

ADMINISTRATIVE PROCEDURE

Southwestern Oregon Community College

AP 3520 LOCAL LAW ENFORCEMENT

Reference:

34 Code of Federal Regulations Part 668.46

It is the Administrative procedure of the Southwestern Oregon Community College District that all criminal actions and other emergencies occurring on campus will be reported to the Office of Administrative Services.

All criminal actions and other emergencies that occur during off campus College activities will be reported by the College representative to the Office of Administrative Services.

The Southwestern Oregon Community College Campus Security Department maintains a close working relationship with the Coos Bay Police Department. The Campus Security Department occasionally works with other law enforcement agencies, including county, state and federal officials. Meetings may be held between the leaders of these agencies on both a formal and informal basis. The Campus Security Department and Coos Bay Police Department communicate regularly on the scene of incidents that occur in and around the campus area. When incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, the Campus Security Department will work closely with Coos Bay Police Department. There is no written memorandum of understanding between Southwestern Oregon Community College and the Coos Bay Police Department.

In response to a call, the Campus Security Department will take the required action, dispatching an officer or asking the victim to file an incident report. All incident reports received by the Campus Security Department are forwarded to the Director of Residence Life, Director of Emergency Management, or Vice President of Administrative Services for review and potential action. The Campus Security Department may investigate a report when it is deemed appropriate.

Crimes should be reported to the Campus Security Department to ensure inclusion in annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. In addition to the annual statistical disclosure, the College will make timely reports to the campus community on crimes reported to the Office of Administrative Services and local law/police agencies that are considered to be a threat to other students and employees. This will be done to aid in the prevention of similar crimes.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Campus Security Department in a timely manner. To report a crime or an emergency on the Southwestern Oregon Community College campus, call the Coos Bay Police Department by dialing 911. To report a non-emergency security or public safety related matter, call the Campus Security Department at (541) 297-4200.

Campus Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Southwestern Oregon Community College. Security officers do not possess arrest power. Criminal incidents are referred to the local law enforcement officers who have

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jurisdiction on the campus. The Campus Security Department maintains a highly professional working relationship with all local law enforcement agencies. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Security office and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

All reports will be investigated. The College does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the College's Conduct Resolution process for review. When a potentially dangerous threat to the college community arises, timely reports or warnings will be issued electronically and/or the posting of flyers at local campuses, in-class announcements, or other appropriate means.

The College shall develop procedures to ensure prompt and accurate reporting and the correct use of the appropriate forms. These procedures will be distributed to employees and students.

Adopted: May 4, 2022