



AP 3520 Agreement with Local Law Enforcement

References:

Education Code Section 67381; 67381.1

34 Code of Federal Regulations Part 668.46

The Jeanne Clery Disclosure Act 20 United States Code Section 1092f

1. Written Agreement

- a. The District, 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.
- b. 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.
- c. 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 Campus Safety.

2. Relationship with Local Law Enforcement

- a. The Campus Safety Office maintains a close working relationship with the Los Angeles County Sheriff's Department. The Campus Safety Office occasionally works with other law enforcement agencies, including the California Highway Patrol and Federal agencies within the department of Homeland Security. Meetings may be held between the leaders of these agencies on both a formal and informal basis. The Campus Safety Office and the Los Angeles County Sheriff's Department communicate regularly on the scene of incidents that occur in and around the campus area. Disclosures related to Part 1 violent crime, hate crime, or sexual assault, whether committed on- or off- campus will be made to the Los Angeles County Sheriff's Department.
- b. When incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, the Campus Safety Office will work closely with Los Angeles County Sheriffs. There is a written memorandum of understanding

between the Campus Safety Office and the Los Angeles County Sheriff's Department.

- c. Campus Safety will immediately, or as soon as practicably possible, report to local law enforcement any report of a Part 1 violent crime, hate crime, or sexual assault, whether committed on- or off- campus. Such reports will be in written form and be sent to the local Los Angeles County Sheriff's Department.
- d. For cases of sexual violence or sexual harassment, including stalking (please see AP 3540), District officials will coordinate and consult with local law enforcement (1) "to establish appropriate fact-finding roles" for criminal and school investigators, (2) to share information to avoid forcing a victim from having to give multiple statements about a traumatic event, (3) to learn when criminal investigators have completed gathering evidence, and (4) for assistance in interpreting forensic evidence.

3. Title IX Compliance

The written agreement or Memorandum of Understanding (MOU) must allow the College to meet its Title IX obligation to resolve complaints promptly and equitably. Although the College may need to delay temporarily the fact-finding portion of a Title IX investigation while law enforcement is gathering evidence, once notified that law enforcement has completed its gathering of evidence (not the ultimate outcome of the investigation or the filing of any charges), the College will promptly resume and complete its fact-finding for the Title IX investigation. Moreover, nothing in the MOU, or the criminal investigation itself, should prevent the College from notifying complainants of their Title IX rights and the school's grievance procedures, or from taking interim steps to ensure the safety and well-being of the complainant and the College community while the law enforcement agency's fact-gathering is in progress.

4. Procedures for Reporting Crime

- a. In response to a call, the Campus Safety Office will take the required action, dispatching an officer or asking the victim to file an incident report. All incident reports received by the Campus Safety Office are forwarded to the Dean of Students for review and potential action. The Campus Safety Office may investigate a report when it is deemed appropriate.
- b. Crimes should be reported to the Campus Safety Office to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.
- c. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Campus Safety Office in a timely manner. To report a crime or an emergency:

- i. Valencia Campus
 - A. Call the Communication Center: 661-259-7800 (Press 0)
 - B. Dial 7 from any Valencia Campus Phone
 - C. Call the Campus Safety Office at 661-362-3229.

- ii. Canyon Country
 - A. Call the Communication Center: 661-362-3800
 - B. Dial 6 from any Canyon Country Campus Phone
 - C. Call the Campus Safety Office at 661-362-3977

- ii. To report a non-emergency security or public safety related matter, call the Valencia Campus Safety Office at 661-362-3229.

d. Campus Safety Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the District. Safety 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 Los Angeles County Sheriff's Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Safety Office and the Sheriff's Department. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Endorsed by CPC: 1/25/2016, 5/28/2024

Next Review Date: Spring 2030