



**MONTEREY PENINSULA**  
College

**ADMINISTRATIVE PROCEDURES**

**Chapter 7      Human Resources      7600**

---

**AP 7600      Campus Safety Personnel**

Campus security officers' duties include but are not limited to, the primary use of de-escalation techniques in protecting persons or property, preventing the theft of District property, and reporting any unlawful activity to the District and local law enforcement. The District requires in the hiring, retention, and promotion of campus security officers that they demonstrate a commitment to security with a "guardian" rather than a "warrior" mindset. Campus security officers must adhere to community security principles and evidence-based practices as defined in the California Code of Regulations.

The campus security officers shall cooperate with local law enforcement in accordance with an agreement to be entered into in accordance with the requirements of Education Code Section 67381. The agreement shall address, but not be limited to, the following:

- Operational responsibilities for investigations of the following violent crimes: willful homicide, forcible rape, robbery, aggravated assault,
- Geographical boundaries of the operational responsibilities, and
- Mutual aid procedures.

Every campus security officer employed or continuing in employment shall meet the requirements set out in Education Code Section 72330.5, including but not limited to:

- Completion of the latest course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs,
- Submission of two copies of his/her/their fingerprints which shall be forwarded to the Department of Justice and Federal Bureau of Investigation,
- A determination 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, they may not be a person prohibited from possessing a firearm.

Members of campus security shall be employed as members of the classified service of the District. The employment of campus public safety personnel will be subject to the equal employment opportunity regulations.



# MONTEREY PENINSULA College

## ADMINISTRATIVE PROCEDURES

Campus security officers must participate in regular training related to the conduct and methods of maintaining campus safety, anti-bias, cultural responsibility, conflict avoidance, and de-escalation. Campus security officers shall receive community college-specific training as required by the law.

The District must provide campus security officers routine mental health services and prompt referral to crisis counseling following any critical incident.

The Director of Security and Emergency Operations shall issue such other procedures as may be necessary for the administration of the campus security officers, which may include:

- Schedules and shifts,
- Call back procedures,
- Use of vehicles,
- Discipline procedures,
- Training,
- Use of force, and
- Responsibilities to coordinate with local law enforcement.
- Report Preparation

### **Report Regarding Complaints**

The Director of Security and Emergency Operations shall provide the Board of Trustees, when requested, with a report regarding complaints against campus security officers.

### **Campus Security and Student Success**

Campus security officers are required to provide contact information, if requested, to individuals who are subject to a security officer-initiated interaction, except where doing so would pose a safety risk.

The District encourages individuals who have interacted with campus public safety personnel to submit feedback to the District related to the interaction. The Director of Security and Emergency Operations will establish a process to solicit feedback regarding the individual's perception of the interaction and the District's practices, via an accessible method for all individuals to provide responses. Such responses shall be permitted to be anonymous.

The Director of Security and Emergency Operations shall promptly review the responses received. Retaliation against any responder is prohibited. Anonymous responses shall not be used in any disciplinary or personnel proceeding and shall not be maintained in any personnel file.

The District requires campus security officers to attend and participate in campus activities or other formal public safety-related activities, such as participating in student events when invited,



**MONTEREY PENINSULA**  
College

**ADMINISTRATIVE PROCEDURES**

in town halls, convocations, and other similar events where informal or social interactions with other campus stakeholders are possible.

See Board Policy 7600 - Campus Security Officers

**References:** Education Code Section 72330.5  
Penal Code Sections 832 et seq.;  
Title 5 Sections 51028, 51100, 51102, and 59700 et seq.

**Approved:** August 27, 2024