



# ADMINISTRATIVE

# PROCEDURE

**3500**

## DESERT COMMUNITY COLLEGE DISTRICT

### CAMPUS SAFETY

A campus safety plan is provided to students, staff and faculty on campus. (See Appendix “A”)

The Director of Campus Security prepares and annually submits a Clery Report of all occurrences reported to campus security of any arrests or crimes committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to campus authorities. A written Clery Report from the Director of Campus Security will be submitted to the Board via the Superintendent/President’s Office during the month of October of each year. The Clery Report and crime log are available upon request from the Security Office.

Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known. The Director of Security will provide information on crime warnings, keep a monthly crime log, provide monthly crime prevention information and special crime alerts (as needed) to students, staff, and faculty on campus. The Security Office will provide crime prevention discussions with groups on campus when requested. Student, faculty and staff emergency response guides are available online at the security webpage:

<http://www.collegeofthedesert.edu/students/security/pages/default.aspx>.

***Note:** Education Code Section 67380 defines “hate violence” as: “any act of intimidation of physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons or the property of any person or group of persons because of the ethnicity, race, national origin, sex, sexual orientation, gender identity, gender expression, disability, or political or religious beliefs of that person or group.” Section 67380 requires reporting of both occurrences reported to campus police or safety authorities of and arrests for crimes that involve hate violence (Section 67380(a)(1)(A)) and of “non-criminal acts of hate violence” (Education Code Section 67380(a)(1)(B)).*

**References: Education Code Sections 212, 67380, and 87014; Penal Code Section 245; 20 U.S. Code Sections 1232g, 1292(f); 34 Code of Federal Regulations 668.46; 34 Code of Federal Regulations 99.31(a)(13), (14); Campus Security Act of 1990**

Approved by Cabinet: August 10, 2010

Administrator: VP Business Affairs

College Planning Council Approved: September 10, 2010

CCLC Revision: April 2012

Cabinet Approval: May 1, 2012

Board of Trustees Review: May 18, 2012

College Planning Council Approval: February 22, 2013

Next Review: May 2017



**College of the Desert**

**BOARD OF TRUSTEES**

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Superintendent / President

Dr. Edwin Deas  
Vice President - Administration

Mr. D. Clayton Mayes  
Director  
Security Department

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**College of the Desert**

**Desert Community College District**  
43-500 Monterey Avenue  
Palm Desert, CA 92260

(760) 346-8041

[www.collegeofthedesert.edu](http://www.collegeofthedesert.edu)

**Security Department**

**Central Annex 3**

**24-Hour Service**

From a COD telephone: Ext. 2111

**or**

**(760) 341-2111**

**In An  
Emergency**

**DIAL**

**911**

**COD**

**College of the Desert**

Established  
1958



APPENDIX A

**Safety & Security  
Brochure**



### Message from the President:

Greetings:

It is extremely important to this administration to provide a safe, secure and risk free environment on the campuses of the College of the Desert/Desert Community College District, to create an outstanding learning environment for our students, staff and guests. It is also important that we protect the districts assets.

In order to improve our security services, I have directed that effective July 1, 2008, the following security improvements be implemented:

- The Security Department is transferred to the Office of Administrative Services.
- A Director is appointed to plan, organize, staff, lead and control the Security Department's operation.
- The Security Department is relocated to Central Annex 3 to provide better student, staff and guest services.
- Additional resources have been authorized to provide increased patrol and higher visibility on our campuses.

We encourage anyone with questions about security issues to visit the Security Department that provides 24 hours service.

*Jerry Patton*

Jerry Patton  
President

### College Security-Safety Policy:

It is the policy of the Board of Trustees to protect the members of the total college community and to protect the property of the district. Under the Vice President – Administration, the Director, Security Department supervises the campus security operation.

The Security Department staff has established the following Mission Statement:

"It is the mission of the Security Department to provide a safe, secure and risk free environment on the campuses of the College of the Desert/Desert Community College District, to create an outstanding learning environment for our students, staff, guests, and to protect the districts assets. We exist as a service organization to provide professional security services and related duties which are primarily conducted through high profile, visible patrol and observation of all areas of the campus. Our services will be provided 24 hours a day, 7 days a week, 365 days a year and the Security Department Office will act as the headquarters for the Office of the President and Administration during hours when those offices are closed."

The Security Department must be notified of all crimes occurring on campus or in conjunction with a college activity or location. This reporting is extremely important for the college to fulfill federal and state requirements regarding the reporting of crime.

The Security Department works closely with the local law enforcement agencies throughout the Coachella Valley in a cooperative manner to better serve students and staff at our numerous campus locations.

### Student-Staff Responsibility:

The college encourages all persons on campus to practice low-risk defensive behavior, and to be especially alert at night. Students and others are advised to park in well-lighted and trafficked areas, and to always lock their vehicle. Students should not pick up strangers or accept riders from persons they do not know.

If you suspect a crime is being committed against persons or property, call 911 or the Security Department at (760) 341-2111.

### Crime Information:

Crime information is available upon request in accordance with the Crime Awareness and Campus Security Act (Clery Act). Contact the Security Department 24 hours a day for further information: (760) 341-2111.

### Contacting Security Staff:

The staff of the Security Department is a service organization available to assist should the need occur. If we have stepped away from the Security Department Office we are on high visibility patrol but can be reached via cell phone. A Contact Phone is available next to the entrance to our office.

### Traffic Enforcement:

The Palm Desert Police Department, staffed by the Riverside Sheriff Department, enforces traffic laws on our campus to ensure vehicle and pedestrian safety. Please, drive safely.