



**RANCHO SANTIAGO**

COMMUNITY COLLEGE DISTRICT

Santa Ana College • Santiago Canyon College

## Safety and Security Information **2011 ANNUAL REPORT**

*This document is published in compliance with the Higher Education Act, as amended by the Higher Education Opportunity Act (Public Law 110-315), also known as “The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”.*

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### **OUR COMMITMENT TO YOUR SAFETY**

This information is being provided to you as part of Rancho Santiago Community College District’s (RSCCD) commitment to safety and security on our campuses, colleges, and centers throughout the district.

## RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

RSCCD is a multi-college district with many sites and centers offering classes in cities within Orange County serving a population of more than 700,000 persons in Santa Ana, Irvine, Anaheim Hills, Garden Grove, Orange, Tustin and Villa Park. Primary sites include Santa Ana College and Santiago Canyon College, Centennial Education Center, Orange Education Center, the Criminal Justice Training Academy, and the Digital Media Center. Rancho Santiago Center, the district administrative office in Santa Ana, provides services and resources to all RSCCD colleges and campuses. RSCCD serves approximately 50,000 students each semester in college credit, continuing education, non-credit and community services divisions.

### RSCCD CRIME STATISTICS + Santa Ana College (SAC) & Santiago Canyon College (SCC)

*CRIME	SAC/08	SCC/08	SAC/09	SCC/09	SAC/10	SCC/10
Murder	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Forcible sex offense	0	0	0	0	0	0
Non-forcible sex offense	0	0	0	0	0	0
Robbery	3	0	2	0	2	0
Aggravated assault	1	0	0	0	0	0
Burglary	7	2	8	0	2	0
Motor vehicle theft	9	0	7	1	3	0
Arson	1	3	0	1	0	0
Illegal weapons possession	1	0	0	0	1	0
Drug law violation	3	0	2	0	5	0
Liquor law violation	1	1	6	0	6	0
Grand theft (over \$400)	13	7	27	3	6	6
Larceny from vehicle	22	1	20	1	32	2
Hate crimes (all categories)	0	0	0	0	0	0

\* Figures combine data from **all** on-campus and non-campus educational sites and centers attached to each of the colleges, but do not include crimes that occurred on adjacent sidewalks and streets and reported to local police.

+ The law requires the district to document all crimes as reported regardless of whether or not investigation confirms the incident.

The crime statistics are provided as a service to all members of our college communities. We believe safety/security awareness will be enhanced by the disclosure of this information.

## **CRIME REPORTING PROCEDURES AND PUBLIC CRIME LOG**

RSCCD has a reputation for maintaining safe campuses where staff, students and faculty can work and study without fear for their personal safety or property. This is, in part, a result of everyone working together to create an atmosphere that is safe and conducive to learning. The district maintains a safety and security department with personnel on duty 24 hours a day. Anyone on campus can report a crime or other emergency by dialing 911 to reach local law enforcement authorities or district safety at 714-564-6333. Crime reports may also be made at the campus safety office of Santa Ana College (X Bldg.), the campus safety office at the U Building at Santiago Canyon College or at the administrative offices of the other sites and centers. Outdoor emergency assistance call-boxes at Santa Ana College, Santiago Canyon College and Centennial Education Center may also be used to report crime. The district safety and security director at the district administration offices (714-480-7333) is the crime prevention officer for the district and may also be contacted to report crime.

The entire college community (students, faculty, staff and visitors) is encouraged to promptly report crime on and adjacent to our campuses. All college personnel defined as "Campus Security Authorities" are required to report crime. This includes: 1) Safety/security staff; 2) Deans of student affairs/activities; 3) other Deans; 4) Athletics directors; 5) Coaches; 6) Faculty advisors to student groups; and 7) Counselors. Mental health and pastoral counselors are excluded from this mandatory reporting of crime. However RSCCD is committed to ensuring a safe and secure environment, and promote a voluntary, confidential reporting procedure for victims of crime who do not want to take any further action other than to document that a crime has occurred so that the district can fully evaluate all incidents to ensure the community can be made fully aware of potential problems.

