

REDWOODS COMMUNITY COLLEGE DISTRICT

Campus Security and Fire Safety Report



**Clery Act
2018 Annual Security Report**

2015-2017 Crime Statistics

CONTENTS

From the President/Superintendent of College of the Redwoods	Pg. #4
Redwoods Community College Public Safety	Pg. #5
DISTRICT PUBLIC SAFETY POLICIES	
Authority of Public Safety Personnel	Pg. #6
Immediate Assistance – Emergency Assistance Call Boxes	Pg. #6
Reporting a Crime	Pg. #6
Campus Security Authorities	Pg. #8
Confidential Reporting Procedures	Pg. #8
Campus Security for Non-Campus Locations	Pg. #9
Campus Security for Satellite Locations and Occasional Instruction Sites	Pg. #9
Community College District Police Support	Pg. #10
Access to Campus Facilities	Pg. #10
Emergency Response and Evacuation Procedures	Pg. #11
Timely Warning Notices	Pg. #13
Safety of Buildings and Grounds	Pg. #14
Emergency Notification	Pg. #15
FIRE SAFETY REPORT	
Fire Safety Disclosures: Requirements and Definition of a Fire	Pg. #16
General Statement of College of the Redwoods' Student Housing Facilities	Pg. #16
Fire Safety Procedures	Pg. #17
Fire Safety Policies	Pg. #17
Reporting a Fire	Pg. #18
Fire Evacuation Procedures	Pg. #18
Fire Education and Training	Pg. #19
Fire Log	Pg. #19
MISSING STUDENT ALERT	pg. #19
ALCOHOL AND DRUG POLICIES	
Alcoholic Beverages	Pg. #20
Drugs	Pg. #20
Health Risks of Alcohol and Drugs	Pg. #20
DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING	Pg. #23
Reporting the Sexual Assault and Procedures	Pg. #24
Victim Rights	Pg. #25
Counseling & Psychological Services	Pg. #25
Education and Prevention	Pg. #26
Sexual Assault Policies	Pg. #28
Standards of Student Conduct	Pg. #29
The Federal Campus Sex Crimes Prevention Act/ Registered Sex Offender	
Policy Statement	Pg. #29
CRIME STATISTICS	
Definitions of Clery Act Crimes	Pg. #30
Hate Crime Definitions	Pg. #32
CRIME STATISTICS BY CAMPUS	
Eureka Campus	Pg. #34
Del Norte Campus	Pg. #35
Klamath-Trinity Instructional Site	Pg. #36
Downtown Eureka Campus	Pg. #37

FIRE SAFETY STATISTICS	Pg. #37
DEFINITIONS	Pg. #38
ABBREVIATIONS	Pg. #40
RELEVANT STATE AND FEDERAL WEBSITES	Pg. #30
SECURITY - RELATED LAWS AND REGULATIONS	Pg. #41
SAMPLE POLICIES, REFERENCES AND EDUCATION CODES AND CLERY ACT COMPLIANCE	Pg. #41`
Appendix A: <i>Higher Education Act of 1965</i> Safety- and Security-related Laws and Regulations	Pg. #45

FROM THE COLLEGE OF THE REDWOODS

PRESIDENT/SUPERINTENDENT'S OFFICE



President Keith Snow-Flamer

President's Message

Welcome to College of the Redwoods, an exceptional learning environment in which students gain the knowledge and skills they need to be successful. As a college community, we strive to deliver quality education while ensuring that our students remain our top priority. We are committed to fostering an environment that allows students to feel challenged and supported and where faculty and staff feel safe. We rely on all faculty, staff, administrators and community members to share in that commitment and actively participate in creating a safe and secure living, learning and working environment.

Keith

ANNUAL CAMPUS SECURITY & FIRE SAFETY REPORT

“Clery Act”

The Redwoods Community College District (RCCD) Annual Campus Security and Fire Safety Report is published each year to provide crime and fire statistics and information on safety and security related services offered by the College, in compliance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act.

The report is prepared with data provided by the College of the Redwoods Public Safety Department (CRPSD), the Vice President of Instruction and Student Development, Campus Security Authorities and various law enforcement agencies that provide services to RCCD properties within their jurisdictions. The report summarizes college and campus safety and security programs and contains policies and procedures designed to enhance personal safety at College of the Redwoods.

The 2016 Annual Campus Security and Fire Safety Report is posted on the College of the Redwoods (CR) website in PDF format. Crime and disciplinary referral statistics as well as fire safety statistics are located in the report. <http://www.redwoods.edu/safety/Clery.asp>.

For more information regarding campus safety or to request a paper copy of the report, contact the CR Public Safety Department at (707) 476-4112, email the Director of Public Safety at burk-mcbride@redwoods.edu, or write to the department at 7351 Tompkins Hill Road, Eureka, CA 95501.



DISTRICT PUBLIC SAFETY POLICIES

Authority of Public Safety Personnel

Public Safety officers do not possess arrest power as they are not sworn peace officers. They may make a private citizens arrest as allowed by state law. Criminal incidents are referred to the local law enforcement agency that has jurisdiction on the campus. College of the Redwoods Public Safety Department officers may ask persons for identification and to determine whether individuals have lawful business at College of the Redwoods. The College of the Redwoods Public Safety Department has authority under the laws of Citizens Arrest, (California Penal Codes 834 and 837) and the College Board of Trustees to provide safety for persons and property on campus, respond to emergency situations, assist in medical emergencies and other related safety needs, as well as enforce campus parking regulations. Public Safety Officers are the primary source of security of and access to campus facilities, including campus Residential Life facilities. Public Safety Officers have the authority to issue parking citations. The Public Safety Department maintains a positive working relationship with the law enforcement agencies where campuses or sites are located. All crime victims and witnesses are strongly encouraged to immediately report the crime to campus Public Safety and the appropriate law enforcement agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Immediate Assistance – Emergency Call Boxes

There are emergency call boxes located in the main parking lot on the Eureka campus. These boxes are connected directly to the Public Safety Department emergency line, providing immediate contact with Public Safety personnel. There are also emergency telephones around campus that may be used for immediate contact with Public Safety personnel.

Reporting a Crime

It is the College of the Redwoods policy that students, staff and community members should file a report whenever they observe anything suspicious, believe they have discovered a crime, or come across a hazard which could cause harm to them or others.

Individuals may report alleged criminal actions (including sex offenses) or emergencies that occur on the campus through any of the following means:

- Dial 9-1-1.
- Call Public Safety at 707.476.4111 (Eureka campus) or 707.465.2311 (Del Norte Campus).
- Go to the Public Safety office.
- Use an emergency telephone, located throughout the campus to contact Public Safety at x4111.
- Contact an officer in uniform on patrol.
- Ask any College of the Redwoods Campus Security Authority (CSA) to assist with reporting a crime.

Public Safety will review reports of alleged criminal activity it receives and either dispatch an officer immediately or refer the report for subsequent investigation to the jurisdictional agency, depending upon the nature and seriousness of the offense involved. Individuals reporting an alleged crime should attempt to preserve evidence that might prove the crime was committed. All criminal incidents are investigated by Public Safety and/or the jurisdictional agency. Public Safety responses include, but are not limited to:

- Immediate response to emergencies of one or more officers.

- Investigation of reports in accordance with procedure.
- Arrests depending upon the circumstances of the incident.
- Referring alleged offenders to appropriate campus agencies, such as the Vice-President of Instruction and Student Development.
- Issuing "timely warnings" of crimes that represent a threat to the campus community.

The College does not have any off-campus student organizations.

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Public Safety or other designated campus authority, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the College group e-mail system and/or text alert system to students, faculty, and staff, and, if deemed appropriate by the Director, on the College's home page and at the Public Safety web site. Depending on the circumstances, other measures may be taken, including but not limited to, use of telephones, or publications in print.

Victims or witnesses wishing to make voluntary reports of criminal activity in confidence may do so by requesting that the agency or person to whom a report is made maintain confidentiality with regard to the identity of the individual making the report. Reports of this nature will be honored to the extent permitted by state law, criminal investigatory requirements, and college judicial process. These confidential reports are counted and disclosed in the crime statistics for the College, but, as with all other crimes included in the annual crime report, no personally identifiable information is included.

Students may also report incidents of crime to any CSA, who is then responsible for promptly notifying Public Safety of the reported incident. Public Safety will determine if it is a Clery reportable offense.

Whether a victim or a witness of a crime, everyone has the responsibility to report criminal activity. If a crime occurs on or around campus, report it immediately to law enforcement or Public Safety. The Humboldt County Sheriff's Office has primary jurisdiction over the College of the Redwoods Eureka Campus and the Klamath-Trinity Instructional Site. The Eureka Police Department has primary jurisdiction over the Eureka Downtown Campus. The Del Norte County Sheriff's Department has jurisdiction over the Del Norte Campus. Classes may also be held at other locations. The law enforcement agency having jurisdiction should be notified.

Crimes in progress and crimes that have just occurred should be reported by dialing 9-1-1 from any cell phone (or 9-9-1-1 from a campus phone). Whenever possible, the actual victim or witness of the crime should call the 9-1-1 Communication Center directly. Firsthand information is always more accurate and complete. If someone merely gives you the information and leaves, please include this information.

When calling to report a crime or incident, please be ready to give information such as: a brief description of what occurred, where the incident occurred, when the incident occurred, did the suspect(s) have a weapon, where and when was the suspect(s) last seen, what did the suspect(s) look like (gender, race, age, height, weight, hair color/length, clothing, facial hair, tattoos/scars, etc.) and any other relevant information. In addition to the importance of reporting, timely information assists us in developing information and warnings for the campus.

