

**LOCAL LAW ENFORCEMENT**

<b>AP No. 3520</b>
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Board Reviewed: 8/12/09; 11/9/11

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*Note: This procedure is legally required and should be in place whether or not the District includes a police department as part of its structure. Because there have been no amendments to the Kristin Smart Campus Safety Act of 1998, and because the Board of Governors has not enacted regulations, it is recommended that the procedures simply restate the Board Policy, and also incorporate any local practices that have been developed and agreed upon with local law enforcement agencies.*

- I. The District, on behalf of each campus or center, has a written agreement with local law enforcement agencies. The agreement clarifies operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.
- II. 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.
- III. 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 [designate office].

*Note: The following procedural language is legally required by The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 United States Code Section 1092(f)).*

- IV. The Rio Hondo Campus security maintains a close working relationship with the Los Angeles County Sheriff's Department Pico Rivera Station. Meetings may be held between the leaders of these agencies on both a formal and informal basis. The Rio Hondo Campus security and the Los Angeles County Sheriff's Department Pico Rivera Station communicate regularly on the scene of incidents that occur in and around the campus area. When incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, the Rio Hondo Campus security will work closely with Los Angeles County Sheriff's Department Pico Rivera Station. There is no written memorandum of understanding between the Rio Hondo Campus security and the Los Angeles County Sheriff's Department Pico Rivera Station.
- V. In response to a call, the Campus Security will take the required action, dispatching an officer or asking the victim to file an incident report. All incident reports received by the Campus Security are forwarded to the Dean of Student Affairs for review and potential action. The Campus Security may investigate a report when it is deemed appropriate.
- VI. Crimes should be reported to the Campus Security to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.
- VII. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Campus Security in a timely manner. To report a crime or an emergency on the Rio Hondo College campus, call the Los Angeles County Sheriff's Department at 562-949-2421. To report a non-emergency security or public safety related matter, call the Security Office at 562-463-3490.

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VIII. Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the District. Safety and Security 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 Police Department Pico Rivera Station. All crime victims and witnesses are strongly encouraged to immediately report the crime to campus Security Services Office and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

[Note: For Districts with Confidential Reporting Procedures – The following procedural language is legally required.]

IX. Campus "Professional Counselors," when acting as such, are not considered to be a campus security officers and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

X. A Professional Counselor is an employee of a District whose official responsibilities include providing psychological counseling to members of the District's community and who is functioning within the scope of his or her license or certification.

XI. References:  
Education Code Section 67381;  
34 Code of Federal Regulations Part 668.46