A public crime log is located at the Santa Ana College campus safety and security office, X-101. It is available for viewing Monday through Thursday, from 7:30am to 10pm and on Fridays from 7:30am to 4:00pm. The crime log contains a brief description of all incidents reported to the district safety department at all RSCCD sites and centers. The district carefully monitors all reported incidents that occur and allocates the resources necessary to maintain a safe environment.

## **CAMPUS SAFETY, SECURITY AND ACCESS TO FACILITIES**

The district does not have any residential areas on any facility and does not operate residential or housing facilities. The district does not recognize any off-campus student organizations. Off campus activities involving students will be supervised by appropriate staff who will notify local law enforcement authorities if a crime occurs. Supervisors of these events should also notify district safety and security of these incidents, but safety officers do not have authority to respond to off-campus incidents.

Most campus buildings are open from 7:00am to 10:30pm. Students and staff may be asked to produce identification if there is a question about authorization to be in a specific area on campus. Persons who need to be in campus buildings or areas after regular hours should obtain approval from supervisors and notify the safety department of their presence during off-hours. Students may not use facilities after hours unless supervised by authorized staff. Except for scheduled week-end classes, campus buildings will be locked from 10:30pm on Friday until 7:00am on Monday. Persons entering the campus without lawful business are subject to arrest. District safety officers will unlock doors for weekend classes and for other scheduled events. It is the responsibility of those using the facilities to ensure that lights and other electrical equipment are turned off and that doors and windows are closed and locked after use. Safety and security staff will patrol and monitor district facilities after hours to ensure they are locked and secure, and will notify appropriate staff of any safety problem or other hazards.

Keys and access control devices are provided to staff members, by campus services, on a need-to-enter basis when approved by the appropriate supervisor. Lost keys and access control devices must be reported immediately to the supervisor and to campus services. Payment for lost keys may be required. Keys and access control devices may not be loaned to other staff or to students. District safety officers will confiscate any keys in the possession of unauthorized persons. District keys may not be duplicated. District property may not be removed from district facilities without authorization.

The maintenance and operations, custodial, grounds, and safety and security departments combine to enhance the safety, security and maintenance of district facilities. Maintenance and operations staff performs routine preventive maintenance programs, including monitoring lighting systems, fire extinguishers and emergency exit signs. The grounds department routinely trims trees and bushes to reduce potential hazards. Custodial and security staff secure doors and windows, and perform periodic inspections daily to spot and mitigate safety hazards. Life safety, intrusion alarms, video surveillance systems, and access control systems are installed at various facilities and are monitored and inspected by safety staff and by outside alarm companies.

## **CAMPUS SAFETY AND SECURITY AUTHORITY AND RELATIONSHIPS WITH LOCAL LAW ENFORCEMENT AGENCIES**

District safety officers receive their authority, limited to district property, from the Board of Trustees of RSCCD and the penal, education and vehicle codes of California. District safety officers are non-sworn and do not possess peace officer status or police authority. District safety officers may make, or may assist others in making, private citizen's arrests pursuant to section 837 of the penal code. District safety officers are authorized to enforce traffic and parking regulations on district campuses. They may issue citations for parking violations at Santa Ana College, CEC, OEC and Santiago Canyon College and other sites. The district safety department maintains a close working relationship with local police departments and other state and federal law enforcement agencies. Our officers may detain offenders for local law enforcement officers. Local law enforcement agencies have primary responsibility for exercising police authority on our facilities. District safety officers will make internal incident and crime reports, and may call local police departments which have primary jurisdiction to respond to crime scenes, take official police reports from victims and provide investigative forensic services as required for all serious crimes. District safety officers at the colleges will respond to all crime reports in a timely manner, and will assist victims in contacting local police to make official crime reports.

