

**CHAPTER 2: Administration and General Institution
ADMINISTRATIVE PROCEDURE NO. 2.51.1 (AP 3515)**

**ADMINISTRATIVE PROCEDURE
San Mateo County Community College District**

Subject: AP 2.51.1 Reporting of Crimes
Adoption Date: 6/13
References: Education Code Sections 212 and 87014; Penal Code Section 245; Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 198; 20 United States Code Section 1232g; 34 Code of Federal Regulations Parts 99.31(a)(13), (14) and 668.46; Campus Security Act of 1990

1. Members of San Mateo County Community College District who are witnesses or victims of a crime should immediately report crimes to the San Mateo County Community College District Public Safety Department.

To Report a Crime: Contact San Mateo County Community College District Public Safety Department at:

College of San Mateo 650-574-6415
Cañada College 650-306-3420
Skyline College 650-738-4199
Dial 9-1-1 (emergencies only)

Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the police department. In addition you may report a crime to the Vice President of Student Services on each campus.

2. In the event an employee is assaulted, attacked or menaced by student, the employee shall notify his/her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted or menaced shall assist the employee to promptly report the attack or assault to the San Mateo County Community College District Public Safety Department. The supervisor shall make the report if the employee is unable or unwilling to do so. Reporting a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment.
3. The District shall publish warnings to the campus community about the following crimes:
 - Criminal homicide — murder and non-negligent manslaughter;
 - Criminal homicide — negligent manslaughter;
 - Sex offenses — forcible and non-forcible sex offenses;
 - Domestic violence, dating violence and stalking;
 - Robbery;
 - Aggravated assault;
 - Burglary;
 - Motor vehicle theft;
 - Arson;
 - Arrests for liquor law violations, drug law violations, and illegal weapons possession;

AP 2.51.1 Reporting of Crimes (continued)

- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
 - Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation destruction/damage/vandalism of property, or any other crime involving bodily injury;
 - Those reported to [appropriate law enforcement authorities]; and
 - Those that are considered to represent a continuing threat to other students and employees.
4. In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Public Safety constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the college e-mail system to students, faculty, staff and the student newspapers. The information shall be disseminated by Director of Public Safety or designee in a manner that aids the prevention of similar crimes.
 5. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Director of Public Safety or designee may also post a notice on the campus-wide electronic bulletin board on the campus website providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the San Mateo County Community College District Public Safety Department by phone or in person at the campus Public Safety Office.
 6. The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.
 7. If there is an immediate threat to the health or safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.
 8. The District shall annually collect and distribute statistics concerns crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.
 9. The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources and other matters. The District shall make the report available to all current students and employees. The District will also provide prospective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by San Mateo County Community College District Public Safety Department or at the Public Safety website: <http://www.smccd.edu/publicsafety>.