



District Consultation Council Meeting

January 27, 2025

2:00 p.m.

Anaheim Campus – Chancellor’s Conference Room (9th Floor)

Videoconferencing participation available from the Cypress College President’s Conference Room
and the Fullerton College President’s Conference Room B

AGENDA

MEETING SUMMARY

- | | |
|------------------------------|---------------|
| 1. November 25, 2024 Summary | Action |
|------------------------------|---------------|

STRATEGIC GOALS & PLANNING

- | | |
|---------------------------------------|--------------------|
| 1. Governor’s 2025-26 Budget Proposal | Information |
| 2. P-1 FTES Report for 2024-25 | Information |

OPERATIONAL REVIEW

- 1.

POLICY

- | | |
|---|-------------------|
| 1. Revised Chapter 1 and 2 Board Policies and Administrative Procedures –
Review Cycle Revisions | Action |
| 2. New AP 3415, Immigration Enforcement Activities | Discussion |
| 3. Revised BP/AP 7600, Campus Safety Officers | Discussion |

OTHER ITEMS

- 1.

DISTRICT CONSULTATION COUNCIL
November 25, 2024

SUMMARY

MEMBERS PRESENT: Byron D. Clift Breland, Danielle Davy (for Annalisa Webber), Archie Delshad, Sharon Kim, Bridget Kominek, Elaine Loayza, Kathleen McAlister, Flavio Medina-Martin, Cynthia Olivo, Jeremy Peters, Valentina Purtell, Irma Ramos, Marlo Smith, Pamela Spence, Gabrielle Stanco (for Cherry Li-Bugg), Kai Stearns, Scott Thayer, Antionette Triefenbach (for Elaine Loazya), Fred Williams, and Katie Wong.

Michelle Patrick-Norng attended remotely and did not participate in voting.

VISITORS: Miranda Marquez and Debbie Shandy.

Chancellor Byron D. Clift Breland called the meeting to order at 2:08 p.m.

MEETING SUMMARY

Summary: The summary of the October 28, 2024 meeting was approved.

STRATEGIC GOALS & PLANNING

NOCCCD Winter Student Survey: Gabrielle Stanco, District Director, Research, Planning & Data Management, shared a draft of the Winter Intersession Student Survey as an item for discussion and feedback with DCC.

In the ensuing discussion, members made suggestions and inquired about the following:

- When will the survey be conducted?
- The group suggested changes to the *Motivations to Enroll* section to add survey options about financial savings, improving GPA, exploring a different major, and removing the term specific language for spring semester.
- Suggested changes were made to the *Format and Schedule* section to remove the word *online* as other formats are available, remove the word *flexible* regarding schedule, adding options for taking classes to feel a sense of community and because the desired class is available (especially general education classes).
- Add a question about whether students are working, and if so, full-time or part-time?
- Add a question about if students are taking classes at another district, and if so, which ones?
- In the analysis of the survey, review and cross-reference student demographic information, academic history, student type, and if they were previously NOCE students.
- Consider using the drop survey data from Fullerton College in the analysis in making the determination of when to administer the survey.

Gabrielle Stanco thanked the group for their feedback and shared that the survey will be conducted in the last two weeks of the term. She also asked that members email her directly for additional changes or input.

POLICY

Revised Board Policies & Administrative Procedures in Chapter 3 – Reference Revisions:

The following Board Policies and Administrative Procedures were revised to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards or to update citations as provided by the CCLC Policy and Procedure Legal Updates Service:

- **AP 3050, Institutional Code of Ethics**
- **AP 3200, Accreditation**
- **BP/AP 3225, Institutional Effectiveness**
- **BP/AP 3250, Institutional Planning**
- **AP 3300, Public Records**
- **BP 3410, Unlawful Discrimination**
- **BP/AP 3501, Campus Security and Access**

Revisions beyond the reference section were made to the following policies:

- **AP 3300, Public Records:** Revised to update the California Public Records Act citations within the procedure to reflect changes in the Government Code.
- **BP 3501, Campus Security and Access:** Revised to add supporting language to section 1.0 pursuant to the 2024 changes in the ACCJC Accreditation Standards.
- **AP 3530, Weapons on Campus:** No changes were made to the reference section, but revisions recommended by CCLC were made to section 1.0 to clarify the prohibition of weapons.

During the discussion, a request was made for members to receive future policies organized by standard for accreditation purposes. The group also discussed concerns regarding AP 3300 and requests of personal information from undocumented and trans students, which would first require changes at the state-level. **Subsequent to the discussion, there was consensus to approve the revised Administrative Procedures and post them on the District website and forward the revised Board Policies to the Board for their consideration.**

Revised BP/AP 7600, Campus Safety Officers: At the February 23, 2022 meeting, a DCC item was submitted by Interim Fullerton College Vice President, Student Services for proposed revisions for BP/AP 7600, Campus Safety Officers. At that meeting, changes and rationale were shared with DCC members so that campus representatives could vet the policies/procedures concurrently and bring their recommendations back to a Safety Committee workgroup. No feedback was received, so the Vice Chancellor, Finance & Facilities was asked to start the discussion over. BP 7600 included minimal changes, but there were significant changes proposed for AP 7600. Changes included adding definitions explaining community-oriented safety philosophy and outlining the general authority and role of Campus Safety Officers, including providing guidance on use of force, conducting searches, engaging in pursuits, authorization regarding traffic and parking violations, equipment, patrolling, and training. The revision's secondary purpose is so that the Standard Operating Procedures, required by board policy, are established and documented. At the August 26, 2024 DCC meeting, proposed revisions to BP/AP 7600 were reintroduced for review and discussion. It was requested that members share the proposed policies with their constituencies and be prepared to share feedback at the next DCC meeting. The policies were discussed again at the September 23, 2024 and October 28, 2024 DCC meeting where members provided feedback on preliminary

discussions with their constituencies and noted that they were not prepared to make recommendations.

Chancellor Byron D. Clift Breland asked members to provide updates from their respective constituent groups.

