
2014 ANNUAL SECURITY REPORT



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Our Commitment to Your Safety and Security

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. 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."

Preparation of the Annual Security Report

The Director of district safety and security prepares this annual report of 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 other locations throughout our District.

About 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 Orange County Sheriff's Regional Training Academy, Orange County Regional Fire Training Center, 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 more than 42,000 students each semester in college credit, continuing education, non-credit and community services divisions.

Reporting Crimes and Other Emergencies

RSCCD has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate college officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire College community that you immediately report all incidents to the District Safety and Security at 714-564-6333 to ensure an effective investigation and appropriate follow-up actions, including issuing a Crime Alert or emergency notification.

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 entire college community (students, faculty, staff and visitors) are encouraged to promptly report crime on and adjacent to our campuses. 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 **LRC 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.

Campus Security Authorities

We also recognize that some individuals may elect to report crimes to other College officials. While RSCCD prefers that community members promptly report all crimes and other emergencies directly to District Safety and Security at 714-564-6333, we also recognize that some may prefer to report to other individuals or College offices. The Clery Act recognizes certain College officials and offices as “Campus Security Authorities (CSA).” The Act defines these individuals as “official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.” We have listed those offices where campus community members may report crimes. This includes: 1) Deans of student affairs/activities; 2) Office of Human Resources; 3) other Deans; 4) Athletics directors; 5) Coaches; 6) Faculty advisors to student groups; and 7) Counselors.

These individuals are designated as “Campus Security Authorities” and are required to report crime those crimes reported to them to Safety and Security.

Voluntary, Confidential Reporting

If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage our campus community member to report crimes promptly and to participate in and support crime prevention efforts. The RSCCD community will be much safer when all community members participate in safety and security initiatives.

If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the Community College or criminal justice system, we ask that you consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting, you may be able file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow RSCCD to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security Report. In limited circumstances, the Department may not be able to assure confidentiality and will inform you in those cases.

Anyone may call District Safety and Security at 714-564-6333 to report concerning information. Callers may remain anonymous.

Professional (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 encourages professional and pastoral counselors to advise those who they are counseling of the College’s voluntary, confidential reporting process and procedures for victims of crime who wish to remain confidential. 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 LRC Building at Santiago Canyon College or at the administrative offices of the other sites and centers.

Emergency Phones

Outdoor emergency assistance call-boxes at Santa Ana College, Santiago Canyon College and Centennial Education Center may also be used to report crime. Phones are located in public areas of buildings including elevators, administration buildings, and also numerous outdoor locations. Emergency phones provide direct voice communications to the District Safety and Security Dispatch Center.

Anonymous Reporting

If you are interested in reporting a crime anonymously, you can utilize WeTIP, which can be accessed through this website: <http://wetip.com/>. By policy, we do not attempt to trace the origin of the person who submits this form, unless such is deemed necessary for public safety. Persons may also report crimes through the Crime Stoppers at 1-855-TIP-OCCS or via the web site at <http://occrimestoppers.org/>.

Daily Crime Log

A public Daily 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.

Access to Campus and Security Considerations in the Maintenance of Campus 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 that 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 weekend 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 secures 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 and our currently meeting with Santa Ana Police Department and Orange Police Department with a view to drafting formal Memorandums of Understanding. Our officers may detain offenders for local law enforcement officers. Local law enforcement agencies have primary responsibility for exercising police authority and investigating crimes 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.

Monitoring and Recording of Off-Campus Crimes Involving Recognized Student Organizations

RSCCD does not recognize any off-campus student organizations.

Campus Crime and Safety Alerts and Timely Warnings

Purpose: The purpose of this policy is to outline procedures that Rancho Santiago Community College District will use to issue Timely Warnings in compliance with the Clery Act.

The College will issue a Timely Warning Notice in the event that it receives notice of an alleged Clery Crime (defined below) occurring on campus, on public property within or immediately adjacent to the campus, or in or on non-campus buildings or property controlled by the College, where the College determines, in its judgment, that the allegations present a serious or continuing threat to the college community.

