



Rancho Santiago Community College District
District Council Meeting

April 8, 2024

1:30 p.m.

Via Zoom

<https://us06web.zoom.us/j/85207516825>

669-444-9171 / 852 0751 6825

Passcode is required and provided to District Council members in separate email.

Contact Debra Gerard at gerard_debra@rscsd.edu to obtain passcode.

Agenda

1. Call to Order/Update Martinez
2. Approval of March 4, 2024 District Council Meeting Minutes - **ACTION** Martinez
3. Approval of HR Items – **ACTION** Winter
 - a. Reorg #1405 – DO/Facilities
 - b. Job Description – Energy & Sustainability Manager
4. Approval of Board Policy Updates – **ACTION**
 - a. BP 1200 District Mission Martinez
 - b. BP 3502 Networked Video Cameras (NEW) Ingram
 - c. BP 3515 Reporting of Crimes Ingram
 - d. BP 5500 Standards of Student Conduct Nery/Kim
5. Approval of Administrative Regulation Updates – **ACTION**
 - a. AR 3500 Campus Safety Ingram
 - b. AR 3502 Networked Video Cameras (NEW) Ingram
 - c. AR 3505 Emergency Response Plan Ingram
 - d. AR 3515 Reporting of Crimes Ingram
 - e. AR 3516 Registered Sex Offender Information Ingram
 - f. AR 5500 Standards of Student Conduct (NEW) Nery/Kim
 - g. AR 5520 Student Discipline Procedures (NEW) Nery/Kim
 - h. AR 6100 Delegation of Authority, Business & Fiscal Affairs Ingram
 - i. AR 6200 Budget Preparation Ingram
 - j. AR 6250 Budget Management Ingram
 - k. AR 6300 Fiscal Management Ingram
 - l. AR 6303 Fiscal Accountability Ingram
 - m. AR 6305 Reserves Ingram
 - n. AR 6320 Investments Ingram

5. Approval of Administrative Regulations (continued) - **ACTION**

- | | |
|---|--------|
| o. AR 6400 Financial Audits | Ingram |
| p. AR 6450 Wireless or Cellular Telephone Use | Ingram |
| q. AR 6750 Vehicle Operation and Parking | Ingram |
| r. AR 7600 Campus Security Officers (NEW) | Ingram |

6. Committee Reports – **INFORMATION**

- | | |
|--|----------|
| a. Planning & Organizational Effectiveness Committee | Rutan |
| b. Human Resources Committee | Winter |
| c. Fiscal Resources Committee | Ingram |
| d. Physical Resources Committee | Ingram |
| e. Technology Advisory Group | Gonzalez |

7. Constituent Representative Reports - **INFORMATION**

- | | |
|-----------------------------|----------|
| a. Academic Senate - SAC | Coyne |
| b. Academic Senate - SCC | Rutan |
| c. Classified Staff | Johnson |
| d. Student Government - SAC | Cantoran |
| e. Student Government – SCC | Lopez |

Next Meeting:
May 6, 2024



Rancho Santiago Community College District District Council Meeting

MINUTES March 4, 2024

Members:	Marvin Martinez	Present
	Enrique Perez	Present
	Iris Ingram	Present
	Alistair Winter	Present
	Vaniethia Hubbard for Annebelle Nery	Present
	Jeannie Kim	Present
	Jesse Gonzalez	Present
	Claire Coyne	Present
	Craig Rutan	Present
	Matthew Beyersdorf	Present
	Corinna Evett	Present
	Adam Morgan	Present
	Sheryl Martin for Tyler Johnson	Present
	Zina Edwards	Present
	Ambar Nakagami	Present
	Raven Cantoran	Absent
	Gabriel Lopez	Present
Guests:	Adam O'Connor	
	Chi-Chung Keung	

1. Call to Order/Update

- a. Chancellor Marvin Martinez convened the meeting via Zoom Conference at 1:30 p.m.

2. Approval of Minutes

- a. It was moved by Mr. Rutan, seconded by Mr. Beyersdorf and carried unanimously, with abstentions by Dr. Hubbard and Ms. Martin, to approve the minutes of the January 29, 2024 meeting. Zina Edwards was not present at the vote.

3. Approval of 2024-2025 Tentative Budget Assumptions
 - a. It was moved by Ms. Evett and seconded by Mr. Winter to approve the 2024-2025 Tentative Budget Assumptions. Vice Chancellor Ingram and Asst. Vice Chancellor O'Connor presented the tentative budget assumptions. Discussion ensued and District Council members received clarification on the information provided. The motion carried unanimously.

4. Approval of Reorganizations
 - a. Reorg #1387 – DO/Info Technology Services: It was moved by Mr. Winter and seconded by Ms. Coyne to approve Reorg #1387. Mr. Winter and Mr. Gonzalez presented the reorganization. Discussion ensued and District Council members received clarification on the information provided. The motion carried unanimously.
 - b. Reorg #1388 – DO/Info Technology Services: It was moved by Ms. Coyne and seconded by Dr. Hubbard to approve Reorg #1388. Mr. Winter and Mr. Gonzalez presented the reorganization. Discussion ensued and District Council members received clarification on the information provided. The motion carried unanimously.

5. Approval of Job Descriptions
 - a. Manager Human Resources Operations: It was moved by Mr. Gonzalez and seconded by Mr. Beyersdorf to approve the job description. Discussion ensued and District Council members received clarification on the information provided. It was noted that there was an error in the Minimum Qualifications for Education and Experience and should read: “A Bachelor’s degree from an accredited college or university and five (5) years of related work experience OR Juris Doctorate from an accredited college or university and three (3) years of related work experience OR Equivalent combination of training and experience.” The motion carried unanimously with this corrected language.
 - b. Director Human Resources: It was moved by Ms. Ingram and seconded by Dr. Hubbard to approve the job description. The motion passed unanimously.
 - c. Manager Employee Relations and District Investigations: It was moved by Mr. Perez and seconded by Ms. Coyne to approve the job description. Discussion ensued and District Council members received clarification on the information provided. The motion carried unanimously.
 - d. District Investigator: It was moved by Ms. Edwards and seconded by Mr. Beyersdorf to approve the job description. Discussion ensued and District Council members received clarification on the information provided. The motion carried unanimously. Dr. Kim was not present for the vote.
 - e. Principal Investigator: It was moved by Dr. Hubbard and seconded by Ms. Coyne to approve the job description. Discussion ensued and District Council members received clarification on the information provided. The motion carried unanimously. Dr. Kim was not present for the vote.
 - f. Principal Human Resource Analyst: It was moved by Ms. Ingram and seconded by Dr. Hubbard to approve the job description. The motion carried unanimously. Dr. Kim was not present for the vote.

6. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Vice Chancellor Perez reported on the February 28, 2024 meeting. The next meeting will be held March 27, 2024.
- b. Human Resources Committee (HRC)
Acting Vice Chancellor Winter reported there on the February 14, 2024 meeting. The next meeting will be held on March 20, 2024.
- c. Fiscal Resources Committee (FRC)
Vice Chancellor Ingram reported on the February 21, 2024 meeting. The next meeting will be held on March 20, 2024.
- d. Physical Resources Committee (PRC)
Vice Chancellor Ingram reported there was no February in person meeting. The next meeting will be held on March 6, 2024.
- e. Technology Advisory Group (TAG)
Asst. Vice Chancellor Gonzalez reported on the February 15, 2024 meeting. The next meeting will be held on March 7, 2024.

7. Constituent Representative Reports

- a. Academic Senate/SAC: Ms. Coyne reported on the SAC Academic Senate activities.
- b. Academic Senate/SCC: Mr. Rutan reported on the SCC Academic Senate activities.
- c. CSEA: Ms. Martin provided a report on CSEA activities. Ms. Edwards reported on the efforts of the SCC classified staff creating a Classified Senate.
- d. Student Government/SAC: No report.
- e. Student Government/SCC: Mr. Lopez reported on SCC ASG activities.

8. Next Meeting

- a. It was noted that the scheduled meeting on April 2 conflicted with other district meetings and suggested the next meeting be held on Monday, April 8. A meeting notice will be sent to District Council members and an update will be posted on the website with this date change.

Next Meeting: The next meeting will be held on Monday, April 8, 2024
Meeting Adjourned: 2:51 p.m.
Approved: March 4, 2024

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
REORGANIZATION REQUEST FORM**

Number # 1405
Assigned by Human Resources

Use this form and the reorganization process to make a permanent personnel change in your program or department. If proposing a new and/or change of position, please attach a cost of position worksheet.

Site/Department/Division: District Office/Facilities/Business Services

Manager/Supervisor: Carri M. Matsumoto/Iris I. Ingram

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
None	Energy/Sustainability Manager Grade H

Current annual salary/benefits cost \$ 0 Proposed annual salary/benefits cost \$ 217,819.66

Specify budget impact – include exact amounts or the best available estimate and the source of funding:

GENERAL FUNDS RESTRICTED FUNDS

Source of funding (account numbers): 11-0000-710000-54132-2110
(Attach necessary budget change forms)

Reason for reorganization:

See attached.

Will there be duties and/or responsibilities that will no longer be performed/required in this department/division?

No Yes If yes, please explain below.

Does this change affect more than one department/division? No Yes If yes, please explain below.

Please note: You are required to attach both current and proposed organization charts (highlighting all positions affected, both current and proposed) with this form.

Submitted by (District Cabinet Member): Iris Ingram (Mar 11, 2024 14:49 PDT) Date: Mar 11, 2024

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u>Alistair Winter (Mar 19, 2024 15:36 PDT)</u>	Business Operations & Facilities Services (Signature/Date): <u>Adam O'Connor (Mar 19, 2024 16:17 PDT)</u>
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u>Marvin Martinez (Mar 26, 2024 14:31 PDT)</u>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

**FACILITIES PLANNING, DISTRICT CONSTRUCTION & SUPPORT SERVICES
REQUEST - February 2024**

Position	Proposed		Net Amount	
	Current Cost	New Cost		
Energy/Sustainability Manager		217,819.66		<i>Grade H</i>
	-	217,819.66	217,819.66	

RSCCD

2024-2025 Cost of Position

COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

POSITION TITLE	Energy/Sustainability Manager		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade H Step 4	\$ 11,562.296	12	\$ 138,747.55

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	33.31%	38,571.82	
SOCIAL SECURITY	6.200%	8,602.35	
MEDICARE	1.450%	2,011.84	
UNEMPLOYMENT	0.050%	69.37	
WORKERS COMP	1.500%	2,081.21	
ACTIVE RET. INS. COST	0.00%	-	
TOTAL TAX & BENEFIT COST	37.000%	\$ 51,336.59	\$ 51,336.59
TOTAL SALARY & BENEFIT COST			\$ 190,084.14

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.050%	1.66	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	0.00%	-	
TOTAL FRINGE BENEFIT COST	9.200%	\$ 3,625.44	\$ 3,625.44

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 138,747.55	124.87	
MEDICAL INSURANCE (see below)		23,985.21	
TOTAL INSURANCE COST		24,110.08	\$ 24,110.08

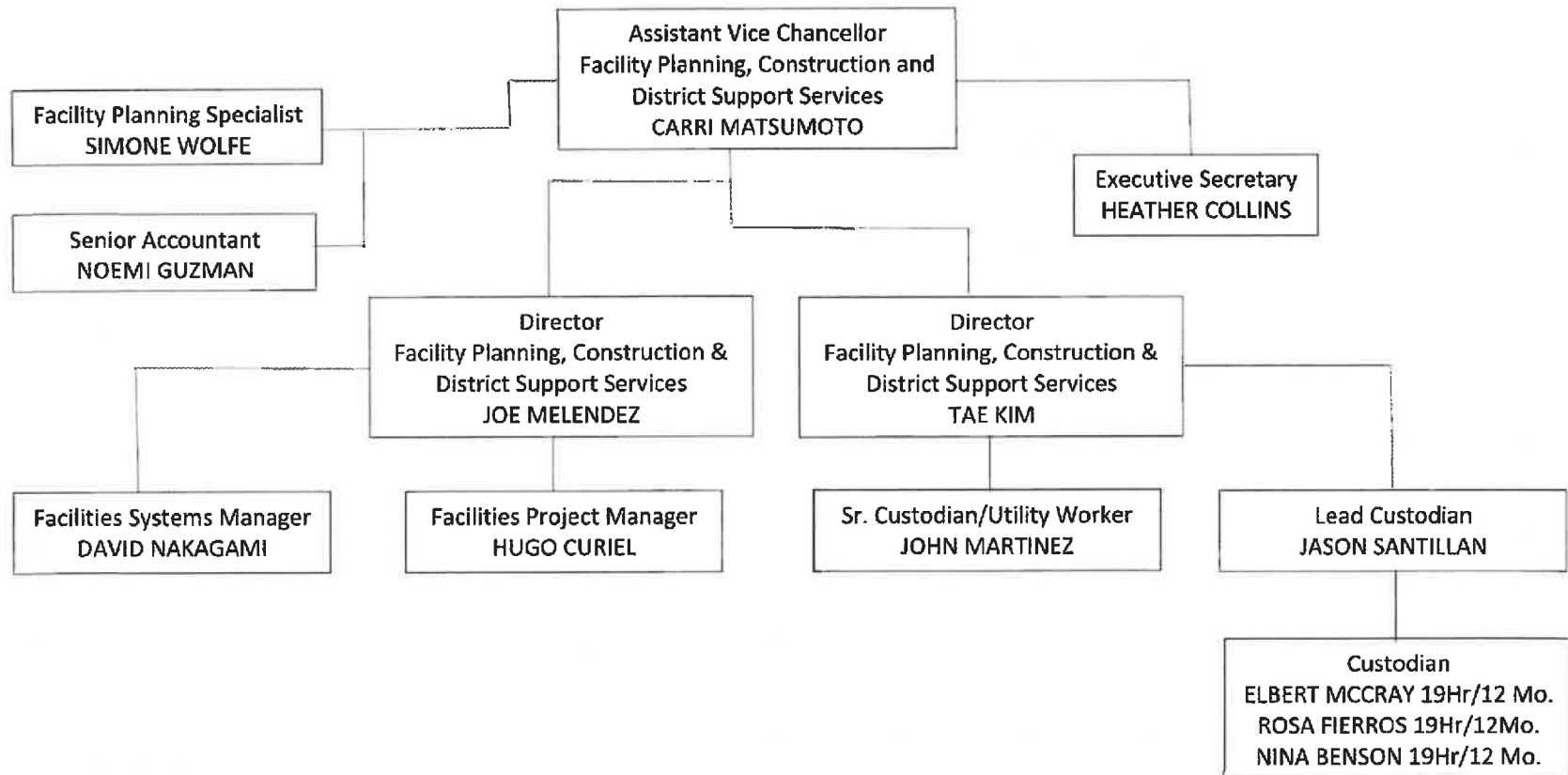
TOTAL COST OF POSITION	\$ 217,819.66
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BENEFITS =	\$ 79,072.11
BENEFIT COST AS A PERCENT OF CONTRACT =	56.99%

Admn.. Superv/Mang. & Conf.	Max	44,049.23	23,985.21	AVERAGE
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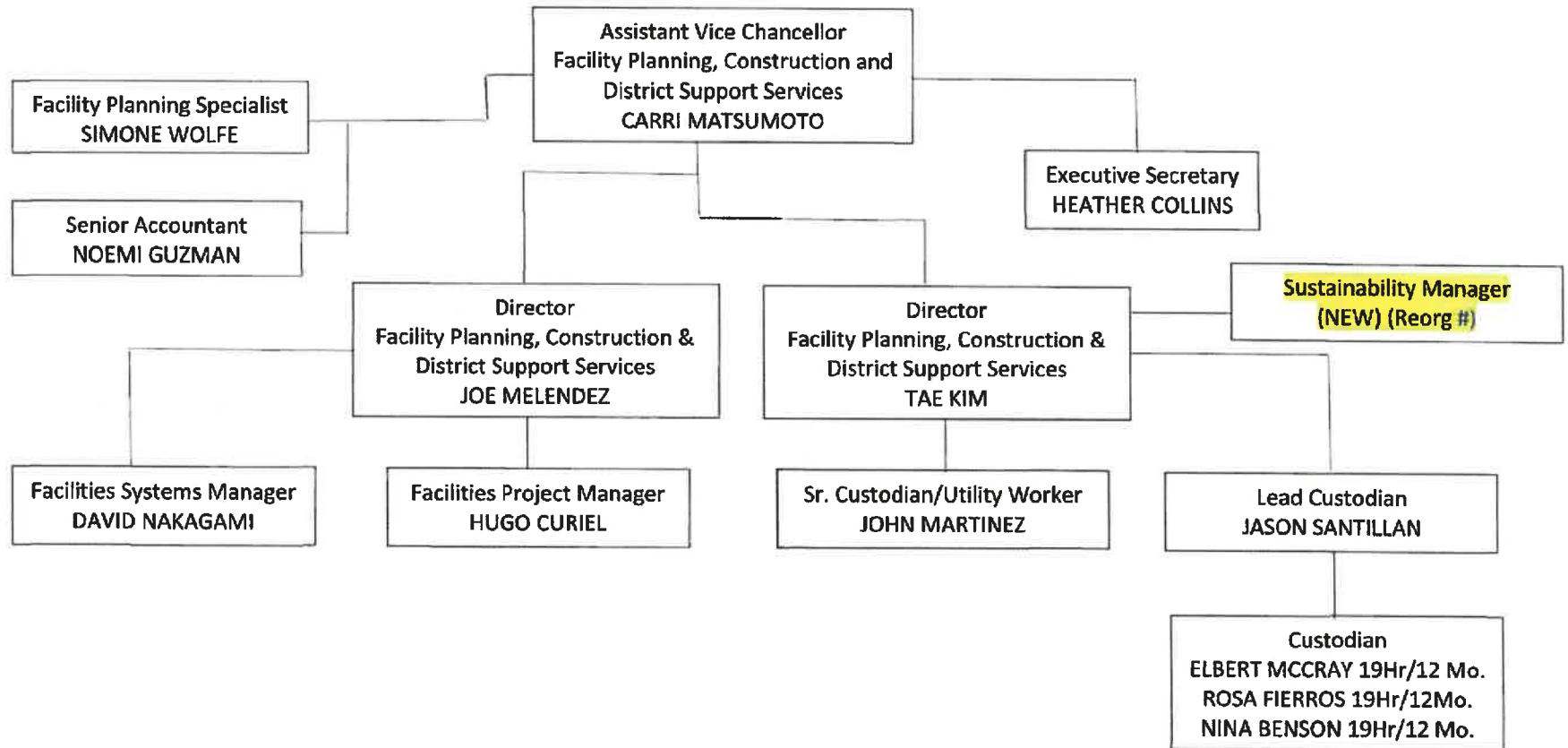
NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

Rancho Santiago Community College District
Business Services
Facility Planning, Construction and District Support Services



Proposed

**Rancho Santiago Community College District
Business Services
Facility Planning, Construction and District Support Services**



Reorganization Request #

**ENERGY AND SUSTAINABILITY MANAGER
JOB DESCRIPTION – CLASSIFIED SUPERVISORY**

POSITION OVERVIEW

Under the supervision of the Assistant Vice Chancellor, Facility Planning, Construction, and District Support Services or designee, the Energy and Sustainability Manager is responsible for the Rancho Santiago Community College District's energy and sustainability program and stormwater management program in compliance with Board Policies, Administrative Regulations, the Sustainability Plan, and applicable codes and/or governing regulations.