In the ensuing discussion, members shared the following:

- A comment that AP 3530 Weapons on Campus relates to this and may also need to be updated once BP/AP 7600 has been revised and approved.
- The Fullerton College President's Advisory Council met last week and discussed that Campus Safety, Faculty Senate, and Associated Students all voted no on collapsible batons, and suggested keeping language section 4.0 of the AP as is and adding the revised section 5.3.
- The Fullerton Faculty Senate plans to vote on AP 7600 at its December 5, 2024 meeting. The current general consensus is that many of the revisions align more with law enforcement and less with ensuring campus safety. Several areas of concern include: 1) the section of the definition of "Community-oriented safety principles" that states "that combines traditional aspects of law enforcement" should be removed because it assumes campus safety officers do "law enforcement"; 2) the multiple mentions of "crime" imply enforcing law, which goes beyond the ability to act in instances of an immediate threat of physical violence or danger; 3) mentions of "arrest" imply authority to arrest people suspected of crimes; and 4) definitions of terms such as probable cause and reasonable suspicion should focus on protecting and not preventing crimes or capturing suspected criminals.
- A statement that Standard Operating Procedures (SOPs) are developed based upon APs, so once the AP is approved the SOPs will be updated.
- CSEA members took a survey using statistics shared about Cypress College crimes in 2022-2023 with numbers that differ from those on the Clery Reports. The consensus of the survey is that there is a desire for Campus Safety to have the tools to do their job and make others around them feel safe, as well as to align their job descriptions as needed.
- Fullerton College Associated Students voted to oppose the use of an asp by Campus Safety Officers and Student Trustee Sharon Kim shared student feedback at the November 12, 2024 Board of Trustees meeting. A report by the Research, Planning, and Resolution Committee of Associated Students, weighing the benefits and risks for Fullerton College, was also highlighted.
- After reviewing and discussing the changes made, Cypress College Associated Students agreed on most of the changes. Areas of concern regarding section 1.3 include: 1) language such as the use of the word "arrest" and references to use of force should be constructed for cause and effect; 2) use of force by Campus Safety Officers should only occur in extreme situations which should be clearly reflected in this section; and 3) the document should clearly define what an arrest on campus entails.
- NOCE has conducted a satisfactory survey that included Campus Safety and the prevalent themes were a desire for more Campus Safety Officers in the evening, car escort assistance, and more lighting. Plans for the formation of a workgroup that includes officers that will provide additional feedback on AP 7600 are underway.
- NOCE Academic Senate has had dialogue about AP 7600 but general consensus has not been reached, and it will be agendized at the February 2025 meeting.
- Cypress College Academic Senate will also agendize for the discussion at the next meeting and formalize a vote for feedback.

Chancellor Clift Breland concluded the discussion by stating that the District would continue to look at ways to better support Campus Safety and improve response times and relationships with local law enforcement.

OTHER ITEMS

December 16 DCC Meeting: Chancellor Byron D. Clift Breland asked the group if the December meeting was necessary and there was consensus to cancel and reconvene in January.

Next DCC Meeting: The next DCC meeting will take place on Monday, January 27, 2025 in the Chancellors Conference Room at the Anaheim Campus.

ADJOURNMENT: The meeting was adjourned at 3:23 p.m.

DRAFT

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: January 23, 2025

From: Fred Williams, Vice Chancellor, Finance and Facilities

Re: Agenda Item for District Consultation Council Meeting of January 27, 2025

1. AGENDA ITEM NAME

Governor’s 2025-26 Budget Proposal

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only	X	Second Reading	
Review/Discussion		Action	
First Reading		Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: 10 minutes

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

On January 10, 2025, the Governor introduced the 2025-26 budget proposal. The [Joint Analysis](#) provided by the State Chancellor’s Office and an [Initial Impressions of Governor Newsom's 2025-26 State Budget Proposal](#) provided by School Services of California share some insight. While staff continue to review the details, some highlights include:

- Under the proposal, the overall state budget would be higher than in 2024-25, increasing by about 8% to \$322.2 billion, reflecting higher state receipts and cost-cutting actions taken in the current-year budget. General Fund spending would increase by over \$17 billion (8.2%) to \$228.9 billion.
- The budget proposal for the California Community Colleges reflects a significant focus on the Master Plan for Career Education and includes a vision of a Career Passport that would follow a student’s educational journey.
- The proposal for additional ongoing spending includes \$230.4 million for a 2.43% cost-of-living adjustment (COLA) for community college apportionments, \$28.7 million for COLAs and adjustments to certain categorical programs, and \$30.4 million for systemwide enrollment growth of 0.5%.
- One-time and ongoing funding in the proposal is dedicated to the establishment of a Systemwide Common Data Platform and scaling up Credit for Prior Learning policies.
- The Governor’s proposal includes capital outlay funds from Proposition 51 and Proposition 2 to support 31 projects.
- As a reminder, as we are still in Hold Harmless, we will not receive any COLA for the Student Centered Funding Formula (SCFF) but the good news is we are not expecting any cuts.

NOTE: Please forward this form by required dates with all backup material to the Chancellor's Office.

5. RECOMMENDATION:

Members are asked to receive and review the information on the Governor's 2025-26 budget proposal.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: January 23, 2025

From: Fred Williams, Vice Chancellor, Finance and Facilities

Re: Agenda Item for District Consultation Council Meeting of January 27, 2025

1. AGENDA ITEM NAME

P-1 FTES Report for 2024-25

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only	X	Second Reading	
Review/Discussion		Action	
First Reading		Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **5 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

A major component of the Student Centered Funding Formula (SCFF) is FTES. The attached report is what was reported to the State Chancellor’s Office. Overall FTES is up at all three sites for an increase of 6.09% from last year. Overall, we are a little less than 1% below the targets that were established. Cypress College is reporting FTES above their pre-pandemic levels.

5. RECOMMENDATION:

Members are asked to receive and review the 2024-25 P-1 FTES report.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

Comparison to Target FTES:	CC	FC	NOCE	Total
Target	11,500.00	15,730.95	4,000.00	31,230.95
Actual	11,651.09	14,842.97	4,482.08	30,976.14
Variance Favorable (Unfavorable)	151.09	(887.98)	482.08	(254.81)
% Variance	1.31%	-5.64%	12.05%	-0.82%
Annualizer Used - C/Y	1.7000	1.8590	2.1000/2.0000	
Annualizer Used - P/Y	1.9000	1.9750	2.1000/2.0000	

Comparison to Prior Year Actuals:	CC	FC	NOCE	Total
2023-24 @ Annual (Final)	10,985.20	14,392.45	3,821.42	29,199.07
2024-25 @ P1	11,651.09	14,842.97	4,482.08	30,976.14
Variance Increase (Decrease)	665.89	450.52	660.66	1,777.07
% Variance	6.06%	3.13%	17.29%	6.09%

Comparison to Funded FTES:	Funded PY *	Reported 2024-25 P1	Variance	Variance %
Total (* Emergency Conditions Applied, based on 2019-20 P1)	31,539.93	30,976.14	563.79	1.79%

*Note: The Emergency Conditions Provision phases out after 2024-25.

Comparison to 2017-18 Actuals:	CC	FC	NOCE	Total
2017-18 Actuals	11,487.53	18,042.34	5,065.67	34,595.54
2024-25 @ P1	11,651.09	14,842.97	4,482.08	30,976.14
Variance Increase (Decrease)	163.56	(3,199.37)	(583.59)	(3,619.40)
% Variance	1.42%	-17.73%	-11.52%	-10.46%

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: January 23, 2025

From: Byron D. Clift Breland, Chancellor

Re: Agenda Item for District Consultation Council Meeting of January 27, 2025

1. AGENDA ITEM NAME

Revised Board Policies & Administrative Procedures – Review Cycle Revisions

- **BP 1000, The North Orange County Community College District**
- **BP 1002, Philosophy**
- **BP 2010, Board Membership**
- **BP 2100, Board Elections**
- **BP 2110, Vacancies on the Board**
- **AP 2110, Vacancies on the Board**

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only		Second Reading	
Review/Discussion		Action	X
First Reading	X	Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **10 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

The BPs and AP were reviewed as part of the District’s review cycle. Proposed revisions to these policies include reference section updates pursuant to the 2024 changes to ACCJC Accreditation Standards, to update legal citations, and legal language as provided by the CCLC Policy and Procedure Legal Updates Service. Additional revisions include minor grammar corrections in keeping with District practices.

