

# **CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION**

## **AP 3515      REPORTING OF CRIMES**

**References:** Education Code Sections 212, 67380, 67383, and 87014; Penal Code Sections 245 and 422.55; Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998; 20 United States Code Section 1232g; 34 Code of Federal Regulations Parts 99.31(a) (13), (14) and 668.46; Campus Security Act of 1990

Citrus Community College District employees, students, and visitors who are witnesses or victims of a crime should immediately report the crime to the Citrus Community College District Department of Campus Safety (Department of Campus Safety).

If an employee is assaulted, attacked, or menaced by a student, it shall be the duty of that employee, and/or the duty of the employee's supervisor or the dean of students, to promptly report the incident to the Department of Campus Safety. If an employee is assaulted, attacked, or menaced by another employee, the employee shall notify either Human Resources or the Department of Campus Safety 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 incident to Human Resources or the Department of Campus Safety. If the alleged assailant is the employee's supervisor, the employee shall notify the Department of Campus Safety who will report the complaint to Human Resources if the employee is unable or unwilling to do so. Reporting a complaint to the Department of Campus Safety and/or other local law enforcement authorities will not relieve the District of its obligation to investigate all complaints of harassment.

### **Definition of Campus**

For purposes of this policy, "campus" shall mean: (1) Any building or property owned or controlled by the District within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, its educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the District, that is owned by the District but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor). For purposes of this policy, "non-campus building or property" shall mean: (1) any building or property owned or controlled by a student organization that is officially recognized by the District; or (2) any building or property owned or controlled by the District that is used in direct support of, or in relation to its educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. For purposes of this policy,

“public property” shall mean all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the District campus, or immediately adjacent to and accessible from the campus.

### **Timely Warning**

In the event that a situation arises, either on or off campus, that in the judgment of the vice president of student services or his/her designee constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The vice president of student services shall, in a manner that is timely and will aid in the prevention of similar crimes, report to the campus community the following crimes that have been reported to the Department of Campus Safety that occurred on campus, in or on non-campus building or property, and on public property:

- arson;
- assault offenses;
- burglary;
- criminal homicide – manslaughter by negligence;
- criminal homicide – murder and non-negligent manslaughter;
- domestic violence, dating violence and stalking;
- motor vehicle theft;
- robbery;
- sex offenses – forcible and non-forcible;
- arrests for liquor law violations, drug law violations, and illegal weapons possession;
- persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
- those that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury;
- those reported to the Department of Campus Safety or the Glendora Police Department; and
- those that are considered to represent a continuing threat to other students and employees.

Timely warnings will be issued through the college e-mail system to students, faculty, staff; and may also be issued through open postings; and the college web site. Information regarding a timely warning shall be disseminated by the Department of Campus Safety

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the vice president of student services or the Director of Campus Safety may also post a notice on the campus-wide electronic bulletin board on the college website at [www.citruscollege.edu](http://www.citruscollege.edu),

providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all employees, students, and other members of the community. Anyone with information that may require a timely warning should report the circumstances to the Department of Campus Safety by phone at (626) 914-8611 or in person at the Department of Campus Safety, building CS.

The District shall not be required to provide a timely warning with respect to crimes reported to a campus professional counselor. For purposes of this policy, campus “professional counselors” are District employees whose official responsibilities include providing mental health counseling to members of the District community and who are functioning within the scope of their license or certification. This definition includes Student Health Center, Mental Health Therapists, and does not include academic counselors. When acting as such, professional counselors are not considered to be campus security authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary, confidential basis for inclusion into the District’s annual crime statistics.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the District shall follow its emergency notification procedures as outlined in Administrative Procedure 3505 Emergency Response Plan. When the District follows its emergency notification procedures, it is not required to issue a timely warning based on the same circumstances; however, it shall provide adequate follow-up information to the community as needed.

## **Annual Reporting**

The District shall annually collect and publish statistics concerning crimes on campus. All District employees with significant responsibility for student and campus activities 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, as described above, for the three most recent calendar years. The Annual Security Report shall include, among other things, policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims’ assistance program, student discipline, campus resources, and other matters. 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 Department of Campus Safety at (626) 914-8611 or at:

<https://www.citruscollege.edu/campussafety/Pages/AnnualReports.aspx>

Recommended Procedures for Reporting a Crime or Other Emergency:

- For Life Threatening/Emergency Situations: Dial 911 (*911 from a campus phone*)

and the Department of Campus Safety immediately after at (626) 914-8611 (*8611 from a campus phone*). Be prepared to provide official address, building name and room number.

- For Non-Life Threatening/Non-Emergency Situations: Call the Department of Campus Safety at (626) 914-8611 (*8611 from a campus phone*).

Any suspicious activity or person should be reported to the Department of Campus Safety. Reports can be made by calling the Department of Campus Safety at (626) 914-8611, dialing 8611 from a campus phone, or via text by utilizing the text-a-tip function on the Department of Campus Safety Mobile App, Citrus Guardian. In addition, reports of a crime may be made to the following individuals:

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|--------------------------------------|----------------|
| • Vice President of Academic Affairs | (626) 914-8881 |
| • Vice President of Student Services | (626) 914-8532 |
| • Dean of Students                   | (626) 914-8602 |
| • Student Health Center              | (626) 914-8671 |
| • Director of Human Resources        | (626) 914-8550 |

## **Confidential Reporting**

If the victim of a crime does not want to pursue action within the District's system or the criminal justice system, they may still make a confidential report. With the victim's permission, the Department of Campus Safety can file a report on the details of the incident without revealing their 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 the victim 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 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 crimes statistics for the institution.

The Department of Campus Safety encourages anyone who is the victim or witness to a crime to promptly report the incident to the Department of Campus Safety or the Glendora Police Department. However, because police reports are public records under state law, the Department of Campus Safety cannot guarantee the confidentiality of law enforcement's reports. Confidential reports of crime may also be made to the Student Health Center at (626) 914-8671.

The District may disclose the final results of a disciplinary proceeding to a victim or survivor of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The District shall also disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated District 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; and
- sex offenses – forcible and non-forcible.

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/her right to confidentiality.

### **Required Reports to Local Law Enforcement Agency**

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault, or hate crime, committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the District or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of his/her right to have his/her personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency unless the institution determines that both of the following apply, in which case the institution shall disclose the identity of the alleged assailant to the local law enforcement agency and notify the victim of the disclosure:

- the alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and
- the immediate assistance of the local law enforcement agency is necessary to contact or detain the assailant.

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