

Glendale Community College District

3520

Administrative Regulation

LOCAL LAW ENFORCEMENT

The Glendale Community College District Police Dept. enjoys a positive and close working relationship with its local law enforcement agency (the City of Glendale Police Dept.). Glendale College Police Dept. and Glendale Police Dept. share proximity, geographic jurisdiction and provide mutual-aid assistance.

Glendale College District Police Dept. notifies the Glendale Police Dept. as soon as is possible regarding the investigation of Part I crimes and sexual assault investigations. Glendale Police Dept. has the first right of refusal for investigation of criminal activity on or near any campus. A Memorandum of Understanding (MOU) is in place between the Glendale Community College District Police Dept. and Glendale Police Department that outlines the operational protocol for the investigation of criminal offenses. The written agreement designates which agency has responsibility for the investigation of criminal activity and delineates geographical boundaries, including maps.

The District strongly encourages victims or witnesses to report all criminal incidents to the College Police immediately, regardless of their nature. This is to ensure that appropriate action can be taken, that crime statistics can be recorded for the College's Annual Security Report (ASR), and timely warnings (crime bulletins) can be issued if needed. Crimes that occur off-campus (not immediately adjacent to the college) should be reported to the law enforcement agency having jurisdiction over the location of occurrence. However, if a crime occurs at a Glendale College sponsored function that is off-campus, the matter should also be reported to the College Police Dept. College emergencies including in-progress crimes should be reported immediately using college extension 4000, or by direct dial (818) 409-5911. A crime can also be reported in-person to the College Police Dept. located on the Verdugo Campus, Sierra Madre Building Room 153. The City of Glendale Police Dept. may be contacted by dialing 911 for emergencies or by calling (818) 548-4911. Non-emergencies should be reported using college extension 5205, by direct dial (818) 551-5205, or by dialing the main college number (818-240-1000), entering the number "9" to reach the College Police, followed by the number "2."

Victims of crimes may also make a report with a Campus Security Authority (CSA). In addition to College Police personnel, CSA's may include, but are not limited to:

- Chief Human Resources Officer 818 240-1000 ext. 5165
- Vice President of Administrative Services 818 240-1000 ext. 5210
- Vice President of Instructional Services 818 240-1000 ext. 5104
- Vice President of Student Services, 818 240-1000 ext. 5130
- Chief of Police, 818 240-1000 ext. 3120

Glendale Community College District

3520

Administrative Regulation

- Faculty/staff advisors to official student clubs/organizations
- Athletic coaches and training staff

Reports made to a CSA should include personal and/or identifying information. This is important for law enforcement to investigate the information to determine if a timely warning needs to be issued, to avoid double counting crime statistics, and to provide victims' rights information when applicable. If a victim does not want a report to go further than notification to the CSA, the CSA may explain that he/she may be required to submit the information for statistical purposes, but it can be submitted without identifying the victim. Moreover, the CSA would make all good faith efforts to insure that reports of criminal activity are valid and credible. Crimes may also be reported anonymously to Crime Stoppers. Crime Stoppers is a citizen-operated, non-profit organization that works side by side with law enforcement to help solve serious crimes by call **(818) 507-STOP** (818 507-7867) to speak with an operator.

Police officers of the Glendale Community College District Police Dept. are sworn peace officers of the State of California who have met the background and training requirements of the California Commission on Peace Officer Standards and Training (P.O.S.T.). College police officers are authorized per section 830.32(a) of the California Penal Code and 72330 of the Education Code to make arrests. They possess the same authority, and adhere to the same state-mandated standards, as municipal police officers. Therefore, under California law, the officers' jurisdiction extends to any place in the State of California to perform their primary duty or when making an arrest pursuant to California Penal Code Section 836. Officers concentrate their efforts, however, on the District campuses and the public areas that are adjacent to them.

Glendale Community College Police Officers may work in uniform or in plain-clothes. They provide a full-range of police services, including but not limited to emergency responses, preventative patrols, investigation of observed, reported, or suspected crimes; enforcement of all applicable laws and administrative regulations, follow-up investigations, parking enforcement; and college escorts for students, employees and visitors. College police officers may work with members of other law enforcement agencies in the investigation of criminal activities that occur on or adjacent to District properties. Persons arrested by the College Police will be processed in accordance with prevailing practices in L.A. County, which can include citation and release or booking at the Glendale Police Dept. jail or L.A. County jail. Criminal investigations may be submitted to the L.A. County District Attorney's Office for filing consideration.

The College Police Dept. also employs Communication and Records Specialists who provide support services including but not limited to handling emergency phone calls,

Glendale Community College District

3520

Administrative Regulation

police communication, customer and counter service, police records, parking information, and lost/found property. Similarly, police cadets assist with parking, traffic control, customer service, and college escort services for students, employees, and visitors. Police cadets assist with observing and reporting suspected criminal activity but neither cadets nor dispatchers are sworn officers.

References:

- [Annual Security Report – Crime statistics, Glendale College \(ASR\)](#)
- Education Code Sections 67381 and 67381.1;
- 34 Code of Federal Regulations Part 668.46

Adopted: 12/12/17