5. RECOMMENDATION:

It is recommended that upon DCC consensus, the revised Administrative Procedure be posted on the District website and the revised Board Policies be forwarded to the Board for their consideration.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

CCLC Legal Updates Service

North Orange County Community College District
BOARD POLICY
Chapter 1
The District

BP 1000 The North Orange County Community College District

Reference:

Education Code Section 72000 [subdivision \(b\)](#)

1.0 The District has been named the North Orange County Community College District.

1.1 The name is the property of the District. No person shall, without the permission of the Board, use this name or the name(s) of any college(s), North Orange Continuing Education, or other facilities of the District, or any abbreviation of them, to imply, indicate, or otherwise suggest that an organization, product, or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

2.0 The District consists of the following college(s) and/or education center(s):

2.1 Anaheim Campus

2.2 Cypress College

2.3 Fullerton College

2.4 North Orange Continuing Education

2.4.1 Anaheim Campus Continuing Education Center

2.4.2 Cypress College Continuing Education Center

2.4.3 Wilshire Continuing Education Center

Date of Adoption: June 12, 2001

Date of Last Revision: February 12, 2019
November 28, 2017
September 14, 2016 Chancellor's Staff
October 12, 2010
June 1, 2004
March 1, 2003
August 22, 2006

BP 1002 Philosophy

Reference:

**ACCJC Accreditation Standard 1 ~~IV.A.2~~
Title 5**

- 1.0 The faculty, staff, administration, and Board of Trustees will strive to fulfill the mission adopted by the State of California for community colleges, effectively manage the resources provided by the taxpayers, and build mutually-beneficial partnerships with the community, business and industry, and elected officials at the local, state, and national level.
- 2.0 The District is committed to a broad range of educational opportunities, along with support services that will enable students to attain their academic and personal goals. The Board of Trustees, faculty, staff, and administrators have the responsibility to provide and support educational offerings of the highest quality and value to students and to the community.
 - 2.1 The District will ensure that curriculum is current and relevant, and employ well-qualified faculty and staff.
 - 2.2 Achieving, respecting and embracing diversity within the student body, faculty, and staff will be of primary importance.
 - 2.3 Consistent with state legislation, the District will apply the principles of shared governance, which is a decision-making process that is based on a fundamental belief in the value of all opinions, as well as on an agreement to thoughtfully consider the point of view of all affected constituencies.
 - 2.4 The Board acknowledges the role of faculty, staff, and students in the shared governance process, as specified under Title 5. An agreement between the Board and the Academic/Faculty Senates appears in Administrative Procedure 2510, Participation in Local Decision-making.
 - 2.5 Resources and programs will be provided to support staff and professional development through special learning opportunities, sabbatical leaves, conferences and workshops.

Date of Adoption: June 12, 2001

Date of Last Revision: February 12, 2019

North Orange County Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2010 Board Membership

Reference:

Education Code Section 72023, 72103, and 72104;
ACCJC Accreditation Standard ~~IV.C.6~~ [4 and Eligibility Requirement 7](#)
WASC/ACS Criterion 2, Indicator 2.1

- 1.0 The Board **of Trustees** shall consist of seven members elected by the qualified voters of the District. Beginning with the District's November 2012 election, and for all elections thereafter, each trustee will be registered to vote, and shall reside throughout ~~his or her~~ **their** term, in one of seven specified trustee areas, and shall be elected by the voters residing in that area only. The trustee areas are defined in BP 2100, Board Elections. If a change in election methodology occurs prior to any subsequent election, any affected incumbent trustee shall serve out ~~his or her~~ **their** term of office.
- 2.0 Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board **of Trustees**.
- 3.0 An employee of the District may not be sworn into office as an elected or appointed member of the Board **of Trustees** unless ~~he or she~~ **they** resigns as an employee.
- 4.0 No member of the Board **of Trustees** shall, during the term for which ~~he or she is~~ **they are** elected, hold an incompatible office.
- 5.0 No member of the Governing Board shall, during the term for which ~~he or she was~~ **they were** elected, be eligible to serve on the governing board of a high school district whose boundaries are coterminous with those of the community college district.

See Board Policy 2015, Student Members; Board Policy 2100 Board Elections; and Board Policy 2105, Election of Student Members.

Date of Adoption: June 24, 2003

Date of Last Revision: February 12, 2019
October 25, 2016
April 22, 2015 Chancellor's Staff
September 25, 2012

BP 2100 Board Elections

Reference:

Education Code Sections 5000 et seq. and 72036
~~**ACCJC Accreditation Standard IV.B.11**~~

1.0 The term of office of each trustee shall be four years, commencing on the ~~first~~ **second** Friday in December following their election, pursuant to Education Code Section 5017. Elections shall be held every two years, in even numbered years. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election. Any member of the Board **of Trustees** whose term has expired shall continue to discharge the duties of the office until their successor has qualified. The term of a successor shall begin upon the expiration of the term of their predecessor.

1.1 Beginning with the District's November 2012 election, and for all elections thereafter, each trustee will be registered to vote, and shall reside throughout their term, in one of seven specified trustee areas, and shall be elected by the voters residing in that area only. If a change in election methodology occurs prior to any subsequent election, any affected incumbent trustee shall serve out their term of office.

1.2 Until subsequently adjusted pursuant to Education Code Section 5019.5, the trustee areas are:

Trustee Area 1: Starting at the intersection of Bloomfield Avenue and Orange Avenue, the boundary line travels:

- East along Orange Avenue to Holder Street;
- Then south on Holder Street to Ball Road;
- Then east along Ball Road to Beach Boulevard;
- Then south along Beach Boulevard to Cerritos Avenue;
- Then east along Cerritos Avenue to Euclid Street;
- Then south on Euclid Street following City of Garden Grove/City of Anaheim boundary line to the intersection of Euclid Street and Chapman Avenue; and
- Then west and north along the boundary line of the North Orange County Community College District to the point of origin.

Trustee Area 2: Starting at the intersection of Orangethorpe Avenue and Magnolia Avenue, the boundary line travels:

- East along Orangethorpe Avenue to Euclid Street;
- Then south on Euclid Street to Lincoln Avenue
- Then east on Lincoln Avenue to Interstate 5;
- Then southeast on Interstate 5 until Harbor Boulevard;
- Then south on Harbor Boulevard to the boundary line of North Orange County Community College District;
- Then west along that boundary line to Euclid Street;
- Then north on Euclid Street and follows the City of Garden Grove/City of Anaheim boundary line until it rejoins Euclid Street;
- Then north along Euclid Street to Cerritos Avenue;
- Then west on Cerritos Avenue to Beach Boulevard;
- Then north on Beach Boulevard to La Palma Avenue;

North Orange County Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2100 Board Elections

- Then east on La Palma Avenue to Magnolia Avenue; and
- Then north on Magnolia Avenue to the point of origin.

