

AP 3280 GRANTS

Reference:

[Education Code Section 70902\(b\)\(10\)](#)

Applications for grants will be made with state, federal, and private agencies when the content of these applications extends the resources available to the District in support of the purposes and long-range plans of the District, its divisions, or departments. Funds sought may be utilized for staffing needs, equipment, materials, in-service education, travel, research and development, facilities, instructional innovations, financial aid, or other provisions as authorized in the grant.

The Superintendent/President or designee shall create, maintain, and communicate procedures for the preparation, submission, and implementation of all applications for grant funding. Grant applications which require matching funds will be submitted insofar as matching funds are identified and available within the budgeted resources of the District for the duration of the grant award.

New, continuing, or renewing grant applications shall be scrutinized by the appropriate Vice President(s) and require approval of the Superintendent/President and the Governing Board. When notification of a grant award is received, the appropriate Vice President(s) shall prepare an agenda item for the Governing Board requesting acceptance of funding. Upon award notification, the responsible Vice President(s) shall ensure that the appropriate staff are assigned to manage and monitor the grant.

❖ **From current Palomar College Procedure 311 titled Instructional Grants**

~~Projects which may be considered for an Instructional Grant include:~~

- ~~• Development of an innovative course of study for which prior approval has been received through normal channels.~~
- ~~• Major revisions to an existing course of study which may include extensive use of instructor-prepared programmed materials by the student in the Learning Resource Center or a laboratory.~~
- ~~• Development of instructional or curricular procedure changes which result in more efficient operations, such as changes in preparing Curriculum Committee agenda, minutes, and catalog updates.~~

~~Applications for Instructional Grant are available in each Dean's office and in the Office of Instruction.~~

Office of Primary Responsibility: [Office of the Superintendent/President](#)

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**NOTE:** This procedure is **suggested as good practice**. The **red ink** is language recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is current Palomar College Procedure 311 titled *Instructional Grants with no date*. The **green ink** reflects language recommended by *Institutional Research and Planning*. The **blue ink** is suggested language. This procedure was approved by the Task Force on 1-23-09.

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**Date Approved:**

*(Replaces current Palomar College Procedure 311)*

Human Resources  
DRAFT as of 5/16/08

AP 7110 DELEGATION OF AUTHORITY

Reference:

Education Code Section 70902(d)

The Chief Human Resources Officer is delegated responsibility from the Superintendent/President to recommend employment, develop job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations, Board Policies, and Administrative Procedures are followed.

Office of Primary Responsibility: Human Resource Services

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**NOTE:** This procedure is **legally advised**. The language in **red type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this procedure. The language in **green ink** reflects revisions/additions made by Human Resource Services. This procedure was reviewed on April 18, 2008 and reviewed and approved on May 16, 2008 by the Policy and Procedure Task Force.

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**Date Approved:**

*(This is a new procedure recommended by the CC League and the League's legal counsel)*

AP 7600 COLLEGE POLICE DEPARTMENT

Reference:

Education Code Section 72330

District Police

The Chief Human Resources Officer is delegated the responsibility to establish minimum qualifications of employment for the District Chief of Police including but not limited to the conditions contained in Board Policy (see BP 7600 titled College Police Department).

Every member of the police department first employed by the District before July 1, 1999 must, in order to retain his/her employment, meet the requirements of Education Code Section 72330.2, including but not limited to:

- Submission of one copy of his/her fingerprints which shall be forwarded to the Federal Bureau of Investigation
- A determination that the employee is not a person prohibited from employment by a California community college district and
- If the employee is required to carry a firearm, is not a person prohibited from possessing a firearm

Every member of the District police shall be supplied with, and authorized to wear, a badge bearing words "Palomar Community College District Police." Every member of the District police shall be issued a suitable identification card.

In addition, the minimum qualifications and other requirements for the Community Service Officers in the Police Department prior to employment include:

- Equivalent to completion of the 12<sup>th</sup> grade
- Satisfactory passage of a physical examination
- Passage of a background investigation
- Possession of a valid Class "C" California driver's license
- Possession or willingness to obtain valid CPR and First Aid Certification and/or EMT Certification

Salaries for District police shall be established after appropriate negotiations with their exclusive representative.

This procedure is subject to the provisions in the applicable collective bargaining agreement or employee handbooks. The Chief Human Resources Officer, in cooperation with the Chief of Police shall issue other regulations as may be necessary for the administration of the District police, including but not limited to:

- Schedules and shifts
- Call back procedures
- Weapons practices, especially drawing weapons
- Use of vehicles

- Pursuit practices
- Discipline procedures
- Training

The District police shall cooperate with local law enforcement in accordance with an agreement to be entered into in accordance with the requirements of Education Code Section 67381. The agreement shall address, but not be limited to, the following:

- Operational responsibilities for investigations of the following violent crimes: willful homicide, forcible rape, robbery, aggravated assault
- Geographical boundaries of the operational responsibilities and
- Mutual aid procedures

Office of Primary Responsibility: Human Resource Services

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