

## General Institution

**AP 3520 LOCAL LAW ENFORCEMENT****References:**

Education Code Section 67381 and 67381.1;  
34 Code of Federal Regulations Part 668.46

In order to comply with the Kristin Smart Campus Safety Act of 1998, the District, on behalf of each campus or center, has a written agreement with local law enforcement agencies. The agreement clarifies operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault; sexual assaults, including, but not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of any of these; and hate crimes as defined by law, occurring at each location.

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

The written agreements required by Board Policy *3520 Local Law Enforcement* are public records and are made available for inspection by members of the public upon request to Administrative Services. Written agreements shall be reviewed and updated, if necessary, every five years.

The District Police Department maintains a close working relationship with the Marin County Sheriff's Department, the Novato Police Department, the Twin Cities Police Authority. The District Police Department occasionally works with other law enforcement agencies within the County of Marin. Meetings may be held between the leaders of these agencies on both a formal and informal basis. The District Police Department and the law enforcement agencies within the County of Marin communicate regularly on the scene of incidents that occur in and around the campus area. When incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, the District Police Department will work closely with the law enforcement agencies within the County of Marin. There are written memoranda of understanding between the District's Police Department and the Marin County Sheriff's Department, the Novato Police Department, the Twin Cities Police Authority.

In response to a call, the District Police Department will take the required action, dispatching an officer or asking the victim to file an incident report. All incident reports received by the District Police Department that involve students are forwarded to the Assistant Superintendent/Vice President of Student Learning and Success for review and potential action. All incident reports received by the District Police Department that involve employees are forwarded to the Chief Human Resources Officer for review and referral for potential action. The District Police Department may investigate a report when it is deemed appropriate.

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

Community members, students, faculty, staff, and campus visitors are encouraged to report all crimes and public safety related incidents to the District Police Department in a timely manner. To report a crime or an emergency, call 911 and/or the District Police Department at 415-485-9696. To report a non-emergency security or public safety related matter, call the District Police Department at 415-485-9455.

The District Police Department has complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. If minor offenses involving District rules and regulations are committed by a student, the District Police may also refer the individual to the Chief Student Services Officer. Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported to the local law enforcement and the District Police Department and local law enforcement work together to solve these serious felony crimes. The District Police personnel work closely with local, state, and federal police agencies. The District Police Department is also a part of the local 911 Emergency System. Through coordination with local law enforcement agencies, any criminal activity engaged in by students at off-campus locations of student organizations, is monitored and recorded. This information is provided to the Chief Student Services Officer for any action or follow-up that may be required.

Campus "Pastoral Counselors" and Campus "Professional Counselors," when acting as such, are not considered to be a campus security officers and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

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

A Professional Counselor is an employee of a District whose official responsibilities include providing psychological counseling to members of the District's community and who is functioning within the scope of his/her license or certification.

*Offices of Primary Responsibility:* Administrative Services, District Police

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Date Approved: February 17, 2009

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**Date Revised:** December 13, 2022