

# CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

## AP 3500 CAMPUS SAFETY

References: Education Code Sections 212, 67380, 72330.5, and 87014; Penal Code Section 245; 20 U.S. Code Sections 1092(f) and 1232g; 34 Code of Federal Regulations (C.F.R.) 668.46, 99.31(a) (13) and (14); Campus Security Act of 1990

The Citrus College Department of Campus Safety (“Department of Campus Safety”) is the designated authority established by the Board of Trustees to enforce the Standards of Conduct under the Education Code and Penal Codes of the State of California.

The Department of Campus Safety is not a police department and department incident reports are not official police reports. If an official report is required, the Glendora Police Department is the appropriate agency to contact.

The Department of Campus Safety is the liaison with the Glendora Police Department and other local police agencies, including federal and state law enforcement entities.

The Department of Campus Safety is responsible for the safety and security of all members of the college community. Every effort is made to inform students, faculty, administrators, and staff members of criminal activity or other concerns that may be an immediate or ongoing threat to the safety and security of those on campus. Information regarding crime prevention is made available to college students, faculty, administrators, and staff members through a variety of methods, including, but not limited to, campus memos, emails, presentations, trainings, orientations, social media, and the web.

A Campus Safety plan shall be developed and provided to students as part of the Annual Security Report published by the Department of Campus Safety each year and made available online at: <http://www.citruscollege.edu/campussafety>. The Annual Security Report includes information regarding emergency response in accordance with Administrative Procedure 3505 Emergency Response Plan. Additionally, emergency plan, preparedness, response and evacuation procedures can be found in print at the Department of Campus Safety and on the Citrus College website. The Emergency Response Procedure flipchart is also available in print and online, and can be downloaded electronically.

The Department of Campus Safety annually prepares and updates a report consisting of all occurrences reported to Campus Safety personnel of any arrests for crimes committed on campus and that involve violence, hate violence, theft or destruction of

property, illegal drugs, or alcohol intoxication; and of all occurrences of noncriminal acts of hate violence reported to campus authorities. A written report will be submitted to the Board of Trustees. For purposes of reporting under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, "hate violence" includes domestic violence, dating violence, and stalking.

Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

It is the responsibility of every member of the college community to act in ways that promote the safety of self and others and the protection of District property.

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| Board Approved | 05/18/10 |
| Revised        | 11/12/13 |
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