

DISTURBANCES ON CAMPUS	2410
-------------------------------	-------------

The Board of Trustees, the college staff, and the students of Cuesta College do hereby affirm that the primary function of Cuesta College is the education of the citizens within the college district. In case of a disturbance, it is our stated purpose that Cuesta College shall maintain its regular educational, activity, and community services programs unless ordered not to do so by duly constituted authority from County, State, or Federal Governments.

In circumstances where campus disturbance is encountered, the college personnel shall not negotiate on policy matters without approval or participation of the Board of Trustees.

The Board of Trustees does believe in the principle of freedom of expression within prescribed rules and procedures and will provide opportunities for such discussion.

The Board of Trustees shall establish a "Procedural Guide" for general information and to give direction to college personnel in handling campus disturbances.

DISTURBANCES ON CAMPUS	R2410
-------------------------------	--------------

Information to Students and Staff

1. Each student and staff member will receive a copy of the Student Code of Conduct.
2. The Procedural Guide shall be distributed to college staff.
3. Discussion of Code and Procedures with staff at beginning of each school year.

Procedures

In the event of disturbance or threatened disturbance on campus by any group, student or non-student, the following procedure is to be followed by all college offices and staff: (Disturbance is defined as anything that would tend to disrupt the orderly conduct of classes, meetings, administrative procedure, and any other college activities of the district. Disturbance would include boisterous conduct, coercion, and sit-ins.)

I. If Disturbance is Observed

1. Notify the Public Safety Office that an emergency exists, giving details, location, etc.
2. The Public Safety Office will notify the President/Superintendent and the following offices:
 - a. All Administration Offices
 - b. Library
 - c. Bookstore
 - d. Cafeteria
 - e. Data Processing
3. Lock all files.

4. Do not invite demonstrators into buildings or offices or communicate with them or make any commitments.
5. Make notes, if possible, of names of any known individuals and have photographs taken.
6. Do not place yourself in any personal jeopardy by trying to "protect" records or equipment of the College.
7. The President/Superintendent or administrator in charge will determine what action will be taken, i.e. call Sheriff, discuss, etc.
8. If a fire is involved, call a Public Safety Officer who will then call the California Department of Forestry.

II. If Disturbance Is Not Observed, But You Learn That An Emergency May Exist

1. Call the Public Safety Office.
2. A Public Safety Officer will notify the President/Superintendent and following offices:
 - a. All Administration Offices
 - b. Library
 - c. Bookstore
 - d. Cafeteria
 - e. Data Processing
3. Lock building offices and files.
4. No administration or divisional office should be unsecured.
5. Administrator in charge should proceed to area of disturbance.
6. All other staff members should maintain usual workstation.
7. General
 - a. Take photographs, if possible.
 - b. Take notes, names, etc.

III. Procedure for Dealing With

A. Cuesta College Students

1. Identify yourself to students by name and title.
2. Ask to cease activity.
3. Repeat three times.
4. Upon refusal, tell the student(s) that non-compliance will result in immediate suspension as provided for in the Cuesta College Student Code of Conduct.

5. Again ask to cease activity.
6. Impose 24-hour suspension.
7. If students refuse to disperse, call the Public Safety Office.

B. Non-Students

1. Direct to leave campus immediately under Penal Code Sections 626 and 626.6 (must be repeated three times).
 - a. Identify yourself to individual or group as officer of Cuesta College.
 - b. "You are in violation of Penal Code Sections 626 and 626.6 which define Criminal Trespass. If you do not leave this campus immediately at my request, you will be guilty of a misdemeanor."
2. Again ask non-students to leave.
3. Upon refusal, call the Public Safety Office.

IV. Law Enforcement Liaison

1. The President/Superintendent or Administrator in charge will request that a Public Safety officer call the San Luis Obispo Sheriff's Department.
 - a. The Sheriff's Department will be asked to send a patrol unit to assist in determining when the disturbance is a police responsibility.

(Revised: 9/1/93)