

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

48 In the event that a situation arises, either on or off campus, that, in the judgment of the
49 President/Superintendent or designee, constitutes an ongoing or continuing threat, a
50 campuswide "timely warning" will be issued. The District has various systems in place
51 for communicating information quickly. Some or all of these methods of communication
52 may be activated in the event of an immediate threat to the campus community. These
53 methods of communication include network emails, emergency text messages that can
54 be sent to a phone or Personal Digital Assistant (individuals can sign up for this service
55 on the District website), public address system, phone calling trees, District website and
56 emergency messages that scroll across display screens in campus buildings. The District
57 will post updates during a critical incident on the District website at www.cerritos.edu.
58 Individuals can call the District's recorded information telephone line at (562) 860-2451
59 for updates. Cerritos College students, staff, faculty and others can sign up for
60 emergency text message alerts at www.cerritoscollege.us or text keyword "CCALERTS"
61 to 888-7777 from their mobile phones. The information shall be disseminated by the Chief
62 of Campus Police in a manner that aids the prevention of 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 www.cerritoscollege.us, providing the community with more immediate notification. This
67 web site is immediately accessible via computer by all faculty, staff, students, and the
68 public. Anyone with information warranting a timely warning should report the
69 circumstances to Campus Police, by phone at (562) 860-2451, ext. 2325 or in person at
70 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, ext. 2325 or dial 9-1-1 (emergencies only).
96 Any suspicious activity or person seen in the parking lots or loitering around vehicles or
97 inside buildings should be reported to the police department. In addition you may report
98 a crime to the Vice President of Human Resources at (562) 860-2451, ext. 2280.

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

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

116 The District may disclose the final results of disciplinary proceeding to a victim of an
117 alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the
118 outcome. The District may also disclose to anyone, the final results of a disciplinary
119 proceeding in which it concludes that a student violated District policy with respect to a

120 crime of violence or non-forcible sex offense. The offenses that apply to this permissible
121 disclosure are:

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

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

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

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

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

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

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

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