For purposes of this policy, “timely” means as soon as reasonably practicable, generally not more than 48 hours after an incident has been reported to the Department of Public Safety or the *Campus Security Authorities* identified by RSCCD, or local police agencies that have concurrent jurisdiction have reported the information to the College. The Director of the Department of Public Safety, or, in his absence or unavailability, his designee, is responsible for determining whether to issue a Timely Warning Notice. If the Director or designee is not available, the determination will be made by a member of the College’s emergency response contingent called the ICS Team.

Whether to issue a Timely Warning Notice is determined on a case-by-case basis for Clery Act crimes: arson, homicide, burglary, robbery, forcible and non-forcible sex offenses, aggravated assault, motor vehicle theft, domestic violence, dating violence, stalking and Hate Crimes, as defined by the Clery Act.¹ Notices also may be distributed for other crimes as determined necessary by the Director of Public Safety and the 24/7 Team, or their designees.

In determining whether to issue a Timely Warning, the College will consider any factors reflecting on whether the alleged crime represents a serious or continuing threat to the College community, including, but not limited to, (a) the nature of the incident; (b) when and where the incident occurred; (c) when it was reported; (d) the continuing danger to the campus community; and (f) the amount of information known by the Department of Public Safety. If there is insufficient information available to determine whether the incident represents a continuing threat to the College community, the College will issue a Timely Warning unless, based on the information available, it appears unlikely that there is an ongoing threat to the Community, and will note in the content of the Timely Warning that, based on the information available, the College does not have full information to evaluate the nature of the ongoing threat.

The reasons the College does or does not issue a Timely Warning for any Clery Crime reported to the College will be documented and maintained by the Department of Public Safety for seven years.

The Timely Warning Notice will typically include, to the extent known, the date, time and nature of the offense, a brief overview of its particular circumstances, a physical description of the actor(s), law enforcement’s immediate actions, a request and method for witnesses to contact law enforcement, and where applicable and appropriate, cautionary advice that would promote safety. In developing the content of the Timely Warning Notice, the College will take all reasonable efforts not to compromise ongoing law enforcement efforts.

The College distributes Timely Warning Notices in various ways. Once the College determines that an alert will be issued, the Department of Public Safety e-mails the announcement and posts it on its website (www.sac.edu or www.sccollege.edu), and posts alerts on bulletin boards throughout campus. The College will also send text / email messages disseminating the notice via our emergency mass communica-

1 A hate crime is a criminal offense of murder and non-negligent murder, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, domestic violence, dating violence, or stalking incidents, where the criminal offense was committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation or ethnicity/national origin.

tion tool, Black Board Connect. Anyone with information about a serious crime or incident should report the circumstances to the District Safety and Security Department by phone at (714-564-6333) or in person at either District Safety and Security Office at Santa Ana Office or Santiago Canyon College. If a report is made to other College administrators, those administrators will immediately notify the District Safety and Security Department.

Emergency Response and Evacuation Procedures

The district has developed comprehensive, all-hazards Emergency Response Plan that outlines steps the District will take to prevent and mitigate, prepare for, respond to, and recover from a full range of likely hazards our campuses may face. A summary of the District's emergency response procedures is located at <https://intranet.rccd.edu/Safety-Risk-Management/Emergency-Operations-Plan/Pages/default.aspx> . 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.

To ensure these plans remain current and actionable, the District and colleges will conduct an emergency management exercise, at a minimum once yearly. These exercises may be evacuations; include tabletop drills, or full-scale emergency response exercises. The Colleges and District conducts after-action reviews of all emergency management exercises. When the campuses are evacuated staff and students gather at designated assembly areas a safe distance 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.

Emergency Notification System:

RSCCD is committed to ensuring the campus community receives timely, accurate, and useful information in the event of an emergency situation on campus or in the local area that poses a risk to the health and safety of campus community members. To support this commitment, RSCCD has invested in several multi-modal forms of communications that allow administrators to distribute notices in the event of a critical incident or dangerous situation.

