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Campus Safety is committed to a safe and secure working and learning environment on all campuses within the district. In all aspects of security, plant operations and maintenance, the safety of students, staff and visitors are our primary consideration.


The Clery Act provides students, their families and Shasta College faculty and staff with accurate, complete, and timely information about safety on campuses so that they can make informed decisions. The Family Educational Rights and Privacy Act (FERPA) permit such disclosures. The following web site provides more information about these and other provisions about campus safety: http://www2.ed.gov/admins/lead/safety/campus.html

In compliance with relevant provisions of federal law, Shasta-Tehama-Trinity Joint Community College District (Shasta College) is required to make policy and programmatic information available to the campus community as well as to prospective students and employees. Shasta College Disclosure of Campus Safety Policies and Campus Crime Statistics give information about these reports and additional material that may be of interest. The data contained in this report is for the calendar year from January 1 through December 31 of 2014 and includes the two prior years’ statistics. This report is available by October 1 each year and can be found on the Campus Safety web page under the Annual Security Report menu tab, by following the link: www.shastacollege.edu/ASR. Students are notified of the report availability via e-mail, web site, and new student orientations. Faculty and staff receive similar notifications, either by e-mail or through campus mail. The ASR is also available on the Human Resources, Admissions and Records, and Athletics web pages. You may request a printed copy of this report from the Campus Safety Office Monday through Friday 8:00 a.m. to 5:00 p.m., excluding holidays. Prospective employees may obtain a copy of this report from the Human Resources office.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

All Shasta College campuses are closed to the public Monday through Friday from 11:00 p.m. to 6:00 a.m. During business hours, the College (excluding certain housing facilities) is open to students, parents, employees, contractors, and guests. During non-business hours, access to all College facilities is by key, if issued, or admittance by Campus Safety or Residence staff. In the case of periods of extended closing, the College admits only those with prior written approval to any campus facility. Those who use campus classrooms, offices, and other areas are responsible for locking access doors, turning off lights and closing windows.

Campus Resident Hall’s curfew hours are 10:00 p.m. to 10:00 a.m. Sunday through Thursday nights and 12 a.m. (midnight) Friday and Saturday nights. All residents are issued a traditional key for their room door and a key card for the exterior door to their dormitory. Residents are held accountable for the proper use of these keys. Residents are expected to take an active role towards ensuring adequate security. In the interest of security, the resident should report suspicious persons or activities to the Housing Office or Campus Safety. Any resident putting foreign objects in the doorways to keep them from closing or locking may be held financially accountable for any damage and will be referred for disciplinary action.

SHASTA COLLEGE CAMPUS SAFETY (HOURS OF OPERATION)

The Campus Safety office hours of operation are Monday through Friday 24 hours per day, Saturday 9:30 a.m. to 5:30 p.m. and closed on Sunday.

MONITORING CRIMES OF OFF-CAMPUS ORGANIZATIONS
Shasta College does not currently recognize any off-campus organizations. Campus Safety does not provide law enforcement services to off-campus residences of recognized organizations nor are activities off-campus recognized by the college authority. The local law enforcement agency with jurisdiction over a location will respond to violations of local, state and federal laws.

**AGENCY JURISDICTIONS AND MEMORANDUMS OF UNDERSTANDING (KRISTIN SMART ACT)**

Campus Safety jurisdiction refers to campus arrest authority and its working relationship with state and local police for the need of accurate and prompt reporting of all crimes. California Education Code 67381 requires written agreement between California community colleges and local law enforcement agencies designating the agency that has operational responsibility for investigation of Part 1 violent crimes (Willful Homicide, Forcible Rape, Robbery, and Aggravated Assault) as defined in the Uniform Crime Reporting (UCR) Program.

Shasta-Tehama-Trinity Joint Community College District has interagency protocol agreements with the Redding Police Department (Main and Health Sciences campuses), Tehama County Sheriff Office (Tehama campus), Red Bluff Police Department (Extended Education Red Bluff campus), Shasta County Sheriff’s Department (Intermountain campus) and the Trinity County Sheriff’s Department (Weaverville campus). These memorandums of understanding clarify agency jurisdiction and responsibility required by the Kristin Smart Campus Safety Act of 1988.

