PROPOSED DRAFT MISSION STATEMENT

Rio Hondo College is committed to the success of its diverse students and community by providing dynamic opportunities and resources that lead to associate degrees, certificates, transfer, career and technical education, basic skills proficiency, and lifelong learning.
September 3, 2013

To: President’s Council
Administrative Council
Planning Fiscal Council

From: Sandy Sandello

Subject: REVISION OF BOARD POLICIES / ADMINISTRATIVE PROCEDURES

Attached are Board Policies / Administrative Procedures that have been revised:

BP 2015 Student Member of the Board
BP 2340 Board Meeting Agenda
BP 2715 Code of Ethics / Standards of Practice
BP 2716 Political Activity
BP 3410 Nondiscrimination

AP 2340 Agendas
AP 3410 Nondiscrimination
AP 3500 Campus Safety
AP 3515 Reporting Crimes
AP 6530 District Vehicles

This will begin the review process for the above policies and procedures.
BP 2015 went through the review process and was approved by the Board for first reading on May 8, 2013. Gary Mendez, member of the Board Sub-Committee requested this item be pulled from the agenda and submitted the following version of BP 2015 after meeting with the new Student Trustee:

I. The Board shall include in its membership one Student Member of the Board who shall be recognized as a full member, within limits of this policy and state law. The student member shall have the following rights and privileges:

a. Shall To be seated with the Board and shall to be recognized as a full member of the Board at all meetings and college events;

b. Entitled To participate in the discussion of issues at all meetings;

c. Shall To receive all materials presented to regular members of the Board (except for closed session);

d. To have an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board;

e. To make and second motions;

f. To serve a one-year term, commencing June 1;

g. Shall To receive a formal Board orientation upon certification of election and before being seated on their at the first regular Board meeting, as provided to regular members (Board sub-committee);

h. The student member shall be entitled to any mileage allowance necessary to attend Board meetings To have travel expenses paid whenever they travelling as a representative of and performing services directed by the Board to foster trustee education and ongoing development. (i.e. national, state, regional, and local college related conferences, seminars, and meetings) (Board Sub-Committee)

i. Entitled To receive compensation as specified in Board Policy 2725; and

j. May To receive medical benefits (single coverage). (Board Sub-Committee)

II. The student member is required to:

a. Be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service;
b. Meet and maintain at least a 2.0 grade point average overall and at least a 2.0 grade point average each semester.

III. The student member is not required to give up employment with the District.

IV. The student member may not attend closed session on personnel or collective bargaining matters.[R1]

V. Source/Reference

Former Board Policy 4270; BP 2105, Education Code Section 72023.5.
BP 2015  Student Member(s)

Reference:
Education Code Section 72023.5

NOTE: This policy is legally required.

The Board shall include [number of student members; must be at least one] non-voting student member(s). The term of office shall be one year commencing [June 1 or May 15].

The student member shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain [insert standards of scholarship as determined by the District for students in the District].

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.

NOTE: Boards of trustees are responsible to decide whether to grant the following privileges to student members by May 15 of each year. Inclusion of the following policy will remind boards of this requirement for annual review and action. It is not required that boards adopt the following language. However, boards must annually decide whether to grant privileges (if any) to the student trustee. The following lists possible privileges.

On or before May 15 of each year, the Board shall consider whether to afford the student member any of the following privileges:

- The privilege to make and second motions;
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;
- The privilege to receive compensation for meeting attendance at a level of [insert amount] See BP 2725 titled Board member Compensation;
- The privilege to serve a term commencing on May 15.

NOTE: There are boards that provide the student member an advisory vote at board meetings, even though the law does not mention this privilege. If a board chooses to include an advisory vote, it should be listed in the above policy with a statement, "The
privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the board."

Revised 2/02, 2/08, 3/12
BP 2015 Student Member(s)

Reference:
Education Code Section 72023.5

NOTE: This policy is legally required.

The Board shall include [number of student members; must be at least one] non-voting student member(s). The term of office shall be one year commencing [June 1 or May 15].

The student member shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain [insert standards of scholarship as determined by the District for students in the District].

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.

NOTE: Boards of trustees are responsible to decide whether to grant the following privileges to student members by May 15 of each year. Inclusion of the following policy will remind boards of this requirement for annual review and action. It is not required that boards adopt the following language. However, boards must annually decide whether to grant privileges (if any) to the student trustee. The following lists possible privileges.

On or before May 15 of each year, the Board shall consider whether to afford the student member any of the following privileges:

- The privilege to make and second motions;
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;
- The privilege to receive compensation for meeting attendance at a level of [insert amount]. See BP 2725 titled Board member Compensation;
- The privilege to serve a term commencing on May 15.

NOTE: There are boards that provide the student member an advisory vote at board meetings, even though the law does not mention this privilege. If a board chooses to include an advisory vote, it should be listed in the above policy with a statement, "The
privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the board."