It is important that criminal activity be reported immediately and as accurately as possible. Investigations are hampered by the passage of time and may be considered incomplete or inaccurate information. In addition, some crimes pose risks or dangers that must be reported without delay to the campus community to minimize potential harm to individuals and their property. Public Safety and the College administration work closely to

determine, on a case-by-case basis, when the campus community should be placed on alert regarding potential threats to the safety of its members.

Although we encourage the reporting of campus criminal activity directly to the law enforcement agency which has jurisdiction over a specific campus, in some instances members of the campus community may choose to file a report with one of the other Campus Security Authorities. For reporting purposes at College of the Redwoods, Campus Security Authorities have been designated as:

Campus Security Authorities (“CSAs”)

Public Safety:

- Burk McBride, Director of Public Safety, 707.476.4554
- Any Public Safety Officer, 707.476.4112

Athletic Department:

- Bob Brown, 707.476.4239, Director of Athletics, Kinesiology, Health & PE
- Any PE or Athletics staff member

Associated Students of College of the Redwoods Advisor:

- Gary Sokolow, 707.476.4540

College of the Redwoods Deans/Directors:

- David Bazard, 707.476.4224 , Dean, Mathematics, Sciences, Behavioral & Social Sciences
- George Potamianos, 707.476.4318, Dean, Arts & Humanities
- Kerry Mayer, 707.476.4341, Dean of CE
- Rianne Conner, 707.476.4187, Dean of Enrollment Services and Adult education
- Rory Johnson, 707.465.2310, Director, Del Norte Campus
- Alison Pritchard, 707.476.4211, Director, Allied Health
- Ron Waters, 707.476.4331, Director, Administration of Justice
- Margaret Talcott, 707.476.4521, Director, Adult Education
- Jolene Gates, 530.625.4821, Manager, Klamath-Trinity Instructional Site

Residential Life:

- Jordan Hamill, 707.476.4294 Director of Residential Life
- Any Resident Assistants

Vice President of Instruction and Student Development:

- Angelina Hill, 707.476. 4364, Vice President of Instruction and Student Development
- Joe Hash, 707.476.4242, Vice President of Student Development
- Julia Morrison, 707.476.4172, Vice President of Administrative Services
- Wendy Bates, 707.476.4140, Director of Human Resources
- Marty Coelho, 707.476.4325, Executive Director of College Advancement

Confidential Reporting Procedures

Crimes can be reported on a confidential basis for inclusion in the Annual Security Report. If you are the victim of a crime and do not want to pursue action within the district/college system or the criminal justice system, you may still want to consider making a confidential report. The Public Safety Department can file a report on the details of the incident without revealing the victim’s identity. The purpose of a confidential report is to comply with the victim’s wish to keep the matter confidential, while taking steps to ensure the future safety of

themselves and others. With such information, the district/college can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

The Public Safety Department has an anonymous and confidential tip phone line (707)-476-4555, and an email CRTip@redwoods.edu to report anything suspicious or of possible known crimes. Violations of the law will be referred to law enforcement agencies and when appropriate, to the campus hearing process. When a potentially dangerous threat to the University community arises, timely reports or warnings will be issued through e-mail announcements, the posting of flyers around campus, in-class announcements, or other appropriate means.

Telephone

9-1-1: Emergencies or non-emergency criminal violations, dial 9-1-1 to contact the nearest law enforcement agency. For on-campus reporting to the Public Safety Department, use the campus emergency call boxes and/or the courtesy phones strategically placed on the campus for immediate connection to the on-duty Public Safety Officer or call, 707.476.4111. Non-emergencies can be reported to Public Safety on 707.476.4112. Call 707.465.2311 for Del Norte Campus.

• *In Person*

Public Safety: Contact an officer on patrol, or go to the Public Safety Office in room RBCA 104 or 105 on the Eureka Campus on the lower level of the Redwoods Business Complex-A (Old Administration Building). The Del Norte campus has part-time Public Safety officers working during business hours. If an officer is not available, contact the Campus Director.

• *Online*

E-mail: CRTip@redwoods.edu can be used with non-emergency information on any criminal activity. This email address is not continually monitored. If the crime being reported is a serious crime or one that needs immediate response, use one of the methods described above to make contact with Public Safety.

Campus Security for Non-Campus Locations

The Public Safety Department monitors and records criminal activity at non-campus locations, and may work cooperatively with local law enforcement, campus Directors or site managers, and the Vice-President of Instruction and Student Success to address problems as they arise. College of the Redwoods regularly uses non-campus locations for off-campus credit and non-credit courses. Local law enforcement responds to any issues at these locations

Campus Security for Satellite Locations and Occasional Instruction Sites

College of the Redwoods has three campuses other than Eureka: Del Norte Campus, Klamath-Trinity and the Eureka Downtown Education Center. The Del Norte Campus has security officers working mainly while classes are in session. Local law enforcement responds to any issues at these locations.

Community College District Police Support

The Public Safety Department maintains a positive working relationship with local, county, city and state law enforcement agencies.

Local Law Enforcement

The College of the Redwoods has entered into Memorandum of Understanding (MOU) with the local law enforcement agencies serving the areas where classes are held. The primary law enforcement agency serving the Eureka campus is the Humboldt County Sheriff's Office, and for the Eureka Downtown Education Center is the Eureka Police Department. The primary law enforcement agency serving the Del Norte campus is the Del Norte County Sheriff's Office. Eureka campus has a dedicated HCSO officer Monday thru Friday, August-May. Other class sites are served by the law enforcement agency having jurisdiction over that particular site.

BP 3520 – Local Law Enforcement

Reference: California Education Code Section 67381

Each college or center of the District shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, rape, robbery, and aggravated assault, occurring at each location.

The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request.

Access to Campus Facilities

College of the Redwoods is a public institution, and as such has an open campus policy. This means members of the public are allowed on campus when the campus is open (generally 7 a.m. to 10:00 p.m. Monday-Thursday and 7:00 a.m. to 5:00 p.m. on Friday). The public is also allowed to attend sporting events, performances in the Theater or other location, or other regularly scheduled public events.

CAMPUS VISITORS

Campus Visitor Defined: Any individual who is not currently a registered student in the District or who is not required by his/her status as an employee of the Redwoods Community College District to be on the campus or in any other facility owned, operated, or controlled by the Board of Trustees shall be considered in this and other sections of the Board policies/procedures to be a campus visitor.

Activities of Campus Visitors:

- 1. Any visitor may attend a college event or activity which is defined as open to the public.*
- 2. No visitor to any campus or instructional site within the District shall attend a college activity limited to enrolled students or college personnel without prior approval of the District President/Superintendent or his/her representative(s).*
- 3. Campus visitors wishing to access the materials or services of the Learning Resource Center or the libraries at any of the Districts other instructional locations, will be required to obtain a picture identification card, which is issued at each site that has library facilities or services.*

4. *Campus visitors who are visiting students living in the College Residence Halls are subject to the stipulations for guests that are defined in the Residence Halls "Community Guidelines."*
5. *All rules of conduct set forth in the District's Student Code of Conduct and Discipline, are applicable to the conduct of any visitor, and violation of said rules of conduct will constitute grounds for the President/Superintendent of the District to order the visitor to leave the campus pursuant to this policy.*

Visitors who Disrupt:

Whenever a campus visitor enters a campus or facility of the District and it reasonably appears to the President/Superintendent of his/her designated representative(s) that such person is committing an act likely to interfere with the peaceful conduct of the activities of the campus or facility or has entered the campus or facility for the purpose of committing such an act, the President/Superintendent or his/her designated representative(s) may direct such person to leave such campus or facility. If the person fails to do so, or if the person willfully and knowingly reenters the campus or facility within 72 hours after being directed to leave, he/she is guilty of a misdemeanor.

Emergency Response and Evacuation Procedures

College of the Redwoods maintains an Emergency Operations Plan (EOP) that contains provisions to provide immediate emergency response and evacuation in an emergency situation. This plan provides that if there is an immediate threat to the health and safety of students or employees, occurring on campus, the Police Department, Office of Emergency Management and Planning; District/College Office of Emergency Services Disaster Agency; Environmental Health and Safety; the District/College Public Relations; and the Office of the President/Chancellor may, in due consideration of the prevailing circumstances, follow aspects of the EOP notification procedures.

The EOP also implements the Emergency Response Electronic Communications Procedure, which allows for the immediate notification of the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus. The Emergency Preparedness & Safety Committee, in cooperation with the Public Safety Department and/or County OES conducts an annual exercise of the Emergency Operations Plan and documents such exercise.

Emergency Response Plan (BP 3505)

The District shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The President/Superintendent shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and SEMS mandates include but are not limited to:

- *Establishing disaster preparedness procedures or a plan; and*
- *Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines*
- *Training requirements vary based on job titles or assigned roles within the emergency plan*

College personnel must be informed that as public employees, they are also disaster service workers during national, state, and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The President/Superintendent should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and state.

The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The District must ensure that its plan is updated regularly. Colleges must comply with NIMS and SEMS to receive federal or state funding.

References:

*Education Code Sections 32280 et seq. and 71095;
Government Code Sections 3100 and 8607(a);
Homeland Security Act of 2002;
National Fire Protection Association 1600;
Homeland Security Presidential Directive-5;
Executive Order S-2-05;
19 California Code of Regulations Sections 2400-2450;
34 Code of Federal Regulations 668.46(g)*

Adopted by Board of Trustees February 5, 1990 Revised: December 10, 2013

Reference Education Code Section 71095

(a) The chancellor's office, in consultation with the California Emergency Management Agency and the Office of Homeland Security, shall, by January 1, 2009, develop emergency preparedness standards and guidelines to assist community college districts and campuses in the event of a natural disaster, hazardous condition, or terrorist activity on or around a community college campus.

