

**ADMINISTRATIVE PROCEDURE 3515 REPORTING OF CRIMES**

An annual report shall be prepared by the Vice Chancellor of General Services of all occurrences reported to Peralta Police Services and arrests for crimes committed on Peralta Community College District property. The report shall be made available to all students.

**I. Report Production and Distribution**

The Vice Chancellor of General Services:

- A. Ensures annual preparation and updating of report of crimes committed on District-owned and controlled property to comply with Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act\*.
- B. Produces an annual written report to the Board of Trustees
- C. Makes the written report available to students, faculty, staff, and the public.
- D. Publishes the updated report annually on the District web site.

**II. Report Contents**

Crime statistics will detail the following offense types:

- A. Murder
- B. Manslaughter
- C. Forcible Sex Offenses
- D. Non-Forcible Sex Offenses
- E. Domestic violence, dating/date violence, and stalking
- F. Robbery
- G. Aggravated Assault
- H. Burglary
- I. Motor Vehicle Theft
- J. Arson
- K. Hate Crimes (by prejudices)
- L. Liquor Law Violations
- M. Drug Law Violations
- N. Weapons Law Violations

To assist Districts to comply with this reporting requirement, the California Attorney General's Office and University of California Office of the President, in partnership with the Alameda County and San Bernardino County District Attorney's Offices and San Francisco and Oxnard Police Departments, has published a Model Memorandum of Understanding that Districts may use as a template to help them comply with their reporting requirements. This template, and instructions on how to use the template, are available on the Attorney General's website (<http://oag.ca.gov/campus-sexual-assault>). Districts should still consult with their own legal counsel before finalizing any Memorandum of Understanding between the District and local law enforcement.

### **III. Required Reports to Local Law Enforcement Agency (per Education Code Sections 67380 and 67383)**

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault, or hate crime, 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 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 the institution determines that both of the following apply, in which case the institution shall disclose the identity of the alleged assailant to the local law enforcement agency and notify the victim of the disclosure:

- (1) the alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and
- (2) the immediate assistance of the local law enforcement agency is necessary to contact or detain the assailant.

#### References:

Education Code Sections 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 United States Code Section 1232g;  
34 Code of Federal Regulations Parts 99.31(a)(13), (14) and 668.46;  
Campus Security Act of 1990

Approved by the Chancellor: July 16, 2012

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