Trustee Area 3: Starting at the intersection of Bloomfield Avenue and Orange Avenue, the boundary line travels:

- East along Orange Avenue to Holder Street;
- Then south on Holder Street to Ball Road;
- Then east along Ball Road to Beach Boulevard;
- Then north along Beach Boulevard to La Palma Avenue;
- Then east on La Palma Avenue to Magnolia Avenue;
- Then north on Magnolia Avenue to Orangethorpe Avenue;
- Then west on Orangethorpe Avenue to Dale Street;
- Then north on Dale Street to Commonwealth Avenue;
- Then follows the City of Buena Park/City of Fullerton boundary line to its intersection with Rosecrans Avenue;
- Then travels west on Rosecrans Avenue to the boundary line of the North Orange County Community College District; and
- Then travels southwest along the District boundary to the point of origin.

Trustee Area 4: Starting at the intersection of Orangethorpe Avenue and Dale Street, the boundary line travels:

- East along Orangethorpe Avenue to Harbor Boulevard;
- Then north on Harbor Boulevard to La Serna;
- Then west on La Serna and the Orange County/Los Angeles County line to the boundary line of the North Orange County Community College District;
- Then south along the District boundary to the point of intersection with the City of Buena Park/City of Fullerton line;
- Then following that municipal line east, south, west, and south to the intersection point with Dale Street and Commonwealth Avenue; and
- Then south on Dale Street to the point of origin.

Trustee Area 5: Starting at the intersection of La Palma Avenue and Euclid Street, the boundary line travels:

- South on Euclid Street to Lincoln Avenue;
- Then east on Lincoln Avenue to Interstate 5;
- Then southeast on Interstate 5 until Harbor Boulevard;
- Then south on Harbor Boulevard to the boundary line of North Orange County Community College District;
- Then east and northeast along that boundary line to Lakeview Avenue;
- Then north on Lakeview Avenue to Buena Vista Avenue;
- Then west on Buena Vista Avenue to Van Buren Street;
- Then south on Van Buren Street to Orangethorpe Avenue;
- Then west on Orangethorpe Avenue to State College Boulevard;
- Then south on State College Boulevard to La Palma Avenue; and
- Then west on La Palma Avenue to the point of origin.

Trustee Area 6: Starting at the intersection of La Palma Avenue and Euclid Street, the boundary line travels:

- East on La Palma Avenue to State College Boulevard;

North Orange County Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2100 Board Elections

- Then north on State College Boulevard to Orangethorpe Avenue;
- Then east on Orangethorpe Avenue to Van Buren Street;
- Then north on Van Buren Street to Yorba Linda Boulevard;
- Then west on Yorba Linda Boulevard to Kraemer Boulevard;
- Then north on Kraemer Boulevard to Imperial Highway;
- Then west on Imperial Highway to Harbor Boulevard;
- Then south on Harbor Boulevard to Orangethorpe Avenue;
- Then west on Orangethorpe Avenue to Euclid Street; and
- Then south on Euclid Street to the point of origin.

Trustee Area 7: Starting at the intersection of Harbor Boulevard and Imperial Highway, the boundary line travels:

- East on Imperial Highway to Kraemer Boulevard;
- Then south on Kraemer Boulevard to Yorba Linda Boulevard;
- Then east on Yorba Linda Boulevard to Van Buren Street;
- Then south on Van Buren Street to Buena Vista Avenue;
- Then east on Buena Vista Avenue to Lakeview Avenue;
- Then south on Lakeview Avenue to the boundary line of the North Orange County Community College District;
- Then follows the District boundary east to the Orange County/Riverside County line and then follows the District boundary line as it travels northwest, west, and south to the intersection of the District boundary line and the northwest corner of the City of La Habra municipal boundary;
- Then follows the Orange County/Los Angeles County line to its intersection with Harbor Boulevard; and
- Then south on Harbor Boulevard to the point of origin.

1.3 A map of the seven trustee areas is available on the District's website.

2.0 The Chancellor shall submit recommendations to the Board [of Trustees](#) regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census pursuant to Education Code Section 5019.5. The Chancellor shall submit the recommendation in time for the Board [of Trustees](#) to act as required by law.

Date of Adoption: June 24, 2003

Date of Last Revision: September 10, 2019
September 25, 2012
December 13, 2011

BP 2110 Vacancies on the Board

Reference:

Education Code Section 5090, et seq.;
Government Code Section 1770

- 1.0 Vacancies on the Board [of Trustees](#) may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board [of Trustee](#) shall be governed by Education Code Section 5090.
 - 1.1 Within 60 days of the vacancy or filing of a deferred resignation, the Board [of Trustees](#) shall either order an election or make a provisional appointment to fill the vacancy.
 - 1.2 If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.
 - 1.3 If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.
 - 1.4 The provisional appointment will be made by a majority public vote of the board members at a public meeting.
- 2.0 The Chancellor shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board [of Trustees](#) will determine the schedule and appointment process, which may include interviews at a public meeting.

See Board Policy 2010, Board Membership; Administrative Procedures 2110, Vacancies on the Board; and Board Policy 2750, Board Member Absence from the State.

Date of Adoption: June 24, 2003

Date of Last Revision: February 12, 2019

AP 2110 Vacancies on the Board

Reference:

Education Code Section 5090 et seq.;
Government Code Section 1770 and 6061

- 1.0 When the Board of Trustees determines to fill the vacancy by appointment, the Chancellor shall assure that there is ample publicity to and information for prospective candidates. Publicity shall include posting in three public places in the District, ~~and~~ publication in a newspaper of general circulation, and posting a notice on the District's website. Pursuant to Government Code Section 6061 this posting is only required to be published once.
 - 1.1 The posted notice of the vacancy should contain the following:
 - 1.1.1 The fact of the vacancy or resignation;
 - 1.1.2 The date the vacancy occurred or the date the deferred resignation was filed, and the effective date of the resignation and
 - 1.1.3 Relevant information about the provisional appointment process, including the timeline to file an application.
 - ~~1.4~~2 The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Board of Trustees.
- 2.0 Persons applying for appointment to the Board of Trustees shall receive a letter from the Chancellor containing information about the District and the Board of Trustees, and including a candidate information sheet to be completed and returned by a specific date.
- 3.0 The Board of Trustees shall request personal interviews with candidates, to be conducted in a public hearing scheduled for that purpose.
 - 3.1 Each Board member will review all information submitted by those applying for the appointment. Final selection will be made by a majority vote of the Board members at a public meeting called for that purpose.
- 4.0 Whenever a provisional appointment is made, the Board of Trustees shall, within 10 days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three public places in the District. It shall also publish a notice in a newspaper of general circulation. Pursuant to Government Code Section 6061 this notice is only required to be published once.
 - ~~4.1 The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the board, the date of appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of the county superintendent of schools within 30 days of the date of the provisional appointment, it shall become an effective appointment.~~

AP 2110 Vacancies on the Board

4.1 The public notice of vacancy and provisional appointment must contain the following:

4.1.1 The fact of the vacancy or resignation;

4.1.2 The date the vacancy occurred or the date the deferred resignation was filed and the effective date of the resignation;

4.1.3 The full name of the provisional appointee to the Board of Trustees and the date of the provisional appointee's appointment; and

4.1.4 A statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of the county superintendent of schools within thirty (30) days of the date of the provisional appointment, it shall become an effective appointment.