## **CAMPUS CRIME AND SAFETY ALERTS AND TIMELY WARNINGS**

The district advises members of the campus community on a timely basis about campus crime and crime-related problems. Under circumstances where the students and staff may be at risk of imminent harm by an on-going criminal threat, either on or around our facilities, the District Safety department and or the site administrator will issue a campus wide safety alert bulletin. Non-criminal threats to student and staff safety may also be distributed in this manner. This information is disseminated by email, by posted notices, and may also be announced in classrooms by faculty. Other ways of informing the campus community of criminal activity include an annual report, widely distributed to the media, prospective students and all members of the campus community; 2) periodic safety bulletins distributed to students, staff and faculty; 3) articles in the student newspaper (El Don); and 4) special alerts distributed selectively to campuses or throughout the district. Annual crime statistics are reported to the U.S. Department of Education.

## **ANNUAL SECURITY REPORT**

The Director of district safety and security will prepare an annual report of security including crime statistics in compliance with the Clery Act. The annual report will include data gathered from college personnel and from local law enforcement agencies. Pursuant to the Clery Act, the district must report specific crime data every year, for the most current three year period, and these annual crime statistics are available at the U. S. Department of Education Office of Postsecondary Education website. Copies of the annual report are distributed to all students and employees and are available for prospective students at the RSCCD, SAC and SCC websites, the district safety and security office and the campus safety and security offices.

## **SECURITY AWARENESS AND CRIME PREVENTION METHODS AND PROGRAMS**

RSCCD promotes security awareness on the part of all members of the campus community. The effectiveness of the District's crime prevention program is based upon the cooperation of all students, faculty and staff. We seek to minimize criminal activities and opportunities through individual participation in crime awareness programs. The District contributes the following towards crime prevention and security awareness.

1. **ESCORT PROGRAMS** – Safety Officers and student Security Assistants are available to escort persons on campus, particularly during hours of darkness.
2. **NEW STUDENT/FACULTY/STAFF ORIENTATION** – The District Safety Department participates in security orientation programs for new personnel and students.
3. **EMERGENCY CALL-BOXES/TELEPHONES** – This equipment is installed at Santa Ana and Santiago Canyon Colleges, and CEC campus as part of the District's security enhancement program. Telephones are located along the main walkways, malls and in the parking lots.
4. **CONTINUOUS PATROLS TO DETER CRIME** – Uniformed Safety Officers patrol the campus grounds on bicycles and on foot. This is in addition to the continuing vehicular security patrols of the campus. Safety officers are on duty at Santa Ana College 24 hours a day, seven days a week. Officers are on duty at Santiago Canyon College every day. After hour patrols of off site facilities are done periodically. The regular safety and security staff is supplemented by orange-vested student security aides who are assigned to patrol specific areas, usually parking lots.
5. **SPECIALTY TRAINING PROGRAMS** (self-defense, mace, and rape prevention) – The district sponsors periodic programs aimed to support crime awareness.
6. **CRIME PREVENTION BULLETINS** – Periodically issued by the District Safety Department, these bulletins offer suggestions on implementing individual security programs.
7. **SAFETY ALERTS** – Periodically, when a specific threat to safety exists, or a serious crime has occurred on or around our campuses that may be repeated, information is provided through announcements, posted notices and emails.
8. **WeTIP** – Confidential and anonymous reports of on-campus crimes may be made to WeTIP at 800-78-CRIME or at their website: [www.wetip.com/schools](http://www.wetip.com/schools). Cash rewards are possible for crimes resolved through these tips.

## **DRUG AND ALCOHOL FREE ENVIRONMENT, PREVENTION PROGRAMS AND POLICIES**

In accordance with Public Law 101-226, "Drug Free Schools and Communities Act Amendment of 1989", the Board of Trustees of Rancho Santiago Community College District prohibits the unlawful possession, use or distribution of illicit drugs or alcohol by students and employees and guests. Awareness of this policy will help create a drug- and alcohol-free environment. This policy and regulation will be made available to students and employees on the district and college websites, including the employee intranet, Admissions and Records, the college Health Centers, Student Services and Safety and Security. It will also be included in the Annual Security Report, the college Catalogs, the Student Handbooks, and Schedule of Classes.

