SHERIFFS' DEPARTMENT

PROGRAM REVIEW

PROGRAM REVIEW PARTICIPANTS
Harry Van, Sergeant

Submitted: January 31, 2011
TABLE OF CONTENTS

Los Angeles Harbor College Mission Statement 4
Los Angeles Harbor College Administrative Services’ Mission Statement 4
Sheriffs’ Department’s Mission Statement & Values 5
Sheriffs’ Department’s Description
  • Organizational Chart 6
  • Description of Work Performed by the Sheriffs’ Department 7
Description of Sheriffs’ Department’ Staff’s Duties
  • Sergeant 8
  • Team Leader 8
  • Deputy 9
  • Security Officer 9
  • Cadet 10
  • Dispatcher 10
Sheriffs’ Department’s Data Assessment 12
Sheriffs’ Department’s Support to College Programs and Services 22
Sheriffs’ Department’s Service Area Outcomes 23
Sheriffs’ Department’s Goals and Objectives
  • 2007 - 2010 Objectives and Outcomes 24
  • 2011-2012 Goals and Objectives 25
Sheriffs’ Department’s Review Summary
  • 2011-2012 Staffing Needs 26
  • 2011-2012 Equipment Needs 28
Appendix 29
Survey Results
Staffing Comparison
Incident and Arrest Summary
  • 2006
  • 2007
  • 2008

2
Incident and Arrest Detail
  • 2006
  • 2007
  • 2008

Comparison of Incidents of LACCD Campuses
  • 2009

Crime Stats of LACCD Campuses
  • 2010
LOS ANGELES HARBOR COLLEGE
MISSION STATEMENT

The mission of Los Angeles Harbor College is to offer an environment that fosters learning by providing comprehensive programs that meet the educational needs of students and are appropriate and useful to the community we serve, including:

- Degree and Transfer Programs
- Vocational and workforce preparation
- Basic skills instruction
- English as a second language
- Credit and noncredit courses for life-long learning
- Contract education including customized corporate training
- Community services
- Support services
- Information Literacy

An essential aspect of the mission for the community we serve is to advance economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement and civic responsibility.

We are committed to student learning in a supportive educational environment that recognizes the uniqueness of individuals, provides a center for the cultural enrichment of the community and seeks dynamic dialog and reflective evaluation and improvement of the institution.

LOS ANGELES HARBOR COLLEGE
ADMINISTRATIVE SERVICES
MISSION STATEMENT

The Administrative Services units strive to support student learning and student services with effective and efficient business operations by providing a quality learning environment that is aesthetically pleasing, safe, and healthful. The Administrative Services area supports the mission of the college by providing adequate resources required to meet student learning needs both in services and the environment.
SHERIFFS’ DEPARTMENT
MISSION STATEMENT

Our mission is to be a convenient and efficient source for educational purchases at reasonable and competitive prices for textbooks, school supplies, and other services related to campus life. We strive to provide exemplary customer service, to encourage cooperative relations within the college community, and to provide services and resources for all your educational needs.

COMMUNITY COLLEGE BUREAU
MISSION STATEMENT

"Protecting our Students"

The Community College Bureau takes pride in its ability to keep our campuses and students safe from crime and increase the quality of life in the educational environment.

SHERIFFS’ DEPARTMENT
VALUES

We commit ourselves to honorably perform our duties with:

RESPECT: For the dignity of all people.

INTEGRITY: To do right and fight wrongs.

WISDOM: To apply common sense and fairness in all we do.

COURAGE: To stand against racism, sexism, anti-Semitism, homophobia, and bigotry in all forms.
SHERIFFS' DEPARTMENT
WORK PERFORMED
Security for the entire campus is provided by the Sheriffs’ Department. The staff at the Sheriffs’ Department on-campus consists of Sheriffs’ personnel: Sergeant, Team Leader, Deputies, and Security Officers. Student workers in the department work as Cadets and Dispatcher.

The shifts for deployment are as follows:

EM Shift is 2200 – 0600 hours  
AM Shift is 0600 – 1400 hours  
PM Shift is 1400 – 2200 hours

The AM and PM shifts are augmented by the Cadets who assist in general patrolling throughout the campus. They also issue citations and post at fixed positions during peak needs of the campus.

The Sheriffs’ Department follows many laws and mandates.

