



## Administrative Procedure

### Chapter 3 – General Institution

#### AP 3515 – REPORTING OF CRIMES

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Members of the San Diego Community College District (SDCCD) who are witnesses or victims of a crime should immediately report the crime to the appropriate law enforcement authorities. For crimes that are on a property owned or managed by the SDCCD, report the crime with the San Diego Community College Police Department (SDCCD PD) dispatch at 619-388-6405.

If there is a life-threatening medical emergency, first call 9-1-1, then call the SDCCD PD dispatch center, or use any call box located at each campus in the parking lots and classrooms, which are generally located in the front of each classroom.

Employees assaulted, attacked, or menaced shall notify their supervisor as soon as practicable 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. 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 associated with assault, attack, or menace by a student or employee.

Any student or employee complaining of sexual violence has the right to file a sexual harassment complaint with the District in addition to filing a criminal complaint. A police investigation is a separate investigation, and it does not relieve the District of its responsibility to timely investigate complaints of sexual harassment under, and as defined in, Administrative Procedure, AP 3434, *Responding to Harassment Based on Sex Under Title IX and/or BP/AP 3430 Prohibition of Harassment*.

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

1. Criminal homicide – murder and non-negligent manslaughter;
2. Criminal homicide – negligent manslaughter;
3. Sex offenses – forcible and non-forcible sex offenses;
4. Domestic violence, dating violence and stalking;
5. Robbery;
6. Aggravated assault;
7. Burglary;
8. Motor vehicle theft;
9. Arson
10. Arrests for liquor law violations, drug law violations, and illegal weapons possession;
11. 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;
12. 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;
13. Those reported to the San Diego Community College District Police Department; and
14. Those that are considered to represent a continuing threat to other students and employees.

## **Threat Assessment**

A threat is a communication of intent to harm someone that may be spoken, written, gestured, or expressed in some other form, such as via text messaging, email, or other digital means. An expression of intent to harm someone is considered a threat regardless of whether it is communicated to the intended target(s) and regardless of whether the intended target is aware of the threat. Threats may be implied by behavior that an observer would reasonably regard as threatening, planning, or preparing to commit a violent act. Threats that are not easily recognized as harmless (e.g., an obvious joke that worries no one) should be reported to Campus Police. SDCCDPD makes a preliminary determination of the seriousness of the threat. A transient threat means there is no sustained intent to harm and a substantive threat means the intent is present (or not clear) and therefore requires protective action.

If there is indication that violence is imminent (e.g., person has a firearm on campus or is on the way to the campus to attack someone), a crisis response is appropriate. Take immediate action such as calling 911 and following the emergency operations plan.

## **Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the SDCCD Chief of Police, constitutes an ongoing or continuing threat to a specific campus or site, a campus-wide “timely warning” will be issued. Timely Warning will not be transmitted if it is deemed that the notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The Timely Warning Notice will only be distributed to members of the District community associated with locations or institutions at which it is deemed there is a serious or continuing threat to students and employees. Warnings will be delivered in multiple modes, including, but not limited to, email, text messaging, social media, and/or web alerts, as appropriate.

Dissemination of the Timely Warning will be centralized to the extent possible, given the technologies and modalities being used to facilitate communications. Responsibility for initiating the RAVE Alert electronic emergency communications system is centralized with College Police. If relevant, any additional communications, including non-electronic communications that are directed toward specific segments of the District community, will be apportioned as follows:

1. Executive Human Resources Officer or designee – communication involving employees
2. Executive Instruction Officer or designee – communication involving students
3. Executive Public Information Officer or designee – general Public/Media, Website, Social Media Updates to the District community about any particular case resulting in a crime alert will be distributed, as appropriate

Anyone with information warranting a timely warning should report the circumstances to the SDCCD PD Dispatch Center by phone at 619-388-6405.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Executive Public Information Officer or designee may post an electronic notice on the applicable campus and/or district website to provide the community with more immediate notification.

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.

## **Reporting Statistics**

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.

The District shall publish an annual Campus Safe and Sound report, the District's Annual Security Report, that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Campus Safe and Sound 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 online via the Title IX and Police Department webpages to all prospective and current students and employees, and community members.

## **Reporting a Crime**

For crimes that are on a property owned or managed by the SDCCD, report the crime with the San Diego Community College Police Department Dispatch Center at 619-388-6405.

Dispatchers are on duty 24 hours a day, seven days a week, including holidays. Callers will be prompted to press "1" for an emergency or a crime in progress. For non-emergency reporting, stay on the line until a dispatcher answers.

If there is a life-threatening medical emergency, first call 9-1-1, then call the SDCCD PD dispatch center, or use any call box located at each campus in the parking lots and classrooms, which are generally located in the front of each classroom.

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, crimes may be reported to a Campus Security Authority (CSA). The CSA is an individual at the college(s) who has an obligation to notify the College Police of alleged Jeanne Clery Campus Safety Act ("Clery Act") crimes for purposes of reporting. Based on the Clery Act definition of a CSA, the following are examples of Campus Security Authority roles at the San Diego City, Mesa, Miramar, and Continuing Education colleges, and District office:

1. Deans of Student Affairs;
2. Directors of Athletics;
3. Athletic coaches, including assistants;
4. Title IX coordinators;
5. Members of Emergency Response Teams

If a victim of a crime does 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. Confidential reporting is when an identifiable reporting party requests confidentiality while taking steps to ensure the future safety of themselves and others. With the information reported, the District can maintain an accurate record of incidents, identify crime patterns by location, method, or assailant, and alert the campus community to potential danger. While a member of the District community can report a crime without identifying themselves via telephone or web, the District must take action

on reported crimes and cannot guarantee the confidentiality of the individual(s) reporting a crime. The District will protect the identity of persons to the extent permitted by law, and will not release any information to any party that does not have a need and a right to know the information. Additionally, the College Police Department will mark the report as confidential and will, when able, redact any personal identifying information from the police report and other documents. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

### **Reporting to Local Law Enforcement**

A Memorandum of Understanding is in place with the San Diego Police Department (SDPD) detailing the manner and circumstances in which information will be shared between the agencies, and certain circumstances under which SDPD will provide assistance with incidents that require specialized resources. The MOU broadly defines operational cooperation between the two agencies regarding specific crimes that occur on, or adjacent to District property. It also specifically identifies which agency takes the lead on response and investigations of specific crimes.

Reference: 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 subdivisions (a)(13), (14) and  
668.46;  
Campus Security Act of 1990

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**Approved:** 07/17/26

*This is a New Procedure*