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**Kern Community College District**  
**Administrative Procedures**  
Chapter 3 – General Institution

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**AP 3520**                      **Local Law Enforcement**

**References:**

Education Code Sections 67381 and 67381.1;  
34 Code of Federal Regulations Section 668.46

**Note:** ~~This procedure is legally required.~~

The District, on behalf of each campus or center, shall enter into a written agreement with local 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: sexual assaults, including, but not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of any of these; and hate crimes as defined by law, occurring at each District 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 through the public records request process outlined in BP 3810. Written agreements shall be reviewed and updated, if necessary, every five years.

Each Campus Safety Managers maintains a close working relationship with local law enforcement authorities. The local Campus Safety Departments occasionally work with other law enforcement agencies. Meetings may be held between the leaders of those agencies on both a formal and informal basis. The local Campus Safety Departments and local law enforcement agencies 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 local Campus Safety Departments will work closely with local law enforcement agencies. There is no written memorandum of understanding between the District and local law enforcement agencies.

In response to a call, the College Campus Safety Departments will take the required action, dispatching an officer or asking the victim to file an incident report. All incident

reports received by the College Campus Safety Departments are forwarded to the local College Campus Safety Manager for review and potential action. The College Campus Safety Departments may investigate a report when it is deemed appropriate.

Crimes should be reported to the College Campus Safety Departments to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the College Campus Safety Departments in a timely manner. To report a crime or an emergency on District campuses, call the local College Campus Safety Departments at:

- Bakersfield College: (661) 395-4554
- Porterville College: (559) 791-2440 or (559) 791-2200
- Cerro Coso College:
  - Ridgecrest/Indian Wells Valley Campus – (760) 384-6367
  - Bishop Campus – (760) 872-1565
  - California City/Edwards AFB/Mojave Campus – (760) 384-6281
  - Lake Isabella/Kern River Valley Campus – (760) 384-6395
  - Mammoth Lakes Campus – (760) 934-2875
  - Tehachapi Campus – (818) 515-2173

Security Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the District. Safety and Security officers do not possess arrest power. Criminal incidents are referred to the local law enforcement officers who have jurisdiction on the campus. The District maintains a highly professional working relationship with the local law enforcement agencies. All crime victims and witnesses are strongly encouraged to immediately report the crime to a campus Security Services Office and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Campus “Pastoral Counselors” and Campus “Professional Counselors,” when acting as such, are not considered to be campus security officers and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

A Pastoral Counselor is a person who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

A Professional Counselor is an employee of the District whose official responsibilities include providing psychological counseling to members of the District’s community and who is functioning within the scope of his/her/their license or certification.

~~The District encourages accurate and prompt reporting of all crimes to the campus safety office and/or the appropriate police agencies. The District Chancellor 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.~~