Revised 2/02, 2/08, 3/12
I. Agendas shall be developed by the Superintendent/President in consultation with the President of the Board. An agenda shall be posted adjacent to the place of meeting at least seventy (72) hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

II. No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- A majority decides there is an "emergency situation" as defined for emergency meetings;
- Two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- An item appeared on the agenda of and was continued from a meeting held not more than five (5) days earlier.

III. The order of business may be changed by consent of the Board.

IV. The Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

V. Members of the public may request a matter directly related to the business of the District to be placed on an agenda for a regularly scheduled Board of Trustees meeting. If the item has potential funding and/or policy implications, the Superintendent/President, in consultation with the President of the Board, will determine whether the item is agendized as an action or informational item. The written summary must be signed by the initiator. Agenda items submitted by members of the public must be received by the Office of the President eighteen (18) days prior to the regularly scheduled Board meeting (Board sub-committee). Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90-day period following the initial submission. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

VI. Source

Government Code Sections 549504 et seq., 6250 et seq.; Education Code Sections 72121, 72121.5;
BP 2340 Agendas

References:
Education Code Sections 72121 and 72121.5;
Government Code Sections 54954 et seq. and 6250 et seq.

An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an “emergency situation” as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

The [CEO] shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the [CEO]. The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

**Note:** Although the following is not legally required it is suggested as good practice.

Agendas shall be developed by the [CEO] in consultation with the Board President.

Agenda items submitted by members of the public must be received by the office of the [CEO] in [time frame, such as two weeks; must be at least 72 hours to assure compliance with the Brown Act] prior to the regularly scheduled board meeting. Agenda items initiated by members of the public shall be placed on the Board’s agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90 day period following the initial submission.
BP 2340  Agendas

References:
Education Code Sections 72121 and 72121.5;
Government Code Sections 54954 et seq. and 6250 et seq.

An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to
the meeting time for regular meetings. The agenda shall include a brief description of
each item of business to be transacted or discussed at the meeting. If requested, the
agenda shall be provided in appropriate alternative formats so as to be accessible to
persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when
one or more of the following apply:
• a majority decides there is an “emergency situation” as defined for emergency
meetings;
• two-thirds of the members (or all members if less than two-thirds are present)
determine there is a need for immediate action and the need to take action
came to the attention of the Board subsequent to the agenda being posted;
• an item appeared on the agenda of and was continued from a meeting held
not more than five days earlier.

The order of business may be changed by consent of the Board.

The [CEO] shall establish administrative procedures that provide for public access to
agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District
on an agenda for a board meeting by submitting a written summary of the item to the [CEO].
The written summary must be signed by the initiator. The Board reserves the
right to consider and take action in closed session on items submitted by members of
the public as permitted or required by law.

Note: Although the following is not legally required it is suggested as good practice.

Agendas shall be developed by the [CEO] in consultation with the Board President.

Agenda items submitted by members of the public must be received by the office of the
[CEO] [time frame, such as two weeks; must be at least 72 hours to assure
compliance with the Brown Act] prior to the regularly scheduled board meeting.
Agenda items initiated by members of the public shall be placed on the Board’s agenda
following the items of business initiated by the Board and by staff. Any agenda item
submitted by a member of the public and heard at a public meeting cannot be
resubmitted before the expiration of a 90 day period following the initial submission.
I. The Board of Trustees maintains high standards of ethical conduct for its members and adopts Standards of Good Practice to promote a healthy working relationship among its members and its Superintendent/President, based upon mutual trust and support. Members of the Board of Trustees are responsible to:

- Act only in the best interest of the District entire community;
- Ensure public input into Board of Trustees deliberations, adhering to the law and spirit of the open meeting laws and regulations;
- Prevent conflicts of interest and the perception of conflicts of interest;
- Support the District mission;
- Ensure that students receive the highest quality education;
- Exercise authority, not as individuals, only as a Board of Trustees;
- Use appropriate channels of communication;
- Respect others and act with civility;
- Remain informed about the District, educational issues, and responsibilities of Board membership;
- Devote adequate time to Board of Trustees work and preparing for meetings;
- Maintain the confidentiality of closed sessions;
- Deal with any violations; and
- Adhere to the established Board of Trustees protocols.

II. The Board of Trustees will promptly address any violation by a Board member or Board members of the Code of Ethics in the following manner:

If a Board member feels the Standard of Good Practice Policy has been violated, the Board member should go to the President of the Board.

The President of the Board shall go to the Board member who violated the Standard and have a discussion to resolve the violation.

If not resolved, the President of the Board / Vice President of the Board in open session at the next regularly scheduled Board meeting, will appoints a committee of two Board members to hear the case within a two week period of the notification to determine if censure is in order.