The district emphasizes the prevention and intervention of substance abuse through education. The colleges will provide information about the dangers of drugs and alcohol and will engage in prevention programs through efforts by the Student Services offices, the Health Centers, District Safety and Security, and Risk Management. All federal and state drug and alcohol laws will be enforced.

Violators of this policy may be subject to disciplinary action, which may include referral to an appropriate rehabilitation program, the Employee Assistance program, suspension, demotion, expulsion or dismissal; and may also be subject to criminal sanctions including fines, jail or prison sentences. The Associate Deans of Student Development will handle student disciplinary action, the Vice Chancellor of Human

Resources will be responsible for employee disciplinary action, and the Director of District Safety and Security will work with local law enforcement agencies for criminal prosecution.

Assistance for substance abuse may be obtained from one of the following sources:

- SAC and SCC Student Health Centers, for confidential counseling and referral to local agencies
- Alcoholics Anonymous of Orange County
- National Drug hotline, 1-800-662-HELP
- Al-Anon/Alateen Family Group Headquarters, 1-800-356-9996
- Narc-Anon Family Group Headquarters, 1-310-547-5800
- 800 Cocaine, an information and referral hotline, 1-800-COCAINE

## **SEXUAL VIOLENCE PREVENTION PROGRAMS AND SEX OFFENSE PROCEDURES**

The district adheres to the requirements of AB1088 that procedures are implemented to ensure that students, faculty and staff who are victims of sexual assault on or off campus receive assistance, treatment and information. Any sexual violence occurring on district facilities or at a district sponsored or supervised event is strictly prohibited, and is a violation of district policy whether committed by an employee, student or member of the public, and is subject to administrative disciplinary action and criminal and civil prosecution.

There are several forms of sexual violence:

**Dating Violence** – Controlling, abusive, and aggressive behavior which can include verbal, emotional, physical, or sexual abuse, or a combination of these during the dating process, in either heterosexual or same sex relationships.

**Rape** – The use of force to harm, or a verbal threat to inflict harm, on a person in order to engage in forced sexual intercourse against the will of the victim. Rape also takes place when a perpetrator overpowers a victim who is unable to refuse or defend her/himself from the act.

**Sexual Assault** – Forcing a person to participate in sexually related acts against the person’s will, using coercion by physical force, verbal threats or intimidation. Any sexual activity with a minor is a sexual assault. Activity such as non-consensual touching or sexual contact of another’s breasts, genitals, buttocks or other sexual body parts are also sexual assaults.

**Domestic Violence** – Physical, sexual, psychological, or economic harm caused by unreasonable irritant behavior by a current or former spouse or partner, heterosexual or same sex.

**Stalking** – A series of repeated and willful acts, constituting harassment and unwanted attention, directed at another person, resulting in fear and intimidation.

Victims of sexual violence on campus are urged to report the incident to district safety and security or go to the Student Health and Wellness Center at SAC (U-120) or SCC (T-102). Victims will be provided with immediate confidential care. If the Health Center is closed, go to the Campus Safety office, (SAC at X-101, 714-5654-6333 or SCC at U-100, 714-628-4730). Victims of on campus crime also have the option to notify law enforcement authorities. Off campus victims should immediately call 9-1-1 to report the crime to local law enforcement authorities.

Victims are urged to take steps to preserve evidence of the crime. They should not wash, douche, change clothes or otherwise clean up until after talking to the police and going to the hospital. Reporting a rape or other act of sexual violence does not commit a victim to filing charges. Even if the victim was under the influence of alcohol or drugs at the time of an attack, a sex crime has still occurred. California Penal Code says that sexual assault victims cannot be charged for misdemeanor alcohol or drug use at the time of the attack. Victims of sexual violence who have not immediately reported the incident are urged to seek support and services. Students and staff may get assistance at the SAC or SCC Health Center for on and off campus counseling and other support services.