The Energy and Sustainability Manager will develop and manage the District's: sustainability plan, strategic implementation plans with metrics for monitoring, site energy audits inclusive of assessments and analysis, preparation and submission of the annual energy usage calculator report to the Community College Chancellor's Office, and improve overall energy and sustainability goals.

The Energy and Sustainability Manager will help develop and manage the District's stormwater management program in compliance with the State Water Resources Control Board's small MS4 municipal stormwater permit requirements. The Energy and Sustainability Manager will work closely with existing staff to provide expertise, guidance, training, and support to ensure the District is in compliance with applicable codes and regulations, new changes in the area of stormwater management.

REPRESENTATIVE DUTIES

- 1) Update the District's sustainability plan. Participate in committees and workgroups and help manage the District's sustainability plan. Coordinate within the collegial governance structure and measure strategic plans and goals against the sustainability program baseline data points.
- 2) Identify and evaluate energy and sustainability opportunities, calculate potential cost savings by performing a lifecycle cost analysis and help prioritize capital outlay projects.
- 3) Identify mandated goals, document energy and sustainability goals, and assess the feasibility of goals. Undertake cost impact analysis when necessary.
- 4) Develop or update energy management and sustainability policies, facility advisories, standards, and guidelines. Coordinate with staff any recommendations to District Design Guidelines and Standards.
- 5) Evaluate landscaping practices, exterior light pollution, building and hardscape management practices, stormwater management practices, and make any recommendations for improvement.
- 6) Evaluate building envelope, indoor environmental quality, thermal comfort, and filtration systems.
- 7) Perform energy audits and evaluate best practices, review, and analyze historical usage energy consumption data, and review the District's Building Automation System.
- 8) Perform water audits and evaluate best practices, evaluate flow rates, leaks, irrigation systems and smart controller software, and identify water conservation opportunities.
- 9) Perform universal waste audit, evaluate collection methods, and identify improvement opportunities.
- 10) Track utility consumption and costs across the district and review against a baseline.
- 11) Calculate carbon footprint and identify carbon footprint reduction strategies and opportunities.
- 12) Coordinate with M&O and solicit energy conservation and sustainability opportunities ideas, review existing preventative maintenance (PM) procedures, and educate M&O staff regarding energy, sustainability, and stormwater management practices.

- 13) Develop a plan for continuous commissioning, review post-commissioning results and fine-tune operational sequences and parameters.
- 14) Supervise staff and consultants to ensure projects are delivered in an effective, timely, and responsible manner. Take necessary corrective actions and propose improvements as necessary.
- 15) Undertake record keeping and project document controls to ensure files are properly provided, updated, retained, and archived.
- 16) Identify proper scope of work to outline actions to complete the project from inception to completion. Develop, monitor and oversee project schedules and budgets.
- 17) Assure the timely preparation, maintenance and distribution of various reports and records as required by federal, state, local and district regulations or as required by the District.
- 18) Resolve issues timely and interface with contractors or other professional consultants to resolve disputes through effective communication, negotiation and contract conformance review.
- 19) Conducts work in an organized, orderly, thorough, and professional manner.
- 20) This position may on occasion be required to assist with other duties related to the department, in addition to primary responsibilities of energy and sustainability program and stormwater management program under the supervision of the Director or Assistant Vice Chancellor.

KNOWLEDGE AND ABILITIES

Knowledge and Abilities

Knowledge of best practices associated with energy, sustainability, and stormwater management. Knowledge of Building Codes and Regulations (e.g., Title 24 Energy Code, CALgreen, DSA Bulletins and Regulations), State goals and California Community College Vision 2030 guidelines.

The ability to read and interpret highly technical documents. Ability to develop project scopes, budgets, estimates, and make formal presentations to campus constituents.

Preference will be given to candidates who possess a Leadership in Energy and Efficiency Design (LEED) certificate and/or a Certified Energy Manager (CEM) certification.

The successful candidate must have superior verbal and written communication skills and demonstrate the ability to act independently with high integrity, exercise good judgment, provide constituencies and management with clear feedback, and make independent decisions as appropriate. Possess strong interpersonal skills; the ability to establish and maintain a productive working relationship to communicate effectively with diverse constituencies.

MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's degree (B.S.) from an accredited college or university in civil engineering, operations management, planning, environmental design or related field or equivalent training and experience, plus a minimum of 8 years of related and progressively responsible experience involving energy and sustainability management.

Board Approved: **March 25, 2024**

TBD




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Orange • Fullerton • Santa Ana • Tustin • Westminster • Yorba Linda • Garden Grove • Newport Beach • Laguna Hills • Laguna Niguel • Laguna Woods • San Juan Capistrano • San Clemente • San Diego

INTER-OFFICE MEMORANDUM

DATE: Wednesday, March 6, 2024

TO: Iris I. Ingram, Vice Chancellor of Business Services

FROM: Carri M. Matsumoto, Assistant Vice Chancellor of Facility
Planning, Construction & District Support Services 

RE: Department Reorganization Request

The Facilities Department is requesting a reorganization per the approval of the resource allocation request by the Planning and Organizational Effectiveness Committee on October 25, 2023. Please see attached District Services - Prioritization Rubric for Resource Allocation Requests, 2023-2024 and additional documentation provided.

V. *REVIEW REQUESTS FOR RESOURCE ALLOCATION – Discussion / Action

a. *Educational Services – ITS – Two (2) Positions

1. Enterprise Applications Manager

Mr. Gonzalez provided overview of positions.

It was moved by Mr. Rutan; seconded by Mr. Beyersdorf and carried unanimously to approve the Enterprise Applications Manager positions.

Aye: Matthew Beyersdorf • Claire Coyne • Dr. Vaniethia Hubbard • Dr. Sara Butler for Dr. Jeffrey Lamb • Christine Kosko for Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • SCC Student Rep Dennise Rusk for Vinh Nguyen • Enrique Perez • Nga Pham • Roxana Pleitez • Kristen Robinson • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker

2. PT Media Systems Electronic Technician

It was moved by Mr. Voelcker; seconded by Ms. Kubicka-Miller and carried unanimously to approve PT Media Systems Electronic Technician.

Aye: Matthew Beyersdorf • Claire Coyne • Dr. Vaniethia Hubbard • Dr. Sara Butler for Dr. Jeffrey Lamb • Christine Kosko for Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • SCC Student Rep Dennise Rusk for Vinh Nguyen • Enrique Perez • Nga Pham • Roxana Pleitez • Kristen Robinson • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker

b. *Business Services – Two (2) Positions

1. Facilities Planning: Energy/Sustainability Manager

Ms. Matsumoto spoke to position. Questions were raised and answered.

It was moved by Ms. Coyne; seconded by Mr. Beyersdorf and carried with abstentions from Ms. Coyne, Ms. Pleitez and Ms. Robinson, to approve the Energy/Sustainability Manager position.

Aye: Matthew Beyersdorf • Dr. Vaniethia Hubbard • Dr. Sara Butler for Dr. Jeffrey Lamb • Christine Kosko for Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • SCC Student Rep Dennise Rusk for Vinh Nguyen • Enrique Perez • Nga Pham • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker

2. Fiscal Services/Payroll: Sr. Payroll Specialist

Ms. Tanner provided background for need of position. Questions were raised and answered.

It was moved by Mr. Rutan; seconded by Mr. Voelcker and carried unanimously to approve Sr. Payroll Specialist position.

Aye: Matthew Beyersdorf • Claire Coyne • Dr. Vaniethia Hubbard • Dr. Sara Butler for Dr. Jeffrey Lamb • Christine Kosko for Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • SCC Student Rep Dennise Rusk for Vinh Nguyen • Enrique Perez • Nga Pham • Roxana Pleitez • Kristen Robinson • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker

c. *People & Culture – Three (3) Positions

1. Two (2) Senior People & Culture Business Partners

Mr. Winter reported on need for positions. Questions were raised and answered. It was suggested to rename positions for clarity of functions of positions.

It was moved by Dr. Hubbard; seconded by Mr. Rutan with abstentions from Mr. Beyersdorf, Ms. Coyne, and Roxana Pleitez to approve the two Senior People & Culture Business Partner positions.

Aye: Dr. Vaniethia Hubbard • Dr. Sara Butler for Dr. Jeffrey Lamb • Christine Kosko for Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • SCC Student Rep Dennise Rusk for Vinh Nguyen • Enrique Perez • Nga Pham • Kristen Robinson • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker

Signature: Thao Nguyen
Thao Nguyen (Mar 19, 2024 15:50 PDT)

Email: Nguyen_Thao@rscdd.edu

Signature: *Debra Gerard*

Email: gerard_debra@rscdd.edu

Signature:

Email: gerard_debra@rscdd.edu

**ENERGY AND SUSTAINABILITY MANAGER
JOB DESCRIPTION – CLASSIFIED SUPERVISORY**

POSITION OVERVIEW

Under the supervision of the Assistant Vice Chancellor, Facility Planning, Construction, and District Support Services or designee, the Energy and Sustainability Manager is responsible for the Rancho Santiago Community College District's energy and sustainability program and stormwater management program in compliance with Board Policies, Administrative Regulations, the Sustainability Plan, and applicable codes and/or governing regulations.

~~The Energy and Sustainability Manager will develop~~ Develop and manage the District's: sustainability plan, strategic implementation plans with metrics for monitoring, site energy audits inclusive of assessments and analysis, preparation and submission of the annual energy usage calculator report to the Community College Chancellor's Office, and improve overall energy and sustainability goals.

~~The Energy and Sustainability Manager will help d~~ Develop and manage the District's stormwater management program in compliance with the State Water Resources Control Board's small **municipal separate storm sewer system (MS4) municipal stormwater** permit requirements; ~~The Energy and Sustainability Manager will~~ work closely with existing staff to provide expertise, guidance, training, and support to ensure the District is in compliance with applicable codes and regulations, new changes in the area of stormwater management.

REPRESENTATIVE DUTIES

- 1) Update the District's sustainability plan. Participate in committees and workgroups and help manage the District's sustainability plan. Coordinate within the collegial governance structure and measure strategic plans and goals against the sustainability program baseline data points.
- 2) Identify and evaluate energy and sustainability opportunities, calculate potential cost savings by performing a lifecycle cost analysis and help prioritize capital outlay projects.
- 3) Identify mandated goals, document energy and sustainability goals, and assess the feasibility of goals. Undertake cost impact analysis when necessary.
- 4) Develop ~~or~~ and update energy management and sustainability policies, facility advisories, standards, and guidelines. Coordinate with staff any recommendations to District Design Guidelines and Standards.
- 5) Evaluate landscaping practices, exterior light pollution, building and hardscape management practices, stormwater management practices, and make any recommendations for improvement.
- 6) Evaluate building envelope, indoor environmental quality, thermal comfort, and filtration systems.
- 7) Perform energy audits and evaluate best practices, review, and analyze historical usage energy consumption data, and review the District's Building Automation System.

- 8) Perform water audits and evaluate best practices, evaluate flow rates, leaks, irrigation systems and smart controller software, and identify water conservation opportunities.
- 9) Perform universal waste audit, evaluate collection methods, and identify improvement opportunities.
- 10) Track utility consumption and costs across the district and review against a baseline.
- 11) Calculate carbon footprint and identify carbon footprint reduction strategies and opportunities.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
 SANTA ANA, CALIFORNIA
 2024

CLASS SPECIFICATION

March TBD

ENERGY AND SUSTAINABILITY MANAGER

JOB DESCRIPTION – CLASSIFIED SUPERVISORY (continued)

- 12) Coordinate with M&O and solicit energy conservation and sustainability opportunities ideas, review existing preventative maintenance (PM) procedures, and educate M&O staff regarding energy, sustainability, and stormwater management practices.
- 13) Develop a plan for continuous commissioning, review post-commissioning results and fine-tune operational sequences and parameters.
- 14) Supervise staff and consultants to ensure projects are delivered in an effective, timely, and responsible manner. Take necessary corrective actions and propose improvements as necessary.
- 15) Undertake record keeping and project document controls to ensure files are properly provided, updated, retained, and archived.
- 16) Identify proper scope of work to outline actions to complete the project from inception to completion. Develop, monitor and oversee project schedules and budgets.
- 17) Assure the timely preparation, maintenance and distribution of various reports and records as required by federal, state, local and district regulations or as required by the District.
- 18) Resolve issues timely and interface with contractors or other professional consultants to resolve disputes through effective communication, negotiation and contract conformance review.
- 19) Conducts work in an organized, orderly, thorough, and professional manner.
- 20) This position may on occasion be required to assist with other duties related to the department, in addition to primary responsibilities of energy and sustainability program and stormwater management program under the supervision of the Director or Assistant Vice Chancellor.

KNOWLEDGE AND ABILITIES

Knowledge and Abilities

Knowledge of best practices associated with energy, sustainability, and stormwater management.
 Knowledge of Building Codes and Regulations (e.g., Title 24 Energy Code, CALgreen, DSA Bulletins and Regulations), State goals and California Community College Vision 2030 guidelines.

The ability to read and interpret highly technical documents. Ability to develop project scopes, budgets, estimates, and make formal presentations to campus constituents.

Preference will be given to candidates who possess a Leadership in Energy and Efficiency Design (LEED) certificate and/or a Certified Energy Manager (CEM) certification.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA
2024

CLASS SPECIFICATION
March TBD

**ENERGY AND SUSTAINABILITY MANAGER
JOB DESCRIPTION – CLASSIFIED SUPERVISORY (continued)**

The successful candidate must have superior verbal and written communication skills and demonstrate the ability to act independently with high integrity, exercise good judgment, provide constituencies and management with clear feedback, and make independent decisions as appropriate. Possess strong

interpersonal skills; the ability to establish and maintain a productive working relationship to communicate effectively with diverse constituencies.

MINIMUM QUALIFICATIONS

Education and Experience

Bachelor’s degree (B.S.) from an accredited college or university in civil engineering, operations management, planning, environmental design or related field or equivalent training and experience, plus a minimum of 5 years of related and progressively responsible experience involving energy and sustainability management.

Board Approved: March 25, 2024 TBD

Rancho Santiago Community College District
BOARD POLICY
Chapter 1
The District

BP 1200 District Mission

Reference:

ACCJC Accreditation Standard I.A

~~The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.~~

The Rancho Santiago Community College District aspires to provide equitable, exemplary educational programs and services in safe, inclusive, and supportive learning environments that empower our diverse students and communities to achieve their personal, professional, and academic goals. (approved by Board of Trustees June 13, 2022)

~~The mission of Santa Ana College is to inspire, transform, and empower a diverse community of learners. (approved by Board of Trustees July 17, 2017)~~

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing the following to our diverse community: courses, certificates and degrees that are accessible, ~~transferable, and engaging education to a diverse community~~ applicable and engaging. (approved by Board of Trustees December 4, 2017)

The mission is evaluated and revised on a regular basis.

Adopted: October 8, 2012
Revised: February 19, 2013
References Updated: March 16, 2015
Revised: December 4, 2017
Revised: xxxxxxx, 2024

Rancho Santiago Community College District
BOARD POLICY
Chapter 6
Business and Fiscal Affairs

BP 3502 Networked Video Cameras (NEW)

Reference(s):

Education Code 32280

The Board authorizes the use of a public safety camera system for the purpose of creating a safer environment for all those who work at or visit the District. These cameras can be used to detect and deter crime, help safeguard against potential threats to the public, help manage emergency response situations during natural and man-made disasters, promote the safety of students and staff where cash is collected or at other public service counters.

The District Safety & Security Chief is responsible for the use of this system in accordance with existing laws, policies, and MOUs.

Adopted: xxxxxx, 2024

Rancho Santiago Community College District
BOARD POLICY
Chapter 3
General Institution

BP 3515 Reporting of Crimes

Reference(s):

Education Code Section 67380

The Chancellor shall ~~assure~~ ensure that the District maintains and reports crime statistics, and provides crime and safety notifications to the campus community as required by Jeanne Clery Act or as required by administrative regulations. Reports must include all crimes reported to Campus Safety, ~~as required by law, reports are prepared of all occurrences reported to district safety arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Chancellor 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.~~

Revised: August 19, 2013 (Previously BP4125 and BP3521)

Revised: xxxxxxxxxxxx, 2024

Rancho Santiago Community College District
BOARD POLICY
Chapter 5
Student Services

BP 5500 Standards of Student Conduct

References:

Education Codes 66300, and 66301, 72122, 76030-76038, 76120 and 76243
ACCJC Accreditation Standards I.C.8 and 10 (formerly II.A.7.b)

The Chancellor shall establish procedures for the imposition of student discipline that are in accordance with the standards for due process existing under federal and state law.

