

Sierra College

ADMINISTRATIVE PROCEDURE

AP 3520

Local Law Enforcement

Date Adopted:	9/7/2004
Date Revised:	12/12/2025
Date Reviewed:	12/12/2025
References:	Education Code Section 67381 and 67381.1; 34 Code of Federal Regulations Part 688.46

The Sierra Joint Community College 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, sexual assaults, including, but not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of any of these; and hate crimes as defined by law, occurring at each location.

The written agreement designates which law enforcement agency has operational responsibility for violent crimes, sexual assaults, and hate crimes, and delineates the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by Board Policy 3520 are public records and are made available for inspection by members of the public upon request to the Chief of Community Safety. Written agreements shall be reviewed and updated if necessary every five years.

The Chief of Community Safety maintains a close working relationship with all local law enforcement agencies, including Rocklin Police, Roseville Police, Grass Valley Police, and Truckee Police. Meetings may be held between the leaders of these agencies on both a formal and informal basis. The Chief of Community Safety and local law enforcement agencies 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 Department of Community Safety will work closely with law enforcement agencies. There is written memorandum of understanding between the Department of Community Safety and local law enforcement agencies.

In response to a call, the Department of Community Safety will take the required action, dispatching an Officer or asking the victim to file an incident report. Student Conduct reports received by the Department of Community Safety are forwarded to the Office of Student

Discipline for review and potential action. The Department of Community Safety will investigate a report when it is deemed appropriate.

Crimes should be reported to the Department of Community Safety to 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 the Department of Community Safety in a timely manner. To report a crime or an emergency on campus, call 911 or the Department of Community Safety at x1111. To report a non-emergency security or public safety related matter, call the Department of Community Safety at 916-660-7120.

Community Safety Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the District. Community Safety Officers do not possess arrest power, outside of the general authority of any normal citizen to make a legal Citizen's Arrest within and under the legal scope of the law. 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 local law enforcement agencies. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Department of Community Safety and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Campus "Pastoral Counselors" and Campus "Professional Counselors," when acting as such, are not considered to be Community Safety Officers or campus security authorities 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.

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.

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.

See Board Policy 3520.