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System:

The Department of Public Safety and/or other campus first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Generally, campus first responders become aware of these situations when they are reported to the Department of Public Safety Dispatch Center or upon discovery during patrol or other assignments.

Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety to some or all members of the campus community, first responders will notify supervisors in the Department of Public Safety or other authorized College officials to issue an emergency notification.

RSCCD's authorized representatives, including supervisors in the Department of District Safety and Security, individuals assigned to Environmental Health and Safety, officials in the Office of Communications and Publications, and/or other members of the RSCCD's administration, will immediately initiate all or some portions of the RSCCD's emergency notification system. If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, RSCCD may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, RSCCD will issue the emergency notification to the campus community or applicable segment of the community.

Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification:

Campus and local first responders on the scene of a critical incident or dangerous situation that poses an immediate threat to the health or safety of the campus community will assist those preparing the emergency notification with determining what segment or segments of the campus community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (i.e. the building, adjacent buildings, or surrounding area) will receive the emergency notification first. RSCCD may issue subsequent notifications to a wider group of community members. In addition to the emergency notification that may be issued via the District mass notification system, RSCCD, will also post applicable messages about the dangerous condition on the College homepages to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety. If the emergency affects a significant portion of or the entire campus, RSCCD officials will distribute the notification to the entire campus community.

Determining the Contents of the Emergency Notification:

For those emergencies when the district's ICS organization is in command, then the employee designated as the incident commander will normally 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. The office responsible for issuing the emergency notification will, with the assistance of campus and local first responders, determine the content of the notification. RSCCD has developed a wide range of template messages addressing several different emergency situations. Those issuing the alert will select the template message most appropriate to the on-going situation and modify it to address the specifics of the present incident. Those issuing the notification will use the following guidelines when determining the contents of the emergency message.

1. The first message is intended to **Alert** the community or appropriate segment of the campus community of the dangerous condition and the actions they should take to safeguard their and their neighbors safety. Messages distributed in this stage of a rapidly unfolding critical incident will generally be short, precise, and directive. Examples include: "The campus is experiencing a major power outage affecting the following buildings: A, B, C and D Buildings. All occupants of these buildings should immediately evacuate and meet at the designated building rally point." "There is a chemical spill at U Building. The chemical released is extremely hazardous if inhaled. Occupants

of U Building should immediately evacuate the building through the northeast exits. Follow the directions of fire personnel who are on scene.”

2. The second message is intended to **Inform** the community or appropriate segment of the campus community about additional details of the situation. This message is generally distributed once first responders and the Emergency Operations Center has additional information about the dangerous situation. Examples include: “The power outage affecting A, B, C and D Buildings was caused by a cut power line. PSE&G are responding along with Facilities personnel to repair the damage. We expect the outage will last until 2:00 p.m. Refer to the College homepage for additional information or dial xxx-xxxx.
3. Finally, the third message is the **Reassure** notice that is generally distributed once the situation is nearly or completing resolved. The purpose of this message is to reassure the community that RSCCD or the College is working diligently to resolve the dangerous situation. It can also be used to provide additional information about the situation and where resources will be available.

In those cases where there are no pre-determined template messages in the system, the individual issuing the alert will send develop the most succinct message to convey the appropriate message to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

Procedures Used to Notify the Campus Community:

In the event of a situation that poses an immediate threat to members of the campus community, RSCCD has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event for emergency notification to all or a segment of campus community. These methods of communication include the mass notification system BlackBoard Connect, the District’s email system, campus PA system and/or emergency messages through the District Telephone system. RSCCD will post updates during a critical incidents on the College’s homepage.

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.