If the appointed Board committee finds that the Board member should be censured, the item will be placed on the next regular Board meeting agenda for full Board discussion and follow the censure process associated with Robert’s Rules of Order, the Board’s chosen method of handling the Board’s official business (Board Study Session 6-14-13 and reaffirmed at the Board Retreat on August 10, 2013).
If the alleged behavior violates laws, the President of the Board /Vice President of the Board may seek legal counsel and the violations referred to the District Attorney or Attorney General as provided for in law.

III. The Board of Trustees will review the Code of Ethics statement at least annually. (Agreed at the June 14, 2013 study session and reaffirmed at the Board Retreat on August 10, 2013)

IV. Source/Reference
Accreditation Standards 10-A.5. IV.A.1.h.
BP 2715  Code of Ethics/Standards of Practice

Reference:
Accreditation Standard IV.B.1.a, e, & h

The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible to:

[ Insert the current Board code of ethics or standards of Board practice. The code must contain a clearly defined statement for dealing with behavior that violates its code. See sample language on the following page.]

Note:  The Community College League of California has resources to assist Boards develop codes or standards. It suggests that standards address the following areas:

- Acting only in the best interests of the entire community.
- Ensuring public input into Board deliberations; adhering to the law and spirit of the open meeting laws and regulations.
- Preventing conflicts of interest and the perception of conflicts of interest.
- Exercising authority only as a Board.
- Using appropriate channels of communication.
- Respecting others; acting with civility.
- Being informed about the District, educational issues, and responsibilities of trusteeship.
- Devoting adequate time to Board work.
- Maintaining confidentiality of closed sessions.

Revised 9/05
The Governing Board will promptly address any violation by a Board member or Board members of the Code of Ethics in the following manner:

Sample 1
The Superintendent/President and Governing Board President are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

Violations of the Governing Board’s Policy #2715 (Code of Ethics) will be addressed by the President of the Board, who will first discuss the violation with the Board member to reach a resolution. If resolution is not achieved and further action is deemed necessary, the Governing Board President may appoint an ad hoc committee to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Governing Board officers [or committee] and may include a recommendation to the Governing Board to censure the Board member. If the President of the Governing Board is perceived to have violated the code, the Vice President of the Governing Board is authorized to pursue resolution.

Sample 2
Charges by any person that a Governing Board member has violated laws and regulations Governing Board behavior or the Board’s Code of Ethics shall be directed to the Governing Board President or the Governing Board itself. The Governing Board President may establish an ad hoc committee to examine the charges and recommend further courses of action to the Board. Possible courses of action include:

- If alleged behavior violates laws Governing Board behavior, legal counsel may be sought and the violations referred to the District Attorney or Attorney General as provided for in law.
- If the alleged behavior violates Board Policy on ethical conduct, the President of the Governing Board shall alert the Board member in question regarding the violation of policy, the Governing Board may discuss the violation at a Board Meeting and affirm its policy expectation, and/or the Board may move to censure the trustee.

Sample 3
All Governing Board members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board’s Code of Ethics. The Governing Board will be prepared to investigate the factual basis behind any charge or complaint of Board member misconduct. A Board member may be subject to a resolution of censure by the Governing Board should it be determined that Board member misconduct has occurred. Censure is an official expression of disapproval passed by the Governing Board.

A complaint of Board member misconduct will be referred to an ad hoc committee composed of two Board members not subject to the complaint. In a manner deemed appropriate by the committee, a fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in the Code of Ethics as defined in Board Policy. The Board member subject to the charge of misconduct shall not be precluded from presenting information to the committee. The committee shall, within a reasonable period of time, make a finding to the Governing Board for action.
BP 2715 Code of Ethics/Standards of Practice

Reference:
Accreditation Standard IV.B.1.a, e, & h

The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible to:

[Insert the current Board code of ethics or standards of Board practice. The code must contain a clearly defined statement for dealing with behavior that violates its code. See sample language on the following page.]

Note: The Community College League of California has resources to assist Boards develop codes or standards. It suggests that standards address the following areas:

- Acting only in the best interests of the entire community.
- Ensuring public input into Board deliberations; adhering to the law and spirit of the open meeting laws and regulations.
- Preventing conflicts of interest and the perception of conflicts of interest.
- Exercising authority only as a Board.
- Using appropriate channels of communication.
- Respecting others; acting with civility.
- Being informed about the District, educational issues, and responsibilities of trusteeship.
- Devoting adequate time to Board work.
- Maintaining confidentiality of closed sessions.

Revised 9/05
The Governing Board will promptly address any violation by a Board member or Board members of the Code of Ethics in the following manner:

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The Superintendent/President and Governing Board President are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

Violations of the Governing Board’s Policy #2715 (Code of Ethics) will be addressed by the President of the Board, who will first discuss the violation with the Board member to reach a resolution. If resolution is not achieved and further action is deemed necessary, the Governing Board President may appoint an ad hoc committee to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Governing Board officers [or committee] and may include a recommendation to the Governing Board to censure the Board member. If the President of the Governing Board is perceived to have violated the code, the Vice President of the Governing Board is authorized to pursue resolution.

