

CCLC Update #38: The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues.

AP 7600 Public Safety Department

Reference: ***Education Code Sections 72330 et seq.; Government Code Sections 3300; Government Code Section 7286 et seq.***

Date Issued: July 18, 2017

Updated: [Board Date]

Under the direction of the Vice Chancellor of Human Resources, the Public Safety Department shall establish procedures necessary for the administration of Law Enforcement and Campus and Parking Services (CAPS).

Law Enforcement

The purpose of Law Enforcement is to enforce local laws on or near the campuses and other grounds or properties owned, operated, controlled, or administered by the District or by the State acting on behalf of the District. The Chancellor shall contract with a licensed law enforcement agency to deliver law enforcement and safety services. Law Enforcement agencies shall comply with the use of force guidelines outlined in Government Code Section 7286. Law Enforcement services work closely with the Director of Public Safety, Dean's of Student Affairs and President's office to ensure that student's rights are upheld to the highest standard.

The District will establish an agreement with a licensed Law Enforcement agency. The agreement shall address, but not be limited to, the following:

- Law enforcement services for the District
- Clery Act Requirements
- Operational responsibilities for investigations of the following violent crimes: willful homicide, forcible rape, robbery, aggravated assault
- Geographical boundaries of the operational responsibilities
- Mutual aid procedures
- Equitable and fair policing practices

Campus and Parking Services

The purpose of the Campus and Parking Services (CAPS) is to manage traffic and parking areas, including parking enforcement. CAPS also provides campus services, such as safety escorts, lost and found, and night-time observe, patrol and report when the campuses are closed. Every campus security officer who works more than twenty hours per week shall meet other requirements set out in Education Code Section 72330.5. While CAPS Specialists are not security officers, they do function in an "observe and report" safety role and will comply with the minimum requirements of a security officer per Education Code. CAPS Specialists do not engage in use of force techniques or carry weapons.

The District recognizes that CAPS personnel play a particularly important role in fostering inclusion, forging cultural awareness, and promoting mutual understanding and

respect. The District is committed to employing and supporting qualified CAPS Specialists who are dedicated to eradicating racism, discrimination, and biases from our campuses.

CAPS Specialists shall cooperate with local law enforcement in accordance with an agreement to be entered into in accordance with the requirements of Education Code Section 67381. The agreement shall address, but not be limited to, the following:

- Operational responsibilities for investigations of the following violent crimes: willful homicide, forcible rape, robbery, aggravated assault,
- Geographical boundaries of the operational responsibilities, and
- Mutual aid procedures.

Every campus security officer employed or continuing in employment shall meet the requirements set out in Education Code Section 72330.5, including but not limited to:

- Completion of the latest course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs,
- Submission of two copies of his/her/their fingerprints which shall be forwarded to the Department of Justice and Federal Bureau of Investigation,
- A determination that the employee is not a person prohibited from employment by a California community college district, and
- If the employee is required to carry a firearm, is not a person prohibited from possessing a firearm.

The procedures for the administration of CAPS, will include:

- Oversight of campus and parking services
- Schedules and shifts
- Call-back procedures
- Use of vehicles
- Training
- Responsibilities to coordinate with local law enforcement
- Requirement that every CAPS Specialist employed more than twenty hours per week or continuing in employment will meet the requirements set out in the Education Code, including but not limited to:
 - Submission of one copy of his/her fingerprints which shall be forwarded to the Federal Bureau of Investigation;
 - A determination that the employee is not a person prohibited from employment by a California community college district
 - Senate Bill 1626 Mandatory Training for school security officers

Members of campus security shall be employed as members of the classified service of the District.

Salaries for campus security officers shall be established after appropriate negotiations with their exclusive representative. If no such unit is established, salaries shall be recommended by the Vice Chancellor of Human Resources.

All GCCCD employees shall coordinate with local law enforcement in accordance with the requirements of the Education Code.

Reporting Regarding Complaints

The Vice Chancellor of Human Resources shall provide the Board, when requested, with a report regarding complaints against Law Enforcement Officers or CAPS Specialists. This report must disaggregate the complainants by race, gender, religion, or any other characteristic identified by the Board.