(b) The standards and guidelines shall be developed in accordance with the Standardized Emergency Management System and the National Incident Management System, and shall be reviewed by the California Emergency Management Agency in a manner that is consistent with existing policy. In developing the standards and guidelines, the chancellor's office shall consider, but is not limited to, all of the following components:

- (1) Information on establishing a campus emergency management team.*
- (2) Provisions regarding overview training for every employee within one year of commencement of employment.*
- (3) Information on specialized training for employees who may be designated as part of an emergency management team.*
- (4) Information on preparedness, prevention, response, recovery, and mitigation policies and procedures.*
- (5) Information on coordinating with the appropriate local, state, and federal government authorities, and nongovernmental entities on comprehensive emergency management and preparedness activities.*

Timely Warning Notices

As an effort to provide timely notice to the campus community, in the event of a serious incident, which may pose an ongoing threat to members of the Redwoods community, a timely warning would be distributed to the campus community. As circumstances allow, the decision to distribute a timely warning notice will be based on the judgment of the President/Superintendent, Public Safety Director, Vice-President Instruction and Student Development, and/or Vice President Administrative Services in consultation with relevant campus staff. Any of the following may be used to issue timely warnings about serious incidents on campus: emergency text message alerts, prominent postings on the Redwoods website, broadcast email and voicemail, and public address systems. Fliers and other informational materials may also be posted in other campus buildings to inform students, faculty, and staff of ongoing safety concerns.

Reporting criminal actions and timely warnings refers to policies, procedures and facilities for reporting criminal actions or other emergencies occurring on campus, and the College's response to such reports. The current campus policy for making timely reports to members of the campus community is as follows:

The Public Safety Department has a responsibility to provide timely warnings about reported crimes to the campus community in a manner that will aid in the prevention of similar crimes.

Decision to Issue a Timely Warning:

A warning **must** be issued when both of the following conditions are met: (1) arson, aggravated assault, criminal homicide, robbery, sex offenses, illegal weapons possession, burglary, motor vehicle theft, or any crime determined to be a hate crime is reported to Public Safety or other Public Safety authorities, and (2) the crime is considered by the College to represent a continuing threat to students or employees.

A warning may be issued regarding other crimes as deemed necessary by Public Safety.

Determining Whether a Continued Threat Exists:

Whether a reported crime constitutes a continuing threat must be decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

Examples of crimes that could constitute a continuing threat include but are not limited to:

- a serial crime that targets certain campus populations such as sex crimes or race-based crimes in which the perpetrator has not been apprehended
- a crime in which there is no apparent connection between perpetrator and victim and the perpetrator has not been apprehended

Crimes that would not constitute a continuing threat include but are not limited to:

- crimes in which the perpetrator has been apprehended, thereby neutralizing the threat
- crimes in which an identified perpetrator targets specific individuals to the exclusion of others, such as domestic violence

Content of the Warning Notice:

The warning must contain sufficient information about the nature of the threat to allow members of the campus to take action to protect themselves, such as:

- a concise statement of the incident
- possible connection to previous incidents, if applicable
- physical description of the suspect
- composite drawing of the suspect, if available
- date and time the warning was released
- other relevant and important information

In some cases, Public Safety may need to keep some facts confidential to avoid compromising an investigation.

Timing of the Warning:

In an immediate and serious threat, e.g., an active shooter on campus, a warning may need to be issued immediately with few facts and then be continually updated until the threat is contained or neutralized.

If a threat that is less immediate, the warning can go out later after facts are more fully developed.

Method of Distribution:

The warning must be distributed in a manner reasonably likely to reach the entire campus community.

Depending on the circumstances, any of the following methods, or combination thereof, may be used:

- posting of notices
- campus-wide emails
- text messages using RAVE Alert system
- phone calls to cell/home phones using RAVE Alert system
- postings to the College home page
- press releases
- voice messages over various public address systems (VoIP)

Safety of Buildings and Grounds

The Eureka campus of College of the Redwoods buildings are monitored and patrolled by Public Safety 24 hours per day, 365 days per year. The Del Norte Campus has part-time Public Safety Officers assigned Monday-Thursday, during business hours. Coverage before or after these hours is provided by the Del Norte County Sheriff's Office. Other facilities rely on local law enforcement for patrol coverage. The Public Safety Department regularly patrols the Eureka and Del Norte campuses and reports malfunctioning lights and other unsafe physical conditions to Maintenance for correction.

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Campus lighting typically meets or exceeds the industry standard for pedestrian walkways. Shrubbery and other vegetation are kept trimmed to avoid obstructing visibility. Parking lots throughout campus are well lit and routinely patrolled by Public Safety officers. In addition, the parking lots are equipped with a communication system that is connected to the Public Safety office. Other members of the Redwoods community are helpful when they report equipment problems to Public Safety Department or to Maintenance. Possession and use of weapons are prohibited on all campuses (with the exception of people actively involved in firearms training at the range facility on the Eureka campus).

Emergency Notifications

The California North Coast is a very seismically active location. In addition, there is the potential for other natural disasters, such as tsunamis, and forest fires. Also, campuses are having to face the possibilities of active shooter, chemical spills, bomb threats, hazardous materials release, or a utility failure, to name a few.

The College of the Redwoods Emergency Preparedness & Safety Committee has developed emergency guidelines for the campuses. These guidelines are available online at <http://inside.redwoods.edu/safety/documents/EmergencyPreparedness-EntirePlan1-4-2013.pdf>. The plan is in revision currently.

Public Safety and/or other campus authorities, once alerted to a campus safety problem or potential problem, will evaluate the issue and determine if it is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees or the surrounding area. If it is determined that the situation requires either a campus closure or immediate evacuation, District Administration will be notified and steps will be taken immediately to insure safety for all involved. The College will issue a notification **without delay** and will consider the safety of the community in determining the content of the notification.

Any alerts issued will be targeted to the particular campus involved to avoid making a broad alert notification and causing undue stress to those areas not affected by the situation.

As circumstances allow, the decision to distribute an emergency notification will be based on the judgment of the President/Superintendent, Public Safety Director, and/or Vice-Presidents in consultation with relevant campus staff. These personnel will develop the content of the initial notification message and determine the appropriate method of distribution. Follow-up notifications will be handled by the College Public Information Officer or other designated person.

The warning must be distributed in a manner reasonably likely to reach the entire campus community.

Method of Distribution

Depending on the circumstances, any of the following methods, or combination thereof, may be used:

- posting of notices
- campus-wide emails
- text messages using RAVE Alert system
- phone calls to cell/home phones using RAVE Alert system
- postings to the College home page
- press releases
- voice messages over various public address systems (VoIP)

The warning must contain sufficient information about the nature of the threat to allow members of the campus community to take action to protect themselves, such as:

- a concise statement of the incident
- directions on what is expected of students/staff
- date and time the warning was released
- other relevant and important information
- how to obtain updated information

Drills, Testing and Evacuation Procedures

The Emergency Preparedness & Safety Committee will annually develop and schedule drills or exercises. These drills or exercises may take a variety of forms including table top exercises, simulations including fire drills or simulated emergency situations, or training sessions combined with drills or exercises. If appropriate, the Emergency Operations Center should be activated to make that step a routine part of any event.

Working with the Academic Senate, the Committee has agreement to annually have a pre-announced fire drill in the fall semester, and a test of the RAVE Alert system in the spring semester. Other drills and exercises will be scheduled also. A written exercise plan will be developed for each event, and a written after-action report prepared to document the results of the exercise. These after-action plans may be used to help plan the next exercise. The plan and after-action report will include a description of the exercise, the date, time, and whether it was announced or unannounced.

FIRE SAFETY REPORT

As required by the Higher Education Opportunity Act (HEOA) enacted on August 14, 2008, College of the Redwoods Annual Fire Safety Report is available at <http://www.redwoods.edu/safety/Clery.asp> and in hard copy by calling 707.476.4294 or 707.476.4112. The public may inspect the fire log during regular business hours at the Residential Life Office located in the Mendocino Dorms building, 7351 Tompkins Hill Road, Eureka CA 95501, and for information older than 60 days by calling 707.476.4294.

Fire Safety Disclosures: Requirements and Definition of a Fire

The Higher Education Opportunity Act became law in August 2008 and requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire related on-campus student housing statistics. The report for College of the Redwoods is included with the annual Campus Security and Fire Safety Report.

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire drill: A supervised practice of a mandatory evacuation of a building for a fire.

Fire safety system: Any mechanism or system related to the detection of a fire, the warning resulting from a fire or the control of a fire including:

- Sprinkler or other fire extinguishing systems
- Fire detection devices
- Standalone smoke alarms
- Devices that alert one to the presence of a fire, such as horns, bells or strobe lights
- Smoke-control and reduction mechanisms
- Fire doors and walls that reduce the spread of a fire

General Statement of College of the Redwoods' Student Housing Facilities

The Student Housing facilities at College of the Redwoods house 155 occupants and consist of two buildings, Mendocino Residence Hall, and Del Norte Residence Hall. Both are on the Eureka Campus.

All student housing facilities at College of the Redwoods are covered with an integrated and redundant fire alarm monitoring system. The system is monitored 24 hours per day, seven days per week by a contractor (Advanced Security) and the initial responding fire agency is Humboldt Bay Fire Department. Each residence is

equipped with fire extinguishers and each room is equipped with a smoke detector. Health and Safety inspection are conducted 1-2 times per semester. A district employee is on site 24/7. Fire Prevention inspections are conducted annually by the Humboldt Bay Fire Department.

Fire Safety Procedures

Student Residence Halls Fire Drills

Fire drills are held for each dormitory once per fall and Spring Semester and are mandatory supervised evacuations for fire. The drill is conducted by the Residence Halls Coordinator, Public Safety and the Maintenance Department.

Evacuation route maps are posted at in each room throughout the dorms to identify the closest egress routes and evacuation areas, "Getting out Alive" fire instructions are posted in each room. Resident Students who fail to leave the center during a fire drill are disciplined in accordance with the policies described in the College of the Redwoods Community Guidelines.

