

Table of Contents

(Click to jump directly to the policy and regulation)

Sexual Harassment (4219.11)

[Board Policy](#) / [Administrative Regulation](#)

Drug and Alcohol-Free Workplace (4020)

[Board Policy](#)

Nondiscrimination in Employment (4030)

[Board Policy](#) / [Administrative Regulation](#)

Employee Use of Technology (4040)

[Board Policy](#)

Uniform Complaint (1312.3)

[Board Policy](#) / [Administrative Regulation](#)

Child Abuse and Neglect (5141.4)

[Board Policy](#) / [Administrative Regulation](#)

Tobacco-Free Schools (3513.3)

[Board Policy](#) / [Administrative Regulation](#)

Universal Precautions (4219.42)

[Board Policy](#) / [Administrative Regulation](#)

Exposure Control Plan For Bloodborne Pathogens (4219.43)

[Board Policy](#) / [Administrative Regulation](#)

Per collective bargaining agreement between the District and CSEA where applicable:

Electronic Surveillance Policy (3515)

[Board Policy](#) / [Administrative Regulation](#)

Reasonable Suspicion Testing

[Collective Bargaining Agreement](#)



%RRN

3ROLFLHVHD~~Q~~GD~~5~~WLRQV

6HFWLRQ

3HUVRQQHO

7LWOH

6(;8\$/ +\$5660(17

&RG G 6



%RRN 3ROLFLHVHDQGD3WLRQV
 6HFWLRQ 3HUVRRQQHO
 7LWOH 6(;8\$/ +\$5660(17
 &RGH \$5
 6WDWXV \$FWLY
 \$GRSWHG)HEUXDU\

'HILQLWLRQV

3R KLELWHG VH[XDOF QDGBVVENQWLV QRW OLPLWHG WR XQZHOFRPH VH[XDO I
 XQZDQWHG YHUEDO YLVXDO RU SK\VLFDQ FRQGXFWR RI D VH[XDO QDWXUH P
 HGXFDWLRQDO VHWWLQJ ZKHQ (GXFDFWRQ &RGH *RYHUQPHQW &RGH

6XEPLVVLRQ WR WKH FRQGXFWR LV PDGH H[SOLFLWO\ RU LPSOLF

6XEPLVVLRQ WR RU UHMHFWRQ RI VXFK FRQGXFWR E\ WKHFWLQGL
 KLP KHU

7KH FRQGXFWRWIKBW WKKDYLCSRDHQRUUDMLYH LPSDFW XSRQ WKFHWL
 FUHDWLQJ DQ LQWLPHGDWMLQZRKRIVMQLYHU RQPRQW 5HJDUGOHVV RI ZKHV
 VH[XDO GHVLUH WKKHFRQGXFWRWLVH VXS HUVLVWHQWL YSHDYDWR YHUHFDWR RED
 ZRUNLQJ HQYLURQPHQW RU WR OLPLW WKH LQGLYLGXDO V DELOLW\ WR

6XEPLVVLRQ WR RU UHMHFWRQ RI WKH FRQGXFWR EHFWKLRWIKPH
 UHJDUGLQJ EHQHILWV VHUylfHV KRQRUV SURJUDPV RU DFWLYLWLHV

2WKHU H[DPsoHV RI DFWLRQV WKDW PLJKW FRQVWLWXWHFRHZRQDNDKURD MPE
 ZRUN RU HGXFDWLRQDO VHWWLQJ LQFOXGH EXW DUH QRW OLPLWHG WR

8QZHOFRPH YHUEDO FRQGXFWR VXFK DV VH[XDO IOLUWDWLRQV R
 SHUVRQDO FRQYHUVDFWRQV RU SUHVXUH IRU VH[XDO DFWLYLW\ VH[XI
 GHURJDWRU\ FRPPHQWV VH[XDOO\ GHJUDGLQJ GHVFULSWLRQV RU WKH

8QZHOFRPH YLVXDO FRQGXFWRWLVXRK D VGVXZHQJWH\$LFWUXH[SQI
 VXJJHVWLYH REMHFWV

8QZHOFRPH SK\VLFDQ FRQGXFWR VXFK DV PDVVDJLQJ JUDEELQJ
 ERG\ RU FORWKHV LQ D VH[XDO ZD\ FURLEBHGQQJ EORFDLQJ P RYHIDQVVR

7UDLQLQJ

7KH 6XSHULQWHQGHQW RU GHVLJQH V KDOO HQVXUH WKDW DOO HPSOR\HHV
 DQG SHULRGLFDQDORXWWDHLDLWLVV KDOO LQFOXGH WKH SURFHGXUHV IRU UHS
 HPSOR\HHV GXW\ WR XVH WKH GLVWULFW V FRPSODLQW SURFHGXUHV DQG
 PDGH WR WKH HPSOR\HH

FI 8QLRUPRFRPSQDLQW 3U
 FI 1RQGLVFULPLQDWLRQ LQ (PSOR\PHQW
 FI 6H[XDO +DUDVVP HQW

(YHU\ WZR \HUV WKH 6XSHULQWHQGHQW RU GHVLJQHH VKDOO HQVXUH WKI
HIIHFWLYH LQWHUDFWLYH WUDLQLQJ DQG HGXFDWLRQ UHJDUGLQJ VH[XDO KD
ZLWKLQ VL[PRQWKV RI WKHLU DVVXPSWLRQ RI WKH QHZ SRVLWLRQ *RYHU



%RRN 3ROLFLHVHDQGD5WLRQV
6HFWLRQ 3HUVRQQHO
7LWOH '58* \$1' \$/2+2/)5((:25.3/\$&(
&RGH %3
6WDWXV \$FWLY
\$GRSWHG)HEUXDU\

7KH *RYHUQLQJ %RDUG EHOLHYHV WKDW WKH PDLQWHQDQFH RI VDWXGKLDWDQ
HQVXUH D SURGXFWLYH DQG VDIH ZRUN DQG OHDUQLQJ HQYLURQPHQW

FI (PSOR\HML'QXJ 7
FI 'UXJ DQW\$OCJRKRLD 67KRRO %XV 'ULYHUV

\$Q HPSOR\HH VKDOO QRW XQODZIXOO\ PDQXIDFWXUH GLVWULEXWH GLVSHC
&RGH 86&

(PSOR\HHV DUH SURKLELWHG IURP EHLQJ XQGHU WKH LQIOXHQFH RI RYHURV
GXWHDQV ZKLOH DQ HPSOR\HH LV RQ GXW\ GXULQJ ERWK LQVWUXFWLRQDO I
RU FRFXUULFXODU DFWLYLWLHV RU ZKLOH WUDQVSRUWKLQJ IHDWXUHV

7KH GLVWULFW V SROLF\ RI PDLQWDLQLQJ D GUXJ IUHH ZRUNSO
YDL\$ODEOH GUXJ FRXQVHOLQJ UHKDELQWDLWRQ DQG HPSOR\HH I
FI (PSOR\HRJ\$DPLWWDQFH 3U

7KH SHQDOWLHV WKDW PD\ EH LPSRVHG RQ HPSOR\HHV IRU GUX

/HJDO H\$FHHU

('8&\$7.21 &2'('

