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6HFWLRQ

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

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%RRN 3ROLFLHVHDQGD3WLRQV  
6HFWLRQ 3HUVRQQHO  
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\$GRSWHG )HEUXDU\

'HILQLWLRQV

3RKLLELWHG VH[XDOF&DGBVVENQWLV QRW OLPLWHG WR XQZHOFRPH VH[XDO I  
XQZDQWHG YHUEDO YLVXDO RU SK\VLFDQ FRQGXFWR RI D VH[XDO QDWXUH P  
HGXFDFWLRQDO VHWWLQJ ZKHQ (GXFDWLRQ &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 LQWLPHGDWMLQZRKRVMQYHUHQRPQW 5HJDUGOHVV RI ZKHV  
VH[XDO GHVLUH WKKHFRQGXFWRWLVHWSHUVLVWHQWL YSHDYDWR YHUHQDWR  
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 FRQVWLWXWHFRHZRQD&KUDQD MPE  
ZRUN RU HGXFDFWLRQDO VHWWLQJ LQFOXGH EXW DUH QRW OLPLWHG WR

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

8QZHOFRPH YLVXDO FRQGXFWRWLVXRK DVAWUXDZHQJWH\$LFWUXH[SQI  
VXJJHVWLYH REMHFWV

8QZHOFRPH SK\VLFDQ FRQGXFWR VXFK DV PDVVDJLQJ JUDEELQJ  
ERG\ RU FORWKHV LQ D VH[XDO ZD\ FURLEBHQQJ&RFDLQJPROHPLQV

7UDLQLQJ

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

FI 8QLRUPR&FRPSODLQW 3U  
FI 1RQGLVFULPLQDWLRQ LQ (PSOR\PHQW  
FI 6H[XDO +DUDVVPHQW

(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'QJ 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 WUDQVSRUWKLPHQDQV RYHURV

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

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

/HJDO HGFHHU

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&RQVCHG VXEVDQFH RIIHQVH

&RQYLFWRDQHG FRQVWDOQHQV IRU DW HBAQV LDUO

(PSOR\PHQW RI FHUWLILFDVHQSGLXQVWDRQMLRWHHGVNFRQWU

&RPSXOVRU\ OHDYH RI DEVHQFH IRU FHUWLILFDWHG SHUVRQV

BEHGXZKHQ HPSOR\HVGDRQ FRPSXOVRU\ OHDYH RI DEVHQFH

(PSOR\PHQW DIWHURQGLVXLVWDRQIFRQVWUQVH

&RPSXOVRU\ OHDYH RI DEVHQFH IRU FODVVILHG SHUVRQV

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6FKHGXQDQGHVWWDQFHV

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6FKHGRQDQHG FRQVWDOQFHV

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

7KH \*RYHUQLQJ %RDUG LV GHWHUPLQHG WR SURYLGH GLVWULFW HPSOR\HHV  
IXOO DQG HTXDO HPSOR\PHQW DFFHVV DQG RSSRUWXQLWLHV SURWHFWLRQ  
UHWULEXWLRQ IRU DVVHUVLQJ WKHLU 7KHS %RDUG VS URWK KMLWVQGD FFWLGF WQH F  
RU KDUDVVLQJ DQ\ RWKHU GLVWULFW HPSOR\HH RU MRE DSSOLFDQW RODWKI  
RULJLQ DQFHVWDLWDO VSDW\KFDGSRUJ RPHQD GDGL F RQGLWLRQ JHQHWLF LQ  
VWDWXV JHQGHULGHQWLW\





%RRN	3ROLFLHVHD <del>Q</del> GD <del>5</del> WLRQV
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

&RPSODRQW\BXU

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

1RWLFH DQG 5HFHLS\ \$FRPSODLQWZKR LV DQ HPSOR\HH VKDOOHS  
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 WRWWWKFRPSODLQDQW ILOHV

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

FI 1RQGLVFULPLQDWLRQ DQG LFWLFLW\ BHUV  
FI 5HDVQRQEOH \$FRPPRGDWLRQ  
FI 6H[XDO +DUDVVPHQW

,QYHVWLJFMV\KH3ERRUGLQDWRU VKDOO LQLWLDWH DQ LPSDUWLDO  
KDUDVVPHQW ZLWKLQ ILYH EXVLQHVV GD\V DU GHFWL YLQZKGRWK HEDRZULI  
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 V\RWL\CHFLQDWH

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

,I WKH FRRUGLQDWRU GHWHUPLQHV WKDW V\GHWIDLOCEHDEW 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 FRPSOHWH ERW\GHQDWRUHWKDW  
LQWHULP PHDVXUHV GR QRW FRQVWLWXWH UHWDOLDWLRQ

