

General Institution

1 AP 3515 REPORTING OF CRIMES

2 References:

- 3 Education Code, Sections 212, 67380, 67383, and 87014;
- 4 Penal Code, Sections 245 and 422.55;
- 5 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics
- 6 Act of 1998;
- 7 20 United States Code Section 1232g;
- 8 34 Code of Federal Regulations Parts 99.31(a)(13) and (14), and 668.46;
- 9 Campus Security Act of 1990

10 Members of the District, guests and the general public are strongly encouraged to
11 immediately report all crimes and public safety related incidents to the Campus Police
12 Department.

13 In the event an employee is assaulted, attacked, or menaced in the course of his or her
14 employment with the District, the employee shall notify his or her supervisor as soon as
15 practical after the incident. The supervisor of any employee who is attacked, assaulted,
16 or menaced shall assist the employee in promptly reporting the attack or assault to the
17 Campus Police Department and the Office of Human Resources. The Campus Police
18 Department shall, in addition to its law enforcement duties, report such matters to the
19 Office of Student Conduct and Grievances for student discipline purposes if the alleged
20 perpetrator is a student. The supervisor shall make the report if the employee is unable
21 or unwilling to do so. Reporting a complaint to local law enforcement will not relieve the
22 District of its obligation to investigate all complaints of harassment.

23 The District will instruct members of the Campus Police Department to notify students
24 and employees complaining of sexual violence of their right to file a sex discrimination
25 complaint with the District in addition to filing a criminal complaint, and to report incidents
26 of sexual violence to the Vice President of Human Resources if the complainant consents.

27 The District shall publish warnings to the campus community about the following crimes:

- 28 • Criminal homicide – murder and non-negligent manslaughter;
- 29 • Criminal homicide – negligent manslaughter;
- 30 • Sex offenses – forcible and non-forcible sex offenses;
- 31 • Domestic violence, dating violence, and stalking;
- 32 • Robbery;
- 33 • Aggravated assault;
- 34 • Burglary;
- 35 • Motor vehicle theft;
- 36 • Arson;
- 37 • Arrests for liquor law violations, drug law violations, and illegal weapons possession;

- 38 • Liquor law violations, drug law violations, or illegal weapon possessions referred for
39 campus disciplinary action but for which no arrest was made;
- 40 • Those that manifest evidence that the victim was intentionally selected because of the
41 victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or
42 disability and involve larceny-theft, simple assault, intimidation,
43 destruction/damage/vandalism of property, or any other crime involving bodily injury;
44 and
- 45 • Anytime the crime is reported to Campus Police and is considered to represent a
46 continuing threat to students and employees.

47 In the event that a situation arises, either on or off campus, that, in the judgment of the
48 President/Superintendent or designee, constitutes an ongoing or continuing threat, a
49 campuswide "timely warning" will be issued. The District has various systems in place
50 for communicating information quickly. Some or all of these methods of communication
51 may be activated in the event of an immediate threat to the campus community. These
52 methods of communication include network emails, emergency text messages that can
53 be sent to a phone or Personal Digital Assistant (individuals can sign up for this service
54 on the District website), public address system, phone calling trees, District website and
55 emergency messages that scroll across display screens in campus buildings. The District
56 will post updates during a critical incident on the District website at www.cerritos.edu.
57 Individuals can call the District's recorded information telephone line at (562) 860-2451
58 for updates. Cerritos College students, staff, faculty, and others can sign up for
59 emergency text message alerts at <https://www.cerritos.edu/police/default.htm> or text
60 keyword "CCALERTS" to 888-7777 from their mobile phones. The information shall be
61 disseminated by the Chief of Campus Police in a manner that aids the prevention of
62 similar crimes.

63 Depending on the particular circumstances of the crime, especially in all situations that
64 could pose an immediate threat to the community and individuals, the Chief of Campus
65 Police may also post a notice on the Cerritos College Emergency Information web site at
66 <https://www.cerritos.edu/police/default.htm>, providing the community with more
67 immediate notification. This web site is immediately accessible via computer by all
68 faculty, staff, students, and the public. Anyone with information warranting a timely
69 warning should report the circumstances to Campus Police, by phone at (562) 860-2451,
70 extension 2325 or in person at the Campus Police Department.

71 The District shall not be required to provide a timely warning with respect to crimes
72 reported to a pastoral or professional counselor, but it will do so anytime it deems it
73 necessary to warn others. Furthermore, counselors have a duty to warn and protect if
74 they have reasonable cause to believe that a person being counseled is a danger to
75 himself/herself or the person or property of another.

76 If there is an immediate threat to the health or safety of students or employees occurring
77 on campus, the District shall follow its emergency notification procedures.