Sample 2

Charges by any person that a Governing Board member has violated laws and regulations Governing Board behavior or the Board’s Code of Ethics shall be directed to the Governing Board President or the Governing Board itself. The Governing Board President may establish an ad hoc committee to examine the charges and recommend further courses of action to the Board. Possible courses of action include:

- If alleged behavior violates laws Governing Board behavior legal counsel may be sought and the violations referred to the District Attorney or Attorney General as provided for in law.
- If the alleged behavior violates Board Policy on ethical conduct, the President of the Governing Board shall alert the Board member in question regarding the violation of policy, the Governing Board may discuss the violation at a Board Meeting and affirm its policy expectation, and/or the Board may move to censure the trustee.

Sample 3

All Governing Board members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board’s Code of Ethics. The Governing Board will be prepared to investigate the factual basis behind any charge or complaint of Board member misconduct. A Board member may be subject to a resolution of censure by the Governing Board should it be determined that Board member misconduct has occurred. Censure is an official expression of disapproval passed by the Governing Board.

A complaint of Board member misconduct will be referred to an ad hoc committee composed of two Board members not subject to the complaint. In a manner deemed appropriate by the committee, a fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in the Code of Ethics as defined in Board Policy. The Board member subject to the charge of misconduct shall not be precluded from presenting information to the committee. The committee shall, within a reasonable period of time, make a report of its findings to the Governing Board for action.
I. Members of the Board shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including but not limited to, any candidate for election to the governing board.

II. Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding the possible effects of District bond issues or other ballot measures. (CCLC)

III. Source/Reference

Education Code Sections 7054; 7054.1; 7056; Government Code 8314.
BP 2716  Political Activity

References:
    Education Code Sections 7054, 7054.1, and 7056;
    Government Code Section 8314

Members of the Board shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Governing Board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may by resolution express the Board’s position on ballot measures. Public resources may be used only for informational efforts regarding the possible effects of District bond issues or other ballot measures.

New 2/03; Revised 2/05, 9/12, 6/13
BP 2716 Political Activity

References:
   Education Code Sections 7054, 7054.1, and 7056;
   Government Code Section 8314

Members of the Board shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Governing Board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may by resolution express the Board’s position on ballot measures. Public resources may be used only for informational efforts regarding the possible effects of District bond issues or other ballot measures.

New 2/03; Revised 2/05, 9/12, 6/13
I. The District is committed to equal opportunity in educational programs, employment, and access to all institutional programs and activities.

II. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy (CCLC), or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

III. The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

IV. No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

V. The District officer responsible for ensuring District compliance with rules and regulations adopted by the Board of Governors of the California Community Colleges regarding unlawful discrimination shall be the Affirmative Action Officer/Director of Personnel.

VI. The District will provide annual notice of its policy against unlawful discrimination to students, new employees when they commence working, and to all current employees.

VII. Reference:

Education Code Sections 66250, et seq., 72010, et seq., 87100 et seq.; Title 5, Sections 53000, et seq., 59300 et seq.; Penal Code Section 422.55; Government Code 12926.1, 12940, et seq. See Administration Procedure 3410
BP 3410  Nondiscrimination

References:
Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;
Title 5 Sections 53000 et seq. and 59300 et seq.;
Penal Code Section 422.55;
Government Code Sections 12926.1 and 12940 et seq.;
Accreditation Standard II.B.2.c

NOTE: This policy is legally required.

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The [ CEO ] shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he/she is perceived to have one or more of the foregoing characteristics, or because of his/her association with a person or group with one or more of these actual or perceived characteristics.

See Administrative Procedure [ # ].

Revised 9/02, 9/08, 3/12, 6/13
I. Agenda Development

A Board agenda will be developed by the Superintendent/President and reviewed at the President’s Cabinet Council meeting and with the Administrative Council (current practice). Once reviewed and revised by staff, the Superintendent/President will review the agenda with the President of the Board.