Fire Safety Policies

College of the Redwoods Residential life is a living and learning environment. Fire Safety is a priority to the District and to the staff of the Resident Housing.

Colleges of the Redwoods fire safety policies are available to all students/parents at <http://www.redwoods.edu/District/Board/New/Chapter3/index.asp> and going to BP/AP 3507 - Fire Safety. These polices include limitations on small appliances, restrictions on medium appliances and appliances that are prohibited. It also spells out the use of power strips in lieu of extension cords, candles, barbecues, and other incendiary products that are prohibited in the residential housing environment.

AP 3507 – Fire Safety (in part)

Burning candles and/or having any open flame in the Residence Halls is prohibited at all times. Any candle found with a burnt wick will be confiscated. Incense burning is not allowed in the residential buildings. Flammable liquids, including gasoline or charcoal starter, may not be stored in any Residence Hall facility. Any behavior which endangers the safety of residents or facilities is strictly prohibited.

Appliances such as clocks, radios, lamps, personal computers, stereos, televisions, etc., are permitted to be used in the student rooms and public areas of the facilities at any time, provided that the resident ensures that the wiring of such appliances is safe, that the appliances are turned off when not in use, and that requests from other residents/ staff regarding noise from such appliances are respected.

The only other appliances that may be used in student rooms are electric coffee pots, popcorn poppers, small refrigerators (under 4 cubic feet) and microwaves. Students are required to use power strips with surge protectors instead of extension cords to protect the student's equipment during power outages and for fire safety. No more than two power surge strips may be used per room.

Appliances such as electric frying pans, toasters, Coleman stoves, toaster ovens, irons, and any items with an exposed heating element are prohibited in the Residence Halls at all times. Space heaters and other heat producing appliances are fire safety threats and prohibited in the halls at all times.

Fire Safety Equipment is also addressed in the College of the Redwoods Community Guidelines. Removing or tampering with the smoke alarm in the resident's room is cause for immediate dismissal. Fire equipment is installed in the halls is for emergency use only, this equipment includes pull stations, fire extinguishers, alarm horns and bells. It is against the law to tamper with or remove these life safety devices.

Reporting a Fire

Students reporting a fire should **DIAL 9-1-1** after they exit the building. Public Safety should also be called at 707-476-4111. If the fire event is no longer a danger, the Resident Life staff should be contacted as soon as possible and the fire event reported and documented. Public Safety should be contacted in either event.

- Remain calm
- Answer questions as they are asked by the 9-1-1 operator
- Be prepared to give the location of the Fire (Building number, Room number)
- Be prepared to give your name and the phone number you are calling from
- Advise of any injuries or people trapped inside
- Remain on the phone until told to hang up by the 9-1-1 operator

Fire Evacuation Procedures

The policy on building evacuation from residential housing is posted in each room and is discussed with students when they move into the center. In the case of fire, students are instructed to sound the nearest fire alarm and then evacuate the building. The evacuation procedures are:

- Remain calm
- Turn off equipment and appliances
- Check if your door is hot or has smoke around it. If so, stay in your room and wait for firefighters to evacuate you. (2nd floor hang sheet out window)
- If smoky or hot stay low close to the ground
- Close, but do not lock, doors and windows
- Shout "**fire**" and knock on doors to warn others on your way out
- Proceed to the nearest exit
- Report to your evacuation area and check in

Fire Safety Education and Training

Fire Safety training and education is a joint venture between Humboldt Bay Fire Department and College of the Redwoods Eureka Campus. Training sessions dealing with college dorm fire safety are conducted at the beginning of each semester to the Residential Assistants of the college dorms. Brochures are passed out to students covering fire safety (Get out and Stay Alive) from the FEMA program for college campus and student fire safety. Del Norte County Fire responds and assists in training and education for the Del Norte Campus.

Fire Log

The College of the Redwoods Public Safety and the Residential Life staff maintain a fire log that records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time and general location of each fire. Any entry to the log is required to be made within two business days of the receipt of the information. The fire log for the most recent 60 day period remains open for public inspection during normal business hours. Any portion of the log older than 60 days will be available within two business days after receipt of a request for public inspection.

MISSING STUDENT ALERT

If a member of the campus community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify the College of the Redwoods Public Safety Department at 707-476-4112.

The Public Safety Department will generate a missing person report and initiate an investigation. The Humboldt County Sheriff's Department should be immediately notified of a student reported missing under unusual circumstances. In addition to registering a general emergency contact, students residing in on-campus housing have the option to confidentially identify an individual to be contacted by College of the Redwoods in the event that the student is determined to be missing for more than 24 hours. If a student has identified such an individual, College of the Redwoods will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the College of the Redwoods Housing Coordinator. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should the College of the Redwoods Public Safety Department determine that the student has been missing for 24 hours, College of the Redwoods will notify the Humboldt County Sheriff's Office and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under 18 years of age, and is not an emancipated individual, College of the Redwoods will notify the student's parent or legal guardian immediately.

If there is reason to believe a student who lives in on-campus housing has been missing from campus for 24 hours, one or more of the following should be contacted:

- 1) College of the Redwoods Public Safety Department 707.476.4112
- 2) College of the Redwoods Residential Life Office 707.476.4294
- 3) Humboldt County Sheriff's Office 707.445.7251

ALCOHOL AND DRUG POLICIES

Alcoholic Beverages

College of the Redwoods recognizes alcohol/drug dependency as an illness and a major health problem. Excessive use of alcohol and other drugs is a serious health problem in itself, but alcohol and drug abuse can also contribute a host of other physical and mental health problems such as complications in pregnancy, violent behavior, HIV infection and other sexually transmitted diseases, psychological depression, hallucinations, and death.

The Redwoods Community College District complies with "Public Law 101-226 "Drug-Free Schools and Communities Act Amendment of 1989,"" and the Board of Trustees of the Redwoods Community College District prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on College. As a condition of employment, all College employees shall abide by the College's policy of maintaining a drug/alcohol-free workplace.

The possession, use or sale of alcoholic beverages by anyone on property controlled by College of the Redwoods, except as permitted by law for instructional purposes or as allowed by Board Policy, is a misdemeanor as per Section 25608(a) of the California Business and Professions Code, and a violation of these laws and College regulations may subject an individual to arrest by law enforcement.

Any student violating this policy is subject to disciplinary action as outlined in the Student Code of Conduct Policy. Any employee of College of the Redwoods is subject to disciplinary action under Board Policy. Criminal prosecution is separate from any administrative discipline that may be imposed by College of the Redwoods.

All students and employees who feel they have a drug or alcohol problem are urged to voluntarily seek confidential assistance through rehabilitation programs. For more information or referrals, students should contact the College of the Redwoods Student Health Center Nurse in Room PE 117 or call 707-476-4149. Employees should contact the Human Resources Department in room SS 207 or call (707) 476-4140.

California state law and District policy states that persons under the age of 21 may not possess alcohol at any time. Students, staff and faculty age 21 or older are prohibited from providing, delivering, or hosting the serving of alcohol on Redwoods properties to persons under the age of 21.

Drugs

The possession, use, sale, manufacture, or distribution of illegal drugs, narcotics, or controlled substances is a violation of College of the Redwoods policy and state laws, and violators are subject to disciplinary action and criminal prosecution at either a state or Federal level, depending on the violation. College of the Redwoods is a drug-free and alcohol-free workplace.

Health Risks of Alcohol and Drugs

Alcohol - Health hazards associated with the excessive use of alcohol or with alcohol dependency include dramatic behavioral changes, retardation of motor skills, and impairment of reasoning and rational thinking. These factors result in a higher incidence of accidents and accidental death for such persons compared to nonusers of alcohol. Nutrition also suffers and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse can cause any or all of the following: bleeding from the intestinal tract, damage to nerves and the brain, impotence, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries and

muscles. Damage to the nerves and organs is usually irreversible. Cancer is a leading cause of death in alcoholics. Sudden withdrawal of alcohol from persons dependent on it will cause serious physical withdrawal symptoms. Drinking during pregnancy can cause fetal alcohol syndrome. Overdoses of alcohol can result in respiratory arrest and death.

Drugs - The use of illicit drugs usually causes the same general types of physiological and mental changes as alcohol, though frequently, those changes are more severe and more sudden. Death or coma resulting from overdose of drugs is more frequent than from alcohol.

Cocaine - Cocaine is a stimulant that is most commonly inhaled as a powder. It can be dissolved in water and used intravenously. The cocaine extract ("crack") is smoked. Users can progress from infrequent use to dependence within a few weeks or months. Psychological and behavioral changes that can result from such use include over-stimulation, hallucinations, irritability, sexual dysfunction, psychotic behavior, social isolation, and memory problems. An overdose produces convulsions and delirium and may result in death from cardiac arrest. Cocaine dependency requires considerable assistance, close supervision, and treatment.

Amphetamines - Patterns of use and associated effects are similar to cocaine. Severe intoxication may produce confusion, rambling or incoherent speech, anxiety, psychotic behavior, ringing in the ears, and hallucinations. Intense fatigue and depression resulting from use can lead to severe depression. Large doses may result in convulsions and death from cardiac or respiratory arrest.

MDA and MDMA (XTC, Ecstasy) - These amphetamine-based hallucinogens are sold in powder, tablet, or capsule form and can be inhaled, injected, or swallowed. They cause similar, but usually milder, hallucinogenic effects than those of LSD. Because they are amphetamines, tolerance can develop quickly and overdosing can occur. Exhaustion and possible liver damage can occur with heavy use. In high doses, these drugs can cause anxiety, paranoia and delusions. While rare, these drugs have been associated with deaths in users with known or previously undiagnosed heart conditions.