Shasta College Campus Safety officers have the authority to ask persons for identification and to determine if individuals have lawful business at the College. Campus Safety has authority under the laws of Citizens Arrest, CA Penal Codes 834 and 837, and the College Board of Trustees to provide safety for persons and property on campus, respond to emergencies, assist in medical emergencies and other related safety needs, as well as enforce campus parking regulations and issue parking citations. Campus Safety Officers and Parking Enforcement Officers are not sworn peace officers. However, most officers have completed the same POST (Peace Officers Standards and Training) training as municipal law enforcement officers.

**DISCLOSURE AND COLLECTION OF CRIME DATA**

The Campus Safety Department maintains a Daily Crime Log. The log includes all crimes reported to Campus Safety and discloses crime information on a timelier basis than the Annual Security Report (ASR). Campus Safety records log entries within 48 hours of receiving crime information. For current crime information, visit the Campus Safety web page under the Crime Incident and Fire Log. The college will protect the confidentiality of the victim and reporting parties by not disclosing any personally identifiable information.

Campus Safety obtains statistics for this report from crime incident reports taken throughout the year. On-campus departments involved in the collection of data include: Shasta College Deans, Director of Student Housing, Human Resources, and campus officials designated as Campus Security Authorities.

Law enforcement agencies involved in providing statistics may include:

- Redding Police Department
- Shasta County Sheriff
- Trinity County Sheriff
- Red Bluff Police Department
- Tehama County Sheriff
- Anderson Police Department
- California Highway Patrol
- Modoc County Sheriff Department
- Corning Police Department
- Sutter Creek Police Department
- Mt. Shasta Police Department

Campus Safety investigates or reviews all reports of criminal activity occurring within its jurisdiction regardless of the source. Agencies involved in the collection of crime statistics are provided guidance annually regarding the requirements under federal law, including the categorization of criminal activities and tabulation of the locations involved in reported crimes and arrests.
Campus Safety, through a cooperative arrangement with the agencies obtain relevant crime statistics from their databases, including appropriate crime codes, the nature, dates, times, and the locations of crimes committed within their jurisdiction. The Campus Safety office requests data from these agencies to prepare the ASR and disseminates to the campus community, public, and U.S. Department of Education.

### CRIME STATISTICS: SHASTA COLLEGE MAIN CAMPUS

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<th>Offense (Reported By Hierarchy)</th>
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<th>Non-Campus</th>
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It should be noted that for the crime statistics collected for the year 2014 and moving forward will consist of the crimes that occur during Shasta College instruction times only at our Non-Campus Properties.

There have been corrective changes to the 2013 crimes statistic data. The above table represents the corrective changes to the 2013 reportable offenses.

Non-Campus Property and Public Property:

Offenses reported to Shasta County Sheriff's Department, Redding Police Department, and Anderson Police Department, Hoopa Tribal Police, and California Highway Patrol at the locations below:

Shasta Builders Exchange, Shasta High School, Enterprise High School, West Valley High School, Shasta County Office of Education, STROP, Central Valley High School, North Valley High School, Anderson Union High School, New Tech High School, Foothill High School, Burney High School and Redding Fire Department: City Hall.

Also included in **Non-Campus Property** are offenses reported to the Sutter Creek Police Department and the Mount Shasta Police Department, crimes that occurred at Amador County Transportation and Mt. Shasta High School.

### HATE CRIMES DEFINITION AND STATISTICAL DATA

A **Hate Crime** is a criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias with race, gender, religion, sexual orientation, ethnicity, disability, national origin or gender identity. Hate crimes are recorded in this report are for the following crimes: Murder, Non-negligent Manslaughter, Negligent Manslaughter, 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, and any other crime involving bodily injury.

