AP 3515    REPORTING OF CRIMES

References:
Education Code, Sections 212, 67380, 67383, and 87014;  
Penal Code, Sections 245 and 422.55;  
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics  
Act of 1998;  
20 United States Code Section 1232g;  
34 Code of Federal Regulations Parts 99.31(a)(13) and (14), and 668.46;  
Campus Security Act of 1990

Members of the District, guests and the general public are strongly encouraged to immediately report all crimes and public safety related incidents to the Campus Police Department.

In the event an employee is assaulted, attacked, or menaced in the course of his or her employment with the District, the employee shall notify his or her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the attack or assault to the Campus Police Department and the Office of Human Resources. The Campus Police Department shall, in addition to its law enforcement duties, report such matters to the Office of Student Conduct and Grievances for student discipline purposes if the alleged perpetrator is a student. The supervisor shall make the report if the employee is unable or unwilling to do so. Reporting a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment.

The District will instruct members of the Campus Police Department to notify students and employees complaining of sexual violence of their right to file a sex discrimination complaint with the District in addition to filing a criminal complaint, and to report incidents of sexual violence to the Vice President of Human Resources if the complainant consents.

The District shall publish warnings to the campus community about the following crimes:

- Criminal homicide – murder and non-negligent manslaughter;
- Criminal homicide – negligent manslaughter;
- Sex offenses – forcible and non-forcible sex offenses;
- Domestic violence, dating violence and stalking;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft;
- Arson;
• Arrests for liquor law violations, drug law violations, and illegal weapons possession;
• Liquor law violations, drug law violations, or illegal weapon possessions referred for campus disciplinary action but for which no arrest was made;
• Those that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury; and
• Anytime the crime is reported to Campus Police and is considered to represent a continuing threat to students and employees.

In the event that a situation arises, either on or off campus, that, in the judgment of the President/Superintendent or designee, constitutes an ongoing or continuing threat, a campuswide “timely warning” will be issued. The District has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include network emails, emergency text messages that can be sent to a phone or Personal Digital Assistant (individuals can sign up for this service on the District website), public address system, phone calling trees, District website and emergency messages that scroll across display screens in campus buildings. The District will post updates during a critical incident on the District website at www.cerritos.edu. Individuals can call the District’s recorded information telephone line at (562) 860-2451 for updates. Cerritos College students, staff, faculty and others can sign up for emergency text message alerts at www.cerritoscollege.us or text keyword “CCALERTS” to 888-7777 from their mobile phones. The information shall be disseminated by the Chief of Campus Police in a manner that aids the prevention of similar crimes.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Chief of Campus Police may also post a notice on the Cerritos College Emergency Information web site at www.cerritoscollege.us, providing the community with more immediate notification. This web site is immediately accessible via computer by all faculty, staff, students, and the public. Anyone with information warranting a timely warning should report the circumstances to Campus Police, by phone at (562) 860-2451, ext. 2325 or in person at the Campus Police Department.

The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor, but it will do so anytime it deems it necessary to warn others. Furthermore, counselors have a duty to warn and protect if they have reasonable cause to believe that a person being counseled is a danger to himself/herself or the person or property of another.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.
The Campus Police Department shall annually collect and distribute statistics concerning crimes on campus. All District staff with significant responsibility for student and campus activities shall report crimes about which they receive information to the Campus Police Department for inclusion in the statistics.

The Campus Police Department shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims’ assistance program, student discipline, campus resources, and other matters. The District shall make the report available to all current students and employees. The District will also provide prospective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting the Campus Police Department or at the Website address published in the General Catalog and in each Class Schedule. Each employee will be notified on an annual basis about the availability of the Annual Security Report. Such notification will be included with the employee’s pay stub.

**To report a crime:**
Contact Campus Police at (562) 860-2451, ext. 2325 or dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the police department. In addition you may report a crime to the Vice President of Human Resources at (562) 860-2451, ext. 2280.

If you are the victim of a crime and do not want to pursue action within the District’s System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Dean of Student Services or Vice President of Human Resources or designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the District can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

The Campus Police encourage anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Campus Police cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities. Confidential reports of crime may also be made to the Vice President of Human Resources at (562) 860-2451, ext. 2280.

The District may disclose the final results of disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The District may also disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated District policy with respect to a
crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses; and
- Non-forcible sex offenses.

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his or her right to confidentiality.

**Required Reports to Local Law Enforcement Agency**

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault, or hate crime, committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the institution or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of his/her right to have his/her personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency.

Also see AP 3505 titled Emergency Response Plan, AP 3520 titled Local Law Enforcement, and AP 3540 titled Sexual and Other Assaults on Campus.

Office of Primary Responsibility:  
Vice President, Student Services  
Vice President, Human Resources

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