Members of the Board of Trustees may request a matter directly related to the business of the District as an item on the agenda. Board of Trustees must provide the item to the President of the Board eighteen (18) days prior to the regularly scheduled Board of Trustees meeting. The Board President will consult with the Superintendent/President to determine if the item may need advisory review by the governance shared process. If the item has potential funding and or policy implications, the Superintendent/President, in consultation with the Board President, will determine whether the item is agenized as an action or informational item. Failure to adhere to this policy may result in a violation of Code of Ethics/Standards of Practice (BP No. 2715). (Board Sub-Committee)

Members of the public may request a matter directly related to the business of the District to be placed on an agenda for a regularly scheduled Board of Trustees meeting. If the item has potential funding and or policy implications, the Superintendent/President in consultation with the President of the Board will determine whether the item is agenized as an action or informational item. The written summary must be signed by the initiator. Agenda items submitted by members of the public must be received by the Office of the President eighteen (18) days prior to the regularly scheduled Board meeting (Board sub-committee). (Board Sub-Committee)

II. Public Access to Agendas

The agenda will be posted in a public location on campus for review. Copies are also available in the College library as well as on the College Website. Copies of the agenda are distributed to the following public agencies:

- El Monte Library
- Whittier Central Public Library
- Los Angeles Times
- San Gabriel Valley Tribune
- Los Nietos Public Library
- El Monte Norwood Library
- Pico Rivera Public Library
• Rivera Public Library
• Santa Fe Springs City Library
• S. Whittier Public Library
• *The Whittier Daily News*
• Whittwood Branch Library

III. Copies of agendas are available in the President's Office, the College library, as well as on the College Website.
AP 2340 Agendas

Reference:
Education Code Section 72121

Note: It is legally advised to have this procedure.

Local practice, if any, may be inserted here and should address:

- Agenda development
- Public access to agendas
- Fees to the public for such access
AP 2340 Agendas

Reference:
Education Code Section 72121

**Note:** It is legally advised to have this procedure.

Local practice, if any, may be inserted here and should address:

- Agenda development
- Public access to agendas
- Fees to the public for such access
I. Education Programs

A. The District shall provide access to its services, classes, and programs without regard to national origin, religion, age, sex or gender, **gender identity**, **gender expression**, race or ethnicity, color, medical condition, **genetic information**, ancestry, sexual orientation, marital status, physical or mental disability, **pregnancy**, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. [*Districts may add additional protected categories.*]

B. All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, “gender” means sex, and includes a person’s gender identity and gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.

C. The District shall not prohibit any student from enrolling in any class or course on the basis of gender.

D. Academic staff, including but not limited to counselors, instructors, and administrators, shall not offer program guidance to students which differs on the basis of gender.

E. Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

   a. **References:**
      Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.; Penal Code Sections 422.55 et seq.; Title 5 Sections 59300 et seq.; Accreditation Standard 1.6

II. Employment

A. The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, **genetic information**, marital status, sex, **gender, gender identity, gender expression**, age, sexual orientation, or status as a Vietnam-era veteran. (Districts may add additional protected categories.)

B. All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and
advancement for all position classifications shall be based on job-related criteria as well as be responsive to the District's needs.

C. The District shall from time to time as necessary provide professional and staff development activities and training to promote understanding of diversity.

a. References:

Education Code Sections 87100 et seq.; Title 5 Sections 53000 et seq.; Government Code Sections 11135 et seq. and 12940 et seq.
AP 3410 Nondiscrimination

Nondiscrimination References for Education Programs:
  Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.;
  Penal Code Sections 422.55 et seq.;
  Title 5 Sections 59300 et seq.;
  Accreditation Standard II.B.2.c

NOTE: This procedure is legally required. Local practice may be inserted, but should comply with these minimum requirements.

Education Programs
The District shall provide access to its services, classes and programs without regard to, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

[NOTE: Districts may add additional protected categories.]

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, “gender” means sex, and includes a person’s gender identity and gender expression. “Gender expression” means a person’s gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.

The District shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Nondiscrimination References for Employment:
  Education Code Sections 87100 et seq.;
  Title 5 Sections 53000 et seq.;
  Government Code Sections 11135 et seq. and 12940 et seq.

Employment
The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical
disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. *(Districts may add additional protected categories.)*

All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to the District's needs.

The District shall from time to time as necessary provide professional and staff development activities and training to promote understanding of diversity.

Revised 7/02, 8/03, 2/06, 8/06, 9/08, 3/12, 6/13
RIO HONDO COMMUNITY COLLEGE DISTRICT  
CAMPUS SAFETY  

This procedure is legally required.

I. A campus safety plan shall be developed and provided to students.

II. The Director of Facilities Services, or designee, in cooperation with the Dean of Student Affairs, will prepare and annually update a report of all occurrences reported to campus security of and arrests for crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to campus authorities. A written Security Report will be submitted to the Board and posted on the campus website. (blue = Dir. of Facilities)

III. Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

IV. References:
Education Code Sections 212, 67380, and 87014;
Penal Code Section 245;
20 U.S. Code Sections 1232g, 1292(f);
34 Code of Federal Regulations 668.46; 34
Code of Federal Regulations 99.31(a)(13), (14);
Campus Security Act of 1990.