Security Awareness and Crime Prevention Programs and Initiatives

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 carts 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 offsite 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. Cash rewards are possible for crimes resolved through these tips.
9. VIDEO SURVEILLANCE - During the recent past the District installed video surveillance camera systems throughout each of its campuses. This system records continuously and is used to gather information about and investigate crimes and other incidents that are recorded.
10. Behavioral Intervention Teams: In order to extend our efforts on emergency preparedness and prevention, Santa Ana College has established a Behavioral Assessment Team and Santiago Canyon College has a Threat Assessment Team. The objective of these Teams is to put in place a structured process for evaluating potentially threatening situations that occur at the College. The multi-disciplinary team is comprised of members from around the College community.
11. Weapons Policy: The possession, carrying and use of weapons, ammunition, or explosives are prohibited on District owned or controlled property. The only exception to this policy is for authorized law enforcement officers or others, specifically authorized by RSCCD. Failure to comply with the RSCCD’s weapons policy will result in disciplinary action against violators.

Drug and Alcohol Policies, Prevention Programs, and Alcohol-Free Environment

Federal law requires RSCCD to notify annually all faculty, staff, and students of the following:

RSCCD prohibits the unlawful possession, use, manufacture or distribution of alcohol or controlled substances by students, faculty, staff, and guests in buildings, facilities, grounds or property controlled by RSCCD or used as part of RSCCD activities. For students, this includes prohibiting the possession and consumption of any beverage containing alcohol on campuses. In addition, the smoking of any material is

prohibited in all facilities of RSCCD at all locations or within 20 yards of a doorway of a building; smoking including electronic cigarettes is only permitted in the parking lots of RSCCD sites.

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 and Response Programs and Sex Offense Procedures

RSCCD is committed to providing a safe learning and working environment, and in compliance with federal law has adopted policies and procedures to prevent and respond to incidents of sexual violence including sexual assault, domestic violence, dating violence and stalking. These guidelines apply to all students, faculty, staff, contractors and visitors. 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. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

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 – includes felony or misdemeanor crimes of violence committed by:

- a current or former spouse of the victim;
- by a person with whom the victim shares a child in common;
- by a person who is cohabitating with or has cohabitated with the victim as a spouse;
- by a person similarly situated to a spouse of the victim under California law; or
- by any other person against an adult or youth victim who is protected from that person’s acts under California law.

Stalking – Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking.

Reporting an Incident

If a student, employee or visitor has been the victim of an incident of sexual violence, domestic or dating violence, or stalking, they should immediately report it to the RSCCD’s District Safety and Security at 714-564-6333 or in person at either District Safety or Security Office (SAC, Building X and SCC Library Resource Center). In the case of an emergency or ongoing threat if possible get to a safe location and please report the incident by calling 911. Local police may be contacted at:

Santa Ana Police Department,
60 Civic Center Plaza
Santa Ana, CA 92701
Phone 714-245-8665

Orange Police Department
1107 N. Batavia St.
Orange, CA 92867
Phone: 714-744-7444

Students may also report to Associated Dean of Student Development at:

SAC 714-564-6211, Johnston Building

SCC 714-628-4932, A Building,

Employees may also report to Assistant Vice Chancellor of Human Resources at:

714-480-4790, 2323 N Broadway, Santa Ana, CA 92706.

RSCCD officials will assist any victim in notifying law enforcement, including local police, if they elect to do so. Victims are also entitled not to report to law enforcement. Any student or employee, who reports an incident of sexual violence, whether the offense occurred on or off campus, shall receive a written explanation of their rights and options.

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, 714-564-6333 or SCC at LRC, 714-628-4730). Off campus victims should immediately call 9-1-1 to report the crime to local law enforcement authorities. 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. 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.

Procedures Victims Should Follow

If an incident of sexual assault, domestic violence, dating violence or stalking occurs it is important to preserve evidence to aid in the possibility of a successful criminal prosecution. The victim of a sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam. Any clothing removed should be placed in a paper bag. Evidence of violence, such as bruising or other visible injuries, following an incident of domestic or dating violence should be documented including through the preservation of photographic evidence. Evidence of stalking including any communication, such as written notes, voice mail or other electronic communications should be saved and not altered in any way.