The procedures shall clearly define the conduct that is subject to discipline and shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means.

See Administrative Regulations 5500 Standards of Student Conduct and 5520 Student Discipline Procedures for more information.

~~Guidelines for Student Conduct are set forth in the California Education Code; California Administrative Code, Title 5; policies of the Board of Trustees (including BP/AR 3430, Prohibition of Harassment, and AR 3425 Title IX (9) Sexual Harassment); and all civil and criminal codes. Students enrolling in district educational programs assume an obligation to obey state law and district rules and regulations governing the conduct of students.~~

~~Students who enroll in those instructional programs in which the college has affiliations with various outside associations must comply with the college's policies and procedures and also with the outside associations' policies and procedures. This includes but is not limited to students enrolled in the programs of Cosmetology, Fire Academies, Criminal Justice Academies and Nursing.~~

I. GUIDELINES FOR STUDENT CONDUCT

~~The following represent violations for disciplinary action, up to but not limited to expulsion, that may be taken:~~

~~A. Dishonesty, cheating, plagiarism, lying, or knowingly furnishing false information to the district or a college official performing their duties.~~

~~B. Forgery, alteration, or misuse of district documents, records, or identification.~~

~~C. Willful misconduct that results in damage to any real or personal property owned by the district or district employees (damage includes, but not limited to vandalism, such as cutting, defacing, breaking, etc.).~~

~~D. Obstruction or disruption of pedestrian or vehicular traffic or of teaching, research, administration, or of other district activities on or off District premises. This includes obstruction or disruption of administration, disciplinary procedures or authorized college activities.~~

~~E. Assault, battery, or any threat of force or violence upon a student, college personnel, or campus visitor; willful misconduct which results in injury or death to a student, college personnel, or campus visitor. This includes fighting on district property or at a district sponsored event, on or off district premises.~~

~~F. Detention of any person on district owned or controlled property or at district sponsored or supervised functions or other conduct which threatens or endangers the health or safety of another.~~

~~G. Theft of any property of the district which includes property of a member of the district community or a campus visitor.~~

~~H. Unauthorized entry into or unauthorized use of district property, supplies, equipment, and/or facilities.~~

~~I. Misrepresentation of oneself or of an organization to be an agent of the district.~~

~~J. Sexual assault or physical abuse, including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, sexual coercion, or threat or assault, or any conduct that threatens the health and safety of the alleged victim, which includes students, college personnel, or campus visitors.~~

~~K. Dating violence, defined as violence committed, on the basis of sex, by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.~~

~~L. Domestic Violence, defined as conduct, on the basis of sex, that includes the requisite components of felony or misdemeanor crimes of violence committed by (a) a current or former spouse or intimate partner of the victim; (b) a person with whom the victim shares a child in common; (c) a person who is cohabitating with or has cohabitated with the victim as a spouse; (d) a person similarly situated to a spouse of the victim under California law; or (e) any other person against an adult or youth victim who is protected from that person's acts under California law.~~

~~M. Stalking, defined as a course of conduct directed at a specific person on the basis of sex that would cause a reasonable person to fear for the person's safety or the safety of others, or to suffer substantial emotional distress. For the purposes of this definition: (a) A course of conduct is two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property; (b) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant; and (c) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.~~

~~N. Sexual Exploitation, defines as an act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose. Some example are prostituting another person; recording images; viewing or distributing images of an individual's sexual activity, body parts, or nakedness; and inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity~~

~~O. Use, possession, distribution, or being under the influence of alcoholic beverage on district property or at any district sponsored event.~~

~~P. Use, possession, distribution, or being under the influence of narcotics, other hallucinogenic drugs or substances, or any poison classified as such by Schedule "D" in Section 4160 of the Business and Professions Code on District property or at any District-sponsored event except as expressly permitted by law.~~

~~Q. Engaging in expression which is libelous, slanderous, obscene (according to current legal standards) or which incites students so as to create a clear and present danger of commission of unlawful acts on district premises, or violation of district regulations, or the substantial disruption of the orderly operation of the college.~~

~~R. Possession or use while on the district premises, or a district-sponsored function, of any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife or explosive. Exceptions include those participating in a criminal justice-educational program who are authorized such possession or those who are enrolled in a course which authorizes such possession.~~

~~S. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative regulation.~~

~~T. Engaging in harassing or discriminatory behavior based on disability, gender, gender-identity, gender expression, nationality, race, or ethnicity, religion, age, sexual orientation or any other status protected by law. Harassment does not include conduct protected by the First Amendment.~~

~~U. Continuous disruptive behavior or willful disobedience, harassment, stalking, habitual~~

~~profanity or vulgarity, open and persistent abuse of college personnel, or open and persistent defiance of the authority of college personnel.~~

~~V. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees;~~

~~W. Violation of the Computer Usage Policy is applicable to students using computer classrooms, computer labs, the wireless network or other locations on and off district property. A violation is considered any of the following:~~

~~(1) Accessing with or without permission, or causing to be accessed without authorization, altering, damaging, deleting, hacking, destroying, or otherwise using any data, computer, computer system, computer software and programs, or computer network belonging to or used by the college or any member of the District.~~

~~(2) Accessing with or without permission, taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the college or District.~~

~~(3) Using or causing to be used, computer services without permission.~~

~~(4) Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system, or computer network belonging to or used by the college or District.~~

~~(5) Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to the college or District.~~

~~(6) Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.~~

~~(7) Using any account or password without authorization.~~

~~(8) Allowing or causing an account number or password to be used by any other person without authorization.~~

~~(9) Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing such material which is part of the instructional process or assignment for a class in which the student is currently enrolled.~~

~~(10) Use of systems or networks for personal commercial purposes.~~

~~(11) "Cyberstalking", which is to be understood as any use of the college or district computer system, computer network, or computer programs to stalk another person via excessive messages or inquiries, inappropriate or threatening messages, racially motivated communications, photos or other means of communication.~~

~~X. Any act constituting good cause for suspension or expulsion, or violation of district policies or~~

campus regulations, including the AR 3425 Title IX (9) Sexual Harassment.

II. DISCIPLINARY ACTIONS FOR STUDENTS

~~Student conduct must conform to the standards established by the Board of Trustees. Violations are subject to the following types of disciplinary actions. (These disciplinary actions are listed in degree of severity, but not necessarily in sequential order. Disciplinary actions may be imposed singly or in combination.)~~

~~A. WARNING—Verbal notice to the student that continuation or repetition of specific conduct may be cause for other disciplinary action.~~

~~B. REPRIMAND—Written reprimand for violation of district rules, with copy to the student and to the student disciplinary file. A reprimand admonishes the offender to avoid any future infractions of district rules.~~

~~C. PROBATION—Probation is a disciplinary action which allows the offender to return to the district with the understanding of expected appropriate future behavior. Probation may include exclusion of the individual(s) from extra-curricular district activities that would be set forth in the written notice of probation. The probation would be for a specified period of time and appropriate notice will be sent to any advisor(s) of student organizations(s) involved. Any further violations of the Standards of Student Conduct during this probationary period will result in further, more serious disciplinary action against the offender.~~

~~D. RESTITUTION—Reimbursement by the offender(s) for damage(s) or for the misappropriation of district property may take the form of appropriate community service to repair or otherwise compensate for damage(s) or loss(es).~~

~~E. REMOVAL—An instructor or department administrator may remove a student from his or her class or departmental service for up to two days, and shall report all such action to the academic dean of the appropriate division and to the administrative designee responsible for student discipline.~~

~~The administrative designee responsible for student discipline may suspend privileges from that class, campus service, office, department, or the entire campus based upon the violation, for up to ten days.~~

~~During the period of the removal, the student shall not be returned to a class from which he or she was removed without the concurrence of the instructor and administrative designee responsible for student discipline; nor shall the student be returned to the service, department, office from which they were removed, or the campus, without concurrence of appropriate administrator.~~

~~If the student is a minor, the college president, or designee shall ask the parent or guardian to attend a conference regarding the removal as soon as possible, and if the parent so requests, the Dean of Student Affairs or designee at Santa Ana College or the Vice President of Student Services or designee at Santiago Canyon College shall attend (depending on the college).~~

~~F. WITHHOLDING DIPLOMA—The District may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has~~

~~an allegation pending under AR 3425 Title IX (9) Sexual Harassment or as a sanction if the student is found responsible for an alleged violation.~~

~~G. REVOCATION OF DEGREE – The District reserves the right to revoke a degree previously awarded from the District for serious violations committed by a student prior to graduation.~~

~~H. SUSPENSION – The Board of Trustees, the chancellor or the chancellor's designee may suspend a student for good cause, as defined in Section I, A-V herein, for any of the following periods:~~

~~(a) From one or more classes for less than the remainder of the school term.~~

~~(b) From one or more classes for the remainder of the school term.~~

~~(c) From all classes and activities of the college for up to two (2) academic years.~~

~~During the period of the suspension, the student is prohibited from being enrolled in or physically present on any campus of the district for the period of the suspension. The chancellor or designee may impose a lesser disciplinary sanction than suspension, including, but not limited to warning, reprimand, probation, restitution or ineligibility to participate in co-curricular activities or any combination of the listed options.~~

~~I. EXPULSION – Expulsion may be for good cause (refer to Section I, A-V), when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others.~~

~~III. DUE PROCESS~~

~~No student shall be suspended for more than ten days or expelled unless the conduct for which the student is being disciplined is related to college activity or attendance, and the student is afforded the right of due process.~~

~~The chancellor or designee shall, prior to the suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the college is situated of any acts of the student which may be in violation of Section 245 of the Penal Code. Violations of any law, ordinance, regulation, or rule regulating, or pertaining to, the parking of vehicles shall not be cause for suspension or expulsion. However, repeatedly ignoring or consistent violations of parking rules, regulations, laws or ordinances may result in vehicles being towed or loss of parking privileges.~~

~~During the due process investigation period and hearing, the designated investigating administrator may allow, disallow and/or select individuals who will be included in the process. For actions regarding minor students, parental notification and/or involvement is required.~~

~~A. Suspension~~

~~Any suspension of more than ten days must be accompanied by a due process hearing as outlined in Section IV of this policy.~~

~~Whenever a minor student is suspended from a college of the District, the parent or guardian~~

shall be notified in writing by the chancellor, or a designee.

~~B. Expulsion~~

~~Only the Board of Trustees may expel a student. Expulsion shall be accompanied by a due process hearing as outlined in Section IV of this policy.~~

~~**IV. DUE PROCESS HEARING**~~

~~This section applies to due process hearings on conduct violations that are not addressed by the hearing process provided in AR 3425 Title IX (9) Sexual Harassment.~~

~~1. A student who is being considered for suspension or expulsion shall be afforded a due process hearing before a Disciplinary Hearing Board designated by the chancellor or the chancellor's designee. The chancellor or designee shall provide that a reasonable opportunity for a hearing is afforded the student within ten days.~~

~~2. The Disciplinary Hearing Board shall be composed of the following individuals appointed by the chancellor or designee:~~

- ~~1 RSCCD Student~~
- ~~1 Administrator~~
- ~~1 Faculty Member~~
- ~~1 Classified Staff~~

~~3. The student shall be notified in writing at least two school days before the hearing of the following:~~

- ~~(a) The time, date, and place set for the hearing;~~
- ~~(b) The charges to be brought;~~
- ~~(c) Documentary evidence that will be introduced at the hearing;~~
- ~~(d) The right of the student to appear in person and present his or her position;~~
- ~~(e) The right to cross-examine the district's witnesses if the witness(es) elect(s) to be present;~~
- ~~(f) The right to present evidence or witness(es) on own behalf.~~
- ~~(g) In cases of alleged sexual assault, technical rules of evidence shall not apply; no past sexual history may be introduced as part of the testimony, except that the past sexual history of the alleged victim shall be permitted if offered as evidence of the character or trait of character of the victim for the purposes described in California Evidence Code 1103.~~

~~4. The hearing board shall hear evidence and witnesses presented by the district and by the student. In the event the student for whom the hearing is held, or other key parties, is not~~

~~present at the hearing, the Hearing Board will proceed without the individual(s). The Hearing Board shall render its recommendation to the College President on the evidence presented within two school days of the close of the hearing. The College President will review the recommendation within three days and render a decision to the Vice President of Student Services. The Vice President of Student Services or their designee will notify the student by certified mail of the outcome. If the recommendation is for suspension or expulsion, the student will be notified in writing of their right to appeal the decision to the Board of Trustees.~~

~~Any request by the student to appeal the decision to the Board of Trustees must be made within forty eight hours of receipt of the letter sent by the aforementioned administrator outlining the hearing board's decision. If the decision supports a recommendation for expulsion, the suspension will continue until the Board of Trustees can hear the appeal.~~

~~If the recommendation opposes suspension or expulsion, the recommendation shall be final, and, the chancellor or designee shall reinstate the student immediately to their status prior to the hearings.~~

~~The Board shall, unless a request has been made by the student for an open session, hold closed sessions under the following conditions:~~

~~(a) If the Board is considering the suspension or expulsion of the student.~~

~~(b) If a public hearing upon such question would lead to the giving of information concerning the student which would be in violation of Section 76243 of the Education Code.~~

~~5. Before calling such closed session, the chancellor or designee shall, in writing, by registered or certified mail, if the student is a minor notify the parent or guardian, or the student, if the student is an adult, of the intent of the Board to call and hold such closed session. Unless the student, or the student's parents (if the student is a minor) within forty eight hours after receipt of such written notice, request in writing that the hearing be held in open session, the appeal shall be conducted in closed session. If such written request is served upon the clerk or secretary of the Board, the meeting shall be public except that any discussion at such meeting that might be in conflict with the right to privacy of any other student shall be in closed session. Whether the matter is considered at a closed session or open meeting, final action of the Board shall be taken at a public meeting and the result of such action shall be a public record of the district.~~

~~6. The appeal before the Board of Trustees shall be a review of the evidence presented to the Hearing Board, and an opportunity for both sides to present oral argument. No new evidence or witnesses will be heard unless the Board of Trustees so requests.~~

~~7. The decision of the Board of Trustees shall be final. Students expelled or suspended for more than one academic year from attendance at colleges or programs of the district shall be entitled to make an annual appeal to the Board of Trustees of the expulsion or suspension by written request directed to the Secretary of the Board that the matter be placed on the agenda of the Board of Trustees. Such appeals shall be conducted as provided in this policy.~~

~~Additional copies of the following Rancho Santiago Community College District student policies~~

~~are available in the RSCCD catalog and the offices of Student Services at both Santa Ana College and Santiago Canyon College:~~

- ~~• Student Code of Conduct~~
- ~~• Sexual Harassment Policy/Complaint Procedures~~
- ~~• Academic Honesty Policy~~
- ~~• Grievance Procedures for Students~~

Revised: July 21, 2014 (Previously BP5201)

Revised: November 18, 2019

Revised: September 29, 2020

Revised: xxxxxxxxxx, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 3
General Institution

AR 3500 Campus Safety

References

Education Code Sections 212, 67380, and 87014
Penal Code Section 245
20 U.S. Code Sections 1092(f) and 1232g
34 Code of Federal Regulations 668.46
34 Code of Federal Regulations 99.31(a)(13), (14)
Campus Security Act of 1990
74 FR 55945, amended Clery Act

~~A campus safety plan shall be developed and provided to students. This plan is circulated to the campus community via emailed notices and mailed postcards that direct interested parties to an internet link where they may view the information. The campus safety plan is known as the Safety and Security Annual Report, and complies with the federal Clery Act. The Annual Report is also emailed to all employees, posted in accessible places throughout the district and provided to students at orientation sessions. This information is also available at the Safety and Security sections of the college and district websites.~~

A campus safety plan shall be developed by District Safety & Security and made available to the campus community. The campus safety plan is known as the Annual Security Report and complies with the Federal Clery Act. A notice of availability of the Annual Security Report is sent by email to the Campus Community by District Safety & Security with the website links to access the report and where to obtain a copy of the report.

This regulation is to ensure the application of community-based policing models and effective faculty, staff, and student participation in the governance of public safety services including campus policing and security. Public safety services must adhere to the principles of diversity, equity, inclusion, and accessibility. In particular, advance access to education, educational equity, and opportunities for student success by creating safe, secure, peaceful, and inclusive campus environments in which all persons may fully develop their individual potential without fear or undue risk of physical or emotional harm.

District Safety & Security will adhere to the community policing principles and evidence-based policing practices.

District Safety & Security puts emphasis on the Guardian mindset as follows:

- Communications over commands; Cooperation over compliance; Legitimacy over authority.

District Safety & Security will adhere to the principles of Procedural Justice:

- Neutrality; Respect; Trustworthiness; Voice

District Safety & Security will adhere to principles identified in the Six Pillars of 21st Century Policing:

- Building Trust Legitimacy; Policy and Oversight; Technology and Social Media; Community Policing and Crime Reduction; Officer Wellness and Safety; Officer Training and Education.

The employment of campus public safety personnel will be subject to the equal employment opportunity regulations.

Campus Safety Officers shall receive community college-specific training as required by law. The District shall make any campus climate and public safety trainings or materials available to its public safety personnel.

The District shall not hire as a Campus Safety Officer an individual with any sustained finding related to moral turpitude, harassment, discrimination, retaliation, abuse of authority or power, excessive use of force, or other misconduct incompatible with the role of a Campus Safety Officer under the requirements of, and District policies and regulations. The District shall review records related to the current or prior employment of Campus Safety Officers to the full extent authorized by law.