~~4.2~~**5.0** A provisional appointment confers all powers and duties of a governing board member upon the appointee immediately following ~~his or her~~ **their** appointment.

~~5.6~~**6.0** A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for governing board members. An election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

See Board Policy 2010, Board Membership; Board Policy 2110, Vacancies on the Board; and Board Policy 2750, Board Member Absence from the State.

Date of Adoption: June 24, 2003

Date of Last Revision: November 26, 2018 District Consultation Council

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: January 23, 2025

From: Byron D. Clift Breland, Chancellor

Re: Agenda Item for District Consultation Council Meeting of January 27, 2025

1. AGENDA ITEM NAME

Administrative Procedure 3415, Immigration Enforcement Activities

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only		Second Reading	
Review/Discussion	X	Action	
First Reading	X	Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **30 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

AP 3415, Immigration Enforcement Activities is a new procedure that is legally required. The proposed language is provided by the CCLC Policy and Procedure service and model language provided by the Office of the California Attorney General to comply with Education Code Section 66093.3 subdivision (h).

5. RECOMMENDATION:

It is recommended that upon DCC consensus, the District adopt AP 3415.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

Chancellor's Staff

AP 3145 Immigration Enforcement Activities

Reference:

Education Code Sections 66093 and 66093.3

- 1.0 **Responding to Requests for Access for Immigration Enforcement Activities:** District personnel shall provide guidance and offer to campus employees training addressing law enforcement access to campus buildings and student residences. This guide shall include the following required topics:
 - 1.1 Instructions that law enforcement officers cannot enter living quarters to make arrests without a judicial warrant, valid consent, or exigent circumstances.
 - 1.2 Instructions that District personnel, including campus police, cannot consent to the entry into a residence or dormitory for the purpose of a search or arrest, but a judicial warrant or exigent circumstances may authorize officer entry without consent.
 - 1.3 Campus safety contact information to report concerns about the presence of officers engaged in immigration enforcement on any campus property.
 - 1.4 Samples of warrant and subpoena documents that could be used for access onto campus property, or to seize or arrest students or other individuals on campus.
 - 1.5 Sample responses for District employees to use in response to officers seeking access for immigration enforcement purposes that avoids classroom interruptions, and that preserves the peaceful conduct of the school's activities.
- 2.0 District personnel shall advise all students, faculty, and staff to immediately notify the Office of the Vice President of Student Services, or their designee, if they are advised that an officer engaged in immigration enforcement is expected to enter, will enter, or has entered the campus for immigration enforcement purposes. Campus police should also be notified as soon as possible.
- 3.0 No personnel may consent to entry of District facilities or portions thereof for parties engaging in immigration enforcement activities.
- 4.0 District personnel shall advise all students, faculty, and staff responding to or having contact with an officer engaged in immigration enforcement executing an immigration order, to refer the entity or individual to the Office of the Vice President of Student Services, or their designee, for purposes of verifying the legality of any warrant, court order, or subpoena.
- 5.0 If the officer declares that exigent circumstances exist and demands immediate access to the campus, District personnel should not refuse the officer's orders and immediately contact the Vice President of Student Services.
- 6.0 The Office of the Vice President, or their designee, shall determine what type of authorization is being provided to support the officer's request for access:

AP 3145 Immigration Enforcement Activities

- 6.1 **A U.S. Immigrations and Customs Enforcement (ICE) “warrant.”** Immediate compliance is not required. District personnel shall inform the officer that they cannot consent to any request without first consulting with the Vice President of Student Services. Provide a copy of the warrant to the designated administrator (where possible, in consultation with legal counsel) as soon as possible.
- 6.2 **A federal judicial warrant (search-and-seizure warrant or arrest warrant):** Prompt compliance with such a warrant is usually legally required, but where feasible, consult with the Vice President of Student Services before responding.
- 6.3 **A subpoena for production of documents or other evidence:** Immediate compliance is not required. Inform the officer that the District cannot respond to the subpoena until after it has been reviewed by a designated administrator. All subpoenas should be delivered to the Office of the Vice Chancellor of Administrative Services at the Anaheim Campus as soon as possible.
- 6.4 **A notice to appear:** This document is not directed at the District. District personnel are under no obligation to deliver or facilitate service of this document to the person named in the document. If a copy of the document is received, it must be given to a designated administrator as soon as possible.
- 7.0 District personnel should not attempt to physically interfere with an officer, even if the officer appears to be acting without consent or exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, District personnel shall make a record of the contact and forward the information to the Office of the Vice President of Student Services.
- 8.0 In making record of the contact with an immigration enforcement officer, District personnel shall provide the following information:
- 8.1 Name of the officer, and, if available, the officer’s credentials and contact information;
- 8.2 Identity of all school personnel who communicated with the officer;
- 8.3 Details of the officer’s request;
- 8.4 Whether the officer presented a warrant, subpoena, or court order to accompany their request, what was requested in the warrant/subpoena/court order, and whether the warrant/subpoena/court order was signed by a judge;
- 8.5 District personnel’s response to the officer’s request;
- 8.6 Any further action taken by the immigration officer; and
- 8.7 Photo or copy of any documents presented by the agent.
- 9.0 District personnel shall provide a copy of those notes, and associated documents collected from the officer, to the Office of the Vice President of Student Services.

AP 3145 Immigration Enforcement Activities

- 10.0 In turn, the Office of Student Services shall submit a timely report to the Chancellor, Vice Chancellor of Administrative Services, and the campus public safety office regarding the officer's requests and actions and the District's response(s).
- 11.0 **Responding to Immigration Acts Against Students or Family Members:** If there is reason to suspect that a student, faculty member, or staff person has been taken into custody as the result of an immigration action, District personnel shall notify the person's emergency contact that the person may have been taken into custody.
- 12.0 District personnel shall designate a staff person as a point of contact for any student, faculty member, or staff person who may or could be subject to an immigration order or inquiry.
- 13.0 District personnel shall not discuss the personal information, including immigration status information, of any student, faculty member, or staff person with anyone, or reveal the personal information to anyone, unless disclosing this information is permitted by federal and state law.
- 14.0 District personnel shall maintain a contact list of legal service providers who provide legal immigration representation and provide this list free of charge to any student who requests it. At minimum, the list shall include the legal service provider's name and contact number, e-mail address, and office address.
- 15.0 If a student is detained or deported, or is unable to attend to their academic requirements because of an immigration order, the District shall make all reasonable efforts to assist the student in retaining any eligibility for financial aid, fellowship stipends, exemption from nonresident tuition fees, funding for research or other educational projects, housing stipends or services, or other benefits the student has been awarded or received subject to and in compliance with its policy.
- 16.0 District personnel shall permit a student who is subject to an immigration order to re-enroll if and when the student is able to return to the District, subject to and in compliance with its policy and will make reasonable and good-faith efforts to provide for a seamless transition in the student's re-enrollment and reacquisition of campus services and support.
- 17.0 The Vice President of Student Services, or designee, shall be available to assist any student, faculty, and staff who may be subject to an immigration order or inquiry, or who may face similar issues, and whose education or employment is at risk because of immigration enforcement actions.