&RQVCHG VXEVDQFH RIIHQVH
&RQYLFWRDQHG FRQWWDQKQ GRVHFRUHWLWLDQV LDUO
(PSOR\PHQW RI FHUWLILFDVHODSGUAXFQWDRQMLFHHGVNFRQWU
&RPSXOVRU\ OHDYH RI DEVHQFH IRU FHUWLILFDWHG SHUVRQV
BEHGWZKHQ HPSOR\HRJ\$DPLWWDQFH FRPSXOVRU\ OHDYH RI DEVHQFH
(PSOR\PHQW DIWHURDQGLVXELVDRQIFRRQVH
&RPSXOVRU\ OHDYH RI DEVHQFH IRU FODVVLILHG SHUVRQV

*29(510(17 &2'('

'UXHHRUNSDFH

81.7(' \$7(6 &2'(' 7.7/('

6DIH DQGHUJK)UROV DQG &RPPXQLWLHV \$FW

81.7(' \$7(6 &2'(' 7.7/('

6FKHGXORHGRQVWWDQFHV

81.7(' \$7(6 &2'(' 7.7/('

'UXHHRUNSDFH \$FW

&2'(2))('5\$/ 5(*8/\$216 7.7/('

6FKHGRQHGFRQWWDQFHV

&2857'(&.6,216



%RRN 3ROLFLHVHDQGD5WLRQV
6HFWLRQ 3HUVRQQHO
7LWOH 121',6&5,0,17,21 ,1 (02k0(17
&RGH %3
6WDWXV \$FWLY
\$GRSWHG)HEUXDU\

7KH *RYHUQLQJ %RDUG LV GHWHUPLQH WR SURYLGH GLVWULFW HPSOR\HHV
IXOO DQG HTXDO HPSOR\PHQW DFFHVV DQG RSSRUWXQLWLHV SURWHFWLRQ
UHWULEXWLRQ IRU DVVHUVLQJ WKHLU ~~THS~~ %RDUG VS URWK KMLWVQGD FFWLGF DQHF
RU KDUDVVLQJ DQ\ RWKHU GLVWULFW HPSOR\HH RU MRE DSSOLFDQW ~~ROD~~ WKI
RULJLQ ~~DQFH~~ VDWLWDO VDWLWDFD SURJ RPHD GDGL F R Q L W L R Q JHQHWF LQ
VWDWXV JHQCJHULGHQWLW\



%RRN	3ROLFLHVHD Q GD W LRQV
6HFWLRQ	3HUVRQQHO
7LWOH	121',6&5,0,17,21 ,1 (02k0(17
&RGH	\$5
6WDWXV	\$FWLY

3HULRGLFDOO\ UHYLHZ WKH GLVWULFW V UHFUXLWPHQW KLULC
SULYLOHJHV RI HPSOR\PHQW WR HQVXUH GLVWULFW FRPSOLDQFH ZLWK

&RPSODRQWEXU

\$Q\ FRPSODLQW E\ DQ HPSOR\HH RU MRE DSSOLFDQW DOOHJLQJ GLVFULPLQI
SURFHGXUHV

1RWLFH DQG 5HFHLS\$VFRPSODLQDWZKR LV DQ HPSOR\HH VKDQHS
LI WKH VXSHUYLVRU LV WKH SHUVRQ DJDLQVW ZKRP WKH HPSOR\HH LV
6XSHULQWHQGHQW \$ MRE DSSOLFDQW VKDOO LQIRUP WKH FRRUGLQDW

7KH FRPSODLQDQW PD\ ILOH D ZULWWHQ FRPSODLQW LQ DFFRU
WR UHVROYH WKH VLWXDWLRQ LQIRUPDOO\ ZLWK KLV KHU VXSHUYLVRU

\$ VXSHUYLVRU RU PDQDJHU ZKR KDV UHFHLYHG LQIRUPDWLRQ
VXFK DQ LQFLGHQW VKDOOZKSHUHW RW WRWWWKFRPSODLQDW ILOHV

7KH ZULWWHQ FRPSODLQW VKRXOG FRQWDLQ WKH FRPSODLQDQW
GHVFULSWLRQ RI WKH LQFLGHQW WKH GDWH DQG ORFDWLRQ ZKHU WK
RWKHU HYLGHQFH RI WKH GLVFULPLQDWLRQ RU KDUDVPHQW DQG DQ\
UHVROYLQJ WKH FRPSODLQW

FI 1RQGLVFULPLQDWLRQ DQG \$FWLVLWLVHUV
FI 5HDVQRQEOH \$FFRPPRGDWLRQ
FI 6H[XDO +DUDVPHQW

,QYHVWLJFMVWKERRUGLQDWRU VKDOO LQLWLDWH DQ LPSDUWLDO
KDUDVPHQW ZLWKLQ ILYH EXVLQHVV GD\ RU GHHVWLQJZKGRWHEHDRZULI
ZKHWKHU WKH ZULWWHQ FRPSODLQW LV FRPSOHWH

7KH FRRUGLQDWRU VKDOO PHHW ZLWK WKH FRPSODLQDQW WR
VRXJKW E\ WKH FRPSODLQDQW LQ UHVSQVH WR WKH DOOHJDWLRQ 7KI
FRQILGHQWLDO WR WKH H[WHQW SRVVLEOH EXW WKDW VRFWLYCHLQDWH

FI 'LVWGLFW 5HFRU
FI 3HUVRQQHO)LOHV
FI 8QDXWKRULJHG 5HOHDVH RI &RQILGHQWLDO 3ULYLOHJH

,I WKH FRRUGLQDWRU GHWHUPLQHV WKDW VGHWDLOCEHDEW V
LPPHGLDWHSDUW RI WKLV LQYHVWLJDWLRQ WKH FRRUGLQDWRU VKRXOG
ZKR FRXOG EH H[SHFWHG WR KDYH UHOHYDQW LQIRUPDWLRQ

:KHQ QHFHVVDU\ WR FDUU\ RXW KLV HQFRUGLQDWRU RDU V
ZLWK WKH 6XSHULQWHQGHQW RU GHVLJQHH GLVWULFW OHJDO FRXQVH

7KH FRRUGLQDWRU DOVR VKDOO GHWHUPLQH ZKHWKHU LQWHUI
WDNHQ EHIRUH WKH LQYHVWLJDWLRQ LV FRPSOHWHHBRHGLQDWRUHWKDW
LQWHULP PHDVXUHV GR QRW FRQVWLWXWH UHWDOLDWLRQ

: ULWWHQ 5HSRUW RQHFLVGLH \$FRDQGRWKDQ EXVLQHVV GD\ DIW
FRRUGLQDWRU VKDOO FRQFOXGH WKH LQYHVWLJDWLRQ DQG SUHSDUH E
FDXVH ,I DQ H[WHQVLRQ LV QHHGHG WKH FRRUGLQDWRU VKDOO QRWLI