These include:

- Federal, State, County, City, Sheriffs’ Mandates with Policy and Procedures and College District Mandates.
- There are many laws that govern the Sheriffs’ Department personnel during the course of their working hours as well as after work hours.
- The bulk of the laws can be broken down to the California Penal Code, California Vehicle Code, Health and Safety Code, California Education Code, Fish and Game, and both County and City Codes.
- There are Federal laws, CalOSHA regulations, local Fire Department Codes, County Health Department, and County Animal Control.

A further breakdown of work performed is listed under the Data Assessment within this Program Review.
• Supervise general law enforcement and safety on Community College campus; serves as first level supervisor, reporting to a higher level law enforcement officer in the Sheriff's Department.
• Supervise patrol operations for the purpose of identifying and preventing criminal activity to protect life, property, and preserve the peace.
• Supervise investigative efforts related to, assaults, burglary, grand theft, and embezzlement.
• Supervises tactical operations involving, barricaded suspects, campus assaults, bomb threats, and missing persons.
• Conduct administrative investigations / inquiries into uses of force, employee injuries, pursuits, and citizen complaints
• Evaluates subordinates on performance in regards to yearly evaluations and discipline.
• Liaisons with Senior Staff and Administration of Campus.

TEAM LEADER
This position assigned to Community College Bureau. The Community College Bureau is responsible for law enforcement duties to protect life and property, preserve the peace, prevent and suppress crime, and the apprehension of violators of the law at Los Angeles Community College District (L.A.C.C.D.) campuses. This position will be responsible for performing the duties of a Patrol Deputy. The Team Leader is crossed train to work and fulfill the duties of The Dispatcher. They include but are not limited to:

• Patrolling an assigned area in a radio car, foot, bike.
• Investigating, preventing, and suppressing crime.
• Apprehending public offenders.
• Guarding and transporting prisoners and inmates.
• Serving civil and criminal process.
• May perform specialized and highly specialized law enforcement assignments.
• Liaison with School Administration when needed.
• Supervise Security Officers and Cadets.
• Scheduling of personnel

DEPUTY
This position assigned to Community College Bureau. The Community College Bureau is responsible for law enforcement duties to protect life and property, preserve the peace, prevent and suppress crime, and the apprehension of violators of the law at Los Angeles Community College District (L.A.C.C.D.) campuses. This position will be responsible for
performing the duties of a Patrol Deputy. The Deputy is crossed train to work and fulfill the duties of The Dispatcher. They include but are not limited to

- Patrolling an assigned area in a radio car, foot, bike.
- Investigating, preventing, and suppressing crime.
- Apprehending public offenders.
- Guarding and transporting prisoners and inmates.
- Serving civil and criminal process.
- May perform specialized and highly specialized law enforcement assignments.
- Liaison with School Administration when needed.
- Supervisees Security Officers and Cadets.

SECURITY OFFICER
Performs the same as a Dispatcher or Cadet in the field. However the major differences are ability to detain, arrest, search, and transport a subject/suspect. The security officer is empowered by his/her level of training and the Sheriff's Department.

- Gathers information for Crime report
- Gathers evidence from a crime scene
- Prepares School incident reports
- Prepares traffic collision reports
- Prepares employee injuries reports for district staff.
- Prepares and gathers necessary paperwork and forms throughout the course of daily duties
- Performs wide variety of collateral duties.
- Assists deputy personnel in the apprehension of public offenders when necessary.
- Provides information to members of the public, students, faculty, staff, and district administrators on the available services of the Sheriff’s Department, college district, or individual campus.
- Including vehicular, bicycle, and foot patrol
- Parking enforcement
- Fixed posts at special events with the primary focus being crime prevention.

STUDENT WORKERS

CADET
Cadet is a student worker who helps augment the personnel at campus sheriff’s office. They are invaluable for the tasks and resources they help with and free up. They fulfill a wide variety of tasks throughout the AM shift and PM shift.