On & Off Campus Resources

RSCCD, Santa Ana and Orange also offer other important resources to the victims of sexual violence including medical treatment, counseling and advocacy they may wish to utilize. Health and Wellness Center at SAC (U-120) or SCC (T-102) are available to assist any student or employee free of charge and will help them consider their options and navigate through any resources or recourse they elect to pursue. A

victim need not make a formal report to law enforcement or RSCCD to access these resources that include the following.

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

Education Programs

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.

The Vice President of Student Services or designee shall:

- Provide, as part of each campus' established on-campus orientation program, education and prevention information about domestic violence, dating violence, sexual assault, or stalking. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations.
- Post sexual violence prevention and education information on the campus internet website regarding domestic violence, dating violence, sexual assault and stalking.

Accommodations

Whether or not a student or employee reports to law enforcement and or pursues any formal action, if they report an incident of sexual violence RSCCD is committed to providing them as safe learning or working environment as possible. Upon request RSCCD will make any reasonably available change to a victim's academic, transportation, and or working situation. Students may contact the Associated Dean of Student Development at:

SAC 714-564-6211, Johnston Building

SCC 714-628-4932, A Building,

Employees may also contact the Assistant Vice Chancellor of Human Resources at:

714-480-4790, 2323 N Broadway, Santa Ana, CA 92706.

If a victim reports to law enforcement, they may assist them in obtaining a restraining order from a criminal court. RSCCD is committed to ensuring that any such order is fully upheld on all institutionally owned and controlled property. RSCCD is also committed to protecting victims from any further harm.

Conduct Proceedings

RSCCD strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal action, students, employees and other affiliates may also face disciplinary action by RSCCD. Individuals found responsible for having committed such a violation face dismissal; suspension; probation; and referral to local law enforcement agencies for prosecution, pursuant to Board Policy # 5501 (Standards of Student Conduct). Incidents involving accused students will be handled by:

Associated Dean of Student Development at:

SAC 714-564-6211, Johnston Building

SCC 714-628-4932, A Building,

Incidents involving accused employees will be handled by: Assistant Vice Chancellor of Human Resources at:

714-480-4790, 2323 N Broadway, Santa Ana, CA 92706.

All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall provide a prompt, fair and impartial investigation and resolution by officials who have received annual training on the nature of the types of cases they are handling, on how to conduct an investigation, and conduct a hearing in a manner that protects the safety of victims and promotes accountability. Determination of responsibility shall be made by Associated Dean of Student Development or Assistant Vice Chancellor of Human Resources using the preponderance of the evidence standard (which means that it is more likely than not that the alleged misconduct occurred).

In all proceedings, including any related meetings, both the accused and accuser are entitled to the same opportunities to have others present including the right to be accompanied by an advisor of their choice. Both the accused and accuser shall simultaneously be informed in writing of the outcome made by Associated Dean of Student Development or Assistant Vice Chancellor of Human Resources, of procedures for appealing the results of the outcome, of any change to the results that occurs prior to the time that they become final, and when such results become final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third parties.

For additional information about student conduct proceedings please consult the Board Policy # 5501 (Standards of Student Conduct) available at Associated Dean of Student Development at:

SAC 714-564-6211, Johnston Building

SCC 714-628-4932, A Building,

For additional information about employee conduct proceedings please consult the BP 7365 Discipline and Dismissal - Classified Employees available at <http://www.rsccd.edu/Trustees/Board-Policies/Pages/7000/BP-7365.aspx> .

Campus Sex Crimes Prevention Act

Members of the general public may request community notification flyers for information concerning sexually violent predators in a particular community by visiting the chief of law enforcement officer in that community. Local police may be contacted at:

Santa Ana Police Department,
60 Civic Center Plaza
Santa Ana, CA 92701
Phone 714-245-8665

Orange Police Department
1107 N. Batavia St.
Orange, CA 92867
Phone: 714-744-7444

Also registered Sex Offenders information is available at the Megan's Law website: <http://www.megan-law.ca.gov/>.