**Hate Crimes 2014:** No hate crimes were reported for the Main Campus or Non-Campus properties.

**Hate Crimes 2013:**
- 1 Battery, Sexual Orientation Bias, On-Campus Property
- 1 Vandalism, Race Bias, Dorm On-Campus

**Hate Crimes 2012:**
- 2 Vandalism, Race Bias, On-Campus
- 1 Vandalism, Religious Bias, On-Campus

### CLERY GEORGRAPHY

**On-Campus Property:** any building or property owned or controlled by the college within the same reasonably contiguous geographic area and used by the college in direct support of, or in a manner related to, the college’s educational purposes, including residence halls.

**Public Property:** all public property, including thoroughfare, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

**Non-campus property:** any building or property owned or controlled by a student organization that is officially recognized
by the college, and is not within the same reasonably contiguous geographical area of the college.

**DEFINITIONS: Federal Bureau of Investigation Uniform Crime Reporting (UCR) Definitions**

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

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

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

**Motor Vehicle Theft:**
Motor vehicle theft is the theft or attempted theft of a motor vehicle. This includes all cases in which automobiles taken by persons no having lawful access, even though the vehicles are later abandoned – including joyriding.

**Murder/Non-Negligent Manslaughter:**
Murder/Non-negligent manslaughter is the willful (non-negligent) killing of one human being by another.

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

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

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

**Sex Offenses:**
Unlawful sexual intercourse not performed by force, such as rape, incest or statutory rape.

**Drug Abuse Violations:**
The violation of State or Federal laws prohibiting the productions, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use; the unlawful cultivation, manufacture, distribution, sale, purchase, use possession, transportation, or importation of any controlled drug or narcotic substance; and arrests for violations of state and local laws, specifically those related to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

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

**Weapon Law Violations:**
Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**Hate Crimes:**
A criminal offense 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, religion, disability, sexual orientation or ethnicity/national origin.

**Dating Violence:**
Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. This includes the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, or the frequency of interaction between the persons involved in the relationship.

**Domestic Violence:**
A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner 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 or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant moneys, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Stalking:**
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety of others, or 2) suffer substantial emotional distress.

**California Senate Bill-967 Student Safety: Sexual Assault, Affirmative Consent**

The Affirmative Consent Standard states that the person who initiates sexual contact must receive a **VERBAL YES** (affirmative consent) from the other person before engaging in any sexual activity and that consent must be ongoing throughout the sexual encounter.

The Affirmative Consent Standard reduces ambiguity in sexual situations, by making it clear that the initiator of sexual contact must receive a "verbal yes" from the other person.

- Currently, many assume if a person "does not say no" then that means "yes" or interpret "silence/saying nothing" as a "yes" this ambiguity can lead to sexual assault.
- Under the Affirmative Consent Standard, silence is NOT a "yes."
- Under the Affirmative Consent Standard, the absence of a no is NOT a "yes."
- Under the Affirmative Consent Standard, the only "yes" is a "yes."
- Under the Affirmative Consent Standard, a drunken person cannot consent to sex, because alcohol or drugs incapacitate his/her judgment.

**DRUG AND ALCOHOL VIOLATIONS**

The Shasta-Tehama-Trinity Joint Community College District has standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District. Any student or employee who violates this policy may be subject to disciplinary action (consistent with federal, state or local law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal.

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

The California Department of Alcohol and Beverage Control regulate the possession, sale, consumption or furnishing of alcohol. However, the enforcement of alcohol laws on-campus is the primary responsibility of the Shasta College Department of Campus Safety. The campus has been designated “Drug free” and only under certain circumstances is the consumption of
alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both federal and state laws. Such laws are strictly enforced by Campus Safety. Violators are subject to disciplinary action, criminal prosecution, fine and/or imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of campus without prior District approval. Organizations or groups violating alcohol or substance laws or policies may be subject to sanctions by the District.

Any student violating this policy is subject to disciplinary action as outlined in the Student Code of Conduct Policy. Any employee of Shasta College is subject to disciplinary action under Board Policy. Criminal prosecution is separate from any administrative discipline imposed by Shasta College. The College urges all students and employees who feel they have a drug or alcohol problem to voluntarily seek confidential assistance through rehabilitation programs. For more information or referrals, contact Shasta College Wellness Services/College Nurse in Room 2020 or call (530)242-7580.

