

General Institution

AP 3500 CAMPUS SAFETY

References:

Education Code Section 212, 67380, and 87014;
Penal Code Section 245 and 422.55;
20 U.S. Code Sections 1232(g) and 1292(f);
34 Code of Federal Regulations Section 668.46;
34 Code of Federal Regulations Sections 99.31(a)(13) and (14);
Campus Security Act of 1990

A District Safety Plan shall be developed and is provided to students and District employees via publications and the District's website.

The District Police Department prepares and annually updates a report of all occurrences reported to campus police of and arrests for crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of non-criminal acts of hate violence reported to campus authorities. Upon request, a written report will be submitted to the Board of Trustees.

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

Definitions

Prevention activities increase awareness and minimize the potential for crisis in the workplace. Training is essential for all staff to learn how to recognize early warning signs, so that appropriate intervention can be provided for identified areas of conflict in the workplace.

Crisis or conflict constitutes any inappropriate or unreasonable disruption that interferes with the normal functioning of your work.

Acts of violence include any physical action, whether intentional or reckless, that harms or threatens the safety of self, another individual, or property.

A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to self, another individual, or property.

Workplace includes off-campus locations as well as District-sponsored activities where faculty, staff, or student employees are engaged in District business or locations where incidents occur as a result of the person's relationship to the District community.

Education Code Section 67380 defines "hate violence" as: "any act of intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons or the property of any person or group of persons

because of ethnicity, race, national origin, sex, sexual orientation, gender identity, gender expression, disability, or political or religious beliefs of that person or group.” Section 67380 requires reporting of both occurrences to Campus Police of, and arrests for, crimes that involve hate violence (Section 67380(a)(1)(A) and of “non-criminal acts of hate violence” (Education Code Section 67380(a)(1)(B)).

Crisis and Conflict Intervention

Any employee experiencing an unsafe work condition should immediately contact his/her supervisor or the Human Resources Office. The supervisor shall immediately notify the Human Resources Office about any acts or threats of violence or intimidation. The employee will be provided consultation regarding resources available to resolve the unsafe work condition.

It is the responsibility of all employees to immediately report threats, acts of violence, intimidation, or any other behavior which deliberately hurts or harms another person in the District to their immediate supervisor and District Police Department. Such reports will be promptly and thoroughly investigated.

Crisis Intervention Team

The Crisis Intervention Team is established to provide regular training and advice to individuals and departments. Training activities may include, but not be limited to, skill development in conflict resolution, communication, anger management, and early identification of any threat to personal safety.

Team advising activities may include individual consultations, peer mediation, conflict resolution services, and referral to outside sources.

Immediately upon notification of an act of violence or threat of violence or intimidation involving an employee, the team member notified will initiate Crisis Intervention Team procedures as stated below.

In the event of an act or threat of violence or intimidation, the team will investigate the incident and forward the results of the completed investigation to the Human Resources Office for consideration. Law enforcement will take appropriate action if the incident involves injuries or criminal activity.

The team will coordinate available resources to provide intervention, consultation, or referral which may include arranging for counselors to work with victims and observers of the incident.

Restraining Orders/Court Orders

An employee shall notify law enforcement of any restraining orders/court orders when named as a plaintiff and provide a copy of the order to District Police Department. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact District Police Department to ensure they are aware of it and that they have a copy of the restraining order on file.

Office of Primary Responsibility: College Operations

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(Replaces College of Marin Procedure 7.0009 DP.1)

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