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**Administrative Regulation**  
Chapter 3 – General Institution

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**AR 3515      REPORTING OF CRIMES**

The Superintendent/President shall assure that, as required by law, reports are prepared of all occurrences reported to the SMC Police Department and arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Superintendent/President shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

**Student Death Response and Reporting**

**I. Purpose**

The death of a Santa Monica College Student is a tragedy for the family and friends of the deceased and a special loss for the College community. This procedure was developed to ensure that proper notifications are made by SMC staff in the event of a student death. This procedure establishes an ad hoc Student Death Emergency Response Team comprised of the Executive Vice President, the Vice President of Student Affairs, the Dean of Counseling and Retention, the SMCPD Chief of Police, and the Campus Counsel. The team is headed by the Executive Vice President who functions as the Student Death Emergency Response Coordinator.

A student death may set in motion a range of responses by campus police, medical professionals and others depending on the circumstances of the death, whether it occurred from natural causes, whether it was the result of an accident, a suicide, or a homicide, and whether it is related to a more general campus emergency. This procedure is not intended to dictate the response of campus police, health care professionals, or other campus emergency response personnel in carrying out their responsibilities. Instead, the purpose of this procedure is to set forth the notifications that should occur subsequent to or in connection with such responses.

**II. Definitions**

**SMC Student:** for purpose of this procedure, a SMC Student is defined as one who is currently enrolled at Santa Monica College or, during the recess period between semesters/intersessions, one who has completed the immediately preceding term and is eligible for re-enrollment.

**On-Campus Student Death:** the death of a SMC Student shall be regarded as having occurred on campus if it occurs on College property, including any College owned, operated, or maintained property; on the premises of an organization or group officially recognized by the College; or in connection with an official College function.

**Student Death Emergency Response (SDER) Team:** a campus administrative group consisting of the Executive Vice President, the Vice President of Student Affairs, the Dean of Counseling and Retention, the SMCPD Chief of Police, and the Campus Counsel. The team is headed by the Executive Vice President who functions as the Student Death Emergency Response Coordinator.

**SDER Coordinator:** the Executive Vice President, as designated by this procedure, who heads the Student Death Emergency Response Team and is responsible for coordinating the notifications and other actions that may be necessary in response to a student death.

### III. Procedures

#### A. When a SMC Student Death Occurs On Campus

In the event of an On-Campus Student Death responded to by the SMC Police Department (SMCPD), the SMCPD should attempt to notify the SDER Coordinator (Executive Vice President) as soon as practical. If the Executive Vice President is not available, the notification should be made to the Vice President of Student Affairs and then to the Dean of Counseling and Retention.

#### B. When a SMC Student Death Occurs Off-Campus

In the event of the death of a SMC Student occurring off-campus, campus staff who learn of the death should notify the SDER Coordinator (Executive Vice President) as soon as possible. If the Executive Vice President is not available, the notification should be made to the Vice President of Student Affairs and then to the Dean of Counseling and Retention.

#### C. Notifications and Other Responses

Upon receiving notification of a student death, the SDER Coordinator shall ensure that the following steps are taken:

Responsibility	Action
SDER Coordinator	Verifies that the deceased was a SMC Student and checks to see if the student has family or relatives in the campus community.
	Informs the other team members or their specific designees of the nature of the death, the name of the student, and other identifying information.
	Notifies the Superintendent/President.
SDER Team	<p>Members gather additional, pertinent information, particularly if the Coordinator regards the death to constitute an emergency for the campus community.</p> <p>Considers other possible additional actions:</p> <ul style="list-style-type: none"> <li>a) As appropriate, confirms the reliability of the information that a student has died.</li> <li>b) Consults with additional campus experts (e.g., Coordinator of Psychological Services; Coordinator of Disabled Student Programs and Services).</li> <li>c) Identifies the next of kin, significant others, and/or the person the student had designated to be contacted in case of emergency.</li> <li>d) Identifies the most appropriate person to notify the next of kin or others. Ordinarily, initial notification will be performed in person by SMCPD personnel. If the next of kin reside in another police jurisdiction, SMCPD will notify the local police department which, in turn, will notify the next of kin. Others close to the deceased, such as spouse, roommates and classmates, will be notified as soon as possible by appropriate campus staff.</li> <li>e) Assists, supports, and provides services to survivors, other victims, and students adversely impacted by death, and determines which offices will be responsible for doing so.</li> <li>f) Assesses any special circumstances that may adversely impact the campus community.</li> <li>g) Determines the type of communications that should be sent to the campus community about the death and the information to be provided.</li> <li>h) Coordinates response to media requests.</li> </ul>

Dean of Enrollment Services	Upon receipt of written verification of a SMC Student Death, provides written notification of the death to campus offices. <b>The nature of the death shall not be revealed in the notification.</b> Notification shall be provided to: a) Vice President of Academic Affairs b) The faculty of each class the student was enrolled in. c) The department chair of each faculty member listed in (b) above. d) The Dean of Student Life e) Financial Aid f) Information Services g) Library
Superintendent/President	Sends a letter of condolence on behalf of SMC to the next of kin or other appropriate person(s) within a reasonable period of time.

**References:**

- Education Code Sections 212, 67380, 67383, and 87014;
- Penal Code Sections 245 and 422.55;
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;
- 20 United States Code Section 1232g;
- 34 Code of Federal Regulations Parts 99.31(a)(13), (14) and 668.46;
- Campus Security Act of 1990

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