- Conduct foot patrols
- May work fixed post IE Book store, Entry gate to event, heavy foot traffic location for additional visibility.
- Issue citations to both students and staff for violations
- When locating potential hazards to students or staff take immediate corrective action
- Check for appropriate lighting throughout campus
- Escorts
- Escorts visiting dignitaries at the direction of Sheriff staff, office of the President and Vice Presidents.
- Open buildings up.
- Opening door requests for staff

**DISPATCHER**

The dispatcher is one of the most important positions manned throughout a shift. He/she is responsible for many things at the same time. This position is maintained by those who are calm and level headed during times of an emergency. In the absence of a Cadet then a Security Officer fulfills the position of dispatcher. If the situation is an extreme emergency then Sheriff Personnel may take over. The following is a list of duties but not limited to:

- Answers all 911 calls into the station.
- Answers all emergency 24 hour call box activations.
- Answers all first fire alarms in panel and computer screen.
- Responsible for Intel gathering via phones, witnesses at front counter, and listening to remote speakers from emergency 24 hour call boxes.
- Dispatches Sheriff Personnel to locations of need. More of a reactionary response to problem.
- Maintains radio contact and monitors location of personnel in field/on-campus
- Acts as a liaison with plant facilities and other departments independently or at the direction of someone in the Station.
- Answers radio from Facility when Sheriff’s services are being requested.
- Issue contractor ID cards.
- Issues temporary parking permits.
- Issues staff parking permits.
- Accepts and process administrative review forms regarding citations.
- Performs collateral duties.
- Maintains electronic log at desk of all calls, observations including times and requested by.
- May call outside police agencies/ fire department at the direction of sheriff personnel or independently.
- Copies and processes reports both for Sheriff and district
- Maintain pass on board for accuracy at all times
- Process special parking requests for the office of the President or Vice Presidents.
- Maintains filing cabinets and files.
- Order supplies when needed.
- Perform duties at the direction of Sheriff Staff, President's office, and Vice President's office.
ARRESTS
- Sheriff personnel investigate alleged crimes and crimes in progress.
- If determination is made that a crime occurred and an arrest is warranted then the arrest should be made. The campus sergeant will be notified immediately to respond to the location.
- School administration are notified if the arrestee is a student or not and basic information surrounding the arrest.
- Deputy personnel transport arrestee to closets booking facility. Ie station or custody facility and arrestee is processed and remains in custody at that facility.
- Deputy personnel making the arrest are responsible for crime report, gathering evidence and processing evidence.
- Deputy personnel make log book entries of arrest at city front counter via phone “gate book”.
- Detective personnel then interviews suspect/subject and or witnesses and victims.
- Detectives present their case/ findings to the district attorneys office who will then determine if they will file the case in criminal court and hold the suspect/subject to answer.

ESCORT
- Students or staff will call the sheriff office and request an escort via cart, from one location to another.
- Security officer or cadet is dispatched to location to facilitate escort request. At the conclusion of the escort the officer or cadet will notify the dispatch that they are done and are available for another call.
- Staff will the sheriff office and request a door open in a building. Security officer or cadet is dispatched to location to facilitate request. At the conclusion of completing the request the officer or cadet will notify the dispatch that they are done and are available for another call.

CAMPUS ADMINISTRATOR NOTIFICATION
Timely notification of the College Vice President regarding incidents occurring on their respective campus or incidents which may have an impact on their respective operations. Emergent incidents which pose a threat to the safety of members of the campus community, the notification should be made immediately, and/or when the notification can be made without jeopardizing the safety of the officers or campus community. In the case of non-emergent notifications, the Vice President shall be notified as soon as possible. In all cases where the Vice President is to be notified, the Captain shall be notified first.
Notify at time of incident or as soon thereafter as practical/possible in the event of any of the following incidents:

- Homicides
- Deputy/Officer involved shooting.
- Any shooting incident on or in proximity to a campus.
- Major or fatal traffic accidents.
- Any incident involving a campus employee.
- Structural Fire
- Armed Robberies
- Rapes
- Carjackings
- Commercial Burglaries
- Any major disturbance on campus.
- Negative contacts with College employees.
- Major damage to school property.
- Any gang fight.

