

POLICY

THE PRIMARY RESPONSIBILITY OF THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NUMBER SEVEN IS TO PROVIDE A QUALITY EDUCATION FOR EVERY STUDENT AT SHORELINE COMMUNITY COLLEGE. THE BOARD IS DEVOTED TO THE AMERICAN IDEALS OF FREE SPEECH AND PEACEFUL ASSEMBLY. HOWEVER, THE BOARD IS DETERMINED THAT INDIVIDUALS AND/OR GROUPS SHALL EXERCISE THESE RIGHTS IN SUCH A MANNER AS NOT TO INTERRUPT THE EDUCATIONAL PROCESSES AND RELATED FUNCTIONS OF THE INSTITUTION NOR TO INTERFERE WITH THE RIGHTS OF OTHERS. IT SHALL BE THE RESPONSIBILITIES OF THE ADMINISTRATION TO SEE THAT THE INTEGRITY OF THE COLLEGE PROGRAM IS MAINTAINED WITHOUT INTERRUPTION.

Approved by:
Board of Trustees 2/9/70

Procedural Guidelines

1. All administrators will immediately notify the President, or his designee, as soon as information of a possible emergency is received. The line of authority for such notification will be as designated by the College President. The President/Acting President is responsible for having his personal secretary and the switchboard operator informed at all times regarding where he can be reached in case of emergency.
2. If, in the judgment of the President or his designee, the problem is one potentially disruptive of:
 - a. The primary educational responsibility of ensuring the opportunity for all members of the college community to attain their educational objectives, or
 - b. The subsidiary responsibility of protecting the safety of persons in the college community, maintaining and protecting property, keeping records, providing services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions, then the President or his designee will consult the college attorney.
3. At the direction of the President or his designee and after consultation with the college attorney, the senior security officer present will notify appropriate law enforcement officials of the details of the anticipated event.

4. Following the notification of law enforcement officials, the following steps will be taken if in the judgment of the authority in charge and the college attorney further action appears necessary. If circumstances do not make it possible to contact the college attorney, the authority in charge will implement these steps in accordance with his own best judgment:
 - a. A reasonable effort will be made to mediate the problem and resolve it without outside law enforcement assistance if in the judgment of the authority in charge such would be possible.
 - b. If there is a disturbance, a reasonable effort will be made to quell it by issuing an appropriate directive and/or warning to the effect that the disturbance constitutes a violation of established college policy or law and/or is disruptive of the normal functions of the College as defined in paragraph 2 and therefore should be stopped within a specified amount of time. Persons involved in the disturbance should be warned of the steps which may be taken if they do not desist:
 - i. Temporary suspension and/or further disciplinary action by the College may be undertaken against individuals involved. Individual students may appeal any such disciplinary action by appearing in the President's Office within twenty-four hours to show cause as to why such disciplinary action should not be continued pending a regular disciplinary hearing in accordance with the Discipline Code.
 - ii. Law enforcement agencies may be called, exposing individuals to criminal sanction.
 - ii. A court order may be obtained restraining the disruptive conduct and exposing the individuals to contempt of court proceedings.
 - c. If it appears desirable under the circumstances as they then exist, the President or his designee may create and convene an Ad Hoc Grievance Committee to develop recommendations in a rational and fair atmosphere regarding any matters connected with the demonstration or disturbance. Students should be advised, however, that such recommendations are advisory only; and not binding upon the Board of Trustees. The committee shall include representatives of the administration, faculty and students, including representatives from those involved in the disruptive activity or demonstration. Procedure will be decided by the committee and shall include such matters as whether meetings shall be public,

whether to conduct hearings and take testimony, and when or where to hold meetings.

5. Once outside law enforcement officials have been called, the President or his designee should make every effort to cooperate with them in the evaluation of the existing problem. (It should be noted that law enforcement officers need not cooperate or await direction by college officials although they probably will do so). Prior to any arrests the following factors must be considered:
 - a. Is there a violation of college regulations or law?
 - b. Does the conduct materially and substantially interfere with the primary or subsidiary functions of the College as defined in paragraph 2?
 - c. If the answer to a or b above is negative, should the President or his designee permit the activity to continue as a means of resolution, keeping the police on standby?
6. In the event of a disturbance, officially designated individuals including, if available, students, faculty, and administrators will be alerted and will have the responsibility of observing the situation, understanding they may be called as witnesses, and recording insofar as possible the events and individuals involved.
7. Formal directives will be given upon advice of the college attorney or law enforcement officer in charge. If neither are present then a formal order to disperse for violation of college rules should be in the form of an order, as distinct from a request, and with the use of a bullhorn if necessary. Such directives should include the identity and authority of the speaker, the rule or rules being violated, and a clear, concise statement of the action required of the disruptive individuals.
8. During the course of disruptive demonstrations and other similar emergencies, direct control of the campus security force will be through the President or his designee.
9. Statements to the press or others news media on behalf of Shoreline Community College will come only from the Office of the President, and any inquiries for information should be directed to that office where arrangements will be made for the convenience of the press.

Approved by:
College Cabinet 1/26/70