

**CHAPTER 2: Administration and General Institution
ADMINISTRATIVE PROCEDURE NO. 2.52.1 (AP 3520)**

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

Subject: AP 2.52.1 Local Law Enforcement
Revision Date: 9/13
References: Education Code Section 6738.1; 34 Code of Federal Regulations Part 668.46

1. Each College has a written agreement with local law enforcement agencies which 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.
2. The written agreements designate which law enforcement agency has operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.
3. The written agreements are public records and can be made available for inspection by members of the public upon request to the Chancellor's Office.
4. The College Public Safety Offices maintain a close working relationship with local law enforcement. When incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, the campus Public Safety Offices will work closely with local law enforcement agencies.
5. In response to a call, the Public Safety Department will take the required action, dispatching an officer or asking the victim to file an incident report. All incident reports received are forwarded to the Vice President, Student Services for review and potential action. The Public Safety Department may investigate a report when it is deemed appropriate.
6. Crimes should be reported to the campus Public Safety Offices to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.
7. Public Safety officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the District. Public Safety 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 the campus Public Safety Offices and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.
8. Professional mental health and religious counselors are exempt from reporting obligations. However, counselors are encouraged, if and when they deem it appropriate, to inform the persons they are counseling of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

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9. 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, text messages, the posting of flyers at local campuses, in-class announcements, or other appropriate means.