

**CHAPTER 3: GENERAL INSTITUTION
ADMINISTRATIVE PROCEDURE NO. 3520**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Local Law Enforcement

Adoption Date: October 7, 2008

Revision Date: September 24, 2013

Responsible Area: Superintendent/President

Responsible Office: President's Office

Policy Reference: Education Code Section 67381; 34 Code of Federal Regulations Part 668.46

Campuses have 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, 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 Vice President of Administrative Services.

The Office of Student Life maintains a close working relationship with the Weed City Police and Yreka Police. The Office of Student Life occasionally works with other law enforcement agencies, including Siskiyou County Sheriff's Office and California Highway Patrol. Meetings may be held between the leaders of these agencies on both a formal and informal basis. The Office of Student Life and Weed City Police and Yreka Police 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 Student Life will work closely with Weed City Police and Yreka Police.

In response to a call, the Office of Student Life will take the required action, requesting an officer or asking the victim to file an incident report. All incident reports received by the Office of Student Life are forwarded to the Director of Student Life for review and potential action. The Office of Student Life may investigate a report when it is deemed appropriate.

Crimes should be reported to the Office of Student Life 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 Student Life in a timely manner. To report a crime or an emergency on either the Weed or the Yreka Campus, call the Police using 911. To report a non-emergency security or public safety related matter, call the Office of Student Life at 530-938-5374.

Designated employees have the authority to ask persons for identification and to determine whether individuals have lawful business at the District. Designated employees 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 Weed City Police and Yreka Police. All crime victims and witnesses are strongly encouraged to immediately report the crime to Student Life Office and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

All reports will be investigated. Violations of the law and reports of crimes will be referred to law enforcement agencies and when appropriate, to the District's Disciplinary Committee for review. When a potentially dangerous threat to the District's community arises, timely reports or warnings will be issued through e-mail announcements, the posting of flyers at local campuses, in-class announcements, or other appropriate means.