7KH UHSRUW VKDOO LQFOXGH WKH GHFLVLRQ DQG WKH UHVRQ
LQYHVWLJDWLRQ ,I D GHWHUPLQDWLRQ KDV EHHQ PDGH WKDW GLVFUL
FRUHFVLYH DFWLRQ V WKDW KDYH EHHQFRUWHZHWREHWHNFRPSODLQDQW
UHWDOLDWLRQ RU IXUWKHU GLVFULPLQDWLRQ RU KDUDVPHQW GRHV Q

7KH UHSRUW VKDOO EH SUHVHQWHG WR WKH FRPSODLQDQW W

SSSHDO WR WKH *RYHUQERPSODLQW RU WKH SHUVRQ DFFXVHG PE
EXVLQHVV GD\ V RI UHFHLYLQJ WKH ZULWWHQ UHSRUW RI WKH FRRUGLQ
ZLWK DOO LQIRUPDWLRQ SUHVHQWHG GXULQJ WKH LQYHVWLJDWLRQ 8:
SUDFWLFDEOH \$Q\ FRPSODLQW DJDLQVW D GLVWULFW HPSOR\HHV%KDD
UHQGHU LWV GHFLVLRQ ZLWKLQ EXVLQHVV GD\ V

FI &RPSODLQWV &RQFHUQLQJ 'LVWULFW (PSOR\HHV
FI &ORVHG 6HVVLVRQ 3XUSRVHV DQG \$JHQGDV

2WKHU 5HPHGLHV

,Q DGGLWLRQ WR ILOLQJ D GLVFULPLQDWLRQ RU KDUDVVPHQW FRPSODLQW ;
'HSDUWPHQW RI)DLU (PSOR\PHQW DQG +RXVLQJ ')(+ RU WKH (TXDO (PSOR\
ILOLQJ VXFK FRPSODLQWV DUH DV IROORZV

R ILQH D YDOLG FRPSODLQW ZLWK ')(+ ZLWKLQ RQH \HDU RI WKH D
WR *RYHUQPHQW &RGH

R ILQH D YDOLG FRPSODLQW GLUHFWO\ ZLWK ((2& ZLWKLQ GD\ V

R ILQH D YDOLG FRPSODLQW ZLWK ((2& DIWHU ILUVW ILOLQJ D FRP:
DFW V RU ZLWKLQ GD\ V DIWHU WKH WHUPLQDWLRQ RI SURFHGHGLQJV



%RRN 3ROLFLHVHDGDSWLRQV
6HFWLRQ 3HUVRQQHO
7LWOH (03/2<((86(2) 7(&+ 122*/<
&RGH %3
6WDWXV \$FWLY
\$GRSWHG)HEUXDU\

7KH *RYHUQLQJ %RDUG UHFRJQLJHV WKDW WHFKQRORJUE D OF W H V R X W R R O V H Q H
D TXDOLW\ LQVWUXFWLRQDO SURJUDP IDFLOLWDWLQJ FRPPXQLFDWLRQV ZL
VFKRRO RSHUDWLRQV DQG LPSURYLQJ DFFHVV WR DQG H[FKDQJH RI LQIRUP
WHFKQRORJLFDU UHVRXUFHV WKDW ZLOO DVVLVW WKHP LQ WKH SHUIRUPDQ
GHYHORSPHQW LQ WKH DSSURSULDWH XVH RI WKH VH UHVRXUFHV

FI 'LVWULFW 3ODQ
FI &RPPXQLFDWLRQ ZLWK WKH 3XEOLF
FI 'LVWULFW DQG LQVWUXFWLRQ :
FI 'LVWULFW 6RFDU DDUOHGLD
FI 5HDVHQDEOH \$FFRPPRGDWLRQ
FI 6WDII 'HYHORSPHQW
FI 6WDII 'HYHORSPHQW
FI 6WDII 'HYHORSPHQW

(PSOR\HHV VKDOO EH UHVSQVLEOH IRU WKH DSSURSULDWH XVH RI WHFKQR
HPSOR\HHV

H10 À 0001RQ Sp LV FFU D E R D M P A O P P O G L A V O U F A W A S E V À
FI 6H[XDO +DUDVVPHQW
FI RIHWLRQDO 6WDQGDU
FI 8QDXWKRULJHG 5HOHDVH RI &RQILGHQWLDO 3ULYLOHJH
FI 3ROLWLFDO \$FWLYLWLHV RI (PSOR\HHV
FI 6WXGMQW 5HFRU
FI 5HOHDVH RI LQIRUPDWLRQ
FI 8VH RI &RS\ULJKWHG ODWHULDQV
FI 6WXGHFKWRORJRI 7

'LVWULFW RQ XGHV EXW LV QRW OLPLWHG WR FRPSXW @ 0SH÷ ` u` P€0p ð

+DUPIXO PDWWHU



%RRN 3ROLFLHVHDQGD5WLRQV
 6HFWLRQ &RPPXQL5WODWLRQV
 7LWOH &203/\$,167 &21&(51,1* ',675,&7 2&3(6
 &RGH %3
 6WDWXV \$FWLY
 \$GRSWHG)HEUXDU\

7KH *RYHUQLQJ %RDUG DFFHSWV UHVSQRVLELOLW\ IRU SURYLGLQJ D PHDQV
 %RDUG GHVLUHV WKDW FRPSODLQWV EH UHVROYHG H[SHGLWLRXVO\ ZLWKRX
 7KH 6XSHULQWHQGHW RU GHVLJQHH VKDOO GHYHORS UHJXODWLRQV ZKLFK
 DESEKRSUO BOWH D JEFK HDXGDM FRQV V K @ G O P S U R V L M F W + W K H p U L J K W V R I L Q Y R O Y H G
 QRW UHVROYHG

