

**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; April 11, 2018

**Responsible Area:** Superintendent/President

**Responsible Office:** President's Office

**Policy Reference:** 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, 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. Written agreements shall be reviewed and updated if necessary every five years. The Vice President of Student Services or designee maintains a close working relationship with the Weed City Police and Yreka Police. The Vice President of Student Services or designee 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 Vice President of Student Services or designee 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 Vice President of Student Services or designee will work closely with Weed City Police and Yreka Police.

In response to a call, the Vice President of Student Services or designee will take the required action, requesting an officer or asking the victim to file an incident report. All incident reports received by the Vice President of Student Services or designee are reviewed for potential action. The Vice President of Student Services or designee may investigate a report when it is deemed appropriate.

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Crimes should be reported to the Weed or Yreka Police Department and the Vice President of Student Services or designee 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 Weed or Yreka Police Department and the Vice President of Student Services or designee 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 Campus Safety line at 530-938-5911.

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 the Vice President of Student Services or designee 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. The District does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law and reports of crimes will be referred to law enforcement agencies and when appropriate, to the District's Student Conduct 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.