The Superintendent/President shall assure that the District distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

Available Drug or Alcohol Counseling or Rehabilitation Services

The Health and Wellness Center Alcohol and Other Drugs Counseling Program offer confidential, individual consultations to students with alcohol and/or other drug-related questions or concerns. To schedule an initial consultation, please call Health and Wellness Center, room 2020 or call 530-242-7580.

Shasta County Outpatient Drug and Alcohol program focuses on treatment of alcohol and drug abuse and provides individual and group counseling, substance abuse education, crisis intervention, assessment and referral services. For more information about Shasta County’s program, contact them at (530) 225-5200, or call the Access line for intervention (530) 225-5252. Employees may obtain counseling and referral services through the Human Resources Office, room 121 or call 530-242-7640.

Educational programs, workshops, referral information, online and printed information related to college students and the use of alcohol or other drugs are available on the Health and Wellness website.

Find information on the Drug and Alcohol policies for staff and students: http://www.shastacollege.edu/President/Board%20of%20Trustees/Pages/BoardPoliciesTOC.aspx

Health Risks of Alcohol and Drugs

Alcohol:
Health hazards associated with the excessive use of alcohol or with alcohol dependency include dramatic behavioral changes, retardation of motor skills, and impairment of reasoning and rational thinking. These factors result in a higher incidence of accidents and accidental death for such persons compared to nonusers of alcohol. Nutrition also suffers and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse can cause any or all of the following: bleeding from the intestinal tract, damage to nerves and the brain, impotence, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries and muscles. Damage to the nerves and organs is usually irreversible. Cancer is a leading cause of death in alcoholics. Sudden withdrawal of alcohol from persons dependent on it will cause serious physical withdrawal symptoms. Drinking during pregnancy can cause fetal alcohol syndrome. Overdoses of alcohol can result in respiratory arrest and death.

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

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

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

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

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

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

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

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

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

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

**Penalties under California State Law:**

The penalties for violating California State Laws are subject to change at any time by the Governor and the Legislature. Please refer to the following web site for current California State Law:
http://www.ca.gov/about/government/state/lawsandregs.html

**Penalties under Federal Law:**

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

Distribution of Drugs to a Person under 21 Years of Age: The minimum penalty is double the federal penalty for distribution of drugs. The maximum penalty is triple the federal penalty for distribution of drugs.

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

PROCEDURES FOR REPORTING CRIMINAL OFFENSES

Whether it happens to you or you are a witness, you have the responsibility to report criminal activity. If a crime occurs on or around campus, report it immediately to the jurisdictional agency or Campus Safety. The Redding Police Department has primary jurisdiction over the Shasta College Main Campus and the Health Sciences Campus. The Tehama County Sheriff’s Department has jurisdiction over the Tehama Campus. The Shasta County Sheriff’s Department has jurisdiction over the Intermountain Campus, and the Trinity County Sheriff’s Department has jurisdiction over the Trinity Campus. The California Highway Patrol has jurisdiction over vehicle and moving violations on the Main, Tehama and Trinity campuses.

Please call 9-1-1 for emergencies, to report crimes in progress, or crimes that have just occurred. After calling 9-1-1, the victim or witness of the crime should attempt to contact Campus Safety. Firsthand information is always more accurate and complete. If someone merely gives you the information and leaves the scene, please include this information. There is an “Emergency 911” phone located in the North parking lot linked to Shasta Area Safety Communications Agency (SHASCOM).

When calling to report a crime or incident, please be ready to give the following information:

- a brief description of what occurred
- where the incident occurred
- when the incident occurred
- did the suspect(s) have a weapon
- where and when was the suspect(s) last seen
- description of the suspect(s) (gender, race, age, height, weight, hair color/length, clothing, facial hair, tattoos/scars)
- any other relevant information

You should report criminal activity immediately and as accurately as possible. Investigations, whether by Campus Safety or the Law Enforcement Agency having jurisdiction, are hampered by the passage of time and may be considered incomplete or inaccurate information. In addition, some crimes pose risks or dangers.

