Administrative Services.

The Security Department maintains a close working relationship with the Santa Clara County Sheriff's Department (SCCSD). The Security Department occasionally works with other law enforcement agencies, including the California Highway Patrol, San Benito County Sheriff's Department, City of Gilroy, City of Hollister, and City of Morgan Hill police departments. Meetings may be held between the leaders of these agencies on both a formal and informal basis. The Security Department and California Highway Patrol, SCCSD, San Benito County Sheriff's Department, City of Gilroy, City of Hollister, and City of Morgan Hill police departments 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 Security Department will work closely with the California Highway Patrol, SCCSD, San Benito County Sheriff's Department, and City of Gilroy, City of Hollister, and City of Morgan Hill police departments. There is no written memorandum of understanding between the Security Department and the California Highway Patrol, SCCSD, San Benito County Sheriff's Department, and City of Gilroy, City of Hollister, and City of Morgan Hill police departments.

In response to a call, the Security Department will take the required action, dispatching an officer or asking the victim to file an incident report. All incident reports received by the Security Department are forwarded to the Vice President of Student Services for review and potential action. The Security Department may investigate a report when it is deemed appropriate.

Crimes should be reported to the Security Department to 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 the Security Department in a timely manner. To report a crime or an emergency call the Security Department at 408-710-7490. To report a non-emergency security or public safety related matter, call the Security Department at 408-848-4703.

Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the District. Security officers do not possess arrest power. Criminal incidents are referred to the local law enforcement officers who have jurisdiction on the campus. The District maintains a highly professional working relationship with the California Highway Patrol, SCCSD, San Benito County Sheriff's Department, City of Gilroy, City of Hollister, and City of Morgan Hill police departments. All crime victims and witnesses are strongly encouraged to immediately report the crime to campus Security Services Office and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

All reports will be investigated. The District does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the District's Disciplinary Committee for review. When a potentially dangerous threat to the District's community arises, timely reports or warnings will be issued through e-mail announcements, the posting of flyers at local campuses, in-class announcements, or other appropriate means.

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