The district maintains a zero tolerance policy regarding sexual violence. All reports of sex crimes on our facilities will be thoroughly investigated so that appropriate sanctions, including disciplinary, criminal and civil action can be taken by the district and/or the State. Potential actions, which may be imposed following the final determination of an on-campus disciplinary procedure regarding sexual offenses, are: 1) dismissal; 2) suspension; 3) probation; and 4) referral to local law enforcement agencies for prosecution, pursuant to Board Policy # 5201 (Standards of Student Conduct). An on-campus disciplinary proceeding, applicable to individual students, student organizations, faculty and staff, will be held in cases of alleged sexual assaults. The accuser and the accused are entitled to the same opportunity to have others present during such a hearing. Both the accuser and the accused shall be informed of the outcome of this hearing. Students have the option to notify law enforcement authorities and district safety, and will be assisted by campus authorities in notifying police agencies. Victims of sexual assault will have the option of changing academic venues if so requested by the victim, and if such changes are reasonably available.

Santa Ana College and Santiago Canyon College Health Centers offer educational programs to promote the awareness of rape, acquaintance rape and other sex offenses. These sexual assault programs are aimed at the prevention of sex offenses and the procedures to be followed once a sex offense has occurred. Resources and assistance are offered to all RSCCD students through the crisis intervention team (CIT), student health center, mental health professionals and a personal growth seminar series program.

Community resources for victims of sexual assault include:

- North County Rape Crisis Center: 714-834-4317
- South County Rape Crisis Center: 714-752-1971
- Anaheim Memorial Hospital: 714-774-1450
- Chapman Medical Center: 714-633-0011
- St. Joseph Hospital: 714-633-9111
- Western Medical Center: 714-953-3500
- Community Service Programs, Inc. (CSP):  
24 hour hotline, 714-957-2737, and 949-831-9110

Registered Sex Offenders: Information regarding registered sex offenders is available at the Megan’s Law website: <http://www.meganslaw.ca.gov/>.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The district has developed a multi-hazard emergency operations plan that is available to employees on the RSCCD intranet in the Safety and Environmental Health section. An Emergency Procedures guideline is posted in every building at each site and in each classroom. It contains basic instructions to employees and students for responding to various emergency incidents.

Each college and site conducts an emergency evacuation drill every semester, and tests some, or all, components of their community notification systems during the drill. When the campuses are evacuated staff and students gather at designated assembly areas at least 100 feet from the buildings to await further instructions. Employee volunteers who serve as building and floor captains have been provided training to ensure that their areas have been evacuated and that injured persons and safety hazards are reported,

The district has designated employees who are members of their site’s emergency response organization and has provided training for these employees in the Incident Command System at every site, and uses the ICS principles when responding to emergencies. In addition to evacuation exercises, the district conducts other emergency preparedness activities, including table-top exercises, to evaluate the effectiveness of the emergency response plans.

When a significant emergency or a dangerous situation involving an immediate threat to the health or safety of students or employees has been confirmed at a district facility, the district will take immediate steps to notify the community. If responsible authorities determine that notification of the community may compromise the ability to care for victims, contain, respond to or otherwise mitigate the emergency, then notification may be delayed. For incidents where local police or fire authorities have responded and taken command of the emergency, their incident commander will make the decision about notification of the campus community.

For those emergencies when the district's ICS organization is in command, then the employee designated as the incident commander will make the decision to notify the campus community. Employees who may be designated as the incident commander will vary from site to site, but will include the Chancellor, the Vice Chancellors, College Presidents, Vice Presidents, Deans, Director of District Safety, Supervisor of Safety and Security and Risk Manager and their designees.

Components of every district site's emergency notification system include a P.A. capable telephone system that functions on every district phone at the site, mass emails to all users at the site, text messaging alerts for those who voluntarily subscribe to AlertU, and bull-horns. Some sites, but not all, also have P. A. capabilities in their fire alarm systems and the two colleges have electronic message boards. The telephone P.A. system, the fire alarm P.A. system and the AlertU emergency text-messaging system have pre-programmed or pre-recorded emergency communications for specific types of emergencies. Each also is capable of having designated authorized persons develop and send specific communications.

This information is being provided to you as part of RSCCD's commitment to safety and security on our campuses, colleges and centers throughout the District.