Individuals may report alleged criminal actions that occur on the campus through any of the following means:

- Call Campus Safety at 530-242-7910 or go to the Campus Safety office in room 5015.
- Use an emergency blue telephone located throughout the campus.
- Dial 911 for emergency services.
- Contact an officer in uniform on patrol.
- Report an offense to any Campus Security Authority.
- Ask any Shasta College supervisor or manager to assist you with reporting a crime.
- Students may also contact the Vice President of Student Services, the Director of Resident Life or the Student Health and Wellness Center.
- Employees may contact Campus Safety or Human Resources.

Campus Safety reviews reports of alleged criminal activity it receives and either dispatch an officer immediately or refer the report for subsequent investigation, depending upon the nature and seriousness of the offense involved. Individuals reporting an alleged crime should attempt to preserve evidence that might prove the crime was committed. Campus Safety and/or the
jurisdictional agency investigate all criminal incidents. Campus Safety responses could include:

- Immediate response to emergencies through dispatch of one or more officers;
- Investigation of reports in accordance with procedure;
- Detainment or citizen arrest, depending upon the violation, under the authority of CA penal code 837;
- Referring alleged offenders to appropriate campus agencies, such as the Vice President of Student Services;
- Issuing "timely warnings" of crimes that represent a threat to the campus community;

**CAMPUS SECURITY AUTHORITY**

Although we encourage the reporting of campus criminal activity directly to the law enforcement agency having jurisdiction over the specific campus, in some instances members of the campus community may choose to file a report with a Campus Security Authority. Campus Security Authorities include, but are not limited to faculty/staff advisors for student clubs or organizations, athletic coaches, health center nurse, or anyone with significant responsibility over students or campus activity outside the classroom. All Campus Security Authorities must report to Campus Safety when a crime or incident is brought to their attention. Pastoral Counselors and Campus Professional Counselors, when acting as such, are not considered a Campus Security Authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged to. If they deem it appropriate, inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Campus Security Authorities may report to Campus Safety via CSAIRS (Campus Security Authority Incident Report System) located on the Campus Safety web page. This is a report system for a Campus Security Authority or any college employee. Reports may be made anonymously if necessary. A printed version of the CSAIRS form is available by contacting Campus Safety in room 5015 or by the Campus Safety webpage.

Any member of the college community may make an anonymous report by calling the confidential phone line (530)242-7919 or email at: campussafety@shastacollege.edu.

The following individuals are identified as a Campus Security Authorities:

**Campus Safety:**
- Director of Campus Safety, 530-242-7912, Room 5015
- Any Campus Safety Officer, 530-242-7910, Room 5015

**Athletic Department:**
- Dean Physical Education and Athletics, 530-242-7595, Room 1802
- Head Football Coach, 530-242-2292, Room 1852
- Any Athletic coach or staff member, 1800 or 1900 buildings

**Health and Wellness:**
- Health and Wellness Technician, 530-242-7581, Room 2020
- College Nurse, 530-242-7580, room 2020

**Shasta College Deans:**
- Arts, Communications, Consumer, and Social Sciences (ACCSS) 530-242-7730, room 622
- Business, Agriculture, Industry, Technology, and Safety (BAITS) 530-242-7562, Room 2200
- Health Sciences (HS), 530-339-3610, Downtown Campus
- Library Services and Educational Technology (LIB), 530-242-7555, room 240
- Physical Education and Athletics (PEAT), 530-242-7595, Room 1802
- Science, Language Arts and Mathematics (SLAM), 530-242-7764, Room 933
- Enrollment Services, 530-242-7669, Room 124
- Economic and Workforce Development, 530-242-7565, room 2154
- Associate Dean of Student Services, 530-242-7799, room 2010

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• Associate Dean of Extended Education 530-529-8980, which includes the Tehama, Intermountain and Burney campuses
• Associate Dean of Access and Equity, 530-242-7625
• Associate Dean of Foundational Skills/ Adult Education, 530-242-7769, room 2154

Student Housing:
• Director of Residence Life, 530-242-7739 Office, 530-227-5028 Cell, Dorm Commons building 3000

Student Services:
• Vice President of Student Services , 530-242-7629, Room 2313
• Office of the Vice President of Student Services, Room 2312, 530-242-7621, Room 2312
• Associate Dean, 530-242-7799, Room 2010

Title IX Coordinator:
• Title IX Coordinator, 530-242-7648, Room 121

VOLUNTARY OR CONFIDENTIAL REPORTING

A victim of a crime who does not want to pursue action within the Campus Safety Department or jurisdictional agency or the criminal justice system, may still want to consider making a confidential report. With that victim's permission, the Shasta College Director of Campus Safety or designee can file a report on the details of the incident without revealing the victim's identity. The confidential report shall 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, Shasta College shall 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.

