This policy and procedure addresses the requirements of the Clery Act that the College obtain crime reports from individuals and organizations associated with the College. Under Clery, a crime is “reported” when it is brought to the attention of a campus security authority or local law enforcement personnel by a victim, witness, other third party or even the offender. If a campus security authority receives the crime information and believes it was provided in good faith, he or she should document it as a crime report. In “good faith” means there is a reasonable basis for believing that the information is not simply rumor or hearsay.

While the College would prefer for these report to be made directly to our local law enforcement, the College Sheriff’s Department, it is possible that the victim, witness, or other third party may be more inclined to report it to someone other than law enforcement. Based on this the College has implemented this policy and procedure to ensure the capturing of this crime data.

**The College has designated specific positions as CSA’s** however all college employees with the exception of faculty, clerical, and maintenance and operations personnel can function as CSA’s. Therefore it is the responsibility of all employees with the exception of those positions listed above to be familiar with the requirements of this policy.

This policy will result in:

 Greater transparency and accuracy in gathering crime data that may otherwise go unreported.

 Provide the Campus Security Authorities with a foundation for gathering crime data.

* Provide victims, witnesses, other third parties, and even offenders with a means of reporting crimes, or possible crimes, without having to report directly to the College Sheriff’s Office.
* Compliance with the Clery Act.

 Compliance with Accreditation Standards.

**Policy**

The policy of Los Angeles Valley College is that Campus Security Authorities (CSA) shall be available to students, faculty, staff, and campus visitors whether they be victims, witnesses, other third parties including the actual offender with a means to report crime without having to report the crime directly to the College Sheriff’s Office.

When receiving a report of a crime the CSA should encourage the reporter of the crime to make the report directly to the College Sheriff’s Department so that the crime can be more effectively investigated. The reporter should not be pressured to make a direct report, however, should the reporter decide to make a direct report the CSA should assist the reporter in making contact with the Sheriff’s Office.

Should the reporter, after consultation with the CSA, still desire to avoid contact with the Sheriff’s Office the CSA shall complete the Campus Security Authority Consolidated Crime Report and attempt to get as much information as possible from the reporter.

**Procedure**

When a CSA is approached or contacted by anyone concerning possible criminal activity on campus or directly related to the College and its activities the CSA shall follow these procedures.

1. The CSA shall arrange for a private setting with the reporter; preferably in the office of the CSA so that the CSA can open the on-line Campus Security Authority Consolidated Crime Report form.
   1. The CSA, upon determining that the reporter is reporting an actual crime, should attempt to encourage the reporter to make the report directly to the College Sheriff’s Office.
   2. Should the reporter indicate that he or she would prefer to not make a direct report to the Sheriff’s Office the CSA is to complete the Campus Security Authority Consolidated Crime Report.
2. The Campus Security Authority Consolidated Crime Report may be found at the following:

**http://www.lavc.edu/adminservices/index.html**

1. Completing the report form:
   1. In the first box enter the name of the CSA taking the report.
   2. Enter the date taking the report.
   3. Enter the name of the reporter.
      1. Should the reporter desire to remain anonymous enter the word Anonymous instead of the name of the reporter.
   4. If possible enter a contact phone number for the reporter.
   5. **Types of Crimes/Classification**: There are three major types of incidents to choose from. Read through the definitions to determine which crime to select for the incident from the dropdown selections.
      1. Under CLASSIFICATION, if one or more of these describe the crime being reported select the one that is more severe for the specific incident. For example should the crime involve a burglary and an incidence of aggravated assault the CSA should select Aggravated Assault as this offense falls higher and appears before Burglary in the definitions.
      2. If the crime is a sex offense select the most appropriate choice from the dropdown selections under Sex Offense.
      3. If the crime involves a Hate Crime the CSA will need to make selections from at least two dropdown selection menus.
         1. Select the basis of the hate crime: Is it based on Race, Religion, Gender, Sexual Orientation, Disability, or Ethnicity/National Origin?
         2. Also make a selection from either classification, sex offense, or one from the box below the Hate Crime question.
   6. **Date incident occurred** enter the date or approximate date that the incident took place.
   7. **Location of incident** give the address, if known of the exact location or the name of the building, or other on campus location, or if the incident took place in the

immediate vicinity of the campus such as the Orange Line Station located at the corner of Burbank Boulevard and Fulton Avenue give the location as Orange Line Station.

* 1. **Brief description of the incident**: As much as possible in the words of the reporter enter a brief description of the incident. Should the CSA find that the box for the description does not afford enough space for this use the second page of the report form which provides additional space.
  2. Click on the subsequent buttons to describe the location, whether the reporter would be willing to be contacted by the Sheriff and if the reporter is a student, faculty, staff, or other.
  3. **Submit the form**: When the CSA has completed the report form there is no need to save the form, though the CSA may save it to if so desired. Should the CSA require additional space for the description be sure to use the second page which provides for this requirement before submitting the report.
     1. Click the submit button and allow it to go via email.
        1. From a campus computer select Desktop Email Application.
        2. An email message will appear showing the address the email will go to and the attached report.
           1. Hit SEND to send the form.
     2. The CSA may print the report form by clicking the print button.

1. **Where the form goes**: The report is sent via email to the College Sheriff’s Office and the Office of Administrative Services.
   1. The Sheriffs will determine if any follow up investigation is needed based on the report.
      1. If contact information was provided for the reporter the Sheriffs may follow-up with the reporter.
   2. Data compiled from all submitted reports during a given year will be considered for inclusion in the College Annual Security Report required to be posted on the LAVC website.
2. **Training:** The Office of Administrative Services in coordination with the College Sheriff’s Department will provide training to CSA’s on this policy and procedures at least annually.