

CHAPTER 8: Business Operations
BOARD POLICY NO. 8.13 (BP 3500, 3501, 6520 and 7600)

BOARD POLICY
San Mateo County Community College District

Subject: 8.13 Public Safety on District Property

Revision Date: ~~3/12~~ xx/xx

Policy References: Education Code Sections 67380(a)(4), 72330 et seq. and 81600 et seq.; Government Code Sections 3300 et seq.; Penal Code Sections 626.9 and 626.10; 34 Code of Federal Regulations Part 668.46(b)(3)

1. The Board is committed to a safe and secure District work and learning environment. To that end, each College shall establish a campus safety plan and ensure that it is posted or otherwise made available to students and staff. The campus safety plan shall include availability and location of public safety personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.
2. The District shall maintain a Public Safety Service to provide for the safety and security of persons and facilities under the District's jurisdiction at each District location. The District Public Safety Service is not a police force or a primary law enforcement agency. The Service is assigned responsibility for enforcing parking regulations; protecting persons from injury and property from vandalism, fire, theft and other hazards; and other related duties as determined by the College administration.
3. In order to deter crime, prevent vandalism and maintain a safe and secure environment for students and staff, the District may employ electronic surveillance in and around buildings, parking lots and roadways. The District will not use electronic surveillance to monitor employees' work or work habits.
4. When electronic surveillance is employed, surveillance devices may be monitored and reviewed by personnel authorized by the College President or Chancellor. If suspicious activity is observed, District staff will respond appropriately and may call local law enforcement for assistance. If criminal activity is suspected, the records may be turned over to the appropriate law enforcement authority. Digital records will normally be maintained by the Public Safety Offices for a period of up to three months and then destroyed.
5. In order to provide Public Safety Services, the District may employ or contract with any or all of the following: (a) public safety officers, who may or may not also be sworn peace officers; (b) security services from a private firm; (c) security services from government law enforcement agencies; and (d) safety assistants.
6. Every public safety officer who works more than 20 hours per weeks shall complete a course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs as required by Education Code Section 72330.5(b). If an officer is required to carry a firearm, he or she shall also satisfy the training requirements of Section 832 of the Penal Code. Every public safety officer shall meet other requirements set out in Education Code Section 72330.5.

8.13 Public Safety on District (continued)

7. Public Safety Officers and contracted officers from outside agencies (either private or governmental) may be authorized by the College President to wear firearms on College property, or on or about other grounds or properties owned, operated, controlled or administered by the District. Such authorization may be granted only after the officer presents proof of successful completion of firearms training as prescribed by the California Commission on Peace Officer Standards and Training. The Chancellor shall be notified if the College President authorizes a Public Safety Officer to carry firearms.
8. Public Safety Officers must wear the official uniform prescribed by the District at all times while on duty. The District shall provide uniforms for the officers in conformance with the collective bargaining agreement governing employment of classified employees. Contracted Security Officers from outside agencies (private or governmental) shall wear uniforms acceptable to the District at all times while on duty. Clothing other than the prescribed uniform may be authorized by the appropriate administrator when circumstances dictate the need.
9. A policy manual shall be developed for use by those employed as Public Safety Officers in the District.
10. The Public Safety Department shall annually produce an Annual Security Report, in compliance with the Clery Act.
11. The Director of Public Safety or a designee will develop timely warning and immediate notification protocols for the San Mateo County Community College District to notify members of the community about serious crimes against people that occur on campus, where it is determined that the incident may pose an ongoing threat to members of the college community. These warnings will be distributed if the incident is reported either to San Mateo County Community College District Public Safety Department directly or to San Mateo County Community College District Public Safety Department indirectly through a campus security authority or local police department.
12. Firearms or other weapons shall be prohibited on any college or district center or in any facility of the District except for activities conducted under the direction of district officials or as authorized by an official law enforcement agency.
13. The Chancellor shall establish procedures for security and access to District facilities. The Chancellor shall establish procedures necessary to manage, control and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment and information from theft, loss or significant damage.
14. **Additional information regarding this matter can be found at:**

<http://www.smccd.edu/accounts/smccd/departments/publicsafety/docs/2012%20SMCCCD%20Annual%20Public%20Safety%20and%20Security%20Report1.pdf> and

<http://www.smccd.edu/accounts/smccd/departments/publicsafety/docs/Department%20of%20Public%20Safety%20Policy%20Manual.pdf>