

# AR 3515 - Reporting of Crimes

**Adopted August 2002**

**Revised 11/2013**

Members of Rancho Santiago Community College District, who are witnesses or victims of a crime, should immediately report the crime to the District Safety & Security Department.

In the event an employee is assaulted, attacked or menaced by a student, the employee shall notify his or her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted or menaced shall assist the employee to promptly report the attack or assault to the District Safety & Security Department and /or local police department depending on site location. The supervisor himself or herself shall make the report if the employee is unable or unwilling to do so.

The District, in accordance with Clery requirements, shall publish timely warnings to the campus community about crimes that are considered to represent a continuing threat to other students and employees in a manner that is timely and will aid in the prevention of similar crimes. The information shall be disseminated by the Director, District Safety & Security, in a manner that aids the prevention of similar crimes.

Depending on the circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Director Safety & Security may also post a notices on the RSCCD websites, send out mass communication via text message, email or on social media, providing the community with a more immediate notification. This should be immediately accessible by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the Safety & Security Department, by phone (714 564 6330) or in person at the Safety & Security Department's office.

The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health and safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.

The District shall annually collect and distribute statistics concerning crimes on campus. All college staff with significant responsibility for student and campus activities *are considered campus security officials under the federal Clery Act* and shall report crimes about which they receive information.

The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security; alcohol and drug use; *crime awareness and prevention; crime alerts and timely warnings*; the reporting of crimes; sexual assault and victims' assistance program; and *emergency response and evacuation procedures*. The District shall make the report available to all current students and employees. The District will also provide *prospective* students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting the District Safety & Security Department.

The District may disclose the final results of disciplinary proceedings to a victim of an alleged a crime of violence or a non-forcible sex offense, regardless of the outcome. The District may also disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated school policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his or her right to confidentiality.

#### TO REPORT A CRIME

Contact Safety & Security department at (714) 564 6330 or 333 or in the event of an emergency dial 911. Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the Safety and Security Dept. In addition you may report crime to any administrator on campus.

The Safety and Security Department encourage anyone who is the victim or witness to any crime to promptly report the incident to them or police. If you are the victim of a crime and **do not want** to pursue action within the District's system or the criminal justice system, you may still want to consider making a confidential report. With your permission the Director, Safety and Security or his appointee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the District can keep an accurate record of the number of incidents involving students; determine where there is a pattern of crime with regard to particular locations, method, or assailant, and alert campus community to potential danger. Reports files in this manner are counted and disclosed in the annual campus statistics for the institution. Because police records are public records under state law, the police cannot hold reports of crime in confidence.

**Legal Reference:** Penal Code Section 245; Education Code Section 212; 87014; Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998; 20 U.S.C. § 1232g; 34 C.F.R. 668.46; 34 C.F.R. 99.3f(a)(13), (14); Campus Security Act of 1990; 34 C.F.R. 99.31(a)(13)(14)

**Responsible Manager:** Director of District Safety & Security

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