

Coast Community College District
ADMINISTRATIVE PROCEDURE
Chapter 3
General Institution

AP 3520 Local Law Enforcement

References:

Education Code Section 67381.1;
34 Code of Federal Regulations Part 668.46

Each College's Campus Public Safety Department will maintain a close working relationship with local law enforcement serving the community wherein the College is located. Each College's Campus Public Safety Department occasionally works with other law enforcement agencies including local police, federal law enforcement, and other enforcement authorities. Meetings may be held between the leaders of these agencies on both a formal and informal basis. The Campus Public Safety Departments and law enforcement personnel will 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 Campus Public Safety Departments will work closely with local law enforcement. Memoranda of understanding between the District and local law enforcement agencies concerning operational responsibility will be maintained on an on-going basis.

In response to a call, the applicable Campus Public Safety Department will take the required action, dispatching an officer to an incident, or asking the victim to file an incident report. All incident reports received by the Campus Public Safety Departments are forwarded to the Chief Business Officer and the District Risk Services Department for review and potential action. The Campus Public Safety Departments may investigate a report subject to the District's agreements with local law enforcement agencies.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Campus Public Safety Department in a timely manner.

Individuals can report a crime, a non-criminal issue, or an emergency occurring at any college within the District, or at the District Office, by calling the following telephone numbers:

Orange Coast College:	714-432-5017 (or) Ext. 25017
Golden West College:	714-895-8924 (or) Ext. 58924

Coastline Community College: 714-241-6360 (or) Ext. 16360

Coast Community College District Office: 714-432-5017 (or) Ext. 25017

Campus Public Safety Officers do not possess full law enforcement arrest power, but can affect private citizen powers of arrest. Criminal incidents are referred to the local law enforcement agencies which have jurisdiction at the location of the crime.

All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Public Safety Department and the appropriate local law enforcement agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics. All reports will be investigated.

When a potentially dangerous threat to the District's community arises, timely reports or warnings will be issued through a variety of mechanisms, including e-mail announcements, posting of flyers at local campuses, in-class announcements, and other appropriate means. Campus administration will determine if the Emergency Response Plan needs to be activated.

Ratified December 2, 2013

Ratified May 17, 2017