The Board Safety and Security Committee can make recommendations to the Chancellor and Board related to District policies governing campus public safety services.

1. The Board Safety and Security Committee recommendations may relate to the following subject matter areas: budgets and fund allocations, governance, and public safety policies and practices related to classroom response practices, complaints, investigations, crisis response, detention, discipline, firearms, handcuffing, promotion, recruitment and hiring, restorative justice programs, retention, training, uniforms and attire, use of force, welfare checks, and other related subjects deemed appropriate by the Board or the Board Safety and Security Committee.
2. District policies and regulations must ensure the disclosure of information and documents relevant to the development of recommendations by the Board Safety and Security Committee. Committee recommendations shall be provided to the Chancellor and be reported to the Board at regularly noticed meetings.

The ~~Director Chief~~ of District Safety ~~and &~~ Security prepares and annually updates ~~a report~~ the Annual Security Report of all occurrences reported to ~~campus security officials~~ Campus Safety of arrests for crimes that are committed on campus and that involve violence, hate ~~violence crimes~~, theft or destruction of property, illegal drugs, or alcohol intoxication, and ~~of~~ all occurrences of noncriminal acts of hate ~~violence crimes~~ reported to campus authorities. ~~A written report will be submitted to the Board.~~

~~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.~~

~~Hate violence is any act of intimidation or 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, disability, or political or religious beliefs of that person or group. The district will include in its Annual Report both occurrences reported to district safety authorities of, and arrests for crimes that involve, hate violence and of non-criminal acts of hate violence.~~

Responsible Manager: Chief, District Safety & Security

Revised: April 21, 2014 (Previously AR 3517)

References Updated: March 16, 2015

Revised: XXXX, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal Affairs

AR 3502 Networked Video Cameras (NEW)

Reference(s)

Education Code Section 32280

The Rancho Santiago Community College District operates a public safety video camera system for the purpose of creating a safer environment for all District students, employees and visitors. The purpose of this document is to provide a district wide policy for the use of video security cameras. All recordings shall be done with recognition of the reasonable expectation of privacy among members of the college community. Public safety video security cameras may be used in conjunction with campus access control and two-way communications to enhance access to buildings and emergency notification.

District Safety & Security and Information Technology Services personnel involved in management of the video monitoring system will be appropriately trained and supervised.

Video monitoring will be conducted in a professional, ethical, and legal manner. The public safety camera system will not be used to invade the privacy of individuals, nor to look into private areas or areas where the reasonable expectation of privacy exists. This camera system is not intended for use in classrooms or private offices. Video monitoring shall not be used to harass, intimidate, or discriminate against any individual or group. Personnel are prohibited from viewing or distributing images unless authorized to do so by the Chief of District Safety.

Public areas that are covered by public safety cameras shall be marked in a conspicuous manner with appropriate signs to inform the public that the college has video surveillance. Signs shall be well lit to ensure visibility. Confidential investigations may require the use of unmarked camera locations; however, use will be limited to the duration of the investigation.

All media will be stored in a secure area with access restricted to authorized persons. Recordings not otherwise needed for official reasons shall be retained for a period not more than sixty days and thereafter shall be automatically erased with the video recording system. Any recordings needed as evidence in a criminal or civil proceeding shall only be copied by authorized campus safety personnel to a suitable medium and secured in accordance with current procedures.

The review or the release of video images shall be done only with the authorization of the Chief of District Safety & Security or his/her designee and only with a properly documented request.

Requests for recorded video images from other government agencies or by the submission of a court order or subpoena shall be promptly submitted to the Chief of District Safety & Security and Human Resources, who will submit to District legal counsel for further handling. Every reasonable effort will be made to preserve the data requested until the request has been fully processed by District legal counsel. Video images captured by public safety cameras that are requested by the public or media will be made available only to the extent required by law. Except as required by a valid court order or other lawful process, video images requested under the Public Records Act will generally not be disclosed to the public when such video images are evidence in an ongoing criminal investigation in which a disposition has not been reached.

The Chief of District Safety & Security or designee will conduct an annual review of the public safety camera system. The annual review will include an inventory of video monitoring installations, date of installation, summary of the purpose, adherence to this AR and any proposed policy or AR changes. The results of each review will be documented and maintained by the Chief of District Safety & Security or designee and other applicable advisory bodies. Any concerns or deviations from this regulation will be addressed promptly and effectively.

Responsible Manager: Chief, District Safety & Security

Adopted: xxxxx, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 3
General Institution

AR 3505 Emergency Response Plan

References

Education Code Sections 32280 et seq. and 71095
Government Code Sections 3100 and 8607(a)
Homeland Security Act of 2002
National Fire Protection Association 1600
Homeland Security Presidential Directive-5
Executive Order S-2-05
California Code of Regulations Title 19, Sections 2400-2450
34 Code of Federal Regulations Section 668.46(b)(13) and (g)

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The District shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The Chancellor shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management Systems (SEMS) and should incorporate the functions and principles of the Incident Command Systems (ICS), the Master Mutual Aid Agreement (MMAA), and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

General information about the emergency response and evacuation procedures for the District are publicized each year as part of the District's Clery Act compliance efforts and that information is available on the District web site at www.rscdd.edu and on the employee intranet at the following link: <https://intranet.rscdd.edu/Safety-Risk-Management/Emergency-Operations-Plan/Pages/default.aspx> .

All members of the campus community are notified on an annual basis that they should call 9-1-1 or the District Safety & Security Department of any incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students or employees on campus. The District Safety & Security Department has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document these types of incidents and to determine if the situation does in fact, pose a threat to the community. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

The District will determine the content of the message and will use some or all of the systems described below to communicate the threat to the appropriate segments of the campus community, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: District Safety & Security Department compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The District has various systems in place for communicating emergency information quickly. These methods of communication include; e-mail, text messaging, phone announcements, public address system, and social media platforms such as Facebook and Twitter. The District will post updates during a critical incident on the District web site, and via the other forms of emergency notifications. The District uses ~~BlackBoard-Connect~~ RAVE Guardian for the issuing of emergency messages. ~~and~~ All staff, faculty and currently enrolled students are automatically included in any emergency messages.

The District's ~~Director Communications and Publications,~~ Chief Communications Officer will be responsible for the dissemination of emergency information to the larger community through press releases, website updates, and social media updates.

TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

An evacuation drill is coordinated by the District Safety & Security Department at least twice a year for all facilities on campus. These drills are scheduled to take place in the Fall and Spring semesters. Students and staff learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Each campus has pre-designated locations for evacuation and publishes these on their website and in other emergency plans. These locations can be affected by time of day, location of the building being evacuated, and other factors such as the location and nature of the threat. In both cases, the District Safety & Security Department and District staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

Evacuation drills are monitored by the District Safety & Security Department and District administration to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration.

PURPOSE

The Emergency Response Plan is the District's planned response to all hazards on or affecting the campus or surrounding community. The plan will be activated by the District Chancellor or his/her their delegated representative. The emergency response plan details actions and responsibilities for all employees of the District including those on the Emergency Operations Center (EOC) staff.

RESPONSIBILITY

Government Code Sections 3100-3101 state that all employees of the District are declared Disaster Service Workers during emergencies, subject to such activities as may be assigned to them. Federal and state regulations further state that all employees of the District must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee's emergency response responsibilities.

EMERGENCY OPERATIONS CENTER (EOC)

Each campus has an Emergency Operations Center (EOC) that can be activated during emergency situations. The EOC may be staffed by one or more key administrators, depending on the situation, and the EOC staff will direct the campus response to the emergency, coordinating with first responders for outside support. The Campus EOC's will communicate directly with the District EOC and the District EOC will be responsible to update the County EOC of the status of our emergency and to coordinate with them with requests for outside support.

The EOC is composed of key administrators and their function is to coordinate emergency efforts including:

- Assess the overall disaster based on reports from area managers
- Initiate the emergency notification chain (call back of employees)
- Mobilize any additional staff to heavily damaged areas
- Determine the "All-Clear" when the disaster is over

All press releases will be prepared by the ~~Director Communications and Publications~~ Chief Communications Officer. In absence of this person, the key administrator will designate an individual responsible for this function.

PREPAREDNESS

The District's preparedness is based on pre-staged supplies, training and awareness, emergency drills, and support agreements with outside agencies. All employees of the District ~~will~~ receive training in responding to and managing emergency situations according to federal and state laws and regulations. The best response to emergency situations is preparedness.

EMERGENCY CHAIN OF COMMAND

All emergency situations should be notified to District Safety & Security who will make the notifications necessary to the key administrators. District Safety & Security is available 24-hours a day/seven days a week at 714 564 6330.

INSTRUCTORS: RESPONSIBILITIES

1. Assess overall situation in classroom
2. Coordinate evacuation with assistance from Building Captains and Floor Wardens from classroom if necessary.
3. Assist disabled individuals out of buildings without use of elevators.
4. Initiate first aid if qualified individual is available.
5. Take a roll call once your students are out of the building and report, to the Floor Wardens or Building Captains.
6. Assist area managers as necessary.

Remember, in the event of a major disaster, **every** community college employee automatically becomes a Disaster Service Worker under Government Code Sections 3100-3101.

OTHER EMPLOYEES: RESPONSIBILITIES

1. Follow survival instructions.
2. Evacuate area if necessary.
3. Assess immediate problems if possible.
4. Report to area assembly point when safe.
5. Assist area manager, as needed:
 - a. Performing first aid (if qualified)

- b. Serving as a communication runner, etc.
- c. Conducting record keeping and note taking

EARTHQUAKE: RESPONSIBILITIES IN CASE OF EARTHQUAKE

Earthquake Survival Instructions – Drop, Cover and Hold On!

During the earthquake:

- Keep calm—do not run or panic.
- Remain where you are - indoors or outdoors.
- If indoors, stay indoors. Take cover under desk, table, or bench or in doorways, halls, or against inside walls. Stay away from glass windows or sky lights. Do not use elevators. Do not run outdoors! You may be hit by falling debris or live electrical wires. Be aware that furniture moves in an earthquake.
- If outdoors, get away from buildings. Go to clear areas and stay away from walls, utility poles, and downed wires that could cause serious injury or death.
- Do not run through or outside buildings. The greatest point of danger is just outside doorways and close to outer walls.
- Protect yourself FIRST, then after shaking stops protect and/or help others.

After the earthquake

- If qualified, give first aid to anyone who is injured. If not, assure that first aid is given by qualified person.
- Wear shoes (flat heeled, preferable) in areas near fallen debris and broken glass.
- Clean up debris, glass, and spilled medicines as well as any flammable liquids, bleaches, and gasoline.
- Restrict phone use to emergencies only.
- Be prepared for aftershocks. These are usually smaller than the main quake, but some may be large enough to do additional damage to structures weakened during the main shock.

EXPLOSIONS: RESPONSIBILITIES IN CASE OF EXPLOSION

In the event of an explosion in the building, employees should:

- Take cover under tables, desks, or other such objects that will give protection against flying glass and debris.
- Set off fire alarm. Stay at the fire alarm, if safe to do so.
- Call for help. Dial 9-1-1, 714 564 6330 or dialing 333 from campus phone.
- After the effects of the explosion have subsided, determine if evacuations are necessary.
- If evacuation is necessary, exit building as directed. Seek out any disabled persons and provide assistance. Assign blind students a guide. Assist wheelchair students or assign them a guide to get them to lobby near elevator.
- Upon leaving the building, proceed to designated emergency assembly areas and await further instructions.

FIRE: RESPONSIBILITIES IN CASE OF FIRE.

- Pull the Fire Alarm.
- Call for help. Dial 911
- If fire can be easily extinguished, attempt to do so if you have been trained, you have called for help, people have started evacuating and it is safe to do so.
- Seek out and assist disabled persons in the area.
- Evacuate the building if necessary, closing fire doors.
- If evacuated, proceed to designated emergency area for further instructions.

EVACUATION: RESPONSIBILITIES IN CASE OF EVACUATION

The purpose of any evacuation will be to empty a building or area of all occupants as quickly and safely as possible.

- Building Evacuation: Occupants should proceed to a clear or safe area near the evacuated building as shown on emergency evacuation route posted in classrooms.
- Key administrators, building captains, floor wardens or other emergency personnel will be available to direct evacuees to clear or safe areas.
- Evacuation of disabled persons will be given the highest priority. They should be evacuated by the most expeditious and safe means available. Turn lights on and off to alert hard of hearing to the emergency. Assign a guide to blind students. Carry pencil and paper to write messages, if necessary.
- Wheelchair students should be assisted to safe area, such as the top of the stairs, Notifications should be made to District Safety & Security, building captains or floor wardens to make arrangements to have the individual safely evacuated.
- When evacuating building, occupants should walk, remain quiet, grasp handrails, and follow all other emergency instructions.
- Occupants will gather in the emergency assembly area and await further instructions.
- Do not re-enter the building until instructed to do so by Command Post personnel.

BOMB THREATS: RESPONSIBILITIES IN CASE OF BOMB THREATS

Employees receiving a bomb threat or discovering a bomb or similar device should immediately notify District Safety & Security at 714 564 6330 or 911.

- Take the caller seriously, but remain calm,
- Get as much information from the caller as possible,
- Tell a nearby co-worker, to contact District Safety & Security at 714 564 6330,
- Do not discuss the threat in public,
- If a bomb threat is received by phone, ask lots of questions, such as:
 - When is the bomb going to explode?
 - Where is the bomb right now?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?
- Keep the caller on the phone as long as possible. Record the following information for emergency personnel:
 - Time of call
 - Date of call
 - Exact words of person
 - Sex, age
 - Speech pattern
 - Background noises
- If a bomb threat is received by mail, employees should:
 - Not handle the envelope or package
 - Leave the immediate area
 - Notify the District Safety & Security at 714 564 6330 or 911 and stop anyone from entering the area or handling the written note.
- If a suspicious object is discovered, the employee should:
 - Not attempt to touch or move the object or use any radio equipment.

- Evacuate immediate area only.
- Notify District Safety & Security at 714 564 6330 or 911 and await further instructions from operator.

CHEMICAL SPILL: RESPONSIBILITIES IN CASE OF CHEMICAL SPILL

- If this is an emergency or if anyone is in danger CALL 9-1-1 or Campus Safety.
- Notify Campus Safety for any spills over 5-gallons, or if the spill is from an unknown chemical, or a spill of any quantity of a highly toxic substance.
- If possible and it is safe to do so, stop the spill, warn others, isolate the area, and minimize exposure.
- Follow the instructions of emergency personnel.
- Notify emergency personnel if you have been exposed or if you have information about the release.
- Attempt to clean the spill only if you feel safe, the spill is small, you are familiar with the properties of the chemical, you have had proper training, and you have the proper personal protective equipment (PPE) such as gloves and goggles.
- If directed to evacuate the building, once outside, move to a clear area at least 50 feet away from the affected building. If fumes are present, move cross wind, not upwind. Keep the walkways clear for emergency vehicles.
- Do not return to a building until told to do so or until it is announced that all is clear.

ACTIVE SHOOTER – RUN, HIDE, OR FIGHT!

- If outdoors, **RUN** away from gunshots and find a place of safety.
- If you are in a classroom or office, assess the closeness of the shots. Run away from the shots if safe.
- If not safe to run, **HIDE**. Remain in location and secure all doors. Throw Place furniture or other heavy objects in front of door(s) to form a barricade if possible. Turn off the lights and silence your phones. Stay quiet and stay put until police officers give further Instructions.
- As a last resort, **Fight!**
- You may choose to fight back instead of being a passive target. An individual must use his/her their own discretion about when he or she they must engage a shooter for survival.

REPORTING EMERGENCIES NOT PREVIOUSLY COVERED:

- The quickest and easiest way to obtain professional help for any type of emergency not specifically covered by these procedures is to phone the operator for assistance. Dial District Safety & Security at 714 564 6330 or 911.
- When calling, stay calm and carefully explain the problem and location to the dispatcher or Safety Officer.
- Quickly notify the dean or immediate supervisor of the emergency and begin to take the appropriate action warranted by the situation.
- If a sign language interpreter is needed to facilitate communication between off-campus hospital personnel and an injured deaf person, arrangements can be made by calling District Safety & Security at 714 564 6330 or COMMEND - Communication Medical Emergency Network for the deaf at 1-800-422-7444 or LIFESIGNS at 1-800-633-8883.

REMAIN CALM – HELP OTHERS REMAIN CALM.

For additional information about emergency preparedness, refer to the RSCCD Employee Intranet under Safety and Risk Management:

<https://intranet.rccd.edu/Safety-Risk-Management/Pages/default.aspx>

Responsible Manager: Chief, District Safety & Security

Adopted: August 31, 2015

Revised: xxxxx, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 3
General Institution

AR 3515 Reporting of Crimes

Reference(s):

Education Code Section 212, 67380, 67383, and 87014
Penal Code Sections 245 and 422.55
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998
20 U.S.C. § 1232g;
34 C.F.R. 668.46
34 C.F.R. 99.31(a)(13), (14) and 668.46
Campus Security Act of 1990

Individuals who are witnesses or victims of a crime, should immediately report the crime to the District Safety & Security Department.

In the event anyone is assaulted, attacked, or menaced by another person on district property, a supervisor or instructor shall be notified as soon as practical after the incident. The supervisor/instructor shall assist the victim to promptly report the incident to District Safety & Security and/or to the local police department. The supervisor/instructor shall make the report if the victim is unwilling or unable to do so. ~~an employee is assaulted, attacked or menaced by a student, the employee shall notify his or her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted or menaced shall assist the employee to promptly report the attack or assault to the District Safety & Security Department and /or local police department depending on site location. The supervisor himself or herself shall make the report if the employee is unable or unwilling to do so.~~

The District, in accordance with Clery Act requirements, shall publish timely warnings to the campus community about crimes that are considered to represent a continuing threat to other students and employees in a manner that is timely and will aid in the prevention of similar crimes. The information shall be disseminated by the Director Chief of District Safety & Security, in a manner that aids the prevention of similar crimes.