**DAILY CAMPUS LOG**

The “Daily Campus Log” is used to record all events and incidents that occur on the campus for each 24-hour period (0001-2400 hours). Log entries shall be made as soon as possible, after each event or incident occurs, so information is kept current. The Campus Log shall be created on the Sheriff’s NT system, reviewed and approved by the assigned Campus Sheriff. It shall contain all unusual and noteworthy incidents. Additionally, recurrent events, such as the examples listed, shall also be included (this list is not all inclusive and is intended to serve as a reference/guide as to the types of information):

- Arrests/Field Releases/Transporting People
- Completing a District Injury/Incident Report
- Patrol Checks (building, perimeter, parking lots, etc.)
- Alarm Activations, Location and Disposition
- After Hours Notifications/Emergency Repairs
- Mechanical Failures
- Fire Department Notification/Response
- Power Outage/Utility Loss
- Training Exercises
- Use Of Chemical Agents (OC), Taser/Special Equipment
- Notifications To District Liaison
- Vehicle/Golf Cart Accident
- Use Of Force
- Other Agency Response To Campus (LAPD, Lennox Station, etc.)
- Visits By LASD Command Staff or Others

- Any newsworthy event - Any event or incident likely to produce press interest.
- Prior to the release of information to the news media.
- Any major road closure, major power outage, or natural gas leak.
- Any hazardous material spill/incident.
- Property theft valued over $10,000.
- Major brush fire.
- Evacuations for any reason.
- Any significant weather-related incident (especially property damage).
- Arrest of students, faculty and/or staff.
- Contact with politicians, citizen groups and/or the solicitation of information by outside groups.

**CRIME SCENE CONTAINMENT**

Officer Safety shall not be compromised when determining how an incident is to be handled. Personnel responding to an incident that develops into a crime scene shall immediately notify the Field Sergeant and Bureau Detective.

The responsibility for the preliminary investigation rests with the initial responding unit/personnel. In minor incidents, i.e., employee injury, theft reports, etc., the preliminary investigation may often complete the incident, without having a need to investigate further. In the case of a major incident, i.e., arson, suicide, homicide, shooting, felony crimes now/just-occurred, etc., the preliminary investigation will provide the basis for developing any follow-up investigation that may be needed to conclude the case.

The initial responding unit/personnel shall be responsible for determining, protecting and preserving the crime scene until relieved by the proper authority such as Special Investigations, Arson, Homicide, etc. or by our own Detectives or a Field Supervisor.

One of the simplest means of preserving a crime scene is to restrict access to anyone not having an official reason for entering the area of the crime scene. Once a major scene containment is implemented, a “Major Incident Log” shall be maintained until all Department personnel have left the scene and the containment is nor longer needed. This log can be useful in establishing a chain-of-evidence and may discourage those without need from entering the scene.

When determining the area of the crime scene, it is better to think “big;” a large crime scene can always be made small, but evidence destroyed outside of the protected area may never be recovered or useful as evidence. Once the perimeter of the crime scene or event has been determined, there are still factors which can affect the scene.

One of the first priorities for the responding unit/personnel must be the welfare of persons at the scene, (this includes the suspect). If there is an injured person(s) present, the responding unit should make a safe path of approach for paramedics or medical staff personnel entering the crime scene perimeter. In this instance, logging the names of emergency responders, paramedics, etc. is essential to the crime scene integrity.
It is imperative for the unit to quickly determine if suspects are present. If so, locate, detain/arrest. Be cognizant of the worse case scenario; “...what appears to be obvious may not be so.”

Identifying and interviewing witnesses is another priority. Obtain good identification and separate witnesses.

The documentation of the incident or crime is a secondary event to the collection of evidence. Evidence can be anything that is relevant to substantiate guilt or innocence. A preliminary investigation may involve photographs of the entire scene, a sketch of the scene, and a collection of evidence. The preliminary investigation may also lead to the establishment of a “secondary crime scene” (homicide scene preservation).

POSTING OF SUSPENDED STUDENTS NAMES
College Sheriffs shall maintain a clip board with the name of all students who have been suspended from their individual campus. This information shall be obtained from the appropriate college administrators and posted in a conspicuous place for all personnel to see in each Sheriff’s Office. It will be the responsibility of the College Sheriff to make the appropriate contacts with their respective administrations to obtain this information on suspended students.

College Sheriffs will be responsible for the implementation of the following procedures:

- Each College Sheriff shall place all notices of student suspension on a clip board and note the length of suspension for that particular student. A criminal history of that suspended student shall also be included if that student has one.
- All personnel and professional staff will be briefed on those students currently suspended.
- After the student has completed his suspension time period, that notice shall be filed in an alphabetical file, which will be maintained by the College Sheriff for future reference.

