

## **Business and Noninstructional Operations**

### **CRIME DATA REPORTING**

The principal or designee at each school shall complete a California Safe Schools Assessment (CSSA) incident form for each incident of school crime, including hate-motivated incidents and hate crimes. The information on the form includes, but is not limited to, identification of the crime or hate-motivated incident, victim characteristics, suspect characteristics if known at the time of the incident, and the actual or estimated dollar loss to the district resulting from a criminal act directed against district property. (Penal Code 628.2; 5 CCR 701)

*(cf. 3515.4 - Recovery for Property Loss or Damage)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

The principal or designee shall use the crime and hate-motivated incident classifications specified in 5 CCR 700 and the reporting guidelines specified in 5 CCR 702 to determine if an incident is reportable. (5 CCR 701)

Each month, the principal shall report the data to the Superintendent or designee. (5 CCR 701)

On or before February 1 and August 1 of each year, the Superintendent or designee shall aggregate the data reported by the schools and report this aggregated data to the California Department of Education or its designee. (5 CCR 701)

*(cf. 3515.3 - District Police/Security Department)*

The Superintendent or designee shall certify to the best of his/her knowledge and belief that the information in each CSSA form is true, accurate and complete prior to submission to the California Department of Education or its designee. (5 CCR 704)

Copies of CSSA incident forms and any districtwide aggregated data shall be made available to the public upon request. (Penal Code 628.2)

*(cf. 1112 - Media Relations)*

### **Supporting Data**

The district shall make available, for at least three years from the date the report was submitted, supporting data which verifies information contained on the CSSA forms. Such data shall include, but not be limited to: (5 CCR 702)

1. Reports to local law enforcement officers for the crime classifications specified in Education Code 48915(a)-(d)
2. Suspension and expulsion reports which have been reported to the Governing Board for the crime classifications specified in Education Code 48915(a)-(d)

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

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**CRIME DATA REPORTING** (continued)

3. Insurance claims, maintenance records and other documents to verify economic loss, if applicable

*(cf. 0510 - School Accountability Report Card)*

*(cf. 1340 - Access to District Records)*

*(cf. 3515 - Campus Security)*

*(cf. 3530 - Risk Management/Insurance)*

*Legal Reference:*

*EDUCATION CODE*

*14044 Crimes committed on school grounds*

*48915 Expulsion*

*PENAL CODE*

*628-628.6 Reporting of school crime*

*CODE OF REGULATIONS, TITLE 5*

*700-705 Safe schools assessment programs*

*Management Resources:*

*CSBA Publications*

*Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1995, revised 1999*

*CDE PUBLICATIONS*

*Understanding and Reporting School Crime, California Safe Schools Assessment, California Department of Education and Butte County Office of Education, 1995*

*WEB SITES*

*CDE Safe Schools and Violence Prevention Office: <http://www.cde.ca.gov/spbranch/safety/safetyhome.html>*

*Butte County Office of Education (CDE's designee): <http://www.cssa.butte.k12.ca.us>*

*CSBA: <http://www.csba.org>*