

ADMINISTRATIVE PROCEDURE 3500 CAMPUS SAFETY

A campus safety plan will be provided to faculty and staff, and be available to all students to allow informed and involved decision making about personal safety related to crime prevention and response.

I. Plan Production and Distribution

The Vice Chancellor of General Services shall

- A. Ensure the annual preparation and updating of the "Personnel Safety Handbook;"
- B. Produce an annual written report to the Board of Trustees;
- C. Annually produce a "Personnel Safety Handbook" document available to students, faculty, staff, and the public;
- D. Annually update the Handbook available on the District web site.

II. "Personal Safety Handbook" Contents

- A. Personal safety
- B. Crime prevention
- C. Crime reporting
 - 1. How to report
 - 2. Contact numbers
- D. Emergency Communication
- E. Sexual Assault
- F. Drugs, Alcohol, and Tobacco
- G. Weapons
- H. Parking and Traffic
- I. Crime reports in accordance with AP 3515 Reporting of Crimes

References:

- Education Code Section 87014
- Education Code Section 67380
- 20 U.S. Code Section 1092(f)
- Education Code Section 212
- Penal Code Section 245
- 20 U.S. Code Section 1232g
- 34 Code of Federal Regulations 668.46
- 34 Code of Federal Regulations 99.31(a)(13), (14)
- Campus Security Act of 1990

Approved by the Chancellor: July 16, 2012

Revised and approved by the Chancellor: June 15, 2015