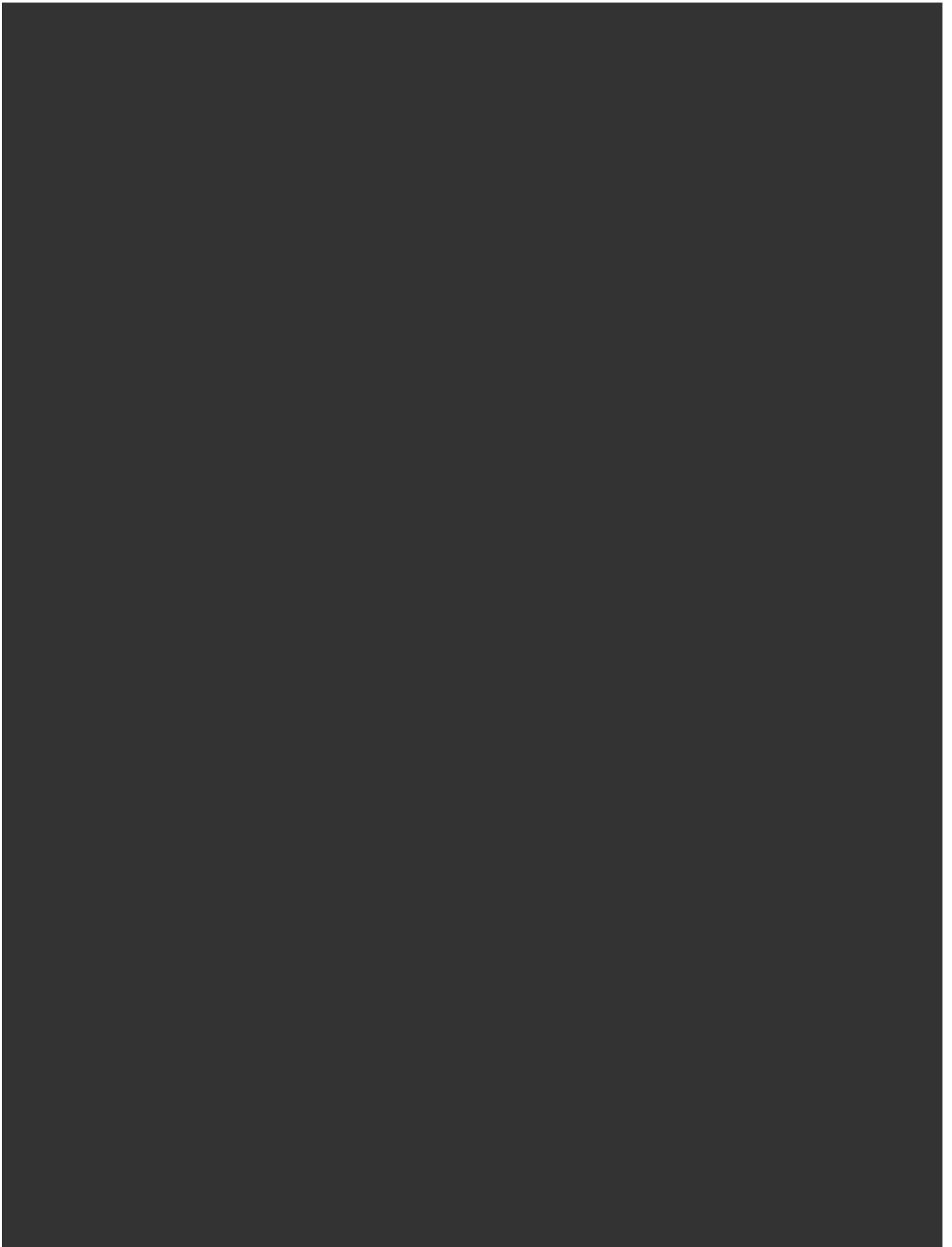
FI &RPSODLQWV &RQFHUQLQJ ,QVWUXFWLRQDO 0DWHULDQV
 FI 8QLRUPR&FRPSODLQW 3U
 FI 'LVUXSWLRQV

7KH %RDUG SURKLELWV UHWDOLDWLRQ DJDLQWV FRPSODLQDQWV 7KH 6XS
 FRQILGHQWLDO H[FHSW WR WKH H[WHQW QHFHVVDU\ WR LQYHVWLJDWH WKH
 GHVLUHV

/HJDO 56FHU

('8&\$7.21 &2')

*XLGHORRQH XRO \$UOLQJ FKLOG DEXVH FRPSODLQWV
 &ORVHG VHVLRQV
 3HÀpR QQHO ILOH FRQWHQWV DQG LQVSHFWLRQ
 'LVUXSWLRQ RI SXEOLF VFKRRO DFWLYLWLHV
 LOQV ÀpÄJD 0` p€



D 7KH IXOO QDPH RI HDFK HPSOR\HH LQYROYHG

E \$ EULHI EXW VSHFLILF VXPPDU\ RI WKHFERS\WDRQW DRQP W
SDUWLHV DV WR WKH SUHFLVH QDWXUH RI WKH FRPSODLQW DQG WI

F \$ FRS\ RI WKH VLJQHG RULJLQDO FRPSODLQW

G \$ VXPPDU\ RI WKH DFWLRQ WDNHQ E\ WKH 6XSHULQWHQGH
SUREOHP KDV QRW EHHQ UHVROYHG DQG WKH UHDVRQV

7KH %RDUG PD\ XSKROG WKH 6XSHULQWHQGHQW V GHFLVLRQ ZL

\$OO SDUWLHV WR D FRPSODLQW PD\ EH DVNHG WR DWWHQG D %I
HYLGHQFH

\$ FORVHG VHVLRQ PD\ EH KHOG WR KH DU WKH FRPSODLQW LQ D

FI &ORVHG 6HVLRQ 3XUSRHVH DQG \$JHQGDV
FI OHHWLQJ &RQGXFV

7KH GHFLVLRQ RI WKH \$JHQGDTP0 •0p°€0 VX XQ% „ULQ5LVV À°€€



%RRN 3ROLFLHVHDQGD5WLRQV
6HFWLRQ 6WXGHQWV
7LWOH &+ , / ' \$ % 8 6 (3 5 (9 (1 7 , 2 1 \$ 1 ' 5 7 3 1 2 ' 5
&RGH %3
6WDWXV \$FWLY
\$GRSWHG)HEUXDU\

7KH *RYHUQLQJ %RDUG LV FRPPLWWHG WR VXSSRUWLQJ WKH VDIHW\ DQG ZH
UHVSRQVH WR FKLOG DEXVH DQG QHJOHF 7KH 6XSHULQWHQGHQW RU GHV
SURPSWO\ UHSRUWLQJ NQRZQ RU VXVSHFWHG FKLOG DEXVH DQG QHJOHF

+RPHOHVVQHV V RU FODVVLILFDWLRQ DV DQ XQDFFRPSDQLHG PL

0DQGDWHG UHSRUWHU WKDOO PDNH D UHSRUWLQJ WKH SSURFHVV RI QDOLV
SXSLO SHUVRQQHO HPSOR\HHV RDG\PHUWLVWLV RIRKLOG DWWHQGDQFH D
DGPLQLVWUDWRUV DQG HPSOR\HHV RI D OLFHQVHG FKLOG GD\PHUWLVWLV
KHDOWK FDUH SURYLGHUV DQG DGPLQLVWUDWRUV SUHVHQWHUV DQG FRX

5HDVRQDEOH PHUWLVWLV LW LV REMHFWLYHO\ UHDVRQDEOH IRU D SHUVRQ
UHDVRQDEOH SHUVRQ LQ D OLNH SRVLWLRQ GUDZLQJ ZKHQ DSSURSULDWH I
UHDVRQDEOH PHUWLVWLV QHTXLUH FHUWDLQW\ WKDW FKLOG DEXVH RU QHJOHF
FKLOG DEXVH RU QHJOHF 3HQDO &RGH

5HSRUWDEOH 2IIHQVHV

\$ PDQGDWHG UHSRUWHU WKDOO PDNH D UHSRUWLQJ WKH SSURFHVV RI QDOLV
RI KLV KHU HPSOR\PHQW KH VKH KDV NQRZOHGJH RI RU REVHUYHV D FKLOG
YLFWLP RI FKLOG DEXVH RU QHJOHF 3HQDO &RGH

\$Q\ PDQGDWHG UHSRUWHU ZKR KDV NQRZOHGJH RIRKLOG ZKHQ UHDVRQDEOH
VXEVDQWUHQWLVWLV RIRKLOG HPRWLRQDO GDPDJH GHSDUHG RIRKLOG
EHKDYLURU WRZDUG VHOI RU RWKHUV PD\ PHUWLVWLV RIRKLOG WR WKH DSSURSU