: ULWWHQ 5HSRUW RQHFLVGLH \$FRPPRGDWLRQ 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 UHVRU  
LQYHVWLJDWLRQ ,I D GHWHUPLQDWLRQ KDV EHHQ PDGH WKDW GLVFUL  
FRUHFVLYH DFWLRQ V WKDW KDYH EHHQFRUWHZHWREH W\NFRPSODLQDQW  
UHWDOLDWLRQ RU IXUWKHU GLVFULPLQDWLRQ RU KDUDVVPHQW GRHV Q

7KH UHSRUW VKDOO EH SUHVHQWHG WR WKH FRPSODLQDQW W

\$SSHDO 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  
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 ILOH D YDOLG FRPSODLQW ZLWK ')(+ ZLWKLQ RQH \HDU RI WKH D  
WR \*RYHUQPHQW &RGH

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

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



%RRN 3ROLFLHVHDQGD3WLRQV  
6HFWLRQ 3HUVRQQHO  
7LWOH (03/2<(( 86( 2) 7(&+122\*/<  
&RGH %3  
6WDWXV \$FWLY  
\$GRSWHG )HEUXDU\

7KH \*RYHUQLQJ %RDUG UHFRJQLJHV WKDW WHFKQRORJHUHQDEOHUHVXWRRQVHQRH  
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 WKHVH UHVRXUFHV

FI 'LVWULFW 3ODQ  
FI &RPPXQLFDWLRQ ZLWK WKH 3XEOLF  
FI 'LVWULFW DQG LQVWUXFWLRQ :  
FI 'LVWULFW 6RFDUHQGLD  
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 DE ERDOPRQ POG LAMODUFAWALSHE 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

'LVWULFWORJXGHV 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 Z + W K H p U L J K W V R I L Q Y R O Y H C  
 QRW UHVROYHG

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

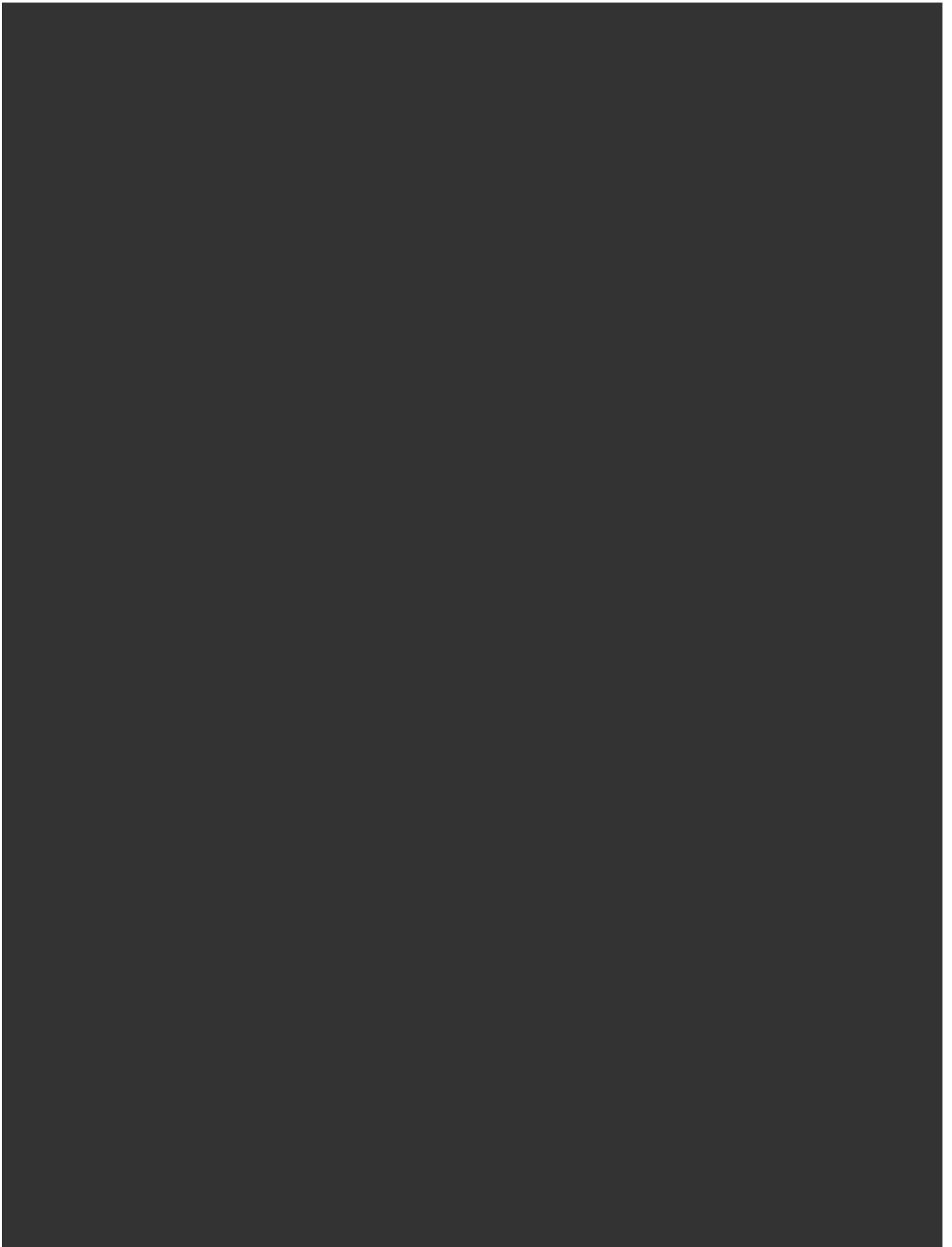
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 FRQILGHQWLDO H[FHSW WR WKH H[WHQW QHFHVVDU\ WR LQYHVWLJDWH WKH  
 GHVLUHV

