
San Bernardino Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3520 LOCAL LAW ENFORCEMENT

The District, on behalf of each campus or center, has a written agreement with local law enforcement agencies. The agreement 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.

The written agreement designates which law enforcement agency has operational responsibility for violent crimes and delineates the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by the Board policy are public records and are made available for inspection by members of the public upon request to Human Resources.

The District Chief of Police maintains a close working relationship with the with the local law enforcement agencies. The District Police Department occasionally works with other law enforcement agencies, including San Bernardino Police Department, Colton Police Department and San Bernardino County Sherriff Department. Meetings may be held between the leaders of these agencies on both a formal and informal basis. The District Police Department and San Bernardino Police Department and San Bernardino County Sherriff Department 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 District Police Department will work closely with San Bernardino Police Department and San Bernardino County Sherriff Department. There is a written memorandum of understanding between the District Police Department and San Bernardino Police Department and San Bernardino County Sherriff Department.

In response to a call, the District Police Department will take the required action, dispatching an officer or asking the victim to file an incident report. All incident reports received by the District Police Department are forwarded to the Director of Student Life for review and potential action. The District Police Department may investigate a report when it is deemed appropriate.

43 Crimes should be reported to the District Police Department to ensure inclusion in the
44 annual crime statistics and to aid in providing timely warning notices to the community,
45 when appropriate.

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47 Community members, students, faculty, staff, and guests are encouraged to report all
48 crimes and public safety related incidents to the District Police Department in a timely
49 manner. To report a crime on all District Sites, call the District Police Department 909-
50 384-4491. For an emergency call 911. To report a non-emergency security or public
51 safety related matter, call the District Police Department at 909-384-4491.

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53 The District Police have complete police authority to apprehend and arrest anyone
54 involved in illegal acts on-campus and areas immediately adjacent to the campus. If
55 minor offenses involving District rules and regulations are committed by a student, the
56 campus police may also refer the individual to the Director of Student Life. Major offenses
57 such as rape, murder, aggravated assault, robbery, and auto theft are reported to the
58 local law enforcement and the District Police Department and local law enforcement work
59 together to solve these serious felony crimes. District Police personnel work closely with
60 local, state, and federal police agencies. The District Police Department is also a part of
61 the local 911 Emergency System. Through coordination with local law enforcement
62 agencies, any criminal activity engaged in by students at off-campus locations of student
63 organizations, is monitored and recorded. This information is provided to the Director of
64 Student Life for any action or follow-up that may be required.

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66 Security officers have the authority to ask persons for identification and to determine
67 whether individuals have lawful business at the District. Safety and Security officers do
68 not possess arrest power. Criminal incidents are referred to the local law enforcement
69 officers who have jurisdiction on the campus. The District maintains a highly professional
70 working relationship with the local law enforcement agencies. All crime victims and
71 witnesses are strongly encouraged to immediately report the crime to campus Security
72 Services Office and the appropriate police agency. Prompt reporting will assure timely
73 warning notices on-campus and timely disclosure of crime statistics.

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75 Campus "Pastoral Counselors" and Campus "Professional Counselors," when acting as
76 such, are not considered to be a campus security officers and are not required to report
77 crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy,
78 they are encouraged, if and when they deem it appropriate, to inform persons being
79 counseled of the procedures to report crimes on a voluntary basis for inclusion into the
80 annual crime statistics.

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82 A Pastoral Counselor is a person who is associated with a religious order or
83 denomination, recognized by that religious order or denomination as someone who
84 provides confidential counseling and who is functioning within the scope of that
85 recognition as a pastoral counselor.

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87 A Professional Counselor is an employee of a District whose official responsibilities
88 include providing psychological counseling to members of the District's community and
89 who is functioning within the scope of his or her license or certification.

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91 All reports will be investigated. The District does not have procedures for voluntary,
92 confidential reporting of crime statistics. Violations of the law will be referred to law
93 enforcement agencies and when appropriate, to the District's Disciplinary Committee for
94 review. When a potentially dangerous threat to the District's community arises, timely
95 reports or warnings will be issued through e-mail announcements, the posting of flyers at
96 local campuses, in-class announcements, or other appropriate means.

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98 **References:** Education Code Section 67381;
99 34 Code of Federal Regulations Part 668.46

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Approved: 12/10/16

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