EMPLOYEE INJURY REPORTING PROCEDURES
The Community College Bureau Operations and the District’s Risk Management Office recently met to formulate District Employee Injury Reporting Procedures. In a joint effort, the following procedures shall apply when a District employee reports and on-duty injury to the Campus Sheriff’s Office.

- A District “Flow Chart” was given to each Campus Sheriff. This chart indicates the paperwork path of District injured employees/student workers. This flow chart is a guideline showing start to finish when an employee or student reports an injury or illness. The “red” sections reflect our involvement in their process.
- Los Angeles Community Colleges/Community College Bureau
- “Injury/Incident Report” form. This form is carbonized with distributions noted on the bottom of the form. The form is self-explanatory and shall be used and distributed accordingly as of this date. More forms can be obtained from your college administrator assigned to handle the employee injury paperwork.
• Recording of Injury/Incident Report numbers: A journal or logbook shall be kept for the documentation of these reports. The journal/logbook shall contain the name of the injured employee and employee #, date/time of incident; location of incident; and the name and employee # of the deputy/security officer obtaining the report number.
• Los Angeles Community College District Referral for Treatment of Occupational Injury or Illness form. This form is to be given out only when the employee or student states she/he will go to the hospital or ER. The employee can go to any of the listed hospitals and are not limited to the one that is listed next to their campus. The only part of the form we have been requested to fill out is the bottom portion which indicates, “Issued by” and “Title.” This needs to be filled out by the deputy or security officer who hands out this form to the employee. It has no bearing for “authorizing” or any type of “approval.”
• State of California’s Employee’s Claim for Workers’ Compensation Benefits form. This form is to be given out to all employees who report their on-duty injury/illness to the College Sheriff Office. We do not fill out anything on this form.

**JUVENILE DETENTION AND LOG PROCEDURES**

Each campus will receive a Juvenile Detention Log binder. Each binder will consist of blank “Secure” and “Non-Secure” detention log forms, instructions for completing each form, and twelve dividers marked for each month of the year. Additional forms may be reproduced from the Department of Corrections and Rehabilitation Web site.

Whenever a juvenile is detained, as defined in the Manual of Policy and Procedure, it shall be the responsibility of the person detaining the juvenile to complete the detention log at their campus. Female juvenile detainees shall be highlighted in pink.

In the event a watch commander of the rank of lieutenant is not available, a campus/area sergeant shall act in the capacity of the watch commander and approve the detention and sign the detention log as required. Since none of the campus sheriff’s offices meet the requirements of a holding facility for the purpose of detaining a juvenile, it will not be necessary to complete a Monthly Report on the Detention for Minors. Juvenile Detention Logs will be retained at the campus for a minimum of two (2) years.

The following are definitions of juvenile detentions:

- "Temporary custody" means that the minor is not at liberty to leave the law enforcement facility.
- "Secure detention" means that a minor being held in temporary custody in a law enforcement facility is locked in a room or enclosure and/or is physically secured to a cuffing rail or other stationary object.
- "Non-secure detention" means that a minor's freedom of movement is controlled by the staff of a facility and (a) the minor is under constant personal visual observation and supervision by staff of the law enforcement facility, (b) the minor is not locked in a room or enclosure and (c) the minor is not physically secured to a cuffing rail or other stationary object.
Minors held in temporary custody at a Sheriff’s Station shall not be securely detained unless they meet the following criteria:

- The minor is 14 years of age or older,
- There are facts or circumstances present that would lead a prudent peace officer to conclude that further criminal activity against persons or self-destructive acts on the part of the minor are likely, or that the minor may be at risk of harm if released,
- A brief time (no more than six hours) is required to investigate the case, facilitate release of the minor to a parent, guardian, or responsible relative, or arrange for the transfer of the minor to an appropriate juvenile facility.

The following are conditions of secure detention of minors in law enforcement facilities:

- The minor shall be informed at the time he is securely detained of the following:
  - The reason for the secure detention,
  - The anticipated length of the secure detention,
  - The secure detention shall not exceed six hours after his arrival at the facility.
- Minors held in secure detention outside of a locked enclosure shall not be secured to a stationary object for more than 30 minutes,
- The holding cell used to securely detain juveniles shall be equipped so as to allow constant auditory access to the staff by the juvenile,
- Minors held in secure detention shall be visually checked periodically, no less than every 30 minutes, by a staff member,
- There shall be no communication between minors and adult prisoners,
- If an adult prisoner, including a trusty, is present with the minor in the same room or area, staff of the law enforcement facility trained in the supervision of inmates shall maintain a constant, side-by-side presence with either the minor or adult prisoner, to ensure there is no communication between the minor and adult prisoner.
- Situations in which a minor and an adult prisoner may be in the same room or passageway shall be limited to the following:
  - Booking
  - Awaiting visiting or sick call
  - Trusty presence while performing work necessary for the operation of the law enforcement facility, such as meal service and janitorial service
  - Movement of persons in custody within the law enforcement facility.