/HJDO HGFHU

('8&\$7.21 &2')

\*XLGHORRQH XRO \$UOLQJ FKLOG DEXVH FRPSODLQWV  
 &ORVHG VHVVLQV  
 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\WIRQW 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 UHVRQV

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

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

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

FI &ORVHG 6HVLRQ 3XUSRHVH DQG \$JHQGDV  
FSp 0HH\RLVHG&HR QGXFW

7KH GHFLVLRQ RI WKH pÀ 0` `• YDLOOG QJ YD/ ...



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6HFWLRQ                   6WXGHQWV  
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&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 QDQVOSI  
SXSLO SHUVRQQHO HPSOR\PHQW KH VKH KDV NQRZOHGJH RI RU REVHUYHV D FKLOG  
DGPLQLVWUDWRUV DQG HPSOR\HHV RI D OLFHQVHG FKLOG GD\ FDUMH IDLFLHQW  
KHDOWK FDUH SURYLGHUV DQG DGPLQLVWUDWRUV SUHVHQWHUV DQG FRXQ

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

5HSRUWDEOH 2IIHQVHV

\$ PDQGDWHG UHSRUWHU WKDOO PDNH D UHSRUWLQJ WKH SSURFHVV RI QDQVOSI  
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 RIRUJZWRUWLRQDEOHVLRQD  
VXEVDQWUHQWVWRUWLRQV HPRWLRQDO GDPDJH GHSDUHGRQRQYLZGMKRGURZD  
EHKDYLRU WRZDUG VHOI RU RWKHUV PD\ PHQDO &RGH RU WR WKH DSSURSU

\$Q\ GLVWULFW HPSOR\HH ZKR UHDVRQDEO\ EHOLHYHV WDSM IRU WKH &DRWROE  
IRUFH YLROHQFH GXUHVV PHQDFH RU IHDU RI LPPHGLDWH DQG XQODZIXO  
SHDRIHFRIU3HQDO &RGH

5HVSQRVLELOLW\ IRU 5HSRUWLQJ

7KH UHSRUWLQJ GXWLHV RI PDQGDWHG UHSRUWHUV DUH LQGLYLGXDO DQG F  
:KHQ WZR RU PRUH PDQGDWHG UHSRUWHUV MRLQWO\ 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 SUHVHQFH DW WKH  
FRPIRUWDEOH DV SRVVLEOH

7KH VHOHFWHG SHUVRQ VKDOO QRW SDUWLFLSDWH LQ WKH LQW

7KH VHOHFWHG SHUVRQ VKDOO QRW GLVFXVV WKH IDFVV 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 4XHVWLRQHQWGRSSUHPZQWIRU

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 GHWKHFRRPBRGHW\

FI (PSOR\HH 1RWLILFDWLRQV  
FI H3WDO 1RWLILFDWLRQV

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

FI 'LVWULFW DQG LQVFKRRO :

7KH 6XSHULQWHQGHQW RU GHVLJQHH PD\ DERFROXVHQV SURMELWV 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 V\MSXOVLRQ '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\ YLRODWHV WKH VFKRROV WKH SHUVRQ  
VSHFLILHG SHULRG RI WLPH

FI LVWRUV 2XWVLGHUV  
FI 'LVUXSWLRQV

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



%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 +HE DOWK &HDFLHV  
FI ,QIHFWLRXV 'LVHVVHV  
FI 6SHFLDOH JHGU YHDFWK &DU  
FI 6FKRRO +HDOWK 6HUYLEFHV  
FI \$WKOHWLF &RPSHWLWLRQ

