

**ADMINISTRATIVE PROCEDURE 3500 CAMPUS SAFETY**

A campus safety plan will be provided to faculty and staff, and be available to all students to allow informed and involved decision making about personal safety related to crime prevention and response.

**I. Plan Production and Distribution**

The Vice Chancellor General Services shall

- A. Ensure the annual preparation and updating of the ~~%~~Personnel Safety Handbook;+
- B. Produce an annual written report to the Board of Trustees;
- C. Annually produce a ~~%~~Personnel Safety Handbook+document available to students, faculty, staff, and the public;
- D. Annually update the Handbook available on the District web site.

**II. "Personal Safety Handbook" Contents**

- A. Personal safety
- B. Crime prevention
- C. Crime reporting
  - 1. How to report
  - 2. Contact numbers
- D. Emergency Communication
- E. Sexual Assault
- F. Drugs, Alcohol, and Tobacco
- G. Weapons
- H. Parking and Traffic
- I. Crime reports in accordance with AP 3515 Reporting of Crimes

Approved by the Chancellor: July 16, 2012