78 The Campus Police Department shall annually collect and distribute statistics concerning
79 crimes on campus. All District staff with significant responsibility for student and campus
80 activities shall report crimes about which they receive information to the Campus Police
81 Department for inclusion in the statistics.

82 The Campus Police Department shall publish an Annual Security Report every year by
83 October 1 that contains statistics regarding crimes committed on campus and at affiliated
84 locations for the previous three years. The Annual Security Report shall also include
85 policies pertaining to campus security, alcohol and drug use, crime prevention, the
86 reporting of crimes, sexual assault, victims' assistance program, student discipline,
87 campus resources, and other matters. The District shall make the report available to all
88 current students and employees. The District will also provide prospective students and
89 employees with a copy of the Annual Security Report upon request. A copy of the Annual
90 Security Report can be obtained by contacting the Campus Police Department or at the
91 Website address published in the General Catalog and in each Class Schedule. Each
92 employee will be notified on an annual basis about the availability of the Annual Security
93 Report. Such notification will be included with the employee's pay stub.

94 **To report a crime:**

95 Contact Campus Police at (562) 860-2451, extension 2325 or dial 9-1-1 (emergencies
96 only). Any suspicious activity or person seen in the parking lots or loitering around
97 vehicles or inside buildings should be reported to the police department. In addition, you
98 may report a crime to the Vice President of Human Resources at (562) 860-2451,
99 extension 2280.

100 If you are the victim of a crime and do not want to pursue action within the District's
101 System or the criminal justice system, you may still want to consider making a confidential
102 report. With your permission, the Dean of Student Services or Vice President of Human
103 Resources or designee can file a report on the details of the incident without revealing
104 your identity. The purpose of a confidential report is to comply with your wish to keep the
105 matter confidential, while taking steps to ensure the future safety of yourself and others.
106 With such information, the District can keep an accurate record of the number of incidents
107 involving students, determine where there is a pattern of crime with regard to a particular
108 location, method, or assailant, and alert the campus community to potential danger.
109 Reports filed in this manner are counted and disclosed in the annual crimes statistics for
110 the institution.

111 The Campus Police encourage anyone who is the victim or witness to any crime to
112 promptly report the incident to the police. Because police reports are public records under
113 state law, the Campus Police cannot hold reports of crime in confidence. Confidential
114 reports for purposes of inclusion in the annual disclosure of crime statistics can generally
115 be made to other campus security authorities. Confidential reports of crime may also be
116 made to the Vice President of Human Resources at (562) 860-2451, ext. 2280.

117 The District may disclose the final results of a student disciplinary proceeding to a victim
118 of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless

119 of the outcome. The District may also disclose to anyone, the final results of a student
120 disciplinary proceeding in which it concludes that a student violated District policy with
121 respect to a crime of violence or non-forcible sex offense. The offenses that apply to this
122 permissible disclosure are:

- 123 • Arson;
- 124 • Assault offenses;
- 125 • Burglary;
- 126 • Criminal homicide – manslaughter by negligence;
- 127 • Criminal homicide – murder and non-negligent manslaughter;
- 128 • Destruction, damage, or vandalism of property;
- 129 • Kidnapping or abduction;
- 130 • Robbery;
- 131 • Forcible sex offenses; and
- 132 • Non-forcible sex offenses.

133 The disclosure may only include the final result of the disciplinary proceeding with respect
134 to the alleged criminal offense. The District shall not disclose the name of any other
135 student, including a victim or witness, unless the victim or witness has waived his or her
136 right to confidentiality.

137 **Required Reports to Local Law Enforcement Agency**

138 Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault,
139 or hate crime, committed on or off campus, that is received by a campus security authority
140 and made by the victim for the purposes of notifying the institution or law enforcement
141 must be immediately, or as soon as practicably possible, disclosed to the local law
142 enforcement agency. The report shall not identify the victim, unless the victim consents
143 to being identified after the victim has been informed of his/her right to have his/her
144 personally identifying information withheld. If the victim does not consent to being
145 identified, the alleged assailant shall not be identified in the information disclosed to the
146 local law enforcement agency unless the institution determines that both of the following
147 apply, in which case the institution shall disclose the identity of the alleged assailant to
148 the local law enforcement agency and notify the victim of the disclosure:

- 149 • the alleged assailant represents a serious or ongoing threat to the safety of students,
150 employees, or the institution; and
- 151 • the immediate assistance of the local law enforcement agency is necessary to contact
152 or detain the assailant.

153 Office of Primary Responsibility: Vice President, Business Services
154 Vice President, Human Resources

155 Also see AP 3505 titled Emergency Response Plan, AP 3520 titled Local Law
156 Enforcement, and AP 3540 titled Sexual and Other Assaults on Campus.

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