



## **AP 7600                      DISTRICT SECURITY**

### **References:**

Education Code Sections 72330.5;  
Government Code Sections 3300 et seq.; and 7070 et seq.  
Administrative Procedure 3520 Local Law Enforcement  
Title 5 Sections 51028, 51100, 51102, and 59700 et seq.

### **Employment Requirements**

Every campus safety officer employed or continuing in employment shall meet the requirements set out in Education Code Section 72330.5, including but not limited to:

- Submission of one copy of his/her fingerprints which shall be forwarded to the Department of Justice.
- A determination that the employee is not a person prohibited from employment by a California community college district.

Members of campus safety shall be employed as members of the classified service of the District.

Salaries for campus safety officers shall be established after appropriate negotiations with their exclusive representative. If no such unit is established, salaries shall be recommended by the Superintendent/President

The Superintendent/President or designee shall issue such other procedures as may be necessary for the administration of the campus safety officers, which may include:

- Schedules and shifts,
- Call back procedures,
- Use of vehicles,
- Defense practices,
- Pursuit practices,
- Discipline procedures,
- Training,
- Use of force, and
- Responsibilities to coordinate with local law enforcement.

### **Jeanne Clery Disclosure Of Campus Security Compliance**



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The District complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This federal act requires:

- Campus Safety shall send an alert to the community when a crime is confirmed and could be an emergency or an immediate threat to students' safety. This alert can be in the form of an email, text message or phone call.
- Campus Safety shall keep a log of every crime and alleged crime that happens on campus; to update the log every 48 hours; and to provide for inspection upon requests log entries for the past 60 days. The log item must include:
  - The date the crime was reported;
  - The date and time the crime occurred;
  - A description of the reported incident (ex: Simple Assault);
  - The general location of the crime
  - The current status of the complaint (ex: Criminal Arrest).
- Campus Safety must publish an Annual Campus Security Report by Oct. 1 of each year. This report must include policy statements and crime statistics.

### **Reporting, Response and Investigative Protocols**

Campus Safety maintains a relationship with the Santa Barbara Police Department. Campus Safety occasionally works with other law enforcement agencies, including the Santa Barbara County Sheriff's Office. Campus Safety and the Santa Barbara Police Department 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, Campus Security will work closely with the Santa Barbara Police Department.

In response to a call, Campus Safety will take the required action, dispatching an officer or asking the victim to file an incident report. All incident reports received by Campus Safety that involve a student are forwarded to the Vice President Student Affairs or designee for review and potential action. Incident reports received by Campus Safety that involve an employee are forwarded to the Vice President, Human Resources or designee for review and potential action. Campus Safety may investigate a report when it is deemed appropriate.



Crimes should be reported to Campus Safety to both ensure the safety of the campus and ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community when appropriate.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to Campus Safety in a timely manner. To report a crime or an emergency, call Campus Safety at (805) 730-4200. To report a non-emergency security or public safety related matter, call Campus Safety at (805) 730-4200.

### **Campus Safety Officer Authority**

Campus Safety officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the District. Campus Safety officers do not possess arrest power. Criminal incidents are referred to the local law enforcement officers who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to immediately report the crime to Campus Safety and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

### **Professional And Pastoral Counselors Crime Reporting Responsibilities**

Campus “Professional Counselors” and “Pastoral Counselors” when acting as such are not considered to be campus security officers and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of practice, 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 in the annual crime statistics.

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/her license or certification.

A Pastoral Counselor is a person who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

### **REPORT REGARDING COMPLAINTS:**



The Vice President of Human Resources or designee shall provide the Board, when requested, with a report regarding complaints against campus security officers. This report must disaggregate the complainants by race, gender, religion, or any other characteristic identified by the Board of Trustees.

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Date Approved: June 3, 2016

Legal Update #36: April 2020

Revised/Legal Update #38: April 2021

BPAP Reviewed: May 14, 2021

Legal Update #40: May 2022

Revised/Reapproved: December 17, 2025