Rohypnol (Rophies, Roofies, Rope) - This drug is similar to the drug Valium, a benzodiazepine, but it is more potent than Valium. Initially, it causes a sense of relaxation and a reduction of anxiety. At higher doses, light-headedness, dizziness, lack of coordination, and slurred speech occur. The drug affects memory and, in higher doses or if mixed with other drugs or alcohol, can result in amnesia for the time period the user is under the influence. Because of its amnesiac effect, Rohypnol has been given intentionally to others to facilitate sexual assault and other crimes. Combining this drug with other sedating drugs, including alcohol, will increase the intensity of all effects of the drug and, in sufficient doses, can cause respiratory arrest and death. Dependency can occur.

Heroin and Other Opiates- Addiction and dependence can develop rapidly. Use is characterized by impaired judgment, slurred speech, and drowsiness. Overdose is manifested by coma, shock, and depressed respiration, with the possibility of death from respiratory arrest. Withdrawal problems include sweating, diarrhea, fever, insomnia, irritability, nausea, vomiting, and muscle and joint pains.

Hallucinogens or Psychedelics- These include LSD, mescaline, peyote, and phencyclidine or PCP. Use impairs and distorts one's perception of surroundings, causes mood changes and results in visual hallucinations that involve geometric forms, colors, and persons or objects.

Solvent Inhalants (e.g., glue, lacquers, plastic cement) - Fumes from these substances cause problems similar to alcohol. Incidents of hallucinations and permanent brain damage are more frequent with chronic use.

Marijuana (Cannabis) - Marijuana is usually ingested by smoking. Smoking marijuana causes disconnected ideas, alteration of depth perception and sense of time, impaired judgment and impaired coordination. Prolonged use can lead to psychological dependence.

Damage from Intravenous Drug Use - In addition to the adverse effects associated with the use of a specific drug, intravenous drug users who use unsterilized needles or who share needles with other drug users can develop HIV, hepatitis, tetanus ("lock jaw"), and infections in the heart. Permanent damage or death can result.

Penalties under California State Law

The penalties for violating California State Laws are subject to change at any time by the Legislature and the Governor. Please refer to the following web site for current California State Law:

<http://www.ca.gov/about/government/state/lawsandregs.html>

Penalties under Federal Law

Manufacture, Distribution, or Dispensing of Drugs (including marijuana)

Possession of Drugs (including marijuana). The minimum penalty is imprisonment for up to one year and a fine of not less than \$1,000, or both. The maximum penalty is imprisonment for not more than 20 years nor less than five years and a fine of not less than \$5,000 plus costs of investigation & prosecution.

Distribution of Drugs to a Person Under 21 Years of Age

The minimum penalty is double the federal penalty for distribution of drugs. The maximum penalty is triple the federal penalty for distribution of drugs.

The federal penalties described above are based on applicable federal statutes and are subject to change at any time by Congress and the President. There are additional factors in the federal sentencing guidelines, including various enhancement provisions for prior offenses. Title 21 U.S.C. Section 860 provides that the federal statutory penalties double (and in some cases triple) when a controlled substance is distributed (or even possessed with intent to distribute) within 1000 feet of a school or a public College. Please refer to the applicable federal statute for additional information.

Available Drug or Alcohol Counseling or Rehabilitation Services

Students: The Student Health Center offer confidential, individual consultations to students with alcohol and/or other drug- related questions or concerns. Educational programs, workshops, referral information, online and printed information related to college students and the use of alcohol or other drugs are also available at the Student Health Center. To schedule an initial consultation, contact the Student Health Center, room PE 117 or call 707-476-4149.

DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT & STALKING

College of the Redwoods is committed to maintaining an environment free from sexual harassment, stalking, domestic violence and sexual assault. Sexual harassment and sexual assault will not be tolerated by the College. They subject the mission of the University and threaten the careers, educational experience, and well-being of students, faculty, and staff. Sexual harassment interferes with a student's educational performance or an employee's work and creates an atmosphere of intimidation, low morale and hostility that the University cannot permit. Sexual harassment and sexual assault also can cause long term damage to the life and health of victims. Any behavior determined to constitute sexual harassment, stalking, domestic violence and/or sexual assault will be subject to disciplinary actions by the College and/or criminal and civil sanction by the appropriate courts.

See the Appendix at the end of this report for complete definitions of Sex Offenses.

The complete College of the Redwoods Policy against Sexual Harassment and Sexual Assault can be found on the College website at:

<http://www.redwoods.edu/District/Board/New/Chapter3/documents/AP3540SexualandOtherAssaultsonCampus.pdf>

As soon as the situation allows, the victim of a sexual assault should report the incident, including date or acquaintance sexual assault to the Humboldt, or the respective law enforcement agency where the incident occurred, or the Public Safety Department. The victim should make every attempt to preserve any physical evidence of the assault. This may include a voluntary medical exam, not showering or disposing of any damaged clothing or other items that are present after/during the assault. Victims of sexual assault are encouraged to call any law enforcement agency by dialing 9-1-1 for crime investigation, referral or transport for medical treatment, referral to crisis counseling and legal advocacy.

The Public Safety Department, with the victim's consent, will immediately notify the responsible law enforcement agency to conduct a criminal investigation of a reported sexual assault, and will also contact a crisis counselor immediately, if the victim wishes. The Public Safety Department will document the incident, but will not conduct the criminal investigation. The investigation will be handled by the law enforcement agency having jurisdiction. Every effort will be made to criminally prosecute perpetrators of sexual assaults. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both shall be informed of the outcome of the proceeding.

After an alleged sexual assault incident occurs, the college will assist the victim in changing academic and living situations if requested and if such changes are reasonably available. If you become the victim of a sexual assault on or off campus:

- Get to a safe place
- Contact law enforcement by calling 9-1-1
- Do not shower, bathe, douche, change or destroy clothing
- Do not straighten out the area
- Seek medical attention
- Seek emotional support from:
 - Humboldt County Rape Crisis Center 707.445.2881
 - Del Norte Rape Crisis Center 707.465.2851
- Domestic Violence Shelter
 - Humboldt County 707.443.6042

- Del Norte County 707.465.3013
- National Sexual Assault Hotline – Rape, Abuse & Incest National Network (RAINN) | 800.656.4673 | www.rainn.org
- National Domestic Violence Hotline | 800.799.7233 | 800.787.3224 (TTY) | www.ndvh.org
- Suicide and Rape 24-Hour Emergency Services National Hotline | 800.333.4444
- Contact Public Safety Room RBCA 104 or 105

Professional staff members will assist survivors in contacting any of the above listed resources or offices. Sexual assault is also considered sexual harassment. Students have other options available to them under Title IX regarding sexual harassment.

Reporting the Sexual Assault and Procedures

Sexual Assaults should be reported to the law enforcement agency having jurisdiction over the location where the crime occurred. Sexual assaults that occur on campus or any property owned or utilized by the Redwoods Community College District should also be reported to the College of the Redwoods Public Safety Department. When the crime occurs off campus, College of the Redwoods Public Safety Department will assist the victim by facilitating contact with the law enforcement agency having jurisdiction over the location where the crime occurred.

Persons who believe that they are victims of sexual assault, including witnesses thereto, may report and discuss the matter with one of the following employees:

- A College counselor in the Counseling Center
- Residential Life staff
- Student Health Center Professional staff
- Any Public Safety Officer

We encourage everyone to report on-campus sexual assault incidents directly to the Humboldt or Del Norte County Sheriff's Office or the law enforcement agency having jurisdiction or Public Safety 707.476.4111. However, victims are not required to pursue prosecution just because they report a crime to a law enforcement agency. The reporting of sexual assault to law enforcement may prevent others from being victims and safeguard your rights for future prosecution.

During the course of the investigation, feel free to ask the officer any questions you may have about the procedures being followed. You have the right to request that your name NOT become a matter of public record. The officer will assist you in contacting an advocate of your choice for support and assistance during the investigative process. An advocate can accompany and support you at sexual assault medical exams, at the police and district attorney interviews. Advocates can answer many of your questions, inform you of your options, advocate for your rights, and connect you to counseling and victim funds.

In addition to reporting the incident to Public Safety and local law enforcement, complaints may also be filed with the United States Department of Education Office for Civil Rights, the United States Equal Opportunity Commission and the California Department of Fair Employment and Housing as applicable.

Victim Rights

Victims of any crime have the right to be treated with respect, dignity and courtesy regardless of race, age, lifestyle, or occupation. They also have a right to file a complaint and receive services regardless of the relationship between them and the suspect. They may also have an advocate for support throughout the entire investigative process. They should expect an explanation about all procedures and forms.

Victims and witnesses have the right to report a crime on a voluntary and confidential basis.

In sexual assault cases, the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both shall be informed of the outcome of any campus disciplinary proceeding brought alleging the sexual assault.

Upon request, the college will disclose the results of any disciplinary proceeding conducted by the college against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to either the alleged victim or the next of kin if the victim is deceased.

College of the Redwoods encourages all members of the campus community who believe they are victims of sexual assault to immediately report the incident to the law enforcement agency of jurisdiction. Timely reporting to the police is an important factor in successful investigation and prosecution of sexual assault cases. The Public Safety Department will assist victims in notifying the law enforcement agency with jurisdiction over the alleged offense.

Orders of protection, "no-contact" orders, restraining orders, or similar lawful orders may be issued by a criminal, civil, or tribal court, or by the College. The Public Safety Department will assist victims when possible with these orders, but because Public Safety officers are not sworn law enforcement officers, they cannot arrest a violator into custody for disobeying an order. Their role is primarily limited to being observers and documenting the incident for law enforcement.