The individual wishing to file the report may do so by calling (530) 242-7919, contacting the Campus Safety office, completing a Confidential Report form, or contacting a Campus Security Authority. These confidential reports are counted and disclosed in the crime statistics for the College, but, as with all other crimes included in the annual crime report, no personally identifiable information is included.

CRIME PREVENTION, SECURITY AWARENESS, EDUCATIONAL PROGRAMS AND PERSONAL SAFETY MEASURES

The Department of Campus Safety participates in delivering the college's mission and strives to create a safe environment conducive to academic excellence. Even though Campus Safety works closely with the Redding Police Department, and other neighboring law enforcement agencies, and employs security measures to reduce and prevent crime, safety and security is everyone's responsibility, and we want your assistance.

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

• Report all crimes to Campus Safety or the jurisdictional law enforcement agency in your area when brought to your attention. This includes incidents of stalking, obscene or annoying phone calls, and any incident involving a sexual offense. Prompt reporting will help prevent future crimes.
• Report suspicious persons or activities by calling 911 or call the Campus Safety office (530) 242-7910.
• Walk in well-lit areas; avoid dark areas. Walk in groups of two or more, especially at night.
• Contact Campus Safety for a “Safe Walk” after hours or any time you feel unsafe. There are blue emergency phones located throughout campus that connect directly to Campus Safety.
• Always lock your vehicle. Place valuable items in a trunk, locker or cabinet you are able to lock.
• Always make sure your keys are in your hand well before you reach your vehicle.
• Do not leave your valuables unattended.
• Limit alcohol consumption.
• Be alert and aware of your surroundings and personal safety at all times.
• Report all security-related maintenance concerns to the Physical Plant Division (530)242-7920. This includes light bulbs that need replaced, over-grown shrubbery in walkways, or any unsafe conditions.
• Do not lend your keys or key card to anyone. Report lost or stolen campus keys to Campus Safety immediately.
• Keep dorm rooms locked at all times and do not leave doors propped open.
• Become familiar with each building and rooms’ Emergency Action Guides. The guides are posted inside classrooms and describe a number of emergencies and evacuation plans.
• Be aware of local crime trends.
• Take part in personal safety, prevention, or awareness programs that are continually being offered on campus and in the local community.

A critical element of safety awareness is training. Shasta College collaborates with OneSAFEplace of Shasta County to promote awareness and prevention of crimes, which include sexual assault, domestic violence, dating violence, and stalking. Classes and brochures are available at the college and in the community.

• Self Defense classes - This class is designed to help teach techniques in self-defense; and how to escape from a perpetrator if you are a victim of assault. The class is free to students and staff.
• Domestic and Dating Violence Awareness seminar – Seminar which promotes awareness and prevention of domestic and dating violence, signs of domestic and dating violence, what to do in those situations, and where to get help
• Purple Flag Campaign – promotes awareness of domestic violence in the local community. Victims or people who have family members that are victims may sign a purple flag and place it in the quad area for the day.
• Sexual assault, domestic violence, dating violence and stalking and Rape Prevention seminar
• Stalking Awareness - what to do if you are being stalked and prevention methods
• Bystander Intervention – information for bystander intervention, ways to intervene when it is safe to do so
• Annual Sexual Harassment notification – distributed by the Human Resources office
• Hate Crime prevention and awareness program – statistics on hate crimes, filing a hate crime report, and local resources
• Civic Expo – student exhibits informing the community about mental health and other social issues
• National Sexual assault, domestic violence, dating violence and stalking Awareness month (April)
• Campus Safety Awareness month (September) – a month long event highlighting sexual assault, domestic violence, dating violence, stalking, personal safety, and a variety of other topics
• Welcome Day – Campus Safety information booth, brochures regarding local community resources on a variety of topics such as hate crimes, sexual assault awareness, local and community resources
• Shasta College Health and Wellness provides a multitude of information on health, safety, and awareness topics
• Annual Drug and Alcohol awareness for students and staff – Brochure provided to all new employees and annual notices for staff and faculty posted by Human Resources
• Annual fire safety prevention training in the residence halls – Presentation by the Director of Resident Life to all incoming dorm students
• Annual emergency evacuation and lockdown drills – Campus Safety announces annual lockdown and evacuation drills
• Annual Campus Security Authority training – providing guidance for Campus Security Authorities on their responsibilities, which crimes, and how to report them to Campus Safety
• Annual notice of Drug-Free Campus - provided by Human Resources giving information on the Shasta College drug-free campus and resources