\$Q\ GLVWULFW HPSOR\HH ZKR UHDVRQDEOH\ EHOLHYHV WKH IRU WKH
IRUFH YLROHQFH GXUHVV PHQDFH RU IHDU RI LPPHGLDWH DQG XQODZIXO
SHDHHFHU3HQDO &RGH

5HVSQRVLELQW\ IRU 5HSRUWLQJ

7KH UHSRUWLQJ GXWLHV RI PDQGDWHG UHSRUWHUV DUH LQGLYLGXDO DQG F
:KHQ WZR RU PRUH PDQGDWHG UHSRUWHUV MRLQW\ KDYH NQRZOHGJH RI D

7KH 'HSDUWPHQW RI -XVWLFH IRUP PD\ EH REWDLQHG IURP WKH SULQFL
5HSRUWV RI VXVSHFWHG FKLOG DEXVH RU QHJOHFW VKDOO LQFOXGH L
D 7KH QDPH EXVLQHVV DGGUHV V DQG WHOHSKRQH QXPEHU
SHUVRQ D PDQGDWHG UHSRUWHU
E 7KH FKLOG V QDPH DQG DGGUHV V SUHVHQW ORFDWLRQ D
F 7KH QDPHV DGGUHVHV DQG WHOHSKRQH QXPEHUV RI WK
G 7KH QDPH DGGUHV V WHOHSKRQH QXPEHUV SHUVRQDO LQIRUF
DEXVHG RU QHJOHFWHG WKH FKLOG
H 7KH LQIRUPDWLRQ WKDW JDYH ULVH WR WKH UHDVRQDEOH
LQIRUPDWLRQ

VFKRRO SUHPLVHV 7KH 6XSHULQWHQGHQW RU GHVLJQHH VKDOO JLYH WKH \
DGXOW VFKRRO HPSOR\HH RU YROXQWHHU DLGH VHOHFWHG E\ WKH VWXGHQ

\$ VWDPHEHU RU YROXQWHHU DLGH VHOHFWHG E\ D FKLOG FBFBFWGQSHWR
GHVLJQHH VKDOO LQIRUP KLP KHU RI WKH IROORZLQJ UHTXLUHPHQWV 3HQ

7KH SXUSRVH RI WKH VHOHFWHG SHUVRQ V SUHVHWFH DW WKH
FRPIRUWDEOH DV SRVVLEOH

7KH VHOHFWHG SHUVRQ VKDOO QRW SDUWLFLSDWH LQ WKH LQW

7KH VHOHFWHG SHUVRQ VKDOO QRW GLVFXVV WKH IDFWV RU FL

7KH VHOHFWHG SHUVRQ LV VXEWHFW WR WKH FRQILGHQWLDOLW
ZKLFK LV SXQLVKDEOH DV VSHFLILHG LQ 3HQDO &RGH

,I D VDPHEHU DJUHHV WR EH SUHVHQW WKH LQWHUYLHZ VKDOO EH KHOG DV
VFKRRO 3HQDO &RGH

5HOHDVH RI &KLOG WR 3HDFH 2IILFHU

:KHQ D FKLOG LV UHODVHVVW D SHODER FXVWRG\ DV D YLFWLP RI VXVSI
GHVLJQHH DQG RU SULQFLSDO VKDOO QRW QRWLI\ WKH SDZLHWKWK DGLDQ\
RI WKH FKLOG V SDUHQW JXDUGLDQ (GXFDWLRQ &RGH

FI 4XHVWLRQHQHQCRSSUHPZQWIRU

3DUHQW *XDUGLDQ &RPSODLQWV

8SRQ UHTXHVW WKH 6XSHULQWHQGHQW RU GHVLJQHH VKDOO SURYLGH SDU
D VFKRRO VLWH WR DSSURSULDWH DJHQFLHV)RU SDUHQWV JXDUGLDQV ZK
ODQJXDJH DQG ZKHQ FRPPXQLFDWLQJ RUDOO\ UHJDUGLQJ WKRVH SURFHGX

7R ILOH D FRPSODLQW DJDLQVW D GLVWULFW HPSOR\HH RU RWKHU SHUVRQ

\$Q\ RWKHU SHUVRQ PDNLQJ D UHSRUW VKDOO QRW LQFXU FLYLO RU FUL
UHSRUW RU PDGH D UHSRUW ZLWK UHFNOHVV GLVUHJDUG RI WKH WUXW

,I D PDQGDWHG UHSRUWHU IDLOV WR WLPHO\ UHSRUW DQ LQFLC
EH JXLOW\ RI D FULPH SXQLVKDEOH E\ D ILQH DQG RU LPSULVRQPHQW

1R HPSOR\HH VKDOO EH VXEMHFW WR DQ\ VDQFWLRQ E\ WKH GL
PDGH D IDOVH UHSRUW RU PDGH D UHSRUW ZLWK UHFNOHVV GLVUHJDUG



%RRN

3ROLFLHVHDØGD5WLRQV

6HFWLRQ



%RRN 3ROLFLHVHDQGD3WLRQV
 6HFWLRQ %XVLQHVV DQG 1RQLQVWVWRQVLRQDO 2SHU
 7LWOH 72%\$\$\$2)5((6&+22/6
 &RGH \$5
 6WDWXV \$FWLY
 \$GRSWHG)HEUXDU\

1RWLILFDWLRQV

,QIRUPDWLRQ DERXW WKH GLVWULFW V WREDFFR IUHH VFKRROV SROLF\ DQG
 SDUHQWV JXDUGLDQV VWXGHQWV DQG KIDGWHUFRPBRGHW\

FI (PSOR\HH 1RWLILFDWLRQV
 FI HQWDO 1RWLILFDWLRQV

7KH 6XSHULQWHQGHW RU GHVLJQHH PD\ GLVVHPLQDWH WKLW LQIRUPDWLRQ
 DQG SDUHQW KDQGERRNV DQG RU RWKHU DSSURSULDWH PHWKRGV RI FRPP\

FI 'LVWULFW DQG VFKRRO :

7KH 6XSHULQWHQGHW RU GHVLJQHH FD\ FRDQXHQV SURMHLWV GJDUV SDWPDQ
 SURSHUW\ DQG 6DIHW\ &RGH

(QIRUFPHQW 'LVFLSOLQH

\$Q\ HPSOR\HH RU VWXGHQW ZKR YLRODWHV WKH GLVWULFW V WREDFFR IUHH
 GLVFLSOLQDU\ DFWLRQ DV DSSURSULDWH

FI 6XVSHQVLRQ 'LVFLSOLQDU\ \$FWLRQ
 FI 'LVPLVDO 6XVSHQVLRQ 'LVFLSOLQDU\ \$FWLRQ
 FI 'LVFLSOLQH
 FI 6XVSHQVLRQ DQG VMSXOVLRQ 'XH 3U

\$Q\ RWKHU SHUVRQ ZKR YLRODWHV WKH GLVWULFW V SROLF\ RQ WREDFFR II
 VPRNLQJ ,I WKH SHUVRQ IDLOV WR FRPSO\ ZLWK WKLW UHTXHVW WKH 6XSH

