

The purposes of this document are to:

- 1) Suggest the establishment of a new board policy:

***BP 3505 Campus Alert and Response Team (CART)***

- 2) Make suggestions to modify existing board policies and procedures relating to campus safety, emergency responsiveness, workplace violence, reporting of crimes and student discipline procedures.

## **BP 3505 Campus Alert and Response Team**

1.0 Establishment. The Presidents of each NOCCCD campus will establish a Campus Alert and Response Team (CART) as set forth in this Board Policy. Each campus CART will prepare regular updates on campus activities to The NOCCCD Board of Trustees.

2.0 Threat Response Responsibilities.

2.1 Immediate Threats: Campus Safety Departments

2.2 Non-Immediate Threats: CART

3.0 Mission. The mission of the CART is to:

3.1 Promote the safety of the individual campus community

3.2 Improve individual campus community safety through a proactive, collaborative, coordinated, objective, and thoughtful approach to the prevention, identification, assessment, intervention and management of situations that pose, or may reasonably pose, a threat to the safety and well-being of individuals in the campus community.

4.0 Purpose. The purpose of the CART is to coordinate existing resources with a focus on prevention and early intervention in campus situations involving members of the campus community experiencing distress or engaging in harmful or disruptive behaviors. The Team will develop intervention and support strategies and offer case coordination. This Team will regularly review and assess these situations and recommend actions in accord with existing College policies.

## **AP 3505 Campus Alert and Response Team**

1.0 Responsibilities. CART will receive, review, and catalogue information about concerns regarding all reported threats. For immediate threats, Campus Safety will be the first responder. For non-immediate threats, CART will perform the assessment of risk and refer cases to offices and officials as needed for additional assessment.

The CART will have the responsibility for the items described in this Administrative Procedure.

1.1 Develop an online case management tool (*ALERT board*) to register, track and update all reported threats. Both immediate and non-immediate threats will be registered via this application. All members of the campus community will be able to enter cases into the system. CART will have access to this information and be responsible for its promotion, maintenance, and relevance.

1.2 Develop specific strategies to manage potentially harmful or disruptive behavior to protect the safety and rights of both the student and the college community.

1.3 Make recommendations to college officials on appropriate actions consistent with college policies and procedures.

1.4 Engage in ongoing refinement of Team procedures and protocols to foster optimal Team functioning, and interface with the College community.

1.5 Identify College policy and procedural issues warranting further examination and make suggestions for revisions.

1.6 Conduct training regarding the identification and referral of students who may pose threat to the campus community.

1.7 Conduct reviews of the Campus Safety Plan, Emergence Response Plan and Disaster Preparedness Plan as related to the CART Mission, and report results to Faculty Senate and the NOCCCD Board of Trustees.

1.8 Create and administer a website with safety, emergency response, and disaster preparedness information.

2.0 Team Members. The following shall be members of the Campus Alert and Response Team:

- 2.1 Dean of Counseling
- 2.2 Vice President of Student Services
- 2.4 Director of Campus Safety
- 2.6 Dean of Campus Communications
- 2.7 Director of Disability Support Services
- 2.8 Faculty Senate representative
- 2.9 Faculty member at large
- 2.9 Classified Senate representative
- 2.10 AS Senate representative
- 2.11 Fullerton Police Department liaison

3.0 Chairperson. The Dean of Counseling shall be the chair of the CART and have the following responsibilities:

- 3.1 Set the agenda for and facilitate meetings
- 3.2 Facilitate meeting discussions and manage meeting time
- 3.3 Oversee the case management/support coordination process.
- 3.4 Oversee the creation and maintenance of the *ALERT Board*
- 3.5 Coordinate threat assessment as appropriate.
- 3.6 Complete post-meeting follow-up.
- 3.7 Assure relevant policy issues are brought to the attention of the CART.

## Existing Policy/Procedural Recommendations:

### BP 3500 Campus Safety

No changes required.

### AP 3500 Campus Safety

2.0 The appropriate officials at each campus shall annually compile and update records of the following:

2.1 All occurrences reported to campus safety personnel of, and arrests for, crimes that are committed on the campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication.

#### *Updated:*

2.1 All occurrences reported to campus safety personnel of, and arrests for, crimes that are committed on the campus **or online** that involve violence, **threats of violence**, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication.

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**BP 3505**

### Emergency Response Plan

No changes required.

### AP 3505 Emergency Response Plan

*No corresponding administrative procedures have been published. The emergency response plan for Fullerton College is hard to access and not publicly discussed.*

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### BP 3510 Workplace Violence Plan

1.0 The Board is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

#### *Updated:*

1.0 The Board is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board's priority is the effective handling of critical workplace violence incidents, **both on campus and online**, including those dealing with actual or potential violence.

### AP 3510 Workplace Violence Plan

2.5.6 Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm

#### *Updated:*

2.5.6 Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm, **whether on campus or online.**

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## **BP3515 Reporting of Crimes**

1.0 The Chancellor shall assure that, as required by law, reports are prepared of all occurrences reported to campus safety for crimes committed on campus that involve violence, hate violence, theft or destruction of property, weapons violations, illegal drugs, or alcohol intoxication. The Chancellor shall further assure that required reports of non-criminal acts of hate violence and information regarding registered sex offenders are prepared. Such reports shall be made available as required by law.

### ***Updated:***

*The Chancellor shall assure that, as required by law, reports are prepared of all occurrences reported to campus safety for crimes committed on campus **or online** that involve .....*

## **AP 5500 Student Discipline Procedures**

AP 5500 is comprehensive in its scope but lacks a communication policy. Two shortcomings of the existing policy are noted:

*Short-term suspension.* No procedure exists to notify the campus community of the suspension status of the student; therefore, a student can remain on campus without consequences. Several incidences of this nature have been documented by faculty. In addition, no procedure exists for preventing the offending student from re-enrolling in the same class with the same instructor where the offense occurred. CART can act on behalf of the faculty member should this situation arise.

### **AP 5500 Student Discipline Procedures**

#### **3.2.5.1 Short-Term Suspension or Lesser Disciplinary Action**

Where the decision of the President is to impose short-term suspension or some lesser disciplinary action, the decision of the President shall be final. The written notice to the student of the President's decision shall specify the length of time the suspension or the nature and duration of the lesser disciplinary action.

***3.2.5.1.1 The Vice President Student Services shall report all Short-Term Suspensions to CART via the ALERT board. CART members shall have access to this information and provide this information to persons on a need-to-know basis.***

#### **3.2.5.2.2 Long-Term Suspension**

***3.2.5.2.2.1 The Vice President Student Services shall report all Long-Term Suspensions to CART via the ALERT board. CART members shall have access to this information and provide this information to persons on a need-to-know basis.***

### 3.2.5.3 Expulsion

*Expulsion.* The President recommends expulsion and the Board of Trustees makes the official decision to expel a student. Existing procedures call for the identity of the student to remain confidential. Members of the campus community are not aware of this punishment, and not able to enforce the rule. Given the completely open nature of the campus, enforcing an expelled student from entering the campus is extremely difficult and may pose additional threats to the campus community.

3.2.5.3.1 *The Vice President Student Services shall report all Expulsions to CART via the ALERT board. CART members shall have access to this information and provide this information to persons on a need-to-know basis.*