Shasta College collaborates with local community agencies to provide support and referral services and victim counseling. These agencies provide:

• OneSAFEplace (formerly Women’s Refuge) – resources and advocacy for victims of sexual assault, domestic violence, dating violence and stalking violence offering emergency shelter, crisis counseling, victim advocacy, and 24-hour crisis phone line.
• Shasta County Family Justice Center – provides services to victims of family violence and crime victims’ assistance in the Shasta County area.
• Shasta Regional Medical Center – The Sexual Assault Response Team provides medical treatment and counselling for sexual assault and rape victims. This is a free service for victims.
• Alternatives to Violence – Red Bluff and Tehama County Domestic Violence and Abusive Relationship Services
• Red Bluff Rape Crisis Intervention – Rape Crisis Intervention and Prevention for the Red Bluff and Tehama County areas
• Human Response Network – Trinity County Support Services for Victims of Domestic, Dating Violence and Sexual Assault, and Stalking

For more information on any of the programs listed above, please contact the Campus Safety office (530) 242-7910 or the Health and Wellness office (530) 242-7580.

ACADEMIC COURSES

Domestic Violence Education and Training (ADJU 106): This academic course covers the history, causes and dynamics of domestic violence and sexual assault, dating violence and stalking. It also covers existing laws and California regulations with regard to sexual assault, domestic violence, dating violence and stalking. This course is designed to provide training to students or individuals becoming involved in crisis intervention and victim advocacy as part of the Administration of Justice degree or transfer degree.

Substance Abuse Awareness (HLTH 3): Multiple classes are offered in both spring and fall semesters. Introduction to students wishing to increase their knowledge and understanding of substance abuse, chemical addiction, and the variety of substances that can lead to addiction. This class is required for all transfer students.

Marriage and Family (FSS 16): This class touches on domestic violence and other contemporary issues.

Multi-Cultural Issues in Law Enforcement (ADJU 24): Identifies cultural diversity issues related to law enforcement. Discussions include history, current make-up, and value of diversity, recognition and handling and law enforcement issues relating to sexual assault, victimology, and crisis intervention.

VAWA (VIOLENCE AGAINST WOMEN ACT)

The District is committed to providing an educational, employment and business environment that respects the dignity of individuals and groups. All forms of harassment are contrary to basic standards of conduct between individuals and is prohibited by state and federal law, as well as this policy, and will not be tolerated. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation, including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, gender, gender identity, gender expression, age, or sexual orientation of any person, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person with one or more of perceived or actual conditions.

Shasta College does not discriminate based on sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts may be forms of sex-based discrimination are also prohibited, whether sexually based or not, and include dating violence, domestic violence, and stalking. As a result, Shasta College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence and stalking, whether the incident occurs on or off campus and when it is reported to a college official. In this context, Shasta College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the college community.

Any publicly available record keeping that Shasta College collects, including Clery Act reporting and disclosures without the inclusion of personally identifiable information about the victim. The College will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations for protective measures.

