

Policy III.3000.H, Assistance in College Hearings

Purpose

This policy establishes the responsibilities of San Jacinto College Police officers to assist the College in disciplinary and administrative proceedings. It also recognizes that exceptions may be granted when appropriate.

Policy

San Jacinto College Police officers are expected to assist with authorized College disciplinary and administrative proceedings when they possess information, records, or professional expertise relevant to the matter under review.

This responsibility applies whether the proceeding involves criminal or non-criminal allegations and regardless of whether criminal charges are pending or have been filed.

The Chancellor or the Chancellor's designee may excuse an officer from participating in a College proceeding when extenuating circumstances exist for good cause, including a request by the District Attorneys' Office due to a concern about a potential adverse impact on a criminal prosecution involving public safety.

Authority

San Jacinto College conducts disciplinary and administrative proceedings in accordance with applicable federal and state laws, Board policies, and College procedures. As College employees, commissioned peace officers have a responsibility to participate in these proceedings by providing relevant information, records, expertise, or testimony consistent with applicable legal and confidentiality requirements.

This policy supports a fair and informed decision-making process while maintaining the integrity of the College's disciplinary and administrative processes.

Associated Procedures

Departmental procedures and corresponding general orders are maintained administratively within the Police Department.

Date of Board Approval	This policy became effective as of August 10, 2026, under the Chancellor's authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change followed the standard policy review process of two readings at regularly scheduled meetings of the Board with first reading on August 10, 2026, and approval on September 14, 2026.
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Effective Date	This policy became effective as of August 10, 2026, under the Chancellor's authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change followed the standard policy review process of two readings at regularly scheduled meetings of the Board with first reading on August 10, 2026, and approval on September 14, 2026.
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Chief of Police