Counseling & Psychological Services

The Public Safety Department works closely with College of the Redwoods Health Center and Counseling staff in dealing with sensitive situations, and both Public Safety Officers and psychological counselors have received training on threat assessments. Colleges of the Redwoods Public Safety officers refer persons to the Counseling Center, and the counselors also encourage their clients to report crimes. Psychological counseling sessions are considered privileged and the holder of the privilege is the client. Crime information can be forwarded anonymously at the request of the client. The counselors do not disclose information to the security staff without the consent of the client, unless there is an immediate threat to safety. Any reporting of statistics to comply with the Jeanne Clery Act is done by reporting numbers and not names so the information provided by clients remains confidential.

Crisis and short term counseling is available on campus at no cost to students. College of the Redwoods Community College District partners with local agencies in the community to provide additional support for students needing long term support. Please contact Counseling and Advising, Disabled Students Programs and Services, EOPS or the Veteran's office for assistance.

Legal Options

Any person who has been sexually assaulted has several legal options: criminal prosecution against the assailant; and/or civil prosecution against the assailant; and/or the College of the Redwoods disciplinary procedure if the assailant is an employee or student. Complaints may also be filed with the United States Department of Education Office for Civil Rights, the United States Equal Opportunity Commission and the California Department of Fair Employment and Housing as applicable.

Criminal Prosecution

Notification or reporting to the law enforcement agency having jurisdiction over the location where the crime or attempted crime occurred begins the criminal prosecution. If the crime occurs off campus the Public Safety Department can facilitate contact for the sexual assault victim with the appropriate law enforcement agency and/or provide information as to how to contact them.

Civil Prosecution

Victims of sexual assault can consult an attorney about initiating a suit in civil court against their assailant for damages. The purpose of a civil suit is to compensate the survivor for the wrong done to them. A civil action can be brought against the assailant regardless of the decision to criminally prosecute.

Notwithstanding the rights of the accused student, a complainant under this policy is entitled to the following rights:

- The right to be present during the entire hearing, notwithstanding the fact that the complainant is to be called as a witness. (The accused student has the same right.)
- The right to have a support person present during the hearing. This person is not entitled to represent the complainant or to assist him or her with his or her testimony. If the support person is to act as a witness the hearing officer may require him or her to testify prior to the complainant.
- The right not to have evidence of his or her past sexual history with third parties admitted as evidence.
- The right to have the hearing closed to spectators unless both the accused and the complainant consent in writing to have the hearing open to the public.
- The right to know the outcome of the hearing as defined by federal law.

In accordance with the Higher Education Act of 2008, any disciplinary proceedings conducted on or after Aug. 14, 2009, upon written request, College of the Redwoods must disclose the results of any disciplinary proceeding to the alleged victim of any crime of violence, or non-forcible sex offense, against a student who is the alleged perpetrator of such offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

Education and Prevention

College of the Redwoods offers a variety of sexual assault prevention programs through the Student Health Center, Counseling, and Housing that address assaults including rape, acquaintance rape, forcible, and non-forcible sex offenses. For more detailed information see Counseling/Advising, sexual assault information at: <http://www.redwoods.edu/Eureka/Counseling/SexualAssaultInformation.asp>

The College Title IX Coordinator will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the College and in the community.

The College Title IX Coordinator will also provide written notification to victims about available options and assistance in the following, including how to request these changes and who to contact at the College:

- Academic situations
- Living situations
- Transportation situations
- Working situations
- Protective measures

These measures are available if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to Public Safety or law enforcement.

Following a report of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of the student's or employee's rights and options.

Security Awareness and Personal Safety Measures

The Public Safety Department participates in delivering the college mission and strives to create a safe environment conducive to academic excellence. Even though the Public Safety Department works closely with the Humboldt and Del Norte County Sheriff's Offices and other neighboring law enforcement agencies and employs security measures to reduce and prevent crime, we believe security is everyone's responsibility and everyone's assistance is needed.

Listed below are precautionary measures that students should take to protect themselves and their property:

- Walk in well-lit areas; avoid dark areas.
- Walk in groups of two or more, especially at night.
- Always lock your vehicle.
- Do not leave your valuables in plain sight in your vehicle.
- Always make sure your keys are in your hand, well before you reach your vehicle.

Another critical element of Public Safety is training. Various classes are offered at the college and in the community to increase your personal safety:

- Self Defense classes – staff and student
- Domestic Violence Awareness
- Sexual Assault Prevention
- Annual Sexual Harassment notices

Employees may obtain counseling and referral services through the Human Resources Department, SS 207 or call 707.476.4140.

SEXUAL ASSAULT POLICES

The Public Safety Department advises victims of sexual assault to:

- 1) contact police as quickly as possible,
- 2) preserve evidence, and
- 3) seek medical care.

Incidents of sexual assault should be reported to the Public Safety Department immediately. Additional details are available at (<http://www.redwoods.edu/eureka/sexualhealth/SAPP.asp>). The College Policy on Sexual Assault proclaims the College will not tolerate sexual assault of any kind and details the College complaint system. The accompanying Administrative Procedure includes students' options for notifying on-campus and local police and a statement that the institution will comply with a student's request for assistance in notifying authorities and confidential reporting. College of the Redwoods provides support for victims of sexual assault. The College will change the victim's academic schedule if changes are requested, appropriate to the situation, and reasonably available. The policy states the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, and the accuser and accused shall be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense. Sanctions available to be imposed through College judicial proceedings after a finding of guilt range from a reprimand to expulsion from the District. The standard used to determine whether the elements of a complaint against an accused have been demonstrated is the preponderance of the evidence.

BP 3540 SEXUAL ASSAULT AND SEXUAL MISCONDUCT

The Redwoods Community College District is committed to maintaining an educational community where all individuals who participate in District programs and activities can work and learn together in an atmosphere free of unlawful gender discrimination, including sexual misconduct in any of its forms.

Unlawful gender discrimination, including sexual misconduct, whether committed by an employee, student or member of the public that occurs on District property or in connection with a District program or activity, is a violation of District policies and procedures. The District will respond promptly and effectively to reports of unlawful gender discrimination including sexual misconduct. A person who engages in such conduct is subject to all applicable punishment within the jurisdiction of the District, including employee or student discipline procedures. Employees may be disciplined up to and including termination from District employment and students may be disciplined up to and including expulsion from the District. Such conduct may also lead to civil and/or criminal prosecution.

Students and employees who may be victims of gender discrimination, including sexual misconduct, shall be treated with dignity and provided support and assistance.

The President/Superintendent shall establish administrative procedures that ensure that students and employees who are victims of sexual misconduct receive appropriate information and assistance. The administrative procedures shall ensure that educational information about preventing sexual misconduct is provided and publicized as required by law. The goal of such procedures shall include the elimination of barriers for victims to report sexual misconduct.

The procedures shall address sexual misconduct, including sexual assault, domestic violence, dating violence, and stalking as those terms are described herein and in federal and state law, and the procedures shall meet the criteria contained in Education Code Sections 67385, 67385.7, and 67386, and 34 Code of Federal Regulations Section 668.46.

The procedures shall be reviewed on a regular basis to ensure that they appropriately address the goals of the District regarding sexual misconduct issues.

References:

Education Code Sections 67382, 67385, and 67386;

Title 20 U.S. Code Section 1092(f);

Title 34 Code of Federal Regulations Section 668.46(b)(11)

Adopted by the Board of Trustees: February 3, 2015

STANDARDS OF STUDENT CONDUCTS

The College has adopted a Student Conduct Code and Disciplinary Procedure in order to maintain a learning environment of respect, civility, safety, and integrity for all members of the College community. The full Administrative Procedure AP5500 can be seen at:

<http://www.redwoods.edu/District/Board/New/Chapter5/documents/AP5500StudentConductCodeandDisciplinaryProceduresrev1.pdf>

For any campus disciplinary action that arises from an allegation of dating violence, domestic violence, sexual assault or stalking, both the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both shall be simultaneously informed in writing of the outcome of the proceeding. Details are available under Board Policies and Administrative Procedures AP 5502 Student Sexual Misconduct Including Sexual Violence at:

<http://www.redwoods.edu/District/Board/New/Chapter5/documents/InrerimAP5502StudentSexualMisconductIncludingSexualViolence.pdf>.

DISCLOSURE OF RESULTS OF DISCIPLINARY PROCEEDINGS

Upon request, the College will disclose the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense (statutory rape, incest) to the alleged victim or next of kin if the victim is deceased.

THE FEDERAL CAMPUS SEX CRIMES PREVENTION ACT / REGISTERED SEX OFFENDER POLICY STATEMENT

The Federal Campus Sex Crimes Prevention Act requires the College to inform the campus community where to find information on registered sex offenders. California law requires sex offenders to register with their local police or sheriff, which places their names in a state-wide database. The State of California Registered Sex Offenders database can be accessed at <http://www.meganslaw.ca.gov/>. If you need more information, contact your local law enforcement office or contact the Public Safety Department at 707.476.4112.

Effective October 28, 2002, California Penal Code 290.01(a) (1) was expanded and requires sexual offenders to register with Campus Police. However, College of the Redwoods Public Safety Department is not a sworn law

enforcement agency, so registration must be done with the law enforcement agency having jurisdiction. Convicted sex offenders are required to register under California Penal Code Section 290 if they are residing on the College campus, enrolled as a student of the College, employed by the College, either full-time or part-time (includes paid employees or volunteers); or working or carrying on a vocation at the College (e.g. contractors) for more than 14 days or for an aggregate period exceeding 30 days in a calendar year. Persons listed above must register with law enforcement agency responsible for their specific jurisdiction within five working days commencing enrollment or employment with the College. Registrants are also required to notify the responsible law enforcement agency within five working days of ceasing to be enrolled or employed, or ceasing to carry on a vocation at the College. AB 1313 amended 290.1 (d) (1), allows sex offender registration information to be released to members of the campus community by police.

