

**General Institution**

**1 AP 3520 LOCAL LAW ENFORCEMENT**

**2 Reference:**

3 Education Code, Section 67381;  
4 34 CFR 668.46

5 The District has a written agreement with local law enforcement agencies. The  
6 agreement clarifies operational responsibilities for investigations of Part I violent crimes,  
7 defined by law as willful homicide, forcible rape, robbery, and aggravated assault,  
8 occurring at each location.

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

12 The written agreements required by the Board Policy are public records and are made  
13 available for inspection by members of the public upon request to the Chief of Campus  
14 Police.

15 The Campus Police Department maintains a close working relationship with the Los  
16 Angeles County Sheriff's Department. The Campus Police Department occasionally  
17 works with other law enforcement agencies, including the Federal Bureau of Investigation.  
18 Meetings may be held between the leaders of these agencies on both a formal and  
19 informal basis. The Campus Police Department and Los Angeles County Sheriff's  
20 Department communicate regularly on the scene of incidents that occur in and around  
21 the campus area. When incidents arise that require joint investigative efforts, resources,  
22 crime related reports and exchanges of information, the Campus Police Department will  
23 work closely with the Los Angeles County Sheriff's Department. There is a written  
24 memorandum of understanding between the Campus Police Department and the Los  
25 Angeles County Sheriff's Department.

26 In response to a call, the Campus Police Department will take the required action,  
27 dispatching an officer or asking the victim to file an incident report. All incident reports  
28 received by the Campus Police Department are forwarded to the Chief of Campus Police  
29 for review and potential action. Incidents involving student misconduct are also referred  
30 to the Coordinator of Student Judicial Affairs. Incidents involving employees shall be  
31 reported to the Vice President of Human Resources. Reports are provided to the  
32 President/Superintendent and Vice President of Student Services on a weekly basis. The  
33 Campus Police Department may investigate a report when it is deemed appropriate.

34 Crimes should be reported to the Campus Police Department to ensure inclusion in the  
35 annual crime statistics and to aid in providing timely warning notices to the community,  
36 when appropriate.

37 Community members, students, faculty, staff, and guests are encouraged to report all  
38 crimes and public safety related incidents to the Campus Police Department in a timely  
39 manner. To report a crime or an emergency on the campus, call the Campus Police  
40 Department at 562-402-3674. To report a non-emergency security or public safety  
41 related matter, call the Campus Police Department at 562-860-2451, ext. 2325.

42 The Campus Police have complete police authority to apprehend and arrest anyone  
43 involved in illegal acts on-campus and areas immediately adjacent to the campus. If  
44 minor offenses involving District rules and regulations are committed by a student, the  
45 campus police may also refer the individual to the Coordinator of Student Judicial Affairs.  
46 Major offenses such as rape, murder, aggravated assault, and robbery shall be reported  
47 to local law enforcement and the Campus Police Department and local law enforcement  
48 work together to solve these serious felony crimes. District Police personnel work closely  
49 with local, state, and federal police agencies. The District Police Department is also a  
50 part of the local 911 Emergency System. This information is provided to the Coordinator  
51 of Student Judicial Affairs and the Vice President of Human Resources for any action or  
52 follow-up that may be required.

53 Campus "Pastoral Counselors" and campus "Professional Counselors," when acting as  
54 such are not considered to be campus security officers and are not required to report  
55 crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy  
56 they are encouraged, if and when they deem it appropriate, to inform persons being  
57 counseled of the procedures to report crimes on a voluntary basis for inclusion into the  
58 annual crime statistics. Other reporting guidelines are outlined in BP and AP 3515 titled  
59 Reporting of Crimes.

60 A campus Pastoral Counselor is a person who is associated with a religious order or  
61 denomination, recognized by that religious order or denomination as someone who  
62 provides confidential counseling and who is functioning within the scope of that  
63 recognition as a pastoral counselor.

64 A Professional Counselor provides mental health counseling to members of the District's  
65 community, functioning within the scope of his or her license or certification.

66 Office of Primary Responsibility: Vice President, Business Services

---

**Date Approved: November 26, 2007**  
**Date Revised: October 1, 2012**  
**Date Reviewed: January 16, 2019**