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

FI (SRRO) DQ IRU %ORRGERUQH 3DWKRJHQV

/HJDO HGFHHU

$$\frac{+(\$7 + \$1'6\$)(7 < &2')}{+DQGOLQJ DQJXOLVWRVGDZDRWH}$$

BY LGLQJ LQIRUPDWLRQ WR VFKRROHGLFWOGEWLRQV \$,GG \$,H6DWLV  
,QIRUPDWLRQ WR HPSOR\HHV RI VFKRRO GLVWULFW

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



%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 EXHFWWLYQHWR DI ULVN 81° 0@ 0y@SR@X@HGLDFL@G@WÀ0` p&&DR•@E

(PSOR\HH ,QIRUPDWLRQ

7KH 6XSHULQWHQGHOWRNU 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 VKDDQREUHGUVWVH@XWNGIDWK@H@VLW DQ@: 'HSDUWPHQW RI (GXFDWLRQ +HDOWK DQG 6DIHW\ &RGH €`@pÀdð

)RU WKH SUHYHQWLRQ RI LQIHFWLRXV GLVHNV HPSOR\HHV VKDOO URXWLQ

3HUIRUP DOO SURFHGXUHV LQYROYLQJ EORRG RU RWKHU SRWHV  
VSUD\LQJ VSDWWHULQJ DQG JHQHUDWLQJ GURSOHWV RI WKHVV 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 EHFRPHV 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\ DQV  
RWKHU SRWHQWLDOO\ LQIHFWLRXV 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 GHFRQWDPDQDWHG IRU UHXVH LI WKH LQWHJULW\ R  
FUDFNHG SHHOLQJ WRUQ SXQFWXUHG RU H[KLELW RWKHU VLJQV  
FRPSURPLVHG

F                ODVNV LQ FRPELQDWLRQ ZLWK H\H SURWHFWLRQ GHVLJQDW  
GURSOHWV RI EORRG RU RWKHU SRWHQWLDOO\ LQIHFWLRXV PDWHUL  
UHDVRQDEO\ DQWLFLSDWHG

DVK KDQGV DQG RWKHU VNLQ VXUIDFHV WKRURXJKO\ ZLWK VRDS D

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

E                ,PPHGLDWHO\ DIWHU UHPRYLQJ JORYHV RU RWKHU SHUVRQ

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

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

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

5DWKHU WKDQ XVXV JPWKH KDQGDQD PLHQWV  
JODVVZDUH ZLKF PD\ EH FRQWDPDQDWHG

IBVWLMH SDWLHQW KDQGOLQJ WHFKQLTXHV DQG RWKHU PHWKRG  
LQYROYLQJ WKH XVH RI VKDUSV LQ SDWLHQW FDUH

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

D                1HHGOHOHV V\WHPV 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 \$WKOHWF &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 HI-SURVQWH  
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 HGFHU

/\$%25 &2'(

\$XWKRULW\ RI &DO 26+\$ WR DGRSW VWDQGDU  
5HTXHQW WR DBNQG VWDQGDU

&2'( 2) 5(\*87\$216 7.7/(

\$FFHVV WR HPSOR\GHFHGDU

&DOLIRUQLD EORRGERUQH SDWKRJHQV VWDQGDU

&2'( 2) )('5\$/ 5(\*87\$216 7.7/(

26+\$ EORRGERUQHSDWKRJHQV VWDQGDU



'HILQLWLRQV

2FFXSDWLRQPHCHSRVXD\VRQDEO\ DQWFLSDWHG VNLQ H\H PXFRXV PHPEUD  
LQIHFWLRXV PDWHULDOV WKDW PD\ UHVXOW IURP WKH SHUIRUPDQFH RI DQ I  
([SRWXLUQFPHDQW 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 RFFXSDQ SURFHGXSRVXDIH

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

3UHYHQWLYHVHDVXU

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 PDLQWDLQH HPSOR\HH QDWLQJ LQ WKH HPSOR\HH  
HYDOXDWLRQ &&5 I

0 41 WKH HPSOR\HH V 4s VW ñpa`À ÀpÀ@ð0€ 0°€0 •0p°• Pp°€00€PU0€PUP` P€0pÀ @ð`  
HGLFDO UHFREU\ HPSOR\HH HGLFDO KURHE\ HGO`À HOHDVH RI &RQILGHQWLDO 3ULYLOHJH  
FI 'LVFH QILGHQWLDO 3ULYLOHJHG ,QIRUPDWLRQ

5HFRUGV

8SRQ DQ HPSOR\HH V LQLWLDO HPSOR\HH QDWLQJ LQ WKH HPSOR\HH QDWLQJ  
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 5HFRU  
FI 'LVWULFW 5HFRU

0HGLFDO 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.