Depending on the circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Director Chief of Safety & Security may also post notices on the RSCCD websites, send out mass communication via text message, email or on social media, providing the community with a more emergency notification. This should be immediately accessible by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the District's Safety & Security Department, by phone (714 564 6330) or in person at the District's Safety & Security Department's office.

The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health and safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.

The District shall annually collect and distribute statistics concerning crimes on campus. All college staff with significant responsibility for student and campus activities are considered campus security officials under the federal Clery Act and shall report crimes about which they receive information.

The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security; alcohol and drug use; crime awareness and prevention; crime alerts and timely warnings; the reporting of crimes; sexual assault and victims' assistance program; and emergency response and evacuation procedures. The District shall make the report available to all current students and employees. The District will also provide prospective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting the District Safety & Security Department or by accessing it on the District website:

<https://rscdd.edu/Departments/BusinessServices/Security-and-Public-Safety/Pages/crime-statistics.aspx>

The District may disclose the final results of disciplinary proceedings to a victim of an alleged a crime of violence or a non-forcible sex offense, regardless of the outcome. The District may also disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated school policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his or her right to confidentiality.

TO REPORT A CRIME

Contact District Safety & Security department at (714) 564 6330 or 333 from a campus landline, emergency blue phone or in the event of an emergency dial 911. Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the District Safety & Security Dept. In addition, you may report crime to any

administrator on campus through the RAVE Guardian app.

The District Safety & Security Department encourages anyone who is the victim or witness to any crime to promptly report the incident to them or police. If you are the victim of a crime and do not want to pursue action within the District's system or the criminal justice system, you may still want to consider making a confidential report. With your permission the ~~Director~~ Chief of District Safety & Security or his appointee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety ~~of~~ of yourself and others. With such information, the District can keep an accurate record of the number of incidents involving students; determine where there is a pattern of crime with regard to particular locations, method, or assailant, and alert campus community to potential danger. Reports files in this manner are counted and disclosed in the annual campus statistics for the institution. Because police records are public records under state law, the police cannot hold reports of crime in confidence.

REQUIRED REPORTS TO LOCAL LAW ENFORCEMENT AGENCY

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault (rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or the threat of any of these), or hate crime (means any offense as described in Section 422.55 of the CA Penal Code), committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the institution or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of ~~his/her~~ their right to have ~~his/her~~ personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency unless otherwise required by law. Because the District does not have a campus law enforcement agency, the report shall be forwarded to the appropriate local law enforcement agency.

Responsible Manager: Chief, District Safety & Security

Revised: August 10, 2015 (Previously AR 3521)

Revised: xxxxxxxxxxxxxx 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 3
General Institution

AR 3516 Registered Sex Offender Information

Reference(s):

Penal Code 290, 290.01 and 290.95
34 CFR Part 668
42 U.S.C., 14071j
20 U.S. Code Sections 1092[f][1][I] and 1232g[b][7][A] (Campus Sex Crimes Prevention Act)

The District shall include in its Annual Security Report a statement advising the campus community where information pertaining to registered sex offenders may be obtained.

Sex offenders are required to register with the police in the jurisdiction in which they reside and at the local police agency having jurisdiction over the campus and at institutions of higher learning if they are students there or if they work there as employees, contractors, or volunteers. ~~Sex offenders who are required to register should do so at the Santa Ana Police Department if attending Santa Ana College or Centennial Education Center and at the Orange Police Department if attending Santiago Canyon College or Orange Education Center.~~

[Santa Ana Police Department: 60 Civic Center Plaza, Santa Ana, CA 92701 \(714\) 245-8665](#)

[Orange Police Department: 1107 N. Batavia Street, Orange, CA 92867 \(714\) 744-7444](#)

A sex offender who applies for or who accepts a position as is an employee or volunteer in the District must disclose his/her their status as a registrant upon his/her their application or acceptance of the position if he/she they:

- 1) would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or have supervision or disciplinary power over minor children or
- 2) would be working directly and in an accompanied setting with minor children and his/her their work would require touching minor children on more than an incidental basis.

A sex offender who must register for committing a crime against a minor victim under the age of 16 is prohibited from serving as an employer, employee, contractor, or volunteer in any capacity in which the sex offender would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or involving having supervision or disciplinary power over minor children.

Information concerning registered sex offenders can be obtained from the Santa Ana Police Department and the Orange Police Department.

A campus police department is a POST-certified police department that is staffed by peace officers. California State Universities, University of California, and community colleges are authorized by statute to maintain campus police departments. (See Ed. Code 72330, 89560, 92600; see also Penal Code 13507). Additionally, other institutions of higher learning within California may contract with local law enforcement agencies to provide sworn officers who provide campus police services. If these institutions of higher learning have an on-campus police department, the registration form may be sent to the campus police department. If the institution of higher learning does not have a campus police department, you must submit this form to the local law enforcement agency having jurisdiction over the campus. Campus police departments do not include contracted security services. **Security Officers are not authorized to conduct registration or to accept registration forms.**

Responsible Manager: Chief, District Safety & Security

Revised: August 11, 2014 (Previously AR 3542)

Revised: xxxxxxxxxxxx 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 5
Student Services

AR 5500 Standards of Student Conduct (NEW)

Reference(s):

Education Codes 66300, 66301, 72122, 76030-76038, and 76243
ACCJC Accreditation Standards I.C.8 and 10 (formerly II.A.7.b)

The Rancho Santiago Community College District may impose discipline for the commission, or attempted commission, of the following types of violations by students or for aiding or abetting, inciting, conspiring, assisting, hiring, or encouraging another person to engage in a violation of the Standards of Student Conduct, or for any violation of state or federal law.

I. CODE OF CONDUCT VIOLATIONS

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student, except for conduct that constitutes sexual harassment under Title IX, which shall be addressed under Interim AR 3425 Title IX (9) Sexual Harassment (Interim).

- A. Dishonesty, cheating, plagiarism, lying, or knowingly furnishing false information to the district or a college official performing their duties.
- B. Forgery, alteration, or misuse of district documents, records, or identification.
- C. Causing or attempting to cause damage to any real or personal property owned by the district or district employees (damage includes, but not limited to vandalism, such as cutting, defacing, breaking, etc.)
- D. Obstruction or disruption of pedestrian or vehicular traffic or of teaching, research, administration, or of other district activities on or off district premises. This includes obstruction or disruption of administration, disciplinary procedures or authorized college activities.
- E. Causing, attempting to cause, or threatening to cause physical injury to another person. Or any threat of force or violence upon a student, college personnel, or campus visitor.
- F. Willful misconduct which results in injury or death to a student, college personnel or campus visitor or which results in cutting, defacing, or other injury to any real or personal property owned by the district. This includes fighting on district property or at a district sponsored event, on or off district premises.

- G. Detention of any person on district-owned or controlled property or at district-sponsored or supervised functions or other conduct which threatens or endangers the health or safety of another.
- H. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district or private property on campus.
- I. Unauthorized entry into or unauthorized use of district property, supplies, equipment, and/or facilities.
- J. Misrepresentation of oneself or of an organization to be an agent of the district or failure to identify oneself to, or comply with the directions of a district official, policy, or other public official when requested to do so; or resisting or obstructing such district or other officials in the performance of, or the attempt to, perform their duties.
- K. Sexual assault or physical abuse, including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, sexual coercion, or threat or assault, of any conduct that threatens the health and safety of the alleged victim, which includes students, college personnel or campus visitors.
- L. Dating violence, defined as violence committed, on the basis of sex, by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on a consideration of the following factors: length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
- M. Domestic violence, defined as conduct, on the basis of sex, that includes the requisite components of felony or misdemeanor crimes of violence committed by (a) a current or former spouse or intimate partner of the victim; (b) a person with whom the victim shares a child in common; (c) a person who is cohabitating with or has cohabitated with the victim as a spouse; (d) a person similarly situated to a spouse of the victim under California law; or (e) any other person against an adult or youth victim who is protected from that person's acts under California law.
- N. Stalking, defined as a course of conduct directed at a specific person on the basis of sex that would cause a reasonable person to fear for the person's safety or the safety of others, or to suffer substantial emotional distress. For the purposes of this definition: (a) a course of conduct is two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property; (b) reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant; and (c) substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

- O. Sexual exploitation defined as an act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose. Some examples are prostituting another person; recording images; viewing or distributing images of an individual's sexual activity, body parts, or nakedness; and inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.
- P. Use, unlawful possession, distribution, furnishing or being under the influence of alcoholic beverage or an intoxicant of any kind on district property or at any district sponsored event.
- Q. Use, unlawful possession, distribution, furnishing, or being under the influence of any controlled substance listed in California Health and Safety Code Sections 11053 et seq. or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Sections 11014.5.
- R. Engaging in expression which is libelous, slanderous, obscene (according to current legal standards) or which incites students so as to create a clear and present danger of commission of unlawful acts on district premises, or violation of district regulations, or the substantial disruption of the orderly operation of the college.
- S. Possession, sale, use or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearms, knife or explosive. Exceptions include those participating in a criminal justice educational program who are authorized such possession or those who are enrolled in a course which authorizes such possession.
- T. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative regulation.
- U. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race, ethnicity, religion, age, sexual orientation or any other status protected by law. Harassment does not include conduct protected by the First Amendment.
- V. Disruptive behavior, willful disobedience, harassment, stalking, habitual profanity or vulgarity, open and persistent abuse of college personnel, or open and persistent defiance of the authority of college personnel.
- W. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees.
- X. Violation of the Computer Usage Policy applies to students using computer classrooms, computer labs, the wireless network or other locations on and off district property. A violation is considered any of the following:

- a. Accessing with or without permission, or causing to be accessed without authorization, altering, damaging, deleting, hacking, destroying, or otherwise using any data, computer, computer system, computer software and programs, or computer network belonging to or used by the college or any member of the district.
 - b. Accessing with or without permission, taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the college or district.
 - c. Using or causing to be used, computer services without permission.
 - d. Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system or computer network belonging to or used by the college or district.
 - e. Introducing any computer contaminant or virus into any computer, computer system or computer network belonging to the college or district.
 - f. Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.
 - g. Using any account or password without authorization.
 - h. Allowing or causing an account number or password to be used by any other person without authorization.
 - i. Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing such material which is part of the instruction process or assignment for a class in which the student is currently enrolled.
 - j. Use of systems or networks for personal commercial purposes.
 - k. "Cyberstalking" which is to be understood as any use of the college or district computer system, computer network, or computer programs to stalk another person via excessive messages or inquiries, inappropriate or threatening messages, racially motivated communications, photos or other means of communication.
- Y. Deliberately making false and/or malicious accusations against a member of the campus community. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a policy violation determination.

- Z. Any act constituting good cause for suspension, expulsion or violation of district policies or campus regulations, including AR 3425 Title IX (9) Sexual Harassment.

Students who engage in any of the above are subject to the procedures outlined in AR 5520 Student Discipline Procedures.

Adopted: xxxxxxxx, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 5
Student Services

AR 5520 Student Discipline Procedures (NEW)

Reference(s):

Education Codes 66017, 66300, 66301, 72122, 76030, and 76030 et seq.
Penal Code Section 626.4

The Rancho Santiago Community College District (District) is committed to ensuring a safe and productive learning environment, which requires certain expectations for students' conduct with that environment. These expectations are centered on academic integrity and responsibility required of the members of a dynamic academic community. The primary purpose of the Student Discipline Procedures is to support and protect all stakeholders, including students, and to support academic excellence. In addition, the intent of the Student Discipline Procedures is to educate students about their rights, responsibilities and violations per the "Standards of Student Conduct" described in AR 5500.

These procedures provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantee to the students involved the due process rights granted to them by state and federal constitutional protections. The procedures in this administrative regulation will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

This administrative regulation is specifically not intended to infringe in any way upon the rights of the students to engage in free expression as protected by the state and federal constitutions, and by Education Code section 76120, and will not be used to punish expression that is protected.

The grievance process for resolving a sexual harassment complaint under Title IX can be found in Administrative Regulation (AR) 3425 Title IX (9) Sexual Harassment.

I. JURISDICTION

Students enrolling in district educational programs assume an obligation to obey state and federal law and district rules and regulations governing the conduct of students.

Students who enroll in those instructional programs in which the district or one of its colleges has affiliations with various outside associations must comply with both the district's or college's policies and procedures, as well as with the outside associations' policies and procedures. This includes but is not limited to students enrolled in Apprenticeship Programs and programs of Cosmetology, Fire Academies, Criminal Justice Academies, Nursing and Water Utility Science.

II. STANDARD OF PROOF

Preponderance of Evidence: This is the standard by which a decision is made by the Student Conduct Officer or Hearing Panel. The "Preponderance of Evidence"

Standard means that it is more likely than not (greater than 50%) that the alleged events constituting the student conduct violation occurred. The standard is such that a reasonable person would find it more likely than not that a behavior occurred and that it violated one or more of the standards of student conduct. The Preponderance of the Evidence is the applicable standard for demonstrating facts and reaching conclusions in an investigation conducted pursuant to this administrative regulation.

III. DEFINITIONS

A. General

- i. **Administration:** District and/or college officials assigned to manage the day-to-day operations of a college/campus, such as a Chancellor, President, Vice President, Dean, etc.
- ii. **Complainant:** An individual who is eligible to file a complaint or to report a violation of this administrative regulation. It also includes any person who is reported to have experienced a violation of this administrative regulation in cases where some other person has made a report on that person's behalf.
- iii. **Behavioral Intervention Team (BIT):** A cross-district team that conducts threat assessments and provides recommendations on potential interventions.
- iv. **CARE Assessment:** A meeting with members of the CARE team, where they will work with the student and other relevant parties to assess the student's need and inform student of options, services, information, processes, and resources available to them.
- v. **Crisis Assessment, Response & Evaluation (CARE) Team:** A multidisciplinary group whose goal is to engage in proactive and collaborative approaches to identify, assess, and mitigate risks associated with students, faculty, staff, and visitors exhibiting concerning behaviors or thoughts.
- vi. **Day:** Days during which the district is in session and regular classes are held, excluding Saturdays and Sundays.
- vii. **Instructor:** Any academic employee of the district in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.
- viii. **Maxient Incident Report (IR):** The centralized reporting and record keeping system used to manage student conduct violations and behaviors of concern.
- ix. **Respondent:** An individual who is alleged to have violated this Administrative Regulation.
- x. **Special Requests/Accommodations:** Accommodations may be made upon request for students with disabilities during the conduct process.
- xi. **Student:** Any person currently enrolled in a class at any college or in any program offered by the district at the time of the alleged violation of the Standards of Student Conduct.
- xii. **Student Conduct Officer:** Administrator, designated by the college president to process student conduct charges. The Student Conduct Officer will be responsible for processing alleged violations of the Standards of Student Conduct in accordance with these procedures. The president has designated the Vice President of Student Services or

designee as the administrator responsible for student conduct procedures. Each campus has a Student Conduct Officer on site.

- xiii. **Violence Against Women Act (VAWA):** This is a federal law in response to increasing violence against women in America. The Act has provisions to improve criminal justice responses to sexual assault, domestic violence, dating violence, and stalking, and to increase the availability of services from victims and survivors.
- xiv. **Withdrawal of Consent to Remain on Campus:** The college president or designee has the right to issue a withdrawal of consent of any person to be on campus, in accordance with California Penal Code Section 626.4, when there is reasonable cause to determine that the person has willfully disrupted the orderly operation of the college.

B. Sanctions

- i. **Community Service:** Student performs some act or duty that benefits the campus and/or surrounding community.
- ii. **Educational Sanction:** Sanctions intended to educate students on the effects of their behavior and invoke change in future decision-making.
- iii. **Expulsion:** In conformance with Section 76030 of the Education Code, the Board of Trustees (the "Board") may expel a student for good cause when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continued danger to the physical safety of the student or others. Following proper hearing procedures as defined in this administrative regulation, a college president shall recommend a decision concerning expulsion to the chancellor who shall then recommend a decision to the board. The board may impose a lesser disciplinary sanction than expulsion, including, but not limited to probation and/or suspension.
- iv. **Interim Suspension:** Exclusion of the student for good cause from one or more classes for a period of up to ten (10) consecutive days of instruction.
- v. **Mental Health Clearance:** Per AR 5201 Standards of Student Health/Mental Health Clearance, a student who is removed from Santa Ana College or Santiago Canyon College as a result of the following may be required to provide documentation from a licensed mental health professional stating that the student will no longer engage in the behavior which gave rise to the student's remove from campus and that the student's continued presence on campus is not a threat to himself/herself or others before the student is readmitted to campus.
 - 1. Inappropriate behavior described in AR 5500 Standards of Student Conduct; and/or
 - 2. Determination by a public safety officer that the student poses a threat to himself/herself or the general public.
- vi. **Organizational Sanctions:** Deactivation, loss of recognition, loss of some or all privileges (including use of facilities) for a specified period.
- vii. **Probation:** Probation is a disciplinary action that allows the offender to remain or return to the district with the understanding of expected appropriate future behavior. Probation may include exclusion of the individual(s) from extracurricular activities, which would be set forth in the written notice of probation. The probation would be for a specific period and appropriate notice will be sent to any advisor(s) of student organization(s) involved. Any further violations of the Standards of Student

Conduct during this probationary period will result in further, more serious, disciplinary action against the offender.