Date of Adoption: TBD

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: January 21, 2025

From: Fred Williams, Vice Chancellor, Finance and Facilities

Re: Agenda Item for District Consultation Council Meeting of January 27, 2025

1. AGENDA ITEM NAME

Revised BP/AP 7600, Campus Safety Officers

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only		Sixth Reading	X
Review/Discussion	X	Action	
First Reading		Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **45 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

At the February 23, 2022 meeting, a DCC item was submitted for proposed revisions for BP/AP 7600, Campus Safety Officers. At that meeting, changes and rationale were shared with DCC members, so that campus representatives could vet the policies/procedures concurrently and bring their recommendations back to a Safety Committee workgroup. No feedback was received, so the Vice Chancellor, Finance & Facilities was asked to start the discussion over. BP 7600 included minimal changes, but there were significant changes proposed for AP 7600. Changes included adding definitions explaining community-oriented safety philosophy and outlining the general authority and role of Campus Safety Officers, including providing guidance on use of force, conducting searches, engaging in pursuits, authorization regarding traffic and parking violations, equipment, patrolling, and training. The revision's secondary purpose is so that the Standard Operating Procedures, required by board policy, are established and documented.

At the August 26, 2024, DCC meeting, proposed revisions to BP/AP 7600 were reintroduced and it was requested that members share the proposed policies with their constituencies in order to share feedback at the next DCC meeting. The policies, including the possibility of including an asp for Campus Safety Officers, have been discussed at the September 23, October 28, and November 25 DCC meetings where members have provided feedback on preliminary discussions with their constituencies.

5. RECOMMENDATION:

It is recommended that DCC members discuss the proposed revisions to AP/BP 7600 and provide feedback from their constituencies.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

Campus Safety Workgroup and Chancellor's Staff

NOTE: Please forward this form by required dates with all backup material to the Chancellor's Office.

BP 7600 Campus Safety Officers

Reference:

Education Code Sections 72330.5 et seq.;
Government Code Sections 3300 et seq.

- 1.0 It is the policy of the Board [of Trustees](#) to protect the property of the District and to provide reasonable security measures to protect the District's students, employees, and visitors while on campus, with the understanding that students, employees, and visitors must assume the primary responsibility for their own personal safety and the security of their personal belongs.
- 2.0 The District shall employ campus safety officers, who shall provide services as security guards or patrol persons on or about the campuses owned or operated by the District. Their duties include, but are not limited to, protecting persons or property, preventing theft and vandalism of District property, and reporting any unlawful activity to the District and local law enforcement.
- 3.0 The Chancellor or designee shall enter into an agreement with local law enforcement agencies to request assistance for incidents that require resources not available to the District's safety officers and which shall provide that campus safety officers shall cooperate with local law enforcement in performing their duties. Local police agencies shall have jurisdiction on District premises to enforce Federal, State, and local laws, including criminal laws and Vehicle Code violations, and shall have the authority to investigate all criminal and moving traffic violations that occur on District property.
- 4.0 Every campus safety officer ~~who works more than twenty hours per week~~ shall complete a course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs as required by Education Code Section 72330.5(b). An officer who is required to carry security equipment shall complete appropriate training and certification in the use of such equipment as specified by the District and state law.
- 5.0 Every campus safety officer shall meet other requirements set out in Education Code Section 72330.5.
- 6.0 The Chancellor shall establish procedures necessary for administration of campus security.

See Administrative Procedure 7600, [Campus Safety Officers](#).

Date of Adoption: June 12, 2001

Date of Last Revision: May 6, 2009 Chancellor's Staff
July 22, 2003

AP 7600 Campus Safety Officers

Reference:

Education Code Sections 72330.5 et seq.;
Government Code Sections 3300 et seq.

1.0 Definitions

1.1 “Campus Safety Officer” means an employee of Cypress College, Fullerton College, or North Orange Continuing Education with the title of Campus Safety Officer, Reserve Campus Safety Officer, Facilities Security Officer, Campus Safety Officer Coordinator, and Director of Campus Safety.

1.2 “Community-oriented safety principles” means a philosophy that combines traditional aspects of law enforcement with prevention measures, problem-solving, community engagement, and appropriate community and campus partnerships (e.g., Behavioral Intervention Team).

1.3 “Objectively reasonable” means that officers shall evaluate each situation requiring the use of force in light of the known circumstances in determining the necessity for force and the appropriate level of force.

The evaluation of the situation includes, but is not limited to, the severity of the crime, whether an individual poses an immediate or imminent threat to the safety of the Campus Safety Officer or others, and whether the individual is actively resisting.

Campus Safety Officers maintain the right to self-defense and have a duty to protect the safety of others. Campus Safety Officers are authorized to use only the amount of force that is objectively reasonable to perform their duties.

1.4 “Probable cause” – Probable cause for an arrest exists when facts and circumstances, within the Campus Safety Officer’s knowledge, would lead a reasonable officer to believe that an individual has committed or is committing a crime.

1.5 “Reasonable suspicion” – Is the basis for detention when specific facts would lead any reasonable person to believe criminal activity has taken place or is taking place, and further investigation is required. Reasonable Suspicion is not sufficient for an arrest.

42.0 Campus Safety Departments and Community-Oriented Safety Philosophy

2.1 The Campus Safety Departments will apply community-oriented safety principles, problem solving techniques and other appropriate methods to foster a safe and inclusive educational environment. The Campus Safety Departments are committed to providing a safe and inclusive campus environment for students, faculty, staff, and visitors using a community-oriented philosophy. The Campus Safety Departments shall provide the

AP 7600 Campus Safety Officers

safest possible environment within the scope of the authority, training, and job duties of its personnel. To contribute to student success in a supportive and safe environment, the Campus Safety Departments provide a variety of services and resources, such as escort services, safety awareness training and materials, traffic control, welcoming and visible presence on campus, safety patrols, and referrals to campus and community resources.

~~1.1~~ **2.2** The objectives of the ~~District's campus safety departments~~ **Campus Safety Departments** are to promote a safe and secure environment for the District's students, employees, and visitors, to provide for the protection of District property against theft and vandalism, and to increase **safety** awareness through appropriate crime prevention **and safety** programs.

~~1.2~~ The District's campus safety departments will employ community oriented security principles, problem solving techniques and other appropriate methods that fit within and contribute to the educational philosophy and processes of the District. The District's safety officers are responsible for providing the safest possible environment within the scope of their authority, training, job duties and abilities.

