



**Procedure 121-07 Campus Crime Statistic and Security
Policies Notification and Disclosure
Sponsor: Business and Administrative Services**

Purpose

The purpose is to ensure the district-wide availability of information concerning safety and security guidelines and campus crime statistics to the College community.

Definitions

Enrolled Student an individual who is currently enrolled in any credit or non-credit course with the institution.

Prospective Student an individual who has contacted the institution requesting information concerning admission to CCC.

Current Employee an individual employed in any category or classification with the institution.

Prospective Employee an individual who has contacted the institution for the purpose of requesting information concerning employment.

Procedure

Annual Security Report Distribution

The Executive Director of Facilities will ensure that by October 1st of each year, the Chief of College Security will prepare and distribute a notice regarding the availability of the Annual Security Report to all current and prospective employees and students.

Distribution of the information may be made through appropriate mailings or publications including direct mailing through the U.S. Postal Service, inter-campus mail, and/or electronic mail, as required by the Clery Act and other applicable state and federal laws.

The College Catalog, Schedule of Classes and other College documents will include a brief description of the Annual Security Report, a statement concerning the availability of the Report through the College's Web site with the exact electronic address, and the opportunity to request a paper copy through Security or Registration and Enrollment Services.

The Executive Director for Facilities will ensure the report is presented to the District Governing Board (DGB) during the October DGB meeting each year.

The Executive Director of Facilities will ensure the Chief of College Security submits a copy of the Crime Statistics and Annual Security Report to the US Department of Education (DOE) by October 1st via methods determined by the DOE.

References

Jean Clery Act

34 CFR 668.46(b)
34 CFR 668.41(e)(5)

Procedure History

04/20/2004	New
08/21/2007	Revised
02/19/2010	Reformatted
06/14/2021	Combined with Procedural Guidelines
07/02/2025	Revised Sponsor from Facilities and Security to Business and Administrative Services

Legal Review

None