Note: Education Code Section 67380 defines "hate violence" as: "any act of intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons or the property of any person or group of persons because of the ethnicity, race, national origin, sex, sexual orientation, gender identify, gender expression disability, or political or religious beliefs of that person or group." Section 67380 requires reporting of both occurrences reported to campus police or safety authorities of and arrests for crimes that involve hate violence (Section 67380(a)(1)(A)) and of "non-criminal acts of hate violence" (Education Code Section 67380(a)(1)(B)).

For purposes of reporting under the Clery Act, "hate crimes" include domestic violence, dating violence and stalking (CCLC)
AP 3500 Campus Safety

References:
Education Code Sections 212, 67380, and 87014;
Penal Code Section 245;
20 U.S. Code Sections 1232g, 1292(f);
34 Code of Federal Regulations 668.46;
34 Code of Federal Regulations 99.31(a)(13), (14);
Campus Security Act of 1990

NOTE: This procedure is legally required. Local practice may be inserted.

A campus safety plan shall be developed and provided to students (identify the process or materials provided to students, such as a handbook or brochure).

The [designate authority] prepares and annually updates a report of all occurrences reported to campus [police, security personnel] of, and arrests for, crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to campus authorities. A written report will be submitted to the Board.

Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

NOTE: Education Code Section 67380 defines “hate violence” as: “any act of intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons or the property of any person or group of persons because of the ethnicity, race, national origin, sex, sexual orientation, gender identity, gender expression, disability, or political or religious beliefs of that person or group.” Section 67380 requires reporting of both occurrences reported to campus police or safety authorities of and arrests for crimes that involve hate violence (Section 67380(a)(1)(A)) and of “noncriminal acts of hate violence” (Education Code Section 67380(a)(1)(B)).

For purposes of reporting under the Clery Act, "hate crimes" include domestic violence, dating violence, and stalking.

Revised 8/06, 3/12, 6/13
AP 3500 Campus Safety

References:
  Education Code Sections 212, 67380, and 87014;
  Penal Code Section 245;
  20 U.S. Code Sections 1232g, 1292(f);
  34 Code of Federal Regulations 668.46;
  34 Code of Federal Regulations 99.31(a)(13), (14);
  Campus Security Act of 1990

NOTE: This procedure is legally required. Local practice may be inserted.

A campus safety plan shall be developed and provided to students (identify the process or materials provided to students, such as a handbook or brochure).

The [designate authority] prepares and annually updates a report of all occurrences reported to campus [police, security personnel] of and arrests for crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to campus authorities. A written report will be submitted to the Board.

Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

NOTE: Education Code Section 67380 defines “hate violence” as: “any act of intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons or the property of any person or group of persons because of the ethnicity, race, national origin, sex, sexual orientation, gender identity, gender expression, disability, or political or religious beliefs of that person or group.” Section 67380 requires reporting of both occurrences reported to campus police or safety authorities of and arrests for crimes that involve hate violence (Section 67380(a)(1)(A)) and of “non-criminal acts of hate violence” (Education Code Section 67380(a)(1)(B)).

For purposes of reporting under the Clery Act, “hate crimes” include domestic violence, dating violence, and stalking.

Revised 8/06, 3/12, 6/13
I. Members of Rio Hondo College who are witnesses or victims of a crime should immediately report the crime to District Security Office and the Los Angeles County Sheriff's Department, Pico Rivera Office.

II. In the event an employee is assaulted, attacked, or menaced by a student, 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 District Security Office and the Los Angeles County Sheriff's Department, Pico Rivera Office. The supervisor himself or herself 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.

III. 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;
- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
- Crimes 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;

These Crimes reported to the Los Angeles County Sheriffs Pico Rivera Station; and

These Crimes that are considered to represent a continuing threat to other students and employees.

IV. In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Facilities, constitutes an ongoing or continuing threat, a campus-wide
“timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, staff, and the campus' student newspaper. The information shall be disseminated by the Director of Marketing and Communications in a manner that aids the prevention of similar crimes.

V. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Director of Marketing and Communications may also post a notice on the campus-wide electronic bulletin board and on the Website at: www.riohondo.edu providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff, and students. Anyone with information warranting a timely warning should report the circumstances to Security by phone (562) 463-3490.

VI. The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

VII. 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.

VIII. The District shall annually collect and distribute statistics concerning crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information. Employees who, in good faith, reported such activities and/or assisted the District in the investigation will be protected from retaliation.

IX. The District 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 perspective 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 Facilities Service, Room MT102, 3600 Workman Mill Road, Whittier, CA 90601 or at the Website address published at www.riohondo.edu/facilities/security.

X. To Report a Crime:

Employees should contact Campus Security at (562) 463-3490 (non-emergencies) and 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 Pico Rivera Sheriff's Station. In addition, crimes may be reported to the following areas:

- Dean, Student Affairs
- Dean, Counseling & Student Development
XI. The District may disclose **to a victim** 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.