'LUHFW WKH SHUVRQ WR OHDYH VFKRRO SURSHUW\

5HTXHVW ORFDO ODZ HQIRUFPHQW DVVLVWDQFH LQ UHPRYLQJ

,I WKH SHUVRQ UHSHDWHGO\ YSRUDKWHLWVWKLW VFKRRODIFRRP I H G W H W I
 VSHFLILHG SHULRG RI WLPH

FI LVWRUV 2XWVLGHUV
 FI 'LVUXSWLRQV

7KH 6XSHULQWHQGHW RU GHVLJQHH VKDOO QRW EH UHTXLUHG WR SK\VLFD
 UHIUDLQ IURP VPRNLQJ XQGHU FLUFXPVWDQFHV LQYROYLQJ D ULVN RI SK\VI



%RRN 3ROLFLHVHDQGD3WLRQV
6HFWLRQ 3HUVRQQHO
7LWOH 81,9(56/ 35(&87,216
&RGH %3
6WDWXV \$FWLY
\$GRSWHG)HEUXDU\

,Q RUGHU WR SURWHFW HPSOR\HHV IURP FRQWDFW ZLWK SRWHQWLDOO\ LQI
SUHFDXWLRQV EH REVHUYHG WKURXJKRXW WKH GLVWULFW

8QLYHUVDO SUHFDXWLRQV DUH DSSURSULDWH IRU SUHYHQWLQJ WKH VSUHD
SDWKRJHQV DUH NQRZQ WR EH SUHVHQW

FI (PSOR\HH 6DIHW\
FI +HEOHWK &HDFLHV
FI ,QIHFWLRXV 'LVHVVHV
FI 6SHFLDOHJHGUHDFK &DU
FI 6FKRRO +HDOWK 6HUULFHV
FI \$WKOHWLF &RPSHWLWLRQ

(PSOR\HHV VKDOO LPPHGLDWHO\ UHSRUW DQ\ H[SRVXUH LQFLGHQW RU ILUV\
VDIHW\ SURFHGXUHV

FI (SRRO)ODQ IRU %ORRGERUQH 3DWKRJHQV

/HJDO HGFHHU

$$\frac{+(\$7 + \$1'6\$)(7 < &2'(\text{DQGOLQJ DCHXGLVWRVGDZDRWH})}{\text{BY LGLQJ LQIRUPDWLRQ WR VFKRROHGLFWOGEWLRQV } \$,66 \$,H6DWLV}$$

,QIRUPDWLRQ WR HPSOR\HHV RI VFKRRO GLVWULFW

$$\frac{\&2'(2)5(*87\$216 7,7/(\text{\&DOLIRUQLD EORRGERUQH SDWKRJHQV VWDQGDU})}{\&2'(2)('5\$/ 5(*87,\$216 7,7/(\text{26+\$ EORRGERUQHGSVDWKRJHQV VWDQGDU})}$$



%RRN 3ROLFLHVHDQGD3WLRQV
 6HFWLRQ 3HUVRQQHO
 7LWOH 81,9(56/ 35(887,216
 &RGH \$5
 6WDWXV \$FWLY
 \$GRSWHG)HEUXDU\

'HILQLWLRQV

8QLYHUFDXWURQDQ DSSURDFK WR LQIHFWLRQ FRQWURO \$OO KXPdq EORRG VHPHQ YDQLQDO VHFUHWLRQV DQG DQ\ ERG\ IOXLG WKDW LV YLVLEO\ FRQW LPPXQRGHILFLHQF\ YLUXV +,9 KHSDWLWLWLV % YLUXV +%9 KHSDWLWLWLV & Y

3HUVRQVGFSWLYHLHQTFLXSPHQW SHFLDOLJHG FORWKLQJ RU HTXLSPHQW ZRUQ R VXFK DV XQLRUPV SDQWV VKLUWV RU EORXVHV QRW LQWHQGHG WR IXQFW HTXLSPHQW &&5 E

\$VKDUV DQ\ REMHFW WKDW FDQ EH UHVRQDEO\ DQWLFLSDWHG WR SHQHWU LQFLGHQW &&5 E

(QJLQHVKDDQBXU\ SURWHFWLRQ LV D SK\VLFDQ DWWULEXWH EXHFWWLYHQOR DI ULVN 81° 0@ 0y@SR@XEHGLDFL@GWA` p&&DR•@E

(PSOR\HH ,QIRUPDWLRQ

7KH 6XSHULQWHQGHQWRU GHVLJQHH VKDOO GLVWULEXWH WR HPSOR\HHV L DFTXLUHG LPPXQH GHILFLHQF\ V\QQURPH \$,'6 \$,'6 UHODWHG FRQGLWLRQV WR DQ\ DSSURSULDWH PHWKRGV HPSOR\HHV PD\ XVH WR SUHYHQW H[SRVXU DYDLODELOLW\ RI D YDFFLQH WR SUHYHQW FRQUDFWLRQ RI KHSDWLWLWLV % RI WKH HPSOR\HHV ,QIRUPDWLRQ VKDDQREUHGUVWVHEXWONGIDWKEHVLW DQZ: 'HSDUWPHQW RI (GXFDWLRQ +HDOWK DQG 6DIHW\ &RGH €`@pÀdð

)RU WKH SUHYHQWLRQ RI LQIHFWRXV GLVHVVH HPSOR\HHV VKDOO URXWLQ

3HUIRUP DOO SURFHGXUHV LQYROYLQJ EORRG RU RWKHU SRWH\ VSUD\LQJ VSDWWHULQJ DQG JHQHUDWLQJ GURSOHWV RI WKHVH VXEVV

8VH SHUVRQDO SURWHFWLYH HTXLSPHQW DV DSSURSULDWH

D \$SSURSULDWH FORWKLQJ LQFOXGLQJ EXW QRW OLPLWHG VKDOO EH ZRUQ LQ RFFXSDWLRQDO H[SRVXUH VLWXDWLRQV

,I D JDUPHQW EHFRRPHV SHQHWUDWHG E\ EORRG RU RWKHU SRWHQV LPPHGLDWHO\ RU DV VRRQ DV IHDVLEOH \$OO SHUVRQDO SURWHFW UHPRYHG LW VKDOO EH SODFHG LQ DQ DSSURSULDWHO\ GHVLJQDW GLVSRVDO

E *ORYHV VKDOO EH ZRUQ ZKHQ LW FDQ EH UHDVRQDEO\ DQ RWKHU SRWHQWLDOO\ LQIHFWRXV PDWHULDOV PXFRXV PHPEUDQH LWHPV RU VXUIDFHV

'LVSRVDEOH JORYHV VKDOO EH UHSODFHG DV VRRQ DV SUDFWLFDO RU ZKHQ WKHLU DELOLW\ WR IXQFWLRQ DV D EDUULHU LV FRPSURP JORYHV PD\ EH GHFRQWDPLQDWHG IRU UHXVH LI WKH LQWHJULW\ R FUDFNHG SHHOLQJ WRUQ SXQFWXUHG RU H[KLELW RWKHU VLJQV FRPSURPLVHG