Each Station shall maintain a Secure Detention of Juveniles Log” for juveniles who are being held in a secured detention (per MPP section 5-02/035.05 - Secure Detention of Juveniles) and a "Non-Secure Detention of Juveniles Log" for juveniles who are held in a non-secured detention (per MPP section 5-02/035.20 – Non-secure Detention of Juveniles).

Stations shall use the log forms as supplied on-line via the Internet by the Department of Corrections and Rehabilitation.

The signature of the Watch Commander shall be placed on the line entitled " Detention Approved By" for each juvenile detained. All sections of the form shall be completed for each juvenile detained.
Minors held in temporary custody at a Sheriff’s Station who do not meet the criteria for a secure detention may be held in non-secure custody if a brief period of time (no more than six hours) is needed to investigate the case, facilitate release of the minor to a parent, guardian, or responsible relative, or arrange for the transfer of the minor to an appropriate juvenile facility.

The following are conditions of non-secure detention of minors in law enforcement facilities:

- Minors shall be under constant supervision by the staff of the facility,
- Minors shall not be locked in a room or other enclosure,
- Minors shall not be physically secured to a cuffing rail or other stationary object,
- Minors shall not be in non-secure detention longer than six hours after their arrival at the facility before they are removed to a probation facility, or released to a parent, guardian, or responsible relative,

If an adult prisoner, including a trusty, is present with the minor in the same room or area, staff of the law enforcement facility trained in the supervision of inmates shall maintain a constant, side-by-side presence with either the minor or adult prisoner, to ensure there is no communication between the minor and adult prisoner.

**ASSISTANCE FOR STRANDED MOTORISTS**

While fulfilling our obligation to provide security and law enforcement services for our nine campuses we will continually be requested to assist stranded motorists. Due to liability concerns we must exercise caution in this area. The following guidelines shall be used as a reference to ensure that we take positive action so that citizens are not left stranded upon our campuses.

- Stranded Motorists should be directed to a tow service (i.e. AAA) if they have a valid membership. Sheriff’s Personnel should provide a telephone directory for citizens to call a tow service of their choosing.
- When no tow service is available or the citizen does not elect to contact a tow service, Sheriff’s Personnel may offer the loan of jumper cables and/or a battery pack where appropriate. A current driver’s license should be kept at the Sheriff’s Office to ensure that the loaner equipment is returned. A Jumper Cable/Battery Pack Log, which contains the manufacturer’s instructions for use of said equipment, should be maintained at each campus. Security Officers and Deputies should be familiar with the proper use of jumper cables and the battery packs. Only as a last resort, should Sheriff’s personnel actually perform a jump start with the use of jumper cables or a battery pack. Sheriff’s patrol vehicles should not normally be used to jump start other vehicles. In an emergent situation, a patrol vehicle can be used only after all electrical equipment (i.e. MDT, radios) has been turned off.
- Sheriff’s personnel will not provide lock-out services (slim-jim) under normal circumstances. Routine lockouts should be referred to legitimate sources (AAA, roadside service companies). In a life threatening situation (i.e. Child locked in vehicle), the Fire Department should be requested and forced entry into the vehicle may be made when warranted.
- A stranded motorist should not be left alone in late hours or remote areas. An offer should be made to the citizen to transport him/her to the Sheriff’s Office to await the arrival of the tow service or other means of assistance.
TRAFFIC REPORTS/CITATION PROCEDURES

ALL TRAFFIC ACCIDENT REPORTS:

- The Traffic Sergeant or his designee shall approve and process all traffic accident reports written by Bureau personnel.
- Approved Traffic reports shall be forwarded to Bureau headquarters for routine processing and filing.
- All traffic accident reports written by Bureau personnel shall be retained by the Bureau traffic office and/or Detective Bureau.