CRIME STATISTICS

The crime statistics were compiled by the Public Safety Department in cooperation with campus officials having responsibility for oversight of student activities, and relevant local agencies. College of the Redwoods officials participated in sanctioned training sessions in the spring and summer of 2015 on Clery Act compliance. Crime definitions are from the Uniform Crime Reporting (UCR) Handbook and sex offense definitions are from the National Incident Based Reporting System (NIBRS) edition of the Uniform Crime Reporting Program. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all District Deans, Directors, and known Campus Security Authorities.

All of the statistics are gathered, compiled, and reported to the College community via this report. This information is available at the District website at <http://www.redwoods.edu/safety/Clery>. The College authorities submit the annual crime statistics published in this report to the United States Department of Education (DOE). The statistical information gathered by the United States Department of Education is available to the public through the DOE website (<https://surveys.ope.ed.gov/security>.)

DEFINITIONS OF CLERY ACT CRIMES

(Crime Definitions from the Uniform Crime Reporting Handbook and Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program)

Murder and Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: the killing of another person through gross negligence.

Sex Offenses: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Rape

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault With An Object

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses–Non forcible: Unlawful, non-forcible sexual intercourse.

Incest

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned – including joy riding).

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

HATE CRIMES DEFINITIONS

Hate Crimes: Crimes that manifest evidence that the victim was intentionally selected because of the victim's race, gender, religion, sexual orientation, ethnicity/national origin or disability.

College of the Redwoods is required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug violations and/or illegal weapons possession and larceny, vandalism, intimidation, and simple assault, and any crimes involving bodily injury to any person.

Categories of bias are:

- **Disability** - A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.
- **Ethnicity** - A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that "race" refers to grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.
- **National Origin** - A preformed negative opinion or attitude toward a group of persons of the same national origin who share common or similar traits, languages, customs, and traditions.
- **Gender** - A preformed negative opinion or attitude toward a group of persons because those persons are male or female. Gender bias is a Clery Act-specific term, not found in the FBI's Hate Crime Data Collection Guidelines.
- **Gender Identity** - A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- **Race** - A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity that distinguishes them as a distinct division of humankind.
- **Religion** - A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or non-existence of a supreme being.
- **Sexual Orientation** - A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

Domestic Violence: includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Dating Violence: means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

Stalking: means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

CRIME STATISTICS BY CAMPUS

CAMPUS CRIME STATISTICS 2015-2017 Eureka Campus												
	On Campus			Student Housing Facilities			Public Property			Non-Campus		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Criminal Homicide												
• Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
• Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses												
• Forcible	0	1	1	0	1	1	0	0	0	0	0	0
• Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	2	0	0	0	0	0	0	0	0	0	0	0
Burglary	1	0	3	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	1	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	4	1	5	0	1	1	0	0	0	0	0	0
Arrests for Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Weapons Possession	0	0	1	0	0	1	0	0	0	0	0	0
Arrests for Drug Violation	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Drug Violations	6	0	1	3	0	1	0	0	0	0	0	0
Arrests for Liquor Laws	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Liquor Laws	1	0	1	1	0	1	0	0	0	0	0	0
TOTAL	7	0	3	4	0	3	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	1	0	0	1	0	0	0	0	0	0
Stalking	1	0	1	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0

Public Properties: Crimes reported to Humboldt County Sheriff's Department or Eureka Police Department located in close proximity to the College of the Redwoods campus or extended education sites.

Note: Crime numbers in Student Housing facilities was re-examined in 2015 and adjustments made to the report filed in 2014.

Note: Hate Crimes for Larceny-Theft, Simple Assault and Intimidation were added for 2012 reporting in the Higher Education Opportunities Act. The Clery Act did not require data collection for these crimes prior to 2011. No Hate Crimes were reported in 2012, 2013 or 2014.

CAMPUS CRIME STATISTICS 2015-2017 Del Norte Campus *						
	On Campus			Public Property		
	2015	2016	2017	2015	2016	2017
Criminal Homicide						
• Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
• Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses						
• Forcible	0	0	0	0	0	0
• Non-Forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	1	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
TOTAL	1	0	0	0	0	0
Arrests for Weapons Possession	0	0	0	0	0	0
Discipline for Weapons Possession	0	0	0	0	0	0
Arrests for Drug Violation	0	0	0	0	0	0
Discipline for Drug Violations	0	0	0	0	0	0
Arrests for Liquor Laws	0	0	0	0	0	0
Discipline for Liquor Laws	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0

No student housing facilities or non-campus properties.

Public Properties: Crimes reported to Del Norte County Sheriff's Department located in close proximity to the College of the Redwoods campus.

Note: Hate Crimes for Larceny-Theft, Simple Assault and Intimidation were added for 2012 reporting in the Higher Education Opportunities Act. The Clery Act did not require data collection for these crimes prior to 2011. No Hate Crimes were reported in 2012, 2013 or 2014.

* Until 2013, totals for each campus site were included in the overall District totals. Beginning with 2014 report, these were separated by location.

CAMPUS CRIME STATISTICS 2015-2017 Klamath-Trinity Instructional Site *						
	On Campus			Public Property		
	2015	2016	2017	2015	2016	2017
Criminal Homicide						
• Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
• Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses						
• Forcible	0	0	0	0	0	0
• Non-Forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0
Arrests for Weapons Possession	0	0	0	0	0	0
Discipline for Weapons Possession	0	0	0	0	0	0
Arrests for Drug Violation	0	0	0	0	0	0
Discipline for Drug Violations	0	0	0	0	0	0
Arrests for Liquor Laws	0	0	0	0	0	0
Discipline for Liquor Laws	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

No student housing facilities or non-campus properties

CAMPUS CRIME STATISTICS 2015-2017 Eureka Downtown Campus						
	On Campus			Public Property		
	2015	2016	2017	2015	2016	2017
Criminal Homicide						
• Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
• Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses						
• Forcible	0	0	0	0	0	0
• Non-Forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0
Arrests for Weapons Possession	0	0	0	0	0	0
Discipline for Weapons Possession	0	0	0	0	0	0
Arrests for Drug Violation	0	0	0	0	0	0
Discipline for Drug Violations	0	0	0	0	0	0
Arrests for Liquor Laws	0	0	0	0	0	0
Discipline for Liquor Laws	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

No student housing facilities or non-campus properties.

Public Properties: Crimes reported to Eureka Police Department or Public Safety Department.

Note: Hate Crimes for Larceny-Theft, Simple Assault and Intimidation were added for 2012 reporting in the Higher Education Opportunities Act. The Clery Act did not require data collection for these crimes prior to 2011. No Hate Crimes were reported in 2012, 2013 or 2014.

* Until 2013, totals for each campus site were included in the overall District totals. Beginning with 2014 report, these were separated by location. Eureka Downtown Campus was newly added for the 2015 report.

FIRE SAFETY STATISTICS

Student Housing	Fire Detection Systems (Smoke, heat, ion)	Fire Suppression System	Fire Extinguishers Present	Redundant Monitoring System	Fire Drills Each Year
Del Norte Residence Hall	Yes	No	Yes	Yes	2
Mendocino Residence Hall	Yes	No	Yes	Yes	2

	Summary of Fires								
	2014			2015			2016		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Del Norte Residence Hall	0	0	0	0	0	0	0	0	0
Mendocino Residence Hall	0	0	0	0	0	0	0	0	0

DEFINITIONS

Offenses are defined and classified based on the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program, Summary Reporting System (SRS); the FBI's Uniform Crime Reporting Program, Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection; and the CLERY Act.

Murder and Non-negligent Manslaughter - The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter - The killing of another person through gross negligence.

Sexual Assault - An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting System. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape - Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth, or because of his/her temporary or permanent mental incapacity. Forcible fondling includes "indecent liberties" and "child molesting."

Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent. If force was used or threatened, or the victim was incapable of giving consent because of his/her youth, or temporary or permanent mental impairment, the offense should be classified as forcible rape, not statutory rape.

Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Robbery - The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force, or threat of force, or violence, and/or by putting the victim in fear.

Aggravated Assault - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary - The unlawful entry of a structure to commit a felony or a theft. UCR classifies offenses locally known as burglary (any degree) as: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses.

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle. Arson - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.

Domestic Violence - Crimes of violence committed by a spouse, former spouse, intimate partner, cohabitant, former cohabitant, person with whom the suspect has had a child, or person similarly situated to a spouse under the domestic or family violence laws of the jurisdiction, or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence – Crimes of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; includes sexual or physical abuse or the threat of such abuse; does not include acts included under the definition of domestic violence.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, or means follows, monitors, observes, surveils, threatens, or communicates.