23.0 Campus Safety Officers

23.1 General Authority and Role of Campus Safety Officers

~~23.1.1~~ The District's safety officers **Campus Safety Officers** are non-sworn and unarmed. Their primary role, within the limits of the law and the authority granted by the Board **of Trustees**, is to protect the persons and property of the District, primarily through prevention, **deterrence, presence,** observation, and reporting. Other authorized functions may include monitoring safety standards established by the District, issuing parking citations on District premises pursuant to Section 21113(a) of the California Vehicle Code, enforcing District rules and regulations, monitoring facility access control, ~~and~~ providing assistance with special events, **and providing other general security functions.**

~~23.1.2~~ The District's safety officers **Campus Safety Officers** are not **sworn** peace officers and **thus** are not empowered with police authority to enforce laws. No ~~District safety officer~~ **Campus Safety Officer** shall impersonate a police officer, **Sheriff Deputy, School Police Officer, law enforcement official,** or use a title, wear a uniform or badge, use an insignia or identification, or make any statement with the intent to give an impression that the **Campus Safety Officer** ~~safety officer~~ is a **acting as a sworn** peace officer **when on duty for NOCCCD.**

3.1.3 Campus Safety Officers shall at all times be courteous, unbiased, and civil in accordance with NOCCCD Administrative Procedure 3050, Institutional Code of Ethics. Campus Safety Officers will act and serve with cultural intelligence and professionalism at all times.

3.1.4 During situations that require an emergency response (e.g. active shooter), Campus Safety personnel are expected to follow personal

AP 7600 Campus Safety Officers

protection tactics, established training, policies, and procedures. This may include collaboration with District administration and local law enforcement as needed.

3.1.5 Campus Safety Officers are employees of the District. Periodically there may be a need for mutual aid and may be assigned to perform their duties at a different campus per the any current collective bargaining agreement.

3.1.6 Campus Safety Officers uphold campus safety standards throughout the student conduct and discipline process, including all applicable Board Policies and Administrative Procedures.

23.2 Authority to Question Persons

3.2.1 ~~District safety officers~~ Campus Safety Officers may question, and request identification, and/or detain of any persons on District property when ~~probable cause~~ reasonable suspicion to do so exists with respect to suspicious circumstances involving persons, accidents, assaults or complaints regarding the commission of a public offense.

3.2.2 Campus Safety Officers may detain an individual on campus for reasonable suspicion of involvement in criminal activity but short of probable cause to arrest. Detaining an individual is for investigative purposes and limited to a short period of time. If there are facts that a crime occurred, the local police department shall be immediately contacted and the situation referred to local police.

3.2.3 Campus Safety Officers have the authority to question and request identification of students when necessary, (Board Policy 5500, Standards of Student Conduct and Discipline) to investigate administrative violations of Board Policy. The authority to question does not give officers the authority to use force to detain an individual for solely violating a Board Policy that would not rise to the level of a crime or public offense. Officers shall use other means to identify the student and complete an incident report for violating the Board Policy 5500, Standards of Student Conduct and Discipline.

3.2.4 When an individual is detained, Campus Safety Officers are required to identify specific and articulable facts that would indicate to a reasonable officer that the person detained was involved in a crime or is involved in a crime. Officers are required to tell the detained person what they are investigating, and the reason for their detention.

23.3 Authority to Make Arrests

23.3.1 ~~District safety officers~~ Campus Safety Officers are authorized but not required to effect a citizen's arrest on District property pursuant to Section 837 of the California Penal Code, within the limits of established District procedure:

AP 7600 Campus Safety Officers

~~23.3.1.1~~ District safety officers **Campus Safety Officers** are authorized **but not required** to make a ~~citizen's~~ **private person's** arrest where a public offense has been committed or attempted in the officer's presence on District property and detention of the suspect is reasonably necessary to defend or regain District or personal property or to defend the officer or ~~another~~ **others** from bodily harm.

~~23.3.1.2~~ District safety officers **Campus Safety Officers** are authorized **but not required** to make a ~~citizen's~~ **private person's** arrest where a felony has been in fact committed on District property, ~~although~~ **whether or** not in the officer's presence, and the officer has ~~reasonable~~ **probable** cause for believing the person arrested to have committed it.

3.3.1.3 **A Campus Safety Officer is authorized but not required to make a private person's arrest where a public offense has been committed on District property in the presence of the officer, and the officer reasonably believes the person arrested committed the offense.**

~~23.3.2~~ District safety officers **Campus Safety Officers** are authorized, pursuant to Section 490.5 of the California Penal Code, to detain a person for a reasonable time for the purpose of conducting an investigation in a reasonable manner where there is probable cause to believe the person detained is attempting to unlawfully take or has unlawfully taken merchandise from a bookstore or other retail facility on District property, or where there is probable cause to believe that a person is attempting to unlawfully remove or has unlawfully removed books or library materials from the premises of a library facility on District property.

~~23.3.3~~ District safety officers **Campus Safety Officers** are authorized to use reasonable and necessary force, within the limitations prescribed in section ~~23.4~~ of these procedures, to make a ~~citizen's~~ **private person's** arrest or to detain a person for purposes of conducting an investigation as provided in section ~~23.3.2~~ above.

23.4 **Authorized Use of Force**

~~23.4.1~~ District safety officers **Campus Safety Officers** are authorized to use the amount of force **objectively** reasonable ~~and necessary, within the limits of established District procedure,~~ to accomplish the lawful and authorized security objectives of the District.

~~23.4.2~~ **Campus Safety Officers will use other reasonable means to gain compliance before resorting to force including: verbal commands, critical decision-making, tactical deployment and/or de-escalation techniques.** Where control of a situation cannot be accomplished through ~~advice, warnings and persuasion,~~ **these methods,** District safety officers **Campus Safety Officers** shall use only the amount of force **objectively**

AP 7600 Campus Safety Officers

reasonable and necessary, given the facts and circumstances known at the time of the event **incident**, to accomplish the lawful and authorized security objectives of the District.

~~23.4.3~~ District safety officers **Campus Safety Officers** are authorized to use low to intermediate levels of force, defined as follows:

~~23.4.3.1~~ **Low force** is calculated to gain compliant behavior with no expectation of injury and includes the physical presence of the officer, verbal commands, request for additional personnel, gesturing, **or other similar measures**, ~~and physical contact involving a firm grip.~~

~~23.4.3.2~~ **Intermediate force** is calculated to control or overcome resistance with no expectation of great bodily injury or death, but with some possibility of injury and includes physical control tactics such as holding, pulling, pushing, the application of handcuffs, and the use of pepper spray.

3.4.3.3 Pepper spray or similar products authorized by the District will not be used at any time except as a defense measure when there is a threat of personal injury to the Campus Safety Officer or another person(s).

