

**CHAPTER 8: Business Operations**  
**ADMINISTRATIVE PROCEDURE NO. 8.13.1 (AP 3500, 3501, 3505, 3530 and 5510)**  
**DISTRICT DEPARTMENT OF PUBLIC SAFETY MANUAL POLICIES 373 and 823**

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

**Subject:** AP 8.13.1 Public Safety on District Property; Campus Safety; Campus Security and Access

**Revision Date:** 10/12

**References:** Education Code Sections 212, 67380 and 87014; 34 Code of Federal Regulations Sections 99.31(a)(13) and (14), 668.46, 668.46(b)(3); 20 U.S. Code Sections 1232(g) and 1092(f); Penal Code Sections 245, 626.9 and 626.10; Title 8 Section 3203; Campus Security Act of 1990; Accreditation Standard III.B.1

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**Public Safety on District Property**

1. Emergency procedures are available in the Annual Public Safety and Security Report. They can be found at: [Annual Security Report 2018](#)
2. An employee shall immediately report any situation that threatens life or property and demands an immediate response of police, fire or medical personnel by first dialing 911 and then notifying campus Public Safety.
3. It is the responsibility of all employees to immediately report threats, acts of violence or any other behavior which deliberately hurts or harms another person at the College or District to their immediate supervisor and District Public Safety. Such reports will be promptly and thoroughly investigated.
4. The Colleges and District have established a Crisis Action Team which serves as the central point of command during any emergency experienced on District property. Information and procedures regarding the Crisis Action Team can be found in the Emergency Operations Manuals which are located at each campus. The manuals can be found at: <https://www.smccd.edu/publicsafety/emergencypreparedness.php>

**Campus Safety**

5. A campus safety plan (Clery Report) shall be developed and provided to students. The Annual Security Report will be sent electronically to students and is available in the Campus Public Safety Offices.
6. The Public Safety Department prepares and annually updates a report of all occurrences reported to the Public Safety Department and arrests for crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to campus authorities. A written report will be submitted to the Board.
7. Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

Weapons on Campus

8. Firearms, knives, explosives and other dangerous objects, including but not limited to any facsimile firearm, knife or explosive, are prohibited on District property, unless it is in the possession of law enforcement personnel or is used in conjunction with police training at the CSM Police Academy.
9. Activities involving firearms or other weapons conducted under the direction of District officials or as authorized by an official law enforcement agency shall be reported to Campus Public Safety before taking place.
10. Any person who believes he/she may properly possess a firearm or other weapon on District property must promptly notify the District Public Safety Office.

Campus Security and Access

11. During business hours, the District will be open to students, parents, employees, contractors, guests and invitees. During non-business hours, access to all District facilities is by key or fob if issued, or by admittance via the Public Safety Department. In the case of periods of extended closing, the District will admit only those with prior written approval to all facilities.
12. The District Public Safety Department does not provide law enforcement service to off-campus organizations nor are activities off-campus recognized by District authority.
13. Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic will have regular periodic security surveys. Administrators from the campus and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting and communications. Additionally, during the academic year, the Campus Chief, Facilities Manager, and Maintenance staff shall meet to discuss campus security and access issues of pressing concern.