

**General Institution**

**AP 3520 LOCAL LAW ENFORCEMENT**

**References:**

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

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, unlawful sexual assault, sexual battery, robbery, and aggravated assault, 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 the Board policy are public records and are made available for inspection by members of the public upon request to the President's Office.

The Office of Campus Safety & Security maintains a close working relationship with the local Police Department. Meetings may be held between the leaders of these agencies on both a formal and informal basis. The Office of Campus Safety & Security and local Police Department 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 Office of Campus Safety & Security will work closely with local Police Department. There is a written memorandum of understanding between the Office of Campus Safety & Security and local Police Department.

In response to a call, the Office of Campus Safety & Security and local 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 Office of Campus Safety & Security and local Police Department are forwarded to the President's Office or designee for review and potential action. The Office of Campus Safety & Security and local Police Department may investigate a report when it is deemed appropriate.

Crimes should be reported to the Office of Campus Safety & Security and local 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 guests are encouraged to report all crimes and public safety related incidents to the Office of Campus Safety & Security and local Police Department in a timely manner. To report a crime or an emergency or non-emergency or public safety related matter on college or district properties call the following:

**At the District Office:**

*To report a crime or an emergency:*

Call the Dublin Police Department: (925) 462-1212 [non-emergency and emergency number.]

**At Chabot College:**

*To report a crime or an emergency:*

- Call Chabot College Campus Safety & Security
  - Non-Emergency: (510) 723-6923
  - Emergency: (510) 723-6666
- Hayward Police Department
  - Non-Emergency: (510) 293-7000

**At Las Positas College:**

*To report a crime or an emergency:*

- Call Las Positas College Campus Safety & Security
  - Non-Emergency: (925) 424-1690
  - Emergency: (925) 424-1699
- Livermore Police Department: (925) 371-4900

Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the District. Safety and Security officers do not possess arrest power. Criminal incidents are referred to the local law enforcement officers who have jurisdiction on the campus. The District maintains a highly professional working relationship with the Hayward and Livermore Police Departments. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Office of Campus Safety & Security ~~Services Office~~ and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

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.

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**Date Adopted:** June 16, 2015

*(This is a new procedure recommended by the Policy and Procedure Service.)*