For a complete copy of the Shasta-Tehama-Trinity Joint Community College District policy on sexual harassment, visit http://www.shastacollege.edu/President/Board%20of%20Trustees/Pages/BoardPoliciesTOC.aspx and click on the Prohibition of Unlawful Discrimination or Harassment link.
EDUCATION AND PREVENTION PROGRAMS – Sexual Assault, Domestic and Dating Violence and Stalking:

Shasta College has educational programs to prevent sexual assault, domestic violence, dating violence, stalking, and a list of resources to assist the victim. All new incoming students receive this information during the required new student orientation. New employees receive information during their orientation. Incoming students, new employees, current students and employees receive information on educational programs on prevention and awareness and ongoing awareness and prevention campaigns throughout the year. Brochures on the following topics are available:

- Identifying prohibition of sexual assault, domestic violence, dating violence and stalking,
- Defines the behavior that constitutes sexual assault, domestic violence, dating violence and stalking
- Defines what behavior and actions constitute consent to sexual activity in the state of California.
- A description of safe and positive options for bystander intervention. Bystander intervention addresses, responds to, and assists bystanders or witnesses to crimes of sexual or relationship violence.
- Information on reducing the risk and increasing empowerment for victims. This includes identifying conditions that facilitate violence and community resources for victim.

Shasta College offered the following primary prevention and awareness programs during the spring semester for all incoming and current students in 2014:

- New Student Orientation – discussion on sexual assault, domestic violence, dating violence and stalking, and defining consent. The online orientation is available to new students anytime.
- New Student Orientation – information of Campus Safety services and resources.
- Yes Means Yes Seminar – information and discussion on the definition of consent and Senate Bill 967.
- Self-Defense class – hands on clinic focusing on effective techniques used to deter an attacker that is open to students and staff. This class was offered twice during the spring semester.
- VAWA Seminar for Prevention and Awareness of the Violence Against Women Act and Hate Crimes, sponsored by Campus Safety and OneSAFEplace.
- National Denim Day – recognizing sexual assault, domestic violence, dating violence and stalking awareness, sponsored by OneSAFEplace.
- Civic Expo – presented by students of the Communications Studies courses to engage and inform about diversity and important topics that arise in our community.
- Dorm Resident Orientation – presentations mandatory for incoming students include: alcohol awareness, marijuana assessment and drug awareness, substance abuse, campus discipline process, Violence Against Women’s Act, Yes Means Yes, mandatory reporting, OneSAFEplace, and other related materials concerning dorm life. Dorm Director continually sends updates to residents on physical assault and verbal abuse through newsletter format.

Shasta College offered the following primary prevention and awareness programs during the fall semester for all incoming and current students in 2014:

- New Student Orientation – a discussion on sexual assault, domestic violence, dating violence and stalking, defining consent. The online orientation is available to new students anytime.
- New Student Orientation – information of Campus Safety services and resources.
- Self-Defense class – hands on clinic focusing on effective techniques used to deter an attacker that is open to students and staff. This class was offered twice during the fall semester.
- Civic Expo – presented by students of the Communications Studies courses to engage and inform about diversity and important topics that arise in our community.
- Dorm Resident Orientation – presentations mandatory for incoming students include: alcohol awareness, marijuana assessment and drug awareness, substance abuse, campus discipline process, Violence Against Women’s Act, Yes Means Yes, mandatory reporting, OneSAFEplace, and other related materials concerning dorm life. Dorm Director continually sends updates to residents on physical assault and verbal abuse through newsletter format.

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Awareness and Prevention with One Safe Place, Drug and Alcohol Prevention with Shasta County Drug and Alcohol, Self Defense class, and Blue Emergency Phone Scavenger hunt promoting personal safety. All events were sponsored by the Campus Safety Department.

- National Depression Screening Day – depression screening and information sponsored by Health and Wellness.
- Hero One Day – a documentary about coping with mental illness followed by community discussion and resource information, sponsored by Shasta College, Shasta County Suicide support Workgroup, and the Lotus Group.
- Campus Safety Information booth – Welcome Day event promoting Campus Safety services, information on sexual assault, domestic violence, dating violence and stalking, domestic and dating violence, stalking and bystander intervention, and local resources.
- Dorm Resident Orientation – presentations