XII. 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.

XIII. Reference:
Penal Code Section 245;
Education Code Section 212; 87014;
The Handbook for Campus Safety and Security Reporting
U.S. Department of Education
20 U.S.C. § 1232g;
34 C.F.R. 668.46; 34 C.F.R. 99.31(a)(13), (14);
Campus Security Act of 1990
AP 3515 Reporting of Crimes

References:
Education Code Sections 212 and 87014;
Penal Code Section 245;
20 United States Code Section 1232g;
34 Code of Federal Regulations Parts 99.31(a)(13), (14) and 668.46;
Campus Security Act of 1990

NOTE: This procedure is legally required. Local practice may be inserted, but should include the following requirements.

Members of [campus name] who are witnesses or victims of a crime should immediately report the crime to [appropriate law enforcement authorities].

In the event an employee is assaulted, attacked or menaced by a student, the employee shall notify his/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 [appropriate law enforcement authorities]. The supervisor himself/herself 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.

[For Districts with Police Departments] The District will instruct members of the District 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 [designate position] 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;
- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
- Crimes 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;
- Those reported to [appropriate law enforcement authorities]; and
- Those that are considered to represent a continuing threat to other students and employees.

In the event that a situation arises, either on or off campus, that, in the judgment of the [designated officer, which may be the chief of campus police], constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college e-mail system to students, faculty, staff and the campus' student newspaper. The information shall be disseminated by [insert designated officer] 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 [insert designated officer] may also post a notice on the campus-wide electronic bulletin board on the [identify appropriate authority] web site at: [insert website address], providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the [campus police], by phone [XXX-XXXX] or in person at [location].

The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

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 District shall annually collect and distribute statistics concerns crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.

The District 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 perspective 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 [name and address of office] or at the Website address published in [list publications that list the address].

To Report a Crime:
Contact [Designated Campus Security Office or Campus Police Department] at [(XXX) XXX-XXXX (non-emergencies)] and 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 following areas:

- [Chief Student Services Officer]
  (XXX) XXX-XXXX

- [Chief Counseling Officer]
  (XXX) XXX-XXXX

- [Chief Student Health Officer]
  (XXX) XXX-XXXX

- [Chief Human Resources Officer]
  (XXX) XXX-XXXX

- [Identify additional personnel]

[NOTE: Either Alternative 1 or Alternative 2 must be selected. One of the Alternatives is legally required.]

[Alternative 1]
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 [insert designated office] 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 [designated office or 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 department] 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 as identified below. Confidential reports of crime may also be made to [insert designated officer] at [XXX-XXXX].
[Alternative 2]
The District does not allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

**NOTE:** The following procedure is not legally required but authorized pursuant to 34 Code of Federal Regulations Part 99.31(a)(13),(14). It is suggested as good practice.

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.

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/her right to confidentiality.

Revised 2/03, 7/11, 3/12, 6/13
AP 3515 Reporting of Crimes

References:
Education Code Sections 212 and 87014;
Penal Code Section 245;
20 United States Code Section 1232g;
34 Code of Federal Regulations Parts 99.31(a)(13), (14) and 668.46;
Campus Security Act of 1990

NOTE: This procedure is legally required. Local practice may be inserted, but should include the following requirements.

Members of [campus name] who are witnesses or victims of a crime should immediately report the crime to [appropriate law enforcement authorities].

In the event an employee is assaulted, attacked or menaced by a student, the employee shall notify his/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 [appropriate law enforcement authorities]. The supervisor himself/herself 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.

[For Districts with Police Departments] The District will instruct members of the District 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 [designate position] 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;
- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
- Crimes 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;
• Those reported to [appropriate law enforcement authorities]; and
• Those that are considered to represent a continuing threat to other students and employees.

In the event that a situation arises, either on or off campus, that, in the judgment of the [designated officer, which may be the chief of campus police], constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, staff and the campus’ student newspaper. The information shall be disseminated by [insert designated officer] 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 [insert designated officer] may also post a notice on the campus-wide electronic bulletin board on the [identify appropriate authority] web site at: [insert website address], providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the [campus police], by phone [XXX-XXXX] or in person at [location].

The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

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 District shall annually collect and distribute statistics concerns crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.

The District 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 perspective 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 [name and address of office] or at the Website address published in [list publications that list the address].

To Report a Crime:
Contact [Designated Campus Security Office or Campus Police Department] at [([XXX) XXX-XXXX (non-emergencies)] and 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 following areas:
• [Chief Student Services Officer]
  (XXX) XXX-XXXX
• [Chief Counseling Officer]
  (XXX) XXX-xxxx

• [Chief Student Health Officer]
  (XXX) XXX-xxxx

• [Chief Human Resources Officer]
  (XXX) XXX-xxxx

• [Identify additional personnel]

[NOTE: Either Alternative 1 or Alternative 2 must be selected. One of the Alternatives is legally required.]