- viii. **Removal from Class:** Exclusion of the student by an instructor for the day of the removal and the next class meeting. Instructor shall notify the student of the removal and document it via a Maxient Incident Report.
- ix. **Removal from Department:** Exclusion of the student by a department administrator or Student Conduct Officer for the day of the removal and the next business day. The administrator shall notify the student of the removal and document it via a Maxient Incident Report.
- x. **Reprimand:** Written reprimand for violation of district rules, with copy to the Respondent and to the student disciplinary file. A reprimand cautions the offender to avoid any future infractions of district rules.
- xi. **Restitution:** Reimbursement by the offender(s) for damage(s) or for the misappropriation of district property may take the form of appropriate community service to repair or otherwise compensate for damage(s).
- xii. **Revocation of Degree:** The district reserves the right to revoke a degree previously awarded from the district for serious violations committed by the spring term to graduation.
- xiii. **Suspension:** Exclusion of the Respondent for good cause from:
 - 1. One or more classes for the remainder of the school term;
 - 2. From all classes and activities of the college for one or more terms;
 - 3. If the period is greater than ten (10) days, a decision regarding suspension shall require a final determination from the college president.

Recommendations for suspension will be made upon consultation by the campus CARE Team and/or district BIT. During the suspension period the student is prohibited from being enrolled in or physically present on campus. The college president may impose a lesser disciplinary sanction than suspension, including, but not limited to, a warning, reprimand, probation, restitution, or ineligibility to participate in co-curricular activities or any combination of the listed options.

- xiv. **Warning:** Written notice to the Respondent that continuation or repetition of specific conduct may be cause for other disciplinary action, such as suspension or expulsion from the district.
- xv. **Withholding Diploma:** The district may withhold a student's diploma for a specified period and/or deny a student participation in commencement activities if the student has an allegation pending under AR 3425 Title IX(9) Sexual Harassment (Interim) or as a sanction if the student is found responsible for the alleged violation.

IV. RESOLUTION PROCESS

The procedures below apply to students that have been identified as allegedly violating the Student Code of Conduct.

A. Report Assessment

Upon receipt of an Incident Report (IR) of an alleged violation, the Student Conduct Officer will notify the reporting party that the report has been received. The Student Conduct Officer will then initiate a prompt assessment to determine which of the following action the Student Conduct Officer will take:

- i. Offering supportive measure or wrap-around services; and/or

- ii. Conduct intake with student;
- iii. Initiate informal or formal resolution methods;
- iv. If the reported behavior warrants an interim suspension, the Student Conduct Officer may immediately impose an interim suspension for up to ten (10) days. A written notice will be sent to the Respondent immediately.

B. Notification

Upon determination that a Student Code of Conduct violation may have occurred, the Student Conduct Officer will provide written notice of the allegations to the Respondent. This facilitates the Respondent's ability to prepare for the interview. The notice must be provided to the Respondent within two (2) days of the date on which the conduct took place. In the case of continuous, repeated, or ongoing conduct, the notice must be provided within two (2) days of the date on which the conduct occurred, which led to the decision to take disciplinary action.

In Violence Against Women Act (VAWA) cases, the Complainant is also copied to be given advance notice of when the notification will be delivered to the Respondent.

Amendments and updates to the notification may be made as the process progresses and as more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and may be delivered by one or more of the following methods: in person, mailed, or emailed to the contact information listed on the parties' official campus records. Once received in person or mailed or emailed to the contact information provided on the parties' official campus records, notice shall be presumptively delivered. The student is responsible for providing current contact information in their campus records.

C. Intake: Initial Conduct Meeting

The Student Conduct Officer shall extend an offer to meet with the Respondent. If the Respondent chooses to meet with the Student Conduct Officer, the meeting must occur no later than ten (10) days after the notice is provided. At the meeting, the Respondent must be told the facts leading to the accusation and be given an opportunity to respond verbally or in writing. Specifically, the meeting will:

- i. Acquaint the Respondent with the Standards of Student Conduct,
- ii. Provide the Respondent with the opportunity to state their account of the incident in question and present additional information/evidence,
- iii. Discuss the reported incident, supporting evidence, and alleged violation(s),
- iv. Discuss possible outcomes and disciplinary sanctions.

D. Resolution Methods

The Student Conduct Officer may resolve the matter through informal or formal methods, as described below and throughout this administrative regulation.

i. Informal

1. **Administrative Review:** If the Respondent elects to not participate in the resolution process or does not appear for scheduled meetings, the Respondent shall waive their right to provide a response to the allegations. The Student Conduct Officer will

determine findings and issue applicable sanctions based solely on the information provided in the Incident Report.

2. **Restorative Resolution:** Restorative resolutions focus on addressing the impact of the behavior and reintegrating the Respondent into the college community. A restorative resolution requires the full agreement and voluntary participation of the Respondent and other parties involved in the conduct case. Timely restorative resolutions can promote accountability and empower individuals to collaboratively develop customized resolutions that meet their needs, resulting in a written agreement. This may include apologies to the impacted individuals, voluntary mental health counseling, community service, or other supportive services.
3. **Investigation:** If the Respondent denies the allegations, an investigation will be initiated. All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses, obtaining relevant evidence, and identifying sources of expert information as necessary.

ii. **Formal**

1. **Due Process Hearing:** No Respondent shall be suspended for more than ten (10) days or expelled unless the conduct for which the Respondent is being disciplined is in violation of this administrative regulation or it has been determined that good cause for suspension or expulsion exists, and the Respondent is afforded the right to due process. For discipline resulting from a sexual harassment complaint under Title IX, the procedure in AR 3425 Title IX (9) Sexual Harassment (Interim) must be used.

If appropriate, the chancellor or designee, prior to the suspension or expulsion of any Respondent, will notify the appropriate law enforcement authorities of the county or city where the college is situated of any acts of the Respondent which may be a violation of Section 245 of the Penal Code. Violations of any law, ordinance, regulation, or rule regulating or pertaining to the parking of vehicles shall not be cause for suspension or expulsion and are not, for the purposes and intent of this administrative regulation, of the class of actions, conduct, or violations upon which due process shall be afforded. However, repeatedly ignoring or consistently violating parking rules, regulations, laws or ordinances may result in vehicles being towed or losing parking privileges.

All parties will have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and witnesses, and to fully review and respond to all evidence on the record. The designated investigating administrator may allow, disallow and/or select individuals who will be included in the process. For actions regarding minor students, parental notification and/or involvement is required.

Although in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g. study abroad, summer break and

other extraordinary conditions) may require individuals to be interviewed remotely. Skype, Zoom, FaceTime, WebEx or similar technologies may be used for interviews if determined necessary by the Student Conduct Officer. The district will take appropriate steps to reasonably ensure the security/privacy of remote interviews. No unauthorized audio or video recording of any kind is permitted during investigation meetings.

E. Possible Sanctions

Should a violation of the administrative regulation be substantiated, the district will act through the use of sanctions. Factors considered when determining a sanction may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s),
- The Respondent's disciplinary history,
- Previous allegations or allegations involving similar conduct,
- The need for sanctions/responsive actions to bring an end to the sexual harassment and/or retaliation,
- The need to remedy the effects of the sexual harassment and/or retaliation on the Complainant and the community,
- The impact on the parties,
- Any other information deemed relevant by the Student Conduct Officer.

The sanctions will be implemented as soon as is feasible. The sanctions described in this administrative regulation are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed by external authorities.

The following are the possible sanctions that may be imposed upon Respondents or organizations. These disciplinary actions are listed in degree of severity, but not necessarily in sequential order. Disciplinary actions may be imposed singly or in combination. See Section II for definitions:

- Warning
- Removal from Class/Department
- Reprimand
- Community Services
- Probation
- Educational Sanction
- CARE Assessment
- Restitution
- Interim Suspension
- Organizational Sanction
- Suspension
- Withholding of Diploma
- Revocation of Degree
- Expulsion

Recommendations by CARE/BIT for suspension will prompt a Due Process Hearing.

In cases when an investigation was initiated, notice will be sent to the student three (3) days after the completion of the investigation and determination of findings.

When suspension or expulsion occurs, the Student Conduct Officer will work with Admissions and Records in facilitating an Administrative Drop for the Respondent.

F. Supportive Measures

The district will offer and implement appropriate and reasonable supportive measures to the parties. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the district's education program or activity, including measures designed to protect the safety of all parties or the district's educational environment, and/or deter sexual misconduct and/or retaliation.

The Student Conduct Officer shall promptly make supportive measures available to the parties upon receiving notice of a complaint, if appropriate. At the time that supportive measures are offered, the district will inform the Complainant, in writing, that they may file a formal complaint with the district either at that time or in the future, if they have not done so already.

The Student Conduct Officer shall work with the Complainant to ensure that their wishes are considered with respect to the supportive measures that are planned and implemented.

The district will maintain the privacy of the supportive measures if privacy does not impair the district's ability to provide the supportive measures. The district will act to ensure that their wishes are considered with respect to the supportive measures that are planned and implemented.

The district will maintain the privacy of the supportive measures if privacy does not impair the district's ability to provide the supportive measures. The district will act to ensure as minimal an academic/occupational impact on the parties as possible. The district will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical and/or other healthcare services
- Referral to community-based service providers
- Student financial aid counseling
- Altering work arrangements for student employees
- Safety planning
- Providing campus safety escorts
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass orders
- Class schedule modifications, administrative drop, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus

- Any other actions deemed appropriate by the Title IX Coordinator or Student Conduct Officer

G. Due Process Hearing

A student being considered for suspension or expulsion shall be afforded a due process hearing designated by the chancellor or designee. The chancellor or designee shall provide that a reasonable opportunity for a hearing is afforded to the student within ten (10) days from the date that the written notice of suspension is provided to the Respondent.

The due process hearing panel shall be composed of the following:

- (2) District students (participating students may be enrolled at either Santa Ana College or Santiago Canyon College)
- Administrator/manager
- Faculty member
- Classified staff
- Designated Student Conduct Officer or designee (non-voting member)

No hearing panel member with personal involvement in the matter who is a necessary witness, or who could not otherwise act in a neutral manner, shall serve on the hearing panel. All members will be trained on appropriate district board policies, administrative regulations, and best practices on student conduct due process hearings.

The Student Conduct Officer, or designee, shall appoint one member of the hearing panel to serve as the hearing panel chair. The chair will facilitate the hearing and provide the Student Conduct Officer with the hearing panel's final recommendation.

The Respondent shall be provided adequate written notice, receipt being at least three (3) days before the hearing of the following:

- The time, date, and place set for the hearing.
- The charges to be brought.
- Documentary evidence that will be introduced at the hearing.
- The Respondent's right to appear in person and present their position.
- The Respondent's right, following their written consent, not to appear in person.
- The Respondent's right to cross-examine the district's witnesses if the witness(es) elect(s) to be present.
- The Respondent's right to present evidence or witness(es) on the Respondent's own behalf.

In cases of alleged sexual assault, technical rules of evidence shall not apply. Evidence of relevant sexual history shall be heard at the discretion of the hearing panel. Past sexual history of the alleged victim may not be introduced as part of the testimony, except that the past sexual history of the alleged victim shall be permitted if relevant and subject to the purposes described in California Evidence Code 1103.

The hearing panel shall consider evidence and witness statements from the district and the Respondent. Members of the hearing panel are prohibited from contacting the Respondent or potential witnesses directly prior to the hearing. In the event the Respondent for whom the hearing is held, or other key parties, is not present at the hearing, the hearing panel will proceed without the individual(s). Within two (2) days following the close of the hearing, the hearing panel shall render its recommendation to the Vice President of Student Services (VPSS) for further review and clarification. The VPSS will forward the recommendation to the college president within the same two (2) day period. The college president will review the recommendation within three (3) days and render a decision to the VPSS for notification to the Respondent and will also notify the chancellor for consideration.

A decision to expel the Respondent for good cause will first be recommended by the college president to the chancellor for consideration. If the chancellor supports it, the recommendation will be added to the next board meeting agenda.

If the decision supports a recommendation for expulsion, the suspension will continue until the board can hear the appeal. If there is no appeal by the Respondent, the suspension will continue until the board makes the final decision to confirm or deny the recommendation for expulsion.

The board may accept, modify or reject the chancellor's findings, decisions, or recommendations. If the board modifies or rejects the recommendation, the board shall review the record of the hearing and shall prepare a new written decision that contains the specific factual findings and conclusions.

If the board opposes expulsion and does not modify the recommendation, the recommendation shall be final, and the chancellor shall reinstate the Respondent immediately to the same status as existed prior to the hearings.

Upon a final decision, the chancellor's office will notify the Respondent by certified mail of the outcome. If the recommendation is for expulsion, the Respondent will be notified in writing of their right to appeal the decision to the board. Written notice shall outline the hearing panel's recommendation, the college president's recommendation, the chancellor's recommendation, and the board's final decision.

V. APPEALS

Students have the right to appeal the findings of the determination and/or imposed sanctions issued by the Student Conduct Officer and/or the outcome of the due process hearing.

A. Sanctions/Suspension

When appealing the outcome issued by the Student Conduct Officer, the Respondent must complete a request for appeal form within five (5) days of the written outcome notice. A completed request for appeal will be forwarded to the VPSS for consideration.

The VPSS will review the appeal and determine the appropriate outcome. A notice of appeal outcome will be sent to the Respondent including the final decision and rationale.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed, or emailed to the parties' district issued email or otherwise approved account. One mailed, emailed and/or received in person, notice will be presumptively delivered. It is the responsibility of the Respondent to provide current contact information in their campus records.

B. Expulsion

Respondents may appeal the recommendation to the board before a final decision is rendered. Written notification will be made to the Respondent within three (3) days of receipt of the due process hearing outcome. The recommendation for expulsion will continue until the board renders their final decision.

The Respondent shall be notified in writing, by registered email or certified mail to the address last on file with the district, or by personal service, of the date, time and place of the board's meeting at three (3) days prior to the meeting.

The board shall, unless a request has been made by the Respondent for an open session, hold closed sessions regarding expulsion under the following conditions:

- If a public hearing upon such question would lead to the giving of information concerning the Respondent which would be in violation of Section 76243 of the Education Code.
- If a public hearing upon such question would lead to the disclosure of information concerning any other Respondent which would be in violation of Sections 72122 and 76243 of the Education Code.

Before calling such closed session, the chancellor shall, in writing, by registered email or certified mail, adequately notify the Respondent if they are an adult, or notify the parent or guardian if the Respondent is a minor, of the intent of the board to all and hold such closed session.

Unless the Respondent, or their guardian if the Respondent is a minor, within three (3) days after receipt of such written notice requests in writing that the hearing be held in open session, the appeal shall be conducted in closed session.

If such written request is served upon the clerk or secretary of the board, the meeting shall be public except that any discussion at such meeting that might be in conflict with the right to privacy of any other student shall be in closed session. Whether the matter is considered at a closed session or open meeting, final action of the board shall be taken at a public meeting and the result of such action shall be a public record of the district.

The appeal before the board shall be a review of the evidence presented to the hearing panel, an opportunity for both sides to present oral argument, and for the board to ask specific questions to witnesses directly prior to hearing the appeal. The Respondent is encouraged to provide any and all evidence, information, and witness statements they believe will assist the Board's review. New evidence and witnesses may be considered and heard if the Respondent believes the new evidence or witness statements will be helpful for the board to render its decision. The board may also specifically request the review of additional evidence, supporting documents, relevant reports (including psychological or medical reports), victim impact statements, questions for character witnesses, or any other

relevant information the board deems necessary to make a fair and final decision on the matter before it. In determining the final outcome, the board should consider whether the Respondent elected to participate in the campus due process hearing.

The decision of the board of the appeal shall be final.

No further hearings on the matter shall be conducted unless there is new information and extraordinary or extenuating circumstances exist on a case-by-case basis, as determined specifically by the chancellor or designee, that a reconsideration of appeal is warranted.

Following a final decision from the board of trustees, and upon the happening of extraordinary or extenuating circumstances such as a reconsideration is warranted, if the Respondent desires a subsequent appeal, the Respondent shall petition the administration for a request to reconsider its decision and shall attach or identify any new evidence or witnesses to be considered by the administration. The Respondent is encouraged to provide any and all evidence they believe will assist with the administration's review.

The review will be conducted by a review panel. With the exception of the Student Conduct Officer, all other members of the review panel will consist of members who did not participate on the due process hearing panel that made the original recommendation to expel the Respondent. The review panel shall be composed of the following:

- (2) District students (participating students may be enrolled at either Santa Ana College or Santiago Canyon College)
- Administrator/manager
- Faculty member
- Classified staff
- Designated Student Conduct Officer or designee (non-voting member)

The review panel will then decide on the merit of the request for reconsideration. If a reconsideration is warranted, the review panel will make the recommendation to the college president. If the college president agrees that a reconsideration is warranted, the college president will make the recommendation to the chancellor for the board to hear the appeal. If the chancellor approves, the appeal will be placed on the proceeding board agenda for consideration by the board. The board's decision will be final. If the board denies the appeal, any subsequent appeals must be requested within 12 months of the board's denial and must be due to new information and extraordinary or extenuating circumstances. Administrative procedures for subsequent appeals shall be the same as initial appeals.

Appeal approval considerations shall include, but are not limited to, the following:

- Whether the Respondent has not had any additional violations occur since the expulsion (i.e. has not violated their expulsion by coming on campus);
- Whether the Respondent has expressed remorse for past behavior or has taken accountability for past actions;
- Whether the Respondent has proactively engaged in counseling or other behavior assessment or intervention programs (i.e. anger management);

- Whether the Respondent has provided positive character statements from members of the community;
- Whether impacted parties from the incident are no longer on campus.

For matters on appeal, a simple majority vote is required to overturn or uphold a prior decision.

If the board denies the request for appeal, the board may determine a time period in which the Respondent may request a new appeal. The decision of the board shall be final.

VI. STUDENT RIGHTS

Protected activity under this administrative regulation includes reporting an incident that may implicate this administrative regulation, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this administrative regulation.