TRAFFIC REPORTS FOR THE GENERAL PUBLIC:

- All CHP 555 reports shall be completed by deputies. Property Damage Only (PDO) reports may be completed by security officers and shall be reviewed by a deputy for accuracy and completeness.
- All traffic reports involving the public will be routed to the traffic office, East Los Angeles College and placed in the designated “Traffic Reports” tray, located on the campus Watch Sergeant’s office door.
- In order to process traffic reports more efficiently, every effort should be made to have a traffic trained deputy review all traffic accident reports, including PDO’s, prior to forwarding them to the traffic office for approval.

TRAFFIC COLLISION REPORTS INVOLVING ON-DUTY PERSONNEL:

- Traffic reports, approved or not, regardless of originating agency, which involve on-duty Bureau personnel, shall first be sent to Bureau Operations to be placed into the tracking system. Unapproved Bureau traffic reports will then be forwarded to the traffic office for review/approval. These reports must be forwarded to Operations within (24) hours of the collision.

CITATIONS:

- All County of Los Angeles Notice to Appear Citations (76T551 SH-CR-66) shall be placed into the appropriate campus secure receptacle until they are processed and sent to the proper court.
- All County of Los Angeles Notice to Appear Citations shall be processed by the appropriate Community College Campus Sheriff, his/her designee, or the Detective Bureau (cite outs).
- All pink copies of the Notice to Appear Citations, regardless of their use (CVC violations, cite outs) shall be returned to the traffic office.
- All Notice to Appear Citations written for traffic violations require a court transmittal form to be sent with the citations to the proper court and a copy stamped “received,” returned to the transmitting campus for distribution.
- Transmittal forms stamped “received” by the court shall be distributed as follows:
  - Originating campus file
  - Traffic Office with station copies (pink)-file
- Los Angeles Community College District Parking Citations will be processed through each campus’ private contract company and citation books with carbon copies shall be filed and remain at the campus for (2) years.
- All case filings for traffic related misdemeanors and felonies shall be processed through
the Detective Bureau. All “Statement of Facts,” traffic shall remain with the Detective Bureau, only the station copy (pink) of the citation is to be returned to the traffic office.

- Copies of all amendments to Notice to Appear Citations made by Campus Sheriff’s shall be sent to the traffic office for tracking and filing.
- Blank citation books shall be signed out by all personnel from the Bureau traffic office at East Los Angeles College. All unused portions of previously issued College Bureau citation books shall be returned to the Bureau traffic office upon departure of all personnel.
- College Sheriff may sign out up to (3) new citation books for their campuses but must designate themselves as the person to whom these books were issued. The index cards (SH-R 169) must be completed at the time the new citation books are picked up. Completed Index cards shall be left in the “Traffic Reports” tray.

**CAMPUS TRESPASSING ARRESTS**

The procedure for handling campus trespassers will be as follows:

Section 626.6 (a) of the Penal Code (Power to direct person to leave campus) states in essence that any person who is not a student, officer or employee of a college and who is not required by his or her employment to be on the campus or any other facility owned, operated, or controlled by the governing board of that college, enters a campus or facility and commits any act likely to interfere with the peaceful conduct of the activities of the campus or facility, or has entered the campus or facility with the purpose of committing such an act, can be directed to leave the campus or facility by the chief administrative officer or his or her designee. If that person fails to do so, or if the person willfully and knowingly reenters upon the campus or facility within seven days after being directed to leave, he or she is guilty of a misdemeanor.

Because the Los Angeles Community College District contracts with the Los Angeles County Sheriff’s Department for police services, sworn personnel and security officer personnel can legally act as the Community College Agent, per members of the Los Angeles County District Attorney’s Office.

In the event personnel are confronted with such an incident, it shall be the policy of the Community College Bureau that prior to arresting persons for the above offense the following requirements must be met:

- A Los Angeles Community College District administrative representative will be required to confirm that the individual detained does not have a lawful reason to be present on campus.

Lawful reasons may include, but are not limited to, the following: a student enrolled at a college, an employee of the District, a member of the public coming on campus to use a college’s Free Speech Area, an individual who has an appointment or some business purpose for being present on campus and/or a member of the public coming on campus to use the library or visit the college bookstore.

- The school representative must be willing and able to testify in court as to the student status.