~~2.4.4~~ The highest level of force approved is the use of a District issued pepper spray or similar products authorized by the District. ~~Pepper spray will not be used at any time except as a defensive measure when there is an immediate threat of personal injury to the officer or another person.~~

~~2.4.5~~ District safety officers are authorized to use reasonable and necessary force, within the limitations prescribed above, to make a citizen's arrest, to defend or regain District or personal property, or to defend the officer or another from bodily harm.

23.5 Authorization to Conduct Searches

~~23.5.1~~ Except as provided in sections ~~23.5.2~~ **and 3.5.3** below, District safety officers **Campus Safety Officers** are not authorized to conduct searches of persons, property, or vehicles.

~~23.5.2~~ District safety officers **Campus Safety Officers** are authorized to conduct, pursuant to Section 490.5 of the California Penal Code, a limited and reasonable search where there is probable cause to believe that a person is attempting to unlawfully take or has unlawfully taken merchandise from a bookstore or other retail facility on District property, or where there is probable cause to believe that a person is attempting to unlawfully remove or has unlawfully removed books or library materials from the premises of a library facility on District property. Only packages, shopping bags, handbags, or other property in the immediate possession of the person

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detained, but not including any clothing worn by the person, may be searched.

Campus Safety Officers are authorized to conduct, pursuant to Section 846 of the California Penal Code, a limited and reasonable search for weapons, only if the officer has probable cause to believe that the person arrested is in possession of a weapon. Any contraband or stolen articles discovered while searching for weapons should be left on the person arrested, unless there is a likelihood the person arrested will dispose of or use the items against the officer. Any items discovered or seized should be relinquished to responding law enforcement as soon as reasonably possible.

3.5.3 Campus Safety Officers may pat-down the outer garment of an individual subject to arrest. The purpose of the pat-down is for the safety of the Campus Safety Officer when there are articulable facts that would indicate the individual(s) detained may have weapons. The pat-down is limited to accessible weapons that could harm the Campus Safety Officer.

3.6 Authorization to Engage in Pursuits

~~3.6.1~~ Except as provided in ~~3.6.2~~ below, the primary responsibility of ~~District safety officers~~ Campus Safety Officers is to observe and report information to local law enforcement where a fleeing suspect is observed leaving the scene. Campus Safety Officers should make observations ~~while following at~~ from a safe distance and immediately notify local law enforcement.

~~3.6.2~~ ~~Safety officers~~ Campus Safety Officers are authorized but not required to engage in foot or bicycle pursuits on District property to detain or arrest for criminal activity, (837 PC). ~~regain District or personal property. All pursuit shall end if the suspect exits District property. Safety officers shall not engage in foot or bicycle pursuits that may cause injury to themselves, innocent bystanders, or the suspect.~~

Campus Safety Officers may pursue off-campus if capture is imminent. It is the intent of this policy to limit pursuits to District property with few exceptions.

3.6.3 Campus Safety Officers are authorized to follow an individual who has committed a crime for the purpose of updating law enforcement as to the location of the individual.

~~3.6.3~~ 3.6.3 Vehicle pursuits, including automobiles, motorized cycles, or motorized cars and utility vehicles, are expressly prohibited (excluding providing updates under section 3.6.3).

3.7 Authorization Regarding Traffic and Parking Violations

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~~23.7.1~~ ~~Safety officers~~ **Campus Safety Officers** have the responsibility to observe and report moving traffic violations on District property, but are not authorized to make traffic stops. Violators will be identified via license plate and/or parking permit and will be referred to the appropriate campus administrator via memorandum or incident report. **Violators should not be confronted or blocked to obtain any compliance.**

~~23.7.2~~ ~~District safety officers~~ **Campus Safety Officers** may be authorized to issue parking citations on District premises for violations of parking regulations established by the District.

34.0 Equipment

~~34.1~~ Only District issued and approved equipment shall be carried or used by ~~safety officers~~ **Campus Safety Officers** while on duty. This includes uniform wear, both mandatory and optional. ~~Safety officers~~ **Campus Safety Officers** ~~may be authorized to carry and use handcuffs and pepper spray or similar products authorized by the District,~~ **may only carry authorized equipment,** subject to satisfactory completion of appropriate training and certification in the use of such equipment as specified by the District and state law. Equipment issued to ~~safety officers~~ **Campus Safety Officers** shall not be removed from District property without authorization.

~~34.2~~ ~~Safety officers~~ **Campus Safety Officers** are expressly prohibited from carrying or using any deadly weapon on District property or in the performance of their duties. Deadly weapons include, but are not limited to, firearms, knives, batons, any razor with an unguarded blade, any pipe or bar used or intended to be used as a club, and those items listed in Section ~~12020(a)(1)~~ **16590** of the California Penal Code. Flashlights are provided for illumination only and shall not be used as a weapon.

45.0 Patrolling

~~45.1~~ ~~District safety officers~~ **Campus Safety Officers** will employ community-oriented security strategies, which shall include the use of foot, bicycle, and vehicle patrols. ~~Safety officers~~ **Campus Safety Officers** will not patrol or respond to calls outside designated District property **and/or established campus** patrol boundaries.

~~45.2~~ The provisions of the state traffic laws and municipal traffic ordinances applicable to the drivers of vehicles upon the highways shall apply to the operation of all vehicles operated by ~~safety officers~~ **Campus Safety Officers** in the performance of their duties.

5.3 Use of campus safety vehicles are restricted to licensed department drivers. The vehicles are for official District business. There shall be no unapproved transportation of individuals or unapproved ride-along. Driving or patrolling shall be done in a safe manner for conditions. Consideration of conditions includes the presence of pedestrians, heavy vehicular traffic, weather and road conditions and visibility. Campus Safety Officers shall follow all standard operating procedures and obey all traffic rules.

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5.4 Campus Safety Officers shall immediately report any accident to their immediate management supervisor. All facts associated with the accident shall be included in an incident report. Witnesses to the accident shall be interviewed and that information included in the incident report. For accidents on a public street, the local police department shall be requested to make an accident report.

~~5.0 **Personal Bearing:** It is essential that safety personnel be sensitive to the higher education environment. Safety officers shall at all times be courteous and civil to the public and to one another. Safety officers shall not use unnecessary harsh, profane or vulgar language when dealing with members of the public or fellow employees in an official capacity.~~

6.0 Training and Adherence to Policies and Procedures

6.1 ~~District safety officers~~ **Campus Safety Officers** shall, as a condition of employment, satisfactorily complete and maintain appropriate annual training and certification as specified by the District and state law.

6.2 Adherence to District policies and procedures governing the conduct of ~~safety officers~~ **Campus Safety Officers** is considered a condition of employment. Any violation of, deviation from, or abuse of these **Board** policies, procedures or regulations may result in disciplinary action, including termination.

7.0 **Standard Operational Procedures:** Campus safety departments shall establish written standard operational procedures consistent with these procedures, which shall be approved by the Chancellor.

8.0 **Change in Procedures:** Any change in approved procedures must be authorized by the Chancellor.

See Board Policy 7600, Campus Safety Officers.

Date of Adoption: June 12, 2001

Date of Last Revision: May 6, 2009 Chancellor's Staff
July 22, 2003