F ODNV LQ FRPELQDWLRQ ZLWK H\H SURWHFWLRQ GHVLSFWV GURSOHWV RI EORRG RU RWKHU SRWHQWLDOO\ LQIHFWRXV PDWHU UHDVRQDEO\ DQWLFLSDWHG

DVK KDQGV DQG RWKHU VNLQ VXUIDFHV WKRURXJKO\ ZLWK VRDS D

D ,PPHGLDWHO\ RU DV VRRQ DV IHDVLEOH IROORZLQJ FRQWD RWKHU SRWHQWLDOO\ LQIHFWRXV PDWHULDOV

E ,PPHGLDWHO\ DIWHU UHPRYLQJ JORYHV RU RWKHU SHUVRQ

:KHQ KDQGZDVKLQJ IDFLOLWLHV DUH QRW DYDLODEOH WKH HP RU SDSHU WRZHOV RU DQWLVSOLF WRZHOHWWHV ,Q VXFK LQVWDQFH

5HIUDLQ IURP HDWLQJ GULQNLQJ VPRNLQJ DSSO\LQJ FRVPHW UHDVRQDEOH OLNHOLKRRG RI RFFXSDWLRQDO H[SRVXUH

&OHDQ DQG GHFRQWDPLQDWH DOO HTXLSPHQW DQG HQYLURQPH LQIHFWRXV PDWHULDO QR ODWHU WKDQ WKH HQG RI WKH VKLIW RU PI

5DWKHU WKDQ XVLQJ ~~PHWKDQDQGLQJ~~ PHWKDQGLQJ DV D EUXVK DQG JODVVZDUH ZKLFK PD\ EH FRQWDPLQDWHG

IBVMHMH SDWLHQW KDQGOLQJ WHFKQLTXHV DQG RWKHU PHWKRGLQYROYLQJ WKH XVH RI VKDUSV LQ SDWLHQW FDUH

FI \$GPLQLVWHULQJ OHGLFDWLRQ DQG ORQLWRULQJ +HDOWK &RQGLV
FI 6SHFLDOHJHU\HDOWK &DU

D 1HHGOHOHV V\VVHPV VKDOO EH XVHG WR DGPLQLVWHU P

+DQGOH VWRUH WUHDW DQG GLVSRVH RI UHJXODWHG ~~ZQGWRL~~
DSSOLFDEOH VWDWH DQG IHGHUDO UHJXODWLRQV

D ,PPHGLDWHO\ RU DV VRRQ DV SRVVLEOH DIWHU XVH FRQW
UHTXLUHPPHQWV RI &&5 G ' &RQWDLQHUV VKDOO EH HDVLO
IHDVLEOH DQG UHSODFHG DV QHFHVVDU\ WR DYRLG RYHUOLOOLQJ

E 6SHFLPHQV RI EORRG RU RWKHU SRWHQWLDOO\ LQIHFWR>
GXULQJ FROOHFWLRQ KDQGOLQJ SURFHVVLRQ VWRUDJH WUDQVS

FI (PSOR\HH 6DIHW\
FI +HEDWK &RPHU HV
FI ,QIHFWRXV 'LVHVVHV
FI 6FKRRO +HDOWK 6HUULFHV
FI \$WKOHWLF &RPSHWLWLRQ



%RRN 3ROLFLHVHDQGD3WLRQV
 6HFWLRQ 3HUVRQQHO
 7LWOH (;32685(&21752/ 3/\$1)252%%251(\$7+2*(16
 &RGH %3
 6WDWXV \$FWLY
 \$GRSWHG)HEUXDU\

\$V SDUW RI LWV FRPPLWPHQW WR SURYLGH D VDIH DQG KHDOWKIXO ZRUN H[
 DQ H[SRVXUH FRQWURO SODQ 7KH 6XSHULQWHQGHQW RU GHVLJQHH VKDOO
 VWDQGDUGV IRU GHDOLQJ ZLWK SRWHQWLDQ\ LQIHFWLRXV PDWHULDOV LQ
 EORRGERUQH SDWKRJHQV LQFOXGLQJ EXW QRW OLPLWHG WR KHSDWLWLV %

FI 8QHFDXWLRQV
 FI (PSOR\HH 6DIHW\

7KH 6XSHULQWHQGHQW RU GHVLJQHH VKDOO GHWHUPLQH ZKLFK HPSOR\HHV
 LQIHFWLRXV PDWHULDOV ,Q DFFRUGDQFH ZLWK WKH GLVWULFW V HPSOR\HH
 KHSDWLWLV % YDFFLQDWLRQ

7KH 6XSHULQWHQGHQW RU GHVLJQHH PD\ H[HPSW GHVLJQDWHG ILUVW DLG S
 VSHFLILHG E\ VWDWH UHJXODWLRQV &&5 I

\$Q\ HPSOR\HH QRW LGHQWLILHG E\ WKH 6XSHULQWHQGHQW RU GHVLJQHH DV
 RU GHVLJQHH WR EH LQFOXGHG LQ WKH WUDLQLQJ DQG KHSDWLWLV % YDFF
 WKHUH LV QR UHDEVQDEOH DQWLFLSDWLRQ RI FRQWDFW ZLWK DQ\ LQIHFWL

/HJDO HGFHHU

/\$%25 &2'(
 \$XWKRULW\ RI &DO 26+\$ WR DGRSW VWDQGDU
 5HTXHQW WR DBNQG VWDQGDU
&2'(2) 5(*87\$216 7.7/(
 \$FFHVV WR HPSOR\HH HGFHHU
 &DOLIRUQLD EORRGERUQH SDWKRJHQV VWDQGDU
&2'(2))('5\$/ 5(*87\$216 7.7/(
 26+\$ EORRGERUQHSDWKRJHQV VWDQGDU



'HILQLWLRQV

2FFXSDWLRQPHQHSRUXD\VRQDEO\ DQWFLSDWHG VNLQ H\H PXFRXV PHPEUD
LQIHFWLRXV PDWHULDOV WKDW PD\ UHVXOW IURP WKH SHUIRUPDQFH RI DQ I
([SRWXLUQFPHQW D VSHFLILF H\H PRXWK RWKHU PXFRXV PHPEUDQH QRQLG

D 0HWKRGV RI FRPSOLDQFH UHTXLUHG E\ &&5 G VXFK
DQG ZRUN SUDFWLFH FRQWUROV DQG SHUVRQDO SURWHFWLYH HT)