Hate Crimes – Murder, manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, vandalism, larceny and any other crime involving bodily injury reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias. Categories of bias are:

- **Disability** - A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.
- **Ethnicity** - A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that “race” refers to grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.
- **National Origin** - A preformed negative opinion or attitude toward a group of persons of the same national origin who share common or similar traits, languages, customs, and traditions.
- **Gender** - A preformed negative opinion or attitude toward a group of persons because those persons are male or female. Gender bias is a Clery Act-specific term, not found in the FBI’s Hate Crime Data Collection Guidelines.
- **Gender Identity** - A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- **Race** - A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity that distinguishes them as a distinct division of humankind.
- **Religion** - A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or non-existence of a supreme being.
- **Sexual Orientation** - A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

Weapons Law Violations - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Drug Law Violations - The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use; the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

Liquor Law Violations - The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

ABBREVIATIONS

Clery Act: Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
CSA: Campus Security Authority
DUI: Driving under the influence
DWI: Driving while intoxicated
ED: U.S. Department of Education
HEA: Higher Education Act of 1965
HEOA: Higher Education Opportunity Act
FERPA: Family Educational Rights and Privacy Act
FBI: Federal Bureau of Investigation
FSEOGs: Federal Supplemental Educational Opportunity Grants
GO: General order
MOU: Memorandum of Understanding
NIBRS: Uniform Crime Reporting National Incident-Based Reporting System
RA: Resident Assistant
UCR: Uniform Crime Reporting

RELEVANT STATE AND FEDERAL WEBSITES

U.S. Department of Education – Campus Security
<http://www2.ed.gov/admins/lead/safety/campus.html>

U.S. Department of Education – Higher Education Center
<http://www.higheredcenter.org/mandates/clery-act>

U.S. Department of Education – The Campus Safety and Security Data Analysis Cutting Tool
<http://ope.ed.gov/security/>

Institutional Security Policies and Crime Statistics <http://www.ed.gov/legislation/FedRegister/finrule/1999-4/110199d.html>

U.S. Department of Justice – Office on Violence Against Woman
<http://www.ovv.usdoj.gov/>

U.S. Department of Education – Family Educational Rights and Privacy Act (FERPA)
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

California Codes Education Code – Sections 67380-67385.7
<http://www.leginfo.ca.gov/calaw.html>

State of California Department of Justice – Megan’s Law Home
<http://www.meganslaw.ca.gov/>

California Community Colleges Chancellor’s Office
<http://www.cccco.edu/>

Disaster Resistant California Community Colleges
<http://emergency.cccco.edu/>

Security on Campus – Information regarding the Clery Act
<http://www.securityoncampus.org/>

Clery Act - Wikipedia
http://en.wikipedia.org/wiki/Clery_Act

SAMPLE POLICIES, REFERENCES AND EDUCATION CODES AND CLERY ACT COMPLIANCE:

The Governing Board of each community college district receiving public funds for student financial assistance shall do all of the following listed in Education Code Section 67380

Campus Safety (BP 3505)

Reference: Education Code 67380(a)(4)

The Board recognizes that in providing the educational program for the students of the College, it assumes the responsibility for the safety of students and District employees while they are on and in the facilities provided in the furtherance of that program.

The Board shall provide, publish and post rules for safety and the prevention of accidents, instruct students in safety and accident prevention, and provide suitable and safe equipment where such equipment is necessary for the conduct of the educational program and the operation of the College.

The President shall prepare rules governing College safety and the prevention of accidents and fire which shall include as a minimum the requirements of law and the applicable rules and regulations.

Such rules shall provide regulations and precaution for the safety of:

- a. students on the campus*
- b. employees in performance of their duties*
- c. users of College vehicles*
- d. injured students and employees*
- e. visitors to the school*

The President shall be responsible for the promulgation of such rules to all personnel concerned. He shall prepare materials to insure the instruction of students in the prevention of accidents and fire in accordance with law. These rules shall be evaluated annually. Ed. Code 32030-32034; 5 Cal. Admin. Code: 630, 1000001.

Reviewed: June 5, 2012

Adopted: August 15, 1977

Reference Education Code Section 67380. *(a) The governing board of each community college district, the Trustees of the California State University, the Board of Directors of the Hastings College of the Law, the Regents of the University of California, and the governing board of any postsecondary institution receiving public funds for student financial assistance shall do all of the following:*

(1) Require the appropriate officials at each campus within their respective jurisdictions to compile records of both of the following:

(A) All occurrences reported to campus police, campus security personnel, or campus safety authorities of, and arrests for, crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication.

(B) All occurrences of noncriminal acts of hate violence reported to, and for which a written report is prepared by, designated campus authorities.

(2) Require any written record of a noncriminal act of hate violence to include, but not be limited to, the following:

(A) A description of the act of hate violence.

(B) Victim characteristics.

(C) Offender characteristics, if known.

(3) Make the information concerning the crimes compiled pursuant to subparagraph (A) of paragraph (1) available within two business days following the request of any student or employee of, or applicant for admission to, any campus within their respective jurisdictions, or to the media, unless the information is the type of information exempt from disclosure pursuant to subdivision (f) of Section 6254 of the Government Code, in which case the information is not required to be disclosed. Notwithstanding paragraph (2) of subdivision (f) of Section 6254 of the Government Code, the name of a victim of any crime defined by Section 261, 262, 264, 264.1, 273a, 273d, 273.5, 286, 288, 288a, 289, 422.6, 422.7, or 422.75 of the Penal Code shall not be disclosed without the permission of the victim, or the victim's parent or guardian if the victim is a minor.

For purposes of this paragraph and subparagraph (A) of paragraph (1), the campus police, campus security personnel, and campus safety authorities described in subparagraph (A) of paragraph (1) shall be included within the meaning of "state or local police agency" and "state and local law enforcement agency," as those terms are used in subdivision (f) of Section 6254 of the Government Code.

(4) Require the appropriate officials at each campus within their respective jurisdictions to prepare, prominently post, and copy for distribution on request a campus safety plan that sets forth all of the following: the availability and location of security personnel, methods for summoning assistance of security personnel, any special safeguards that have been established for particular facilities or activities, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions expected to be made during the next 24 months. For the purposes of this section, posting and distribution may be accomplished by including relevant safety information in a student handbook or brochure that is made generally available to students.

The chancellor's office, in consultation with the California Emergency Management Agency and the Office of Homeland Security, shall, by January 1, 2009, develop emergency preparedness standards and guidelines to assist community college districts and campuses in the event of a natural disaster, hazardous condition, or terrorist activity on or around a community college campus.

Emergency Response Plan (BP 3505)

References: Education Code Sections 71095;

The District shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The President/Superintendent shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and SEMS mandates include but are not limited to:

- Establishing disaster preparedness procedures or a plan; and*
- Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines*
- Training requirements vary based on job titles or assigned roles within the emergency plan*

College personnel must be informed that as public employees, they are also disaster service workers during national, state, and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The President/Superintendent should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and state.

The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The District must ensure that its plan is updated regularly. Colleges must comply with NIMS and SEMS to receive federal or state funding.

References:

*Education Code Sections 32280 et seq. and 71095;
Government Code Sections 3100 and 8607(a);
Homeland Security Act of 2002;
National Fire Protection Association 1600;
Homeland Security Presidential Directive-5;
Executive Order S-2-05;
19 California Code of Regulations Sections 2400-2450;
34 Code of Federal Regulations 668.46(g)*

Adopted by Board of Trustees February 5, 1990

Revised: December 10, 2013

Reference Education Code Section 71095

(a) The chancellor's office, in consultation with the California Emergency Management Agency and the Office of Homeland Security, shall, by January 1, 2009, develop emergency preparedness standards and guidelines to assist community college districts and campuses in the event of a natural disaster, hazardous condition, or terrorist activity on or around a community college campus.

(b) The standards and guidelines shall be developed in accordance with the Standardized Emergency Management System and the National Incident Management System, and shall be reviewed by the California Emergency Management Agency in a manner that is consistent with existing policy. In developing the standards and guidelines, the chancellor's office shall consider, but is not limited to, all of the following components:

- (1) Information on establishing a campus emergency management team.*
- (2) Provisions regarding overview training for every employee within one year of commencement of employment.*
- (3) Information on specialized training for employees who may be designated as part of an emergency management team.*
- (4) Information on preparedness, prevention, response, recovery, and mitigation policies and procedures.*
- (5) Information on coordinating with the appropriate local, state, and federal government authorities, and nongovernmental entities on comprehensive emergency management and preparedness activities.*

Reporting of Crimes (BP 3515)

Reference: Education Code Section 67380

The President/Superintendent shall ensure that, as required by law, reports are prepared of all occurrences reported to the Public Safety Department of, and arrests for, crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or

alcohol intoxication. The President/Superintendent shall further ensure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

It is the policy of the District to encourage the reporting of crimes and suspicious activity to the Public Safety Department or local law enforcement. Campus security/police reports and investigations are subject to disclosure as required by law. Victims of and witnesses to a crime may make a confidential report.

The President/Superintendent shall ensure that an annual security report is prepared that meets all of the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

The President/Superintendent shall ensure that District Employees are notified of their responsibilities and that relevant training is available to them.

Reference:

Education Code section 67380;

Penal Code section 841.5;

Government Code section 6254(f);

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Adopted: February 3, 2015

Local Law Enforcement (BP 3520)

The District, on behalf of each campus or center, shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, and other felony and serious misdemeanor crimes including felony or misdemeanor sexual assaults occurring at each location.

The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary. The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request.

The District's Annual Security Report described in Board Policy and Administrative Procedure 3515 shall describe the working relationship between the District and state and local law enforcement agencies.

Reference: Education Code § 67381; 34 CFR § 668.46(b)(4) Adopted: February 3, 2015

Appendix A: *Higher Education Act of 1965* Safety- and Security-related Laws and Regulations

- A-1. *Federal Register*, Nov. 1, 1999 (Vol. 64, No. 210), Student Assistance General Provision; Final Rule. 34 CFR 668.41, Reporting and Disclosure of Information 34 CFR 668.46, Institutional Security Policies and Crime Statistics
- A-2. *Federal Register*, Oct. 31, 2002 (Vol. 67, No. 211), Student Assistance General Provision; Final Rule. 34 CFR 668.46, Institutional Security Policies and Crime Statistics
- A-3. *Federal Register*, Oct. 29, 2009 (Vol. 74, No. 208), General and Non-Loan Programmatic Issues; Final Rule. 34 CFR 668.41, Reporting and Disclosure of Information 34 CFR 668.46, Institutional Security Policies and Crime Statistics 34 CFR 668.49, Institutional Fire Safety Policies and Fire Statistics
- A-4. *Higher Education Opportunity Act*, Aug. 14, 2008. Program Participation Agreement Requirements
- A-5. *Federal Register*, Nov. 1, 1999 (Vol. 64, No. 210), Student Assistance General Provision; Final Rule. 34 CFR 668.41, Reporting and Disclosure of Information 34 CFR 668.46, Institutional Security Policies and Crime Statistics