Clery Crime Statistics

| | | Santa Ana College | | | Santiago Canyon College | | |
|--------------------------------------|------|-------------------|--------------------------------|-----------------|-------------------------|--------------------------------|-----------------|
| Offense | | On Campus SAC | Noncampus Building or Property | Public Property | On Campus SCC | Noncampus Building or Property | Public Property |
| Criminal Homicide | | | | | | | |
| Murder and Nonnegligent Manslaughter | 2011 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2012 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2013 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 2011 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2012 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2013 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses | | | | | | | |
| Sex Offenses Forcible | 2011 | 0 | 0 | 0 | 1 | 0 | 0 |
| | 2012 | 0 | 0 | 0 | 1 | 0 | 0 |
| | 2013 | 2 | 0 | 0 | 1 | 0 | 0 |
| Sex Offenses Non-Forcible | 2011 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2012 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2013 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 2011 | 2 | 1 | 0 | 1 | 0 | 0 |
| | 2012 | 1 | 2 | 0 | 0 | 0 | 0 |
| | 2013 | 1 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 2011 | 1 | 0 | 0 | 0 | 0 | 0 |
| | 2012 | 0 | 0 | 0 | 1 | 0 | 0 |
| | 2013 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 2011 | 3 | 1 | 0 | 2 | 0 | 0 |
| | 2012 | 0 | 0 | 0 | 5 | 0 | 0 |
| | 2013 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 2011 | 3 | 1 | 0 | 0 | 0 | 0 |
| | 2012 | 6 | 3 | 0 | 1 | 0 | 0 |
| | 2013 | 3 | 1 | 0 | 1 | 0 | 0 |
| Arson | 2011 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2012 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2013 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | Santa Ana College | | | Santiago Canyon College | | |
|--------------------------------|------|-------------------|--------------------------------|-----------------|-------------------------|--------------------------------|-----------------|
| | | Arrest | | | Arrest | | |
| Other Offenses | | On Campus | Noncampus Building or Property | Public Property | On Campus | Noncampus Building or Property | Public Property |
| Liquor Law Violations | 2011 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2012 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2013 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 2011 | 3 | 0 | 0 | 0 | 0 | 0 |
| | 2012 | 2 | 0 | 0 | 0 | 0 | 0 |
| | 2013 | 1 | 0 | 0 | 0 | 0 | 0 |
| Illegal Weapons Possession | 2011 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2012 | 0 | 0 | 0 | 1 | 0 | 0 |
| | 2013 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | Judicial Referral | | | Judicial Referral | | |
| Other Offenses | | On Campus | Noncampus Building or Property | Public Property | On Campus | Noncampus Building or Property | Public Property |
| Liquor Law Violations | 2011 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2012 | 2 | 0 | 0 | 0 | 0 | 0 |
| | 2013 | 3 | 1 | 0 | 1 | 0 | 0 |
| Drug Abuse Violations | 2011 | 4 | 1 | 0 | 1 | 0 | 0 |
| | 2012 | 2 | 1 | 0 | 5 | 0 | 0 |
| | 2013 | 2 | 1 | 0 | 12 | 0 | 0 |
| Illegal Weapons Possession | 2011 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2012 | 0 | 1 | 0 | 0 | 0 | 0 |
| | 2013 | 0 | 0 | 0 | 0 | 0 | 0 |
| VAWA Amendment Offenses | | | | | | | |
| Dating violence | 2011 | 1 | 1 | 0 | 0 | 0 | 0 |
| | 2012 | 4 | 1 | 0 | 0 | 0 | 0 |
| | 2013 | 0 | 0 | 0 | 0 | 0 | 0 |
| Domestic Violence | 2011 | 1 | 0 | 0 | 0 | 0 | 0 |
| | 2012 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2013 | 2 | 0 | 0 | 0 | 1 | 0 |
| Stalking | 2011 | 2 | 0 | 0 | 2 | 2 | 0 |
| | 2012 | 3 | 3 | 0 | 0 | 0 | 0 |
| | 2013 | 0 | 4 | 0 | 0 | 0 | 0 |