Acts of alleged retaliation should be reported immediately to the Student Conduct Officer and will be promptly investigated. Respondent and Complainant will take all appropriate and available steps to protect individuals who fear that they may be subjected to retaliation.

Respondent and any member of Respondent's community are prohibited from taking materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this administrative regulation and procedure. The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this administrative regulation and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

A. Campus Reinstatement

Upon completion of suspension and any imposed sanctions, the Respondent will meet with the Student Conduct Officer before enrolling into classes. The Student Conduct Officer will review the behavior that resulted in their suspension and discuss appropriate support services to ensure the Respondent is successfully reintegrated into the campus.

Additional copies of the following district student policies are available in the district's catalog and the offices of Student Services at both Santa Ana College and Santiago Canyon College:

- Student Code of Conduct

- Sexual Harassment Policy/Complaint Procedures
- Academic Honesty Policy
- Grievance Procedures for Students

Adopted: xxxxxxxxxx, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal ~~Services~~-Affairs

AR 6100 Delegation of Authority, Business and Fiscal Affairs

Reference(s):

Education Code Sections 70902(d), 81644, 81655, and 81656
Public Contract Code Sections 20651, 20658, and 20659

The Vice Chancellor, ~~of Business Operations and Fiscal~~ Services is delegated authority from the Chancellor to supervise budget preparation and management; oversee fiscal management of the District; and contract for, purchase, sell, lease, or license real and personal property, in accordance with Board policy and law. Responsibility for the development of internal policies and procedures consistent with the provision of this regulation remains with the Vice Chancellor, ~~of Business Operations and Fiscal~~ Services. This delegated authority is subject to the condition that certain of these transactions be submitted to the Chancellor for review and approval from time to time as determined by the Chancellor.

When transactions do not exceed the dollar limits established in the Public Contracts Code, the Education Code or other laws pertaining to the taking of competitive bids, the Vice Chancellor, ~~of Business Operations/Fiscal~~ Services may contract for goods, services, equipment and rental of facilities so long as the transactions comply with law and any limitations or requirements set forth therein. Furthermore, the Vice Chancellor, ~~of Business Operations/Fiscal~~ Services may amend the terms and conditions of any contractual arrangement so long as the total expenditure of funds and period of contract do not exceed the limitations set forth in applicable law or regulation.

No employee of the District, member of the Board, or other agent of the District, is authorized to enter into oral or written agreements on behalf of the District. If an individual representing the District is alleged to have made an oral or written agreement involving the District, that agreement will be without force and will not be recognized as a valid agreement by the District. Discussion concerning agreement terms must be in writing and presented for approval by the Board of Trustees.

Responsible Manager: Vice Chancellor, Business Services

Adopted: November 2, 2015
Revised: XXX, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal ~~Services~~-Affairs

AR 6200 Budget Preparation

Reference(s)

Education Code Section 70902(b)(5)
Title 5 Sections 58300 et seq.
ACCJC Accreditation Standard III.D

Budget planning supports institutional goals and is linked to other institutional planning efforts. The budget is a financial plan for the operation of the District for the fiscal year, developed in accordance with Board-adopted educational goals and objectives and fiscal standards.

In accordance with Title 5 Sections 58305 ~~subdivision~~ (a) and 58305 ~~subdivision~~ (c), the Chancellor shall have prepared and shall submit to the Board of Trustees by no later than July 1 a tentative budget for the ensuing fiscal year and the proposed Adopted Budget no later than September 15. ~~Two copies of the adopted budget will be submitted to the State Chancellor's Office on or before September 30.~~ In accordance with Title 5 Section 58305 ~~subdivision~~ (d), on or before the 30th day of September, each district shall complete the preparation of its adopted annual financial and budget report. Once completed, this report and its supporting documentation is considered a public record pursuant to Section 6250 et seq. of the Government Code. On or before the 10th day of October, each district shall submit a copy of its adopted annual financial and budget report to the California Community College Chancellor's Office. The district shall also file copies of the report with the appropriate county officers for information and review.

Development of the subsequent year budget shall begin early in the calendar year in order to provide ample opportunities for the Board, staff and constituencies to consider all relevant data, parameters, and issues in accordance with state law, the district Planning Design Manual, Board Policies and Administrative Regulations prior to Board adoption. The district-wide participatory governance committee charged with developing the district budget process calendar, reviewing and evaluating the district Budget Allocation Model, and developing budget assumptions is the Fiscal Resources Committee (FRC). The FRC website at <https://www.rscdd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx> <https://www.rscdd.edu/Departments/BusinessServices/Pages/Fiscal-Resources-Committee.aspx> includes the committee responsibilities, calendar, membership along with agendas and minutes. The District Council serves as the primary participatory governance body responsible for district-wide planning and final budgetary recommendations to the Chancellor. The District Council website is found at <https://www.rscdd.edu/Discover-RSCCD/Pages/District-Council.aspx>. ~~The District's Budget Allocation Model (BAM) documents the District's budgeting and revenue allocation process and can be found at the Budget Summary website at~~ <https://www.rscdd.edu/Departments/BusinessServices/Pages/Budget.aspx>.

In accordance with Title 5 regulations, the budget shall include estimated income and proposed expenditures in sufficient detail to permit comparisons between the proposed budget and the

actual revenues and expenses in the current year. In addition, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District. These quarterly reports will be submitted on form CCFS-311 to the State Chancellor's Office.

Responsible Manager: Assistant Vice Chancellor, Fiscal Services

Adopted: November 2, 2015

Revised: XXX, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
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AR 6250 Budget Management

Reference(s)

Title 5 Sections 58305, 58307, and 58308

Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the school year, except as specifically authorized by the Board. All Board authorized personnel positions must be properly budgeted, including appropriate salary and all related benefit costs.

Transfers may be made from the reserve for contingencies to any expenditure classification and must be approved by a two-thirds vote of the members of the Board.

Transfers may be made between expenditure classifications and may be approved by a majority of the members of the Board.

Except as identified in the District's Budget Allocation Model, excess funds must be added to the general reserve of the District, and are not available for appropriation unless approved by the Board setting forth the need according to major classification.

Responsible Manager: Assistant Vice Chancellor, Fiscal Services

Adopted: November 2, 2015

Revised: XXX, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal Affairs

AR 6300 Fiscal Management

References:

Education Code Sections 84040(c)
Title 5 Section 58311
ACCJC Accreditation Standard III.D.9 (~~formerly III.D.2~~)
2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and 200.400 et seq.

The accounting system and procedures related to revenue and expenditure classification, chart of accounts and general ledger maintenance, financial record keeping and reporting shall be in accordance with the Budget and Accounting Manual for California Community Colleges and are updated by changes brought about by new Governmental Accounting Standards Board (GASB) statements and legislative action.

The Orange County Department of Education, Rancho Santiago Community College District Board of Trustees, Chancellor's Office of the California Community Colleges, and other federal, state and local agencies for the categorical and specially funded programs set reporting requirements and timelines which directly affect the accounting system and procedures.

The District is committed to principles of sound fiscal management and to provide for responsible stewardship of available resources. The District adheres to commonly accepted accounting and auditing standards as criteria for fiscal management to:

- Provide for safeguarding and managing District assets to ensure ongoing effective operations; maintenance of adequate cash reserves; implementation and maintenance of effective internal controls; determination of sources of revenues prior to making short-term and long-term commitments; establishment of a plan for the repair and replacement of equipment and facilities.
- Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.
- Provide that appropriate administrators keep the Board current on the fiscal condition of the District as an integral part of policy and decision-making.
- Provide for development and communication of fiscal policies, objectives and constraints to the board, staff and students.
- Provide for an adequate management information system that gives timely, accurate and reliable fiscal information for planning, decision making and budgetary control.
- Provide for appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met.
- Provide a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial and educational adjustments.

- Provide both short-term and long-term goals and objectives, utilizing multi-year projections of revenues and expenditures, and broad-based input coordinated with District educational planning.
- Provide a method for determining allowability of costs in accordance with ~~EDGAR Second Edition-2~~ CFR Part 200 Subpart E Cost Principles.
- Implement the requirements of 2 Code of Federal Regulations Part 200.305 governing payments.

As approved by California law, the district shall have a Revolving Cash Fund at the maximum level of one hundred thousand dollars (\$100,000).

The Vice Chancellor, ~~of Business Operations/Fiscal~~ Services and the Assistant Vice Chancellor, ~~of Fiscal~~ Services are the designated custodians of said fund. The signature of one of the custodians is required on claims for replenishment of said fund.

The Vice Chancellor, Business ~~Operations/Fiscal~~ Services and staff are responsible for the development, implementation, and review of Rancho Santiago Community College District's accounting system and procedures.

Responsible Manager: Assistant Vice Chancellor, Fiscal Services

Revised: November 2, 2015 (Previously AR3200)

Revised: July 10, 2017

Revised: XXX, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal ~~Services~~-Affairs

AR 6303 Fiscal Accountability

Reference(s)

Education Code Section 85266

Rancho Santiago Community College District ~~RSCCD~~, as a fiscally accountable ~~D~~district, processes its own commercial checks, ensures proper internal controls for those payments, and audits the payments. The District follows the Education Code requirements and assumes these responsibilities from the Orange County Department of Education (OCDE). The District shall notify OCDE of payments to update their records and the County Treasury. The District shall adhere to the implementation plan, as approved by the Board of Trustees and OCDE.

As a fiscally accountable ~~D~~district, the following procedures and regulations apply:

I. The Assistant Vice Chancellor, Fiscal Services serves as the District Disbursing Officer. The duties and responsibilities assigned to this position include:

- a. Determine that funds are available to cover the payment of the claim;
- b. Determine that adequate documentation exists to substantiate the appropriateness and authenticity of financial transactions;
- c. Determine that there has been compliance with budgetary, legal, procedural and specially funded program requirements;
- d. Certify that the foregoing review has been performed by signing check registers;
- e. Maintain a record of all transactions reviewed together with notations regarding rejected check requests;
- f. Issue checks in accordance with procedures prescribed by OCDE and County Auditor;
- g. Ensure organizational independence between operating, custodian accounting and auditing functions;
- h. Ensure that the segregation of duties is properly controlled;
- i. Ensure that the handling of receipts and disbursement of funds are separated from the accounting function;
- j. Ensure a degree of independence of the District Disbursing Officer sufficient to maintain positive integrity of responsibilities;
- k. Ensure internal controls between Purchasing and Accounts Payable departments;
- l. Ensure the control of checks and signatures and immediately notify OCDE when an authorized custodian leaves the district;
- m. Ensure the adherence to Board rules and policies;

- n. Provide financial information to the Governing Board and County Superintendent;
 - o. Ensure that Budget controls and procedures are reasonable in accordance with good business and management practices;
 - p. Prepare financial statements and cost analysis reports;
 - q. Ensure that there are adequate audit trails through operational data processing systems;
 - r. Process replacement checks, stop payments, cancelled checks;
 - s. Detect, account for, and recover monies lost due to forged checks.
- II. Check Control – Check stock is stored in a secured room in the Accounting Department and ~~currently used~~ stock ~~currently being used~~ is ~~locked in a safe~~ secured in Accounts Payable. Access ~~to both the room and safe~~ is limited to designated staff.
- III. Signature Security and Control – Electronic signatures of the Disbursing Officer and check signers will be maintained in a secure manner with access limited to designated staff.
- IV. Record Retention and Accessibility to the Public:
- a. The District follows the record retention guidelines as outlined in AR 3310 – Records Retention and Title 5 section 59020-59029
 - b. Records shall be available for public inspection pursuant to AR3300 – Public Records.

Responsible Manager: Assistant Vice Chancellor, Fiscal Services

Revised: June 16, 2014 (Previously AR 6305)

Renumbered: June 30, 2016 (Previously AR 6301)

Revised: XXX, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal ~~Services~~-Affairs

AR 6305 Reserves

Per the Board of Trustees and Board Policy 6250, the district has established a goal for its fund balance to be maintained at a minimum two months of total general fund operating expenditures reserve for contingencies which may occur in the course of the fiscal year. This reserve shall be known as the Board Policy Contingency.

Once this goal is met, the Vice Chancellor, ~~of~~ Business Services and the Assistant Vice Chancellor, ~~of~~ Fiscal Services shall monitor the reserves so that it maintains a minimum two months of total general fund operating expenditures, but in no case will the reserve become less than 12.5%.

In the event the Board of Trustees determine a need to allocate a portion of the Board Policy Contingency and this reserve becomes less than two months of total general fund operating expenditures, the Chancellor shall, within 120 days, present a plan to replenish the one-time draw down of the reserve to at least two months of total general fund operating expenditures. This replenishment plan will be discussed through the normal participatory governance process and will include details on the amount required and timeline for replenishing the reserve.

The Board of Trustees must approve utilization of monies from the reserve for contingencies (Board Policy Contingency) by a two-third majority vote.

Responsible Manager: Assistant Vice Chancellor, ~~of~~ Fiscal Services

Revised: November 2, 2015 (Previously AR 6200)
Revised: August 1, 2016
Revised: April 1, 2019
Revised: December 5, 2022
Revised: XXX, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal ~~Services~~-Affairs

AR 6320 Investments

Reference(s):

Government Code Sections 53600 et seq.

The Vice Chancellor, Business ~~Operations/Fiscal~~ Services is responsible for investing the funds of the District that are not required for the immediate needs of the District. Funds so invested shall follow the investment policy approved by the Governing Board in accordance with the Government Code Sections cited above and the following:

- Funds that are not required for the immediate needs of the District shall be prudently invested in order to earn a return on such investment.
- The preservation of principal is of primary importance. Each transaction shall seek to ensure that capital losses are avoided, whether from securities or erosion of market value.
- The investment program should remain sufficiently flexible to enable the District to meet all operating requirements that may be reasonably anticipated in any fund. After preservation of principal, liquidity is the objective.
- In managing District investments, District officials should avoid any transactions that might impair public confidence.
- Investments should be made with precision and care, considering the probable safety of the capital as well as the probable income to be derived. (See Government Code Section 53600.6 regarding solvency and creditworthiness.)

District funds maintained by the County Treasurer that are not required for the immediate needs of the District may be invested as follows:

- County Treasurer's Investment Pool. Investment of District funds may be delegated to the County Treasurer. In accordance with county procedures, District funds may be pooled with other local agencies and invested by the County Treasurer in accordance with the investment guidelines specified by Government Code Section 53635 and investment policies adopted by the County Board of Supervisors.
- State's Local Agency Investment Fund (Government Code Sections 16429.1-16429.3). District funds not required for immediate needs of the District may be remitted to the State Local Agency Investment Fund (LAIF) for the purpose of investment (Government Code Section 16429.1). District funds deposited with the LAIF shall be invested by the State Treasurer in securities prescribed by Government Code Section 16430, or the Surplus Money Investment Fund and as determined by the Local Investment Advisory Board (Government Code Section 16429.2).

- Other Investments - Other investments as permitted by Government Code Sections 53600 et seq., and in particular Government Code Sections 53601, 53601.8, 53635, and 53635.8 may be made by the Vice Chancellor, Business ~~Operations/Fiscal~~ Services subject to prior approval of the Governing Board. (**NOTE:** Government Code Sections 53601, 53601.8, 53605, and 53635.8 permit many very specific investments. Questions should be referred to financial advisors or legal counsel.)

Responsible Manager: Vice Chancellor, Business Services

Adopted: November 2, 2015

Revised: XXX, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal ~~Services~~-Affairs

AR 6400 Financial Audits

Reference(s):

Education Code Section 84040(b), ~~84040.5~~, and 81644;
~~Title 5 Section 59102~~
ACCJC Accreditation Standard III.D.7

On or before April 1 of the fiscal year, the Board shall approve the selection of an auditor who shall be a certified public accountant licensed by the California State Board of Accountancy.

An auditing firm's contract shall be renewable in one-year increments. The audit shall include all funds under the control or jurisdiction of the District. The audit shall identify all expenditures by source of funds and shall contain:

- A statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code Section 84040.5, and
- a summary of audit exceptions and management recommendations.

Separate audits for district and college Foundations and Proposition 39 Revenue Bond Construction Funds Financial and Performance audits shall also be conducted.

Audit reports for the preceding fiscal year must be presented to the Board and ~~submitted to the State Chancellor's Office by December 31.~~ the District shall file an audit report with the California Community Colleges Chancellor's Office and with other agencies specified in the Chancellor's Contracted District Audit Manual, for the preceding fiscal year no later than December 31, unless this date is extended by the California Community Colleges Chancellor's Office.

Responsible Manager: Assistant Vice Chancellor, Fiscal Services

Approved: November 2, 2015
Revised: August 8, 2016
Revised: XXX, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal Affairs

AR 6450 Wireless or Cellular Telephone Use

References:

Vehicle Code Sections 12810.3, 23123, and 23124;
26 U.S. Code Sections 274(d)(4) and 280F(d)(4)

The Chancellor shall determine if it is in the best interests of the District to provide a cellular or wireless telephone to employees at District expense.

Cellular telephones provided by the District for compensatory reasons are classified by the Internal Revenue Service as a fringe benefit, the value of which must be included in an employee's gross income.

The value of a cellular telephone provided by the District primarily for non-compensatory business purposes is excludable from an employee's income. Employees will generally not be required to keep notes of business and personal use of District-issued cellular telephones when the telephones are issued for non-compensatory business reasons.

The value of the business use of a District-provided cellular telephone is excludable from an employee's income as a working condition fringe benefit to the extent that, if the employee paid for the use of the cellular telephone themselves, such payment would be allowable as a deduction under Income Tax Regulations Section 162 for the employee.

The District will be considered to have provided an employee with a cellular telephone primarily for non-compensatory business purposes if there are substantial reasons relating to the District's business, other than providing compensation to the employee, for providing the employee with a cellular telephone.