FI 8QHFDXWLRQV

E +HSDWLWLV % YDFFLQDWLRQ

F %ORRGERUQH SDWKRJHQ SRVW H[SRVXUH HYDOXDWLRQ DQ

G &RPPXQLFDWLRQ RI KD]DUGV WR HPSOR\HHV LQFOXGLQJ C

H `••@BHQFRUGNHHSLQJ

7KH GLVWULFW V SURFHGXUH IRU HYDOXDWLQJ FLUFXPVWDQFH\

IHQWLYH SURFHGXUH IRU JDWKHULQJ LQIRUPDWLRQ DERXW HDFK
VKDUSV LQMXULHV

IHQWLYH SURFHGXUH IRU SHULRGLFDOO\ GHWHUPLQLQJ WKH IUH\
H[SRVXUH LQFLGHQWV GRFXPHQWHG LQ WKH VKDUSV LQMXU\ ORJ

IHQWLYH SURFHGXUH IRU LGHQWLI\LQJ FXUUHQWO\ DYDLODEOH F
WKH SURFHGXUHV SHUIRUPHG E\ HPSOR\HHV LQ WKHLU ZRUN DUHDV RU

IHQWLYH SURFHGXUH IRU GRFXPHQLQJ LQVWDQFHV ZKHQ D OLF
GHWHUPLQHV LQ WKH UHDVRQDEOH H[HUFLVH RI FOLQLFDO MXGJPHQW
VDIHW\ RU WKH VXFFHVV RI D PHGLFDO GHQWDO RU QXUVLQJ SURFHGX

IHQWLYH SURFHGXUH IRU REWDLQLQJ WKH DFWLYH LQYROYHPHQ\
ZLWK UHVSHFW WR WKH SURFHGXUHV SHUIRUPHG E\ HPSOR\HHV LQ WKH

7KH H[SRVXUH FRQWURO SODQ VKDOO EH UHYLHZHG DQG XSGDWHG DW OHD\

5HIOHFW QHZ RU PRGLIHFWLQJ RFFXSDQV SURFHOXSRVXDIH

R WKH H[WHQW WKDW VKDUSV DUH XVHG LQ WKH GLVWULFW UHIOH
ZLWK HQJLQHUUHG VKDUSV LQMXU\ SURWHFWLRQ

,QFOXGH QHZ RU UHYLVHG HPSOR\HH SRVLWLRQV ZLWK RFFXSD'

5HYLHZ DQG HYDOXDWH WKH H[SRVXUH LQFLGHQWV ZKLFK RFFX

5HYLHZ DQG UHVSRRG WR LQIRUPDWLRQ LQGLFDWLQJ WKDW WK

7KH GLVWULFW V H[SRVXUH FRQWURO SODQ VKDOO EH DFFHVVLEOH WR HPSO

3UHYHQWLYHVHDXU

7KH 6XSHULQWHQGHW RU GHVLJQHH VKDOO XVH HQJLQHULQJ DQG ZRUN S
UHJXODUO\ H[DPLQH DQG XSGDWH FRQWUROV WR RFFXSDQ WKHLU HI

+HSDWLWLV % YDFFLQDWLRQ

7KH KHSDWLWLV % YDFFLQDWLRQ DQG YDFFLQDWLRQ VHULHV VKDOO EH PDG
KHSDWLWLV % YDFFLQDWLRQ VKDOO EH PDGH DYDLODEOH DIWHU DQ HPSOR\

7KH 6XSHULQWHQGHW RU GHVLJQHH VKDOO SURYLGH WKH KHDOWK FDUH S
DV WKH\ UHODWH WR WKH H[SRVXUH LQFLGHQW GRFXPHQWDWLRQ RI WKH U
WKH VRXUFH LQGLYLGXDO V EORRG WHVWLQJ LI DYDLODEOH DQG DOO PHG
HPSOR\HH LQFOXGLQJ YDFFLQDWLRQ VWDWXV &&5 I

7KH GLVWULFW VKDOO PDLQWDLQ WKH HPSOR\HH QDWLWV DOKLW HPSOR\HH HDMVRXUFH
HYDOXDWLRQ &&5 I
i;•O 41 WKLQGLFDO UHFRUGV IRU HPSOR\HH V 4s VW ñ pa`À À pÀ @ ð o € o° € o • o p° • P p° € o o € P U o € P U P` P € o pÀ @ ð
HGLFDO UHFRUGV IRU HPSOR\HH QDWLWV DOKLW HPSOR\HH HDMVRXUFH RI &RQILGHQWLDO 3ULYLOHJH
FI 'LVFRVXURQILGHQWLDO 3ULYLOHJH , QIRUPDWLRQ

5HFRUGV

8SRQ DQ HPSOR\HH V LQLWLDO HPSOR\HH QDWLWV DOKLW HPSOR\HH HDMVRXUFH RI &RQILGHQWLDO 3ULYLOHJH
RFFXSDWLRQDO H[SRVXUH RI WKH H[LVWHQFH ORFDWLRQ DQG DYDLODELOL'
DFFHVV WR UHFRUGV DQG WKH HPSOR\HH V ULJKW RI DFFHVV WR WKHVH UH

FI \$FFHVV WR 'LVWULFW 5HFRUGV
FI 'LVWULFW 5HFRUGV

OHGLFDO UHFRUGV IRU HDFK HPSOR\HH ZLWK RFFXSDWLRQDO H[SRVXUH VKD
ZULWWHQ FRQVHQQ WR DQ\ SHUVRQ ZLWKLQ RU RXWVLGH WKH ZRUNSODFH I



Book	Policies and Regulations
Section	3000: Business and Noninstructional Operations
Title	CAMPUS SECURITY
Code	3515 BP
Status	Active
Adopted	February 2, 2017

The Governing Board is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall develop campus security procedures which are consistent with the goals and objectives of the district's comprehensive safety plan and site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

(cf. 0450 - Comprehensive Safety Plan)

Surveillance Cameras

The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for campus security. The Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff

32211 Threatened disruption or interference with classes

32280-32288 School safety plans

35160 Authority of governing boards

35160.1 Broad authority of school districts

38000-38005 Security patrols

49050-49051 Searches by school employees

49060-49079 Student records

PENAL CODE

469 Unauthorized making, duplicating or possession of key to public building

626-626.10 Disruption of schools

CALIFORNIA CONSTITUTION



Book Policies and Regulations
Section 3000: Business and Noninstructional Operations
Title CAMPUS SECURITY

9. All media viewed or listened to by law enforcement, parents, or any persons outside of authorized school personnel will be documented in a log with the date, time, reason, and names of individuals reviewing the media.
10. Employees shall be responsible for the appropriate use of technology and shall not use any district resources for unethical practices or any activity prohibited by law or Board policy.

CSEA and the District agree the safety and health of students, staff, and the public requires every reasonable effort be made to discourage alcohol and/or illegal substance abuse among all employees. The District and CSEA further agree to make every reasonable effort to protect students, staff, and the public from alcohol and/or illegal drug use. For this reason, commencing July 1, 2016, the parties agreed to a reasonable suspicion/post-accident testing policy for bargaining unit employees who regularly utilize District vehicles in the course of employment for a three year trial period. This article shall sunset on June 30, 2019, unless the parties negotiate to continue this provision.

A. Application

This section applies to CSEA employees that regularly utilize District vehicles in the course of transportation regulations. The positions will be identified by a committee comprised of two members from the District negotiation team and two members from the CSEA negotiation team. Examples of positions subject to this section may include grounds, maintenance, warehouse/delivery drivers, night custodial, and certain classifications of technology staff.

B. Notice

All employees subject to testing for controlled substances and alcohol shall be individually notified, in advance and in writing that they are subject to reasonable suspicion and/or post-accident testing while on duty. The District will provide CSEA with a copy of the notice prior to distributing to applicable employees.

C. Reasonable Suspicion Testing

1.

