

**COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Meeting**  
June 7, 2021

**BOARD POLICIES – 2<sup>nd</sup> Read**

**17**

**Status:**                      **Action**

Presented by:              Brent Calvin, Ed.D.  
                                    Superintendent/President

**Issue**

The District is in the process of writing and modifying policies to be in compliance with required state and/or federal legal statutes (Education Code, Title 5, etc.) and/or agreement with employee units.

**Background**

The following revised policies were reviewed and/or approved by Senior Management, District Governance Senate, and Academic Senate.

Chapter 3 (General Institution)

- BP 3510 – Workplace Violence
- BP 3515 – Reporting of Crimes
- BP 3518 – Child Abuse Reporting
- BP 3520 – Local Law Enforcement

**Recommended Action**

It is recommended that the Board of Trustees approve the second reading of the board policies as presented.

Non 10+1

## BOARD POLICY

COLLEGE OF THE SEQUOIAS CCD

3510

General Institution

### WORKPLACE VIOLENCE

The Board is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

The Superintendent/President shall establish administrative procedures that assure that employees are informed regarding what actions will be considered violent acts; ~~and requiring~~ that any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct, is required to report the incident; and that employees are informed that there will be no retaliation for such reporting.

See Administrative Procedure 3510.

Ref.: Cal/OSHA: Labor Code §§ 6300 et seq; 8 Cal. Code Regs. § 3203;  
"Workplace Violence; Safety Act of 1994" (Code of Civil Procedure §  
527.8 and Penal Code §§ 273.6 and 12021)

Adopted: April 9, 2007

BP/AP APPROVAL PROCESS					
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Bratsch; General Institution	SM; 3/4/21	30 Day; 3/4/21	SM; 4/8/21	DGS; 4/13/21	Board; 5/10/21 6/7/21

Non 10+1

## BOARD POLICY

COLLEGE OF THE SEQUOIAS CCD

3515

General Institution

### REPORTING OF CRIMES

The Superintendent/President shall assure that, as required by law, reports are prepared of all occurrences reported to ~~College of the Sequoias Campus~~ the District Police ~~of and arrests~~ for crimes committed and arrests made ~~on campus~~ at the District that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Superintendent/President shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

See Administrative Procedure 3515.

Ref.: Educ. Code Section 67380

Adopted: April 9, 2007

BP/AP APPROVAL PROCESS					
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Bratsch; General Institution	SM; 3/4/21	30 Day; 3/4/21	SM; 4/8/21	DGS; 4/13/21	Board; 5/10/21 6/7/21

**CHILD ABUSE REPORTING**

The Superintendent/President shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report suspected abuse and neglect of children.

See Administrative Procedure 3518.

Reference: Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, 11164-11174.3; Welfare and Institutions Code Sections 300, 318, 600; Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, 7892.

Adopted: April 9, 2007

<b>BP/AP APPROVAL PROCESS</b>					
<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Bratsch; General Institution	SM; 3/4/21	30 Day; 3/4/21	SM; 4/8/21	DGS; 4/13/21	Board; 5/10/21 6/7/21

Non 10+1

## BOARD POLICY

SEQUOIAS CCD

3520

General Institution

### LOCAL LAW ENFORCEMENT

~~College of the Sequoias~~ **Community College District (“District”)** shall enter into a written agreement with jurisdictional law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.

The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency’s operational responsibility, including maps as necessary.

The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request.

~~College of the Sequoias~~ **The District** encourages accurate and prompt reporting of all crimes at any campus location to the District Police and/or the appropriate law enforcement agencies. The Superintendent/President shall establish procedures that encourage professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

See Administrative Procedure 3520.

Ref.: Educ. Code Section 67381; 34 Code of Federal Regulations Section 668.46(b)(4).

Adopted: April 9, 2007

Revised: April 9, 2012

BP/AP APPROVAL PROCESS					
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Bratsch; General Institution	SM; 3/4/21	30 Day; 3/4/21	SM; 4/8/21	DGS; 4/13/21	Board; 5/10/21 6/7/21