When the District provides an employee with a cellular telephone primarily for non-compensatory business reasons, the IRS will treat the employee's use of the cellular telephone for reasons related to the employer's trade or business as a working condition fringe benefit, the value of which is excludable from the employee's income and, will treat the value of any personal use of a cellular telephone provided by the employer primarily for non-compensatory business purposes as excludable from the employee's income as a de minimis fringe benefit.

These rules do not apply to wireless or cellular telephones owned by employees. Any reimbursements to employees for use of their own wireless or cellular telephones may be excluded from wages if the employee accounts for the expense pursuant to the Internal Revenue Service regulations.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device. Drivers may use a wireless or cellular telephone to

contact a law enforcement agency or public safety entity for emergency purposes. Drivers of motor trucks or truck-tractors, tow trucks, or a commercial vehicle, used in commercial agricultural operations may use a digital two-way radio service that utilizes a wireless or cellular telephone.

There is no expectation of privacy when using a District-issued cellular telephone for District business.

Responsible Manager: Vice Chancellor, Business Services

Adopted: July 10, 2017

Revised: xxxxx, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal Affairs

AR 6750 Vehicle Operation and Parking

References:

Education Code 76360 and 67301

California Vehicle Code 165, 21113, 21458, 40215, 40230 and 40220

These procedures are intended to promote the safe and orderly movement of traffic on all District and College properties for vehicles and bicycles. All applicable provisions of the California Vehicle Code are expressly applicable to the traffic upon the highways, roadways, driveways, paths, parking facilities and grounds of the District and Colleges.

Parking of motor vehicles is limited to specially designated areas. Fee permits are required. Vehicles parked or left standing in violation of the provisions of this regulation are subject to fines, towing, or impoundment. The District provides parking facilities for vehicles for the sole purpose of conducting college business. Persons park on District property at their own risk. The District assumes no liability for damages or loss to any vehicle or its contents.

All persons operating, driving, parking, or leaving a vehicle standing on District property are required to adhere to these provisions. All persons who enter on District and/or College property are charged with knowledge of the provisions of this regulation and are subject to the penalties for violations of such provisions.

DEFINITIONS

Every word or phrase relating to traffic and parking used in this procedure shall have the same meaning as defined in Division 1 of the California Vehicle Code, unless otherwise defined in this procedure.

1. District – ~~Means the~~ Rancho Santiago Community College District
2. Governing Board – ~~Means the~~ Rancho Santiago Community College District Governing Board of Trustees
3. SAC – Santa Ana College
4. SCC – Santiago Canyon College
5. Authorized Service Vehicle – Means any of the following:
 - a. A District owned, leased or operated vehicle when operated in an authorized manner
 - b. An authorized emergency vehicle as defined by the California Vehicle Code 165

6. 'Leave standing' – is:
 - a. ~~The stopping of a vehicle,~~
 - b. ~~whether occupied or not,~~
 - c. ~~otherwise than temporarily for the purpose of and while actually engaged in receiving or discharging passengers-~~

The stopping of a vehicle, whether occupied or not, other than temporarily for the purpose of and while engaged in receiving or discharging passengers.

VEHICLE OPERATION

These procedures are intended to promote safe and orderly movement of traffic within District property and for the safe and orderly parking of vehicles.

1. All persons who enter on District property are charged with knowledge of the provisions of this regulation and are subject to the penalties for violations of such provisions.
2. No vehicles shall be operated on the grounds or facilities of the District outside the scope of BP 3501.
3. All persons operating a vehicle on District property in areas not designated for vehicle operation shall have effective proof of insurance on file with the District prior to bringing the vehicle on the property. Notification and approval by ~~campus~~ District Safety & Security is required prior to operating a vehicle in these areas.
4. The speed limit of vehicles used in areas other than roads and parking lots is 15 MPH.
5. All persons have the right-of-way over vehicles. Drivers shall use extreme care in operation of vehicles on the property and not operate the vehicle in any manner that may cause personal or property damage.
6. Vendors parking vehicles on the premises to provide service shall first obtain specific permission to do so. The Administrative Services Office and ~~Campus~~ District Safety & Security staff shall provide the vehicle operator direction on best path and acceptable parking locations.
7. All vehicles other than those owned and operated by the District shall have an appropriate parking permit ~~displayed~~. All students, visitors and employees, except non-credit students at the non-credit centers and part-time non-credit faculty, ~~must~~ pay parking fees. District parking permits are virtual and registered by a vehicle's license plate number. Annual and semester permits are available online for staff and students. Also available online are daily, weekly, monthly, and 16-week guest passes. Daily parking permits are available for purchase at ~~the~~ any parking permit dispenser located in the parking lots of each campus. In some certain instances, a parking permit can be paid for at the cashier's office ~~on~~ of each campus. Vehicles not ~~displaying registered with~~ a current permit may be cited and/or towed from the property at the owner's expense.
8. The driver and/or owner of a vehicle operated on District property shall be responsible for any personal and/or property damage caused by such operation. The District accepts no liability for any loss or damage caused to a vehicle when it is parked on District property.

9. The current citation bail amounts are as follows:
 - \$45 for most violations
 - \$100 for red curb violation
 - \$350 for Disabled Parking (R204) violation
10. The District Safety and Security Department will enforce parking regulations 24/7 on District property, pursuant to California Vehicle Code section 21113, and may issue parking citations to vehicles parked in violation of these regulations.
11. Motorcycles may park for free in designated motorcycle parking zones. Motorcycles parked in regular spaces on campus must ~~pay and display~~ purchase a valid permit.

PARKING REGULATIONS

The District parking regulations are as follows:

R101: No person shall fail to obey any sign or signal erected to carry out these regulations or the California Vehicle Code.

R102: No person shall operate a vehicle, motorcycle, bicycle or any other mechanical vehicle on District property at a speed greater than 15 MILES PER HOUR, except for emergency vehicles.

R103: The driver of a vehicle, motorcycle, bicycle or any other mechanical vehicle shall yield the right of way to a pedestrian crossing any roadway or parking areas or walkways.

R104: No person shall operate a vehicle, motorcycle, bicycle or any other mechanical vehicle on any walkway, field, or landscaped area. Authorized Service vehicles are exempt.

R201: All vehicles parked on ~~Campus shall clearly display a current parking permit, with the number of the permit clearly visible, on the driver's side of the windshield. Daily parking permits shall be displayed on the driver's side dashboard so the information on the permit is clearly visible. A permit or receipt in any other area of the vehicle is a violation and subject to citation.~~ District property must purchase a valid permit and the vehicle license plate number must be registered in the system. See the Campus Safety & Security Department for further details.

R202: No parking is allowed in any area that does not have a clearly marked parking stall.

R203: Vehicles parked within a parking stall shall not overlap the lines that designate the parking stall. No vehicle shall be parked outside of the designated parking stall. ~~Doing so negatively impacts other vehicles around you. Any vehicle that impinges negatively on the adjacent stall or is parked excessively outside the boundary lines of the parking stall will be cited.~~

R204: No person shall park in an area posted or marked for "Disabled Parking Only" unless that person has with them a valid Department of Motor Vehicles issued Disabled Persons placard or displays a valid Disabled Person's license plate which refers to the occupant of the vehicle. The vehicle must also display a valid college parking permit.

R205: No student or staff member or visitor shall park a vehicle in an area posted “Visitors” or “Vendors” for more than the 30 minute posted time. Exceptions are persons with disabilities as referenced in Education Code 67301.

R206: No ~~student or visitor~~ person shall park in an area posted or marked “Staff Parking” unless a valid staff permit was issued to the vehicle. ~~a vehicle or motorcycle in parking lots, parking areas or parking spaces designated for “Staff Only” except as posted. Violators will be cited immediately.~~

R207: When signs or markings prohibiting or limiting parking are posted, no person shall park or leave standing a vehicle in violation of such sign or marking. This includes reserved parking spaces, or temporary parking restrictions for an event or construction.

R208: No person shall park or leave standing a vehicle on any walkway, landscaped area, driveway, road, or field without prior approval of the District Safety and Security Department ~~and display of a valid Temporary Parking Permit.~~ Authorized service vehicles are exempt.

R209: Motorcycles must be parked in designated motorcycle parking areas, and are exempt from the required parking permit, if parked in designated areas. Motorcycles that park in a normal stall must display purchase a valid parking permit.

R210: Painted curbs are an indication of restricted parking and the color denotes the type of parking allowed per California Vehicle Code 21458(a):

RED – indicates no stopping, standing or parking, whether the vehicle is attended or unattended, except that a bus may stop in a red zone marked or signposted as a bus loading zone.

YELLOW – indicates stopping only for the purposes of loading and unloading passengers or freight for the time as may be specified by local ordinance.

GREEN – Indicates time limit parking specified by local ordinance.

BLUE – indicates parking limited exclusively to the vehicles of disabled persons and disabled veterans.

R211: All vehicles parked in the Auto-Diesel Complex must display a valid work order.

R212: All vehicles parked in the Auto-Diesel Complex over 24 hours must display purchase a current parking permit.

R213: All vehicles shall be parked heading into a slanted / diagonal parking stall. Maneuvering into a slanted / diagonal parking stall so that the front-end of the vehicle is at the stall opening can disrupt the flow of traffic in parking aisles and can cause accidents or inconvenience to other road users. In parking lots or on sites (like District Office) where the parking stalls are at 90 degrees to each other, vehicles can park either head in or head out.

R214: No person shall park or leave unattended a motor vehicle or motorcycle blocking traffic lanes on Campus or any other District properties.

R215: No person shall sleep in, or remain overnight in any vehicle parked on Campus or any other District properties.

R216: No person shall leave any animals or minor children unattended in a vehicle on Campus or any other District properties.

R217: No person shall abandon, or leave standing, any vehicle or motorcycle on the District premises for 72 or more consecutive hours without advanced permission of the District Safety and Security Department. Violations will result in vehicle removal and storage under authority of Section 21113 of the California Vehicle Code.

SKATEBOARDS, SCOOTERS AND BICYCLES

No person except authorized District personnel shall drive or ride a motor driven scooter, motorcycle, bicycle or similar devices on any District property sidewalk or landscaped area.

No person except authorized District personnel shall ride a skateboard, roller blades, self-propelled scooter, hover-board or similar devices on any District property sidewalk or landscaped area. These devices shall be stored in areas that do not obstruct pathways of travel.

Persons utilizing electric powered devices designed to assist with mobility are ~~not~~ to be operated in ~~an unsafe~~ a safe manner ~~or and~~ at speeds no greater than the speed of pedestrian traffic.

Bicycles shall be parked in designated bike racks throughout ~~campus and~~ District property so as not to obstruct pathways of travel.

Unattended items above may be confiscated by District Safety & Security if they present a hazard to ~~the campus or~~ District property.

OVERNIGHT DISTRICT PROPERTY PARKING/FACILITY USE

Overnight parking between 11:00 p.m. and 6:00 a.m. is prohibited on all district property unless approved by District Safety & Security. Only authorized personnel assigned to work a schedule shift for District related business may park a vehicle or remain on District property when facilities are closed.

CITATIONS

Consistent with California Vehicle Code, the procedures for contesting or paying an RSSCD parking citation are:

1. To pay a parking citation send payment to the RSSCD parking administration (address below), OR pay for the citation online at www.paymycite.com/rscdd [https://.citationportal.com](https://citationportal.com) You may also pay by phone at 877-800-1901

Address for payment by mail:

Enforcement Solution Center

P.O. Box 610188

San Jose, CA 95161-0188

2. ~~To contest a citation, request an Initial Review by telephone (888) 300-9915 or online at www.paymycite.com/rscdd or by mail as described on the citation. You may contest a citation online within 21 calendar days of issuance or 14 calendar days from the Notice of Parking Violation mailing date by visiting <https://rscdd.citationportal.com/>. You must provide the reason you feel the citation was issued in error and attach applicable documentation relating to your appeal.~~ There is no charge for this hearing and you do not pay the citation penalty prior to this hearing.
3. The Parking Administration forwards the Initial Review ~~form~~ to Chief, District Safety & Security or their designee.
4. The Chief, District Safety and Security or their designee reviews the ~~form~~ information and either upholds or dismisses the citation based upon available information. The result is updated online and a ~~results~~ letter is forwarded to the person notifying them of the disposition.
5. A dismissed citation requires no further action. An upheld citation requires the person to forward a deposit in the amount of the citation penalty to the Parking Administration. ~~RSCDD fee schedule is set at \$45 (\$100 for Red curb violations and \$350 for violation of Disabled Persons regulations).~~
6. If the person is dissatisfied with the results of the Initial Review, the person may request an Administrative Hearing no later than 21 calendar days following the results of the issuing agency's review. The person requesting the Administrative Hearing shall pay the amount of the parking penalty. ~~A person can request an Administrative Hearing without payment of the parking penalty upon satisfactory proof of an inability to pay the amount due (you must complete the form online at www.paymycite.com/rscdd to qualify).~~
- ~~7. A college Hearing Examination Committee will meet for in-person hearings and reviews. This committee will be managed by an external parking processing company. Within 90 days an in-person hearing or written declaration is scheduled.~~
7. A Hearing Administrator will meet for in-person hearings and reviews. The parking processing company manages the hearing. Per California Vehicle Code 40230(a), within 30 calendar days after the mailing or personal deliver of the final decision, the person may seek review by filing an appeal to be heard by the Superior Court.
8. A parking citation payment plan is available for individuals with multiple unpaid parking citations pursuant to Vehicle Code Sections 4760, 21107-8, 40215 and 40220.
9. Address for parking administration is:
Request for Citation Review Hearing
Parking Citation Service Center
Post Office Box 11923
Santa Ana, CA 92711

ELECTRIC VEHICLE CHARGING ZONE

The Electric Vehicle Charging Zone identifies restricted use of electric parking/charging at each college. Parking in the Electric Vehicle Charging Zone is restricted to electric vehicles actively charging. Charging time is not to exceed four hours maximum per day. Charging stations are not to be used as parking locations. Valid parking permits are required for vehicles in the Electric Vehicle Charging Zone. Parking citations will be issued for violations.

The colleges may establish fees for electric vehicle charging stations to recover the costs of vendor services, electricity services, periodic maintenance and other costs. Individuals may contact the District Safety and Security Department for information and locations to these charging stations.

ENFORCEMENT

The Board of Trustees authorizes the Rancho Santiago Community College District - District Safety and Security Department to issue traffic and parking citations within the boundaries of District properties pursuant to:

1. Traffic and parking regulations established by the Board of Trustees of the District.
2. California Vehicle Code, California Education Code and California Penal Code.

The ultimate goal of enforcement is to gain voluntary compliance with this regulation, through fair, equitable, and consistent enforcement of the policy itself. Safety & Security staff charged with enforcing this regulation are encouraged to gain compliance through verbal and written warnings, citations, and whatever other tools available to encourage students, employees, and visitors to comply with these regulations.

Responsible Manager: Chief, District Safety and Security

Revised: June 16, 2014 (Previously AR3501)

Revised: August 21, 2017

Revised: June 7, 2021

Revised: xxxxxxxxxxxxxx 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7600 Campus Security Officers (NEW)

Reference:

Education Code Sections 72330.5

California Code of Regulations ("CCR") sections 59700-59704 (formally sections 51028, 51100, 51102 and 59700)

Penal Code Sections 832 et seq.

Title 5 Sections 51028, 51100, 51102, and 59700 et seq.

The Chancellor has established the District Safety & Security department under the supervision of the Chief of District Safety & Security, who shall report directly to the Vice Chancellor, Business Services. The purpose of the department is to deter and/or report criminal activity while providing safety and security on or near the campuses and other grounds or properties owned, operated, controlled or administered by the District, acting on behalf of the District. Their duties include, but are not limited to protecting persons or property, preventing the theft of District property, and reporting any unlawful activity to the District and local law enforcement.

Campus Safety officers shall be employed as members of the classified service but shall also be licensed by the Bureau of Security and Investigative Services (BSIS) of the Department of Consumer Affairs as required by Education Code Sections 72330.5. Prior to employment, they shall also satisfy the training requirements set out in Penal Code Sections 830 et seq and comply with the following:

- Submission of one copy of his or her fingerprints which shall be forwarded to the Federal Bureau of Investigation.
- A Department of Justice inquiry and background to determine that the employee is not a person prohibited from employment by a California community college district; and
- If the employee is required to carry a firearm, is not a person prohibited from possessing a firearm.

The Vice Chancellor, Business Services, in cooperation with the Chief of District Safety & Security, shall issue such other regulations as may be necessary for the administration of the District Safety & Security Department.

The Chief of District Safety & Security shall issue all regulations as may be necessary for the administration of District Safety & Security.

- Schedules and shifts
- Weapons practices, and qualifications
- Use of Force
- Use of vehicles
- Training

The District recognizes that Campus Safety officers play a particularly important role in fostering inclusion, forging cultural awareness, and promoting mutual understanding and respect. The District is committed to employing and supporting qualified Campus Safety officers who are dedicated to eradicating racism, discrimination, and biases from our campuses.

The District Safety & Security Department personnel must adhere to principles of diversity, equity, inclusion, and accessibility. The District Safety & Security Department must advance access to education, educational equity, and opportunities for student success by creating safe, secure, peaceful, and inclusive campus environments in which all persons may fully develop their individual potential without fear or undue risk of physical or emotional harm.

District Safety & Security personnel shall also comply with new regulations applicable to Title 5 of the California Code of Regulations that are commonly referred to as the Campus Climate and Public Safety Regulations.

These regulations require Campus Safety personnel to participate in training on community policing principles including anti-bias, cultural responsibility, conflict avoidance, and de-escalation. It also requires Campus Safety to revise their hiring and promotion practices to ensure officers exhibit a “guardian v. warrior” mentality as set forth in California Code of Regulations (“CCR”) sections 59700-59704 (formally sections 51028, 51100, 51102 and 59700).

Responsible Manager: Chief, District Safety & Security

Adopted: xxxxxxxxxx, 2024