[Alternative 1]
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 [insert designated office] 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 [designated office or 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 department] 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 as identified below. Confidential reports of crime may also be made to [insert designated officer] at [xxx-xxxx].

[Alternative 2]
The District does not allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

NOTE: The following procedure is not legally required but authorized pursuant to 34 Code of Federal Regulations Part 99.31(a)(13),(14). It is suggested as good practice.

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.

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/her right to confidentiality.

Revised 2/03, 7/11, 3/12, 6/13
DISTRIBUTION VEHICLES

Note: The following procedures are legally advised. Local practice may be inserted. CCLC language in red; language in blue, Director of Facilities.

I. All District vehicles and drivers must comply with the California Vehicle Code and Title 13 (Motor Carrier Safety).

II. All drivers of District-owned or leased vehicles both on and off campus must have a current California license appropriate for the vehicle to be driven.

III. Any vehicle that carries ten-twelve-12) more than fifteen (15) or more persons, including the driver, is defined in the Vehicle Code as a bus. All operators of buses must have a current California Class - B driver's license, a current medical certificate, and a current First Aid Certificate.

IV. All District facilities maintaining vehicles defined as buses must keep records of drivers’ hours, vehicle maintenance, and vehicle inspection records. All of these records must be made available to the California Highway Patrol (CHP). The CHP is required to inspect the records at least once every thirteen (13) months.

V. All District vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.

VI. The District shall not operate or lease a fifteen-passenger van or vehicle that exceeds fifteen (15) persons, including the driver, unless the driver of that vehicle holds both a valid California Class B driver's license and an "P" endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles.

Note: The following procedures are suggested as good practice and are operative as of January 1, 2005. Local practice may be inserted.

VII. Vehicles made available to District personnel are for use in the conduct and operation of District business.

VIII. The Director of Facilities, or designee, is responsible for controlling access to and use of all District vehicles assigned to that location.

IX. The District must have on file, the name, home address, and California driver's license number of any employee(s) to be before they are authorized to drive District vehicles. The Office of Facilities Services must also have this information on file prior to use. The Office of Facilities Services must also have this information on file prior to use. The Office of Facilities Services must also have this information on file prior to use. The Office of Facilities Services must also have this information on file prior to use. The Office of Facilities Services must also have this information on file prior to use. The Office of Facilities Services must also have this information on file prior to use. The Office of Facilities Services must also have this information on file prior to use. The Office of Facilities Services must also have this information on file prior to use. The Office of Facilities Services must also have this information on file prior to use. 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AP 6530 District Vehicles

Reference:
Title 13, California Code of Regulations, Division 1, Chapter 1

Note: The following procedures are legally advised. Local practice may be inserted.

All District vehicles and drivers must comply with the California Vehicle Code and Title 13 (Motor Carrier Safety).

All drivers of District-owned or leased vehicles both on and off campus must have a current license appropriate for the vehicle to be driven.

All drivers of District-owned or leased vehicles that carry fifteen or more persons including the driver must have a current Class B license, a current medical certificate and a current First Aid Certificate.

All District facilities maintaining vehicles defined as buses must keep records of driver’s hours, vehicle maintenance, and vehicle inspection records. All of these records must be made available to the California Highway Patrol (CHP). The CHP is required to inspect the records at least once every 13 months.

All District vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.

The District shall not operate or lease a 15-passenger van unless the driver holds both a valid class B driver’s license, and an endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles.

Note: The following procedures are suggested as good practice and are operative as of January 1, 2005. Local practice may be inserted.

Vehicles made available to the District personnel are for use in the conduct and operation of District business.

Automobiles owned by the District and operated by district personnel may be replaced after _________ miles or _____ model years in age, whichever occurs first. (Note: This procedure may also be part of the budget planning process.)

Regular or occasional garaging of District-owned vehicles at any location other than the one assigned is permitted only with prior written approval. Home garaging shall meet any one of the criteria listed below:
• Employees whose duties require regular or frequent reporting to locations other than their regular headquarters before or after regular working hours.
• Employees who are regularly or frequently subject to call before or after regular working hours.
• Employees with assigned vehicles who are headquartered at locations lacking secured overnight garaging facilities.

The [chief administrative officer] of a location is responsible for controlling access to and use of all District vehicles assigned to that location.

The name, home address, employee number, California driver's license number and social security number of any employee to be authorized to drive District vehicles must be submitted to the [designate position] prior to final granting of authorization.

Revised 2/04, 6/13
AP 6530 District Vehicles

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All drivers of District-owned or leased vehicles both on and off campus must have a current license appropriate for the vehicle to be driven.

All drivers of District-owned or leased vehicles that carry fifteen or more persons including the driver is defined in the Vehicle Code as a bus. All operators of buses must have a current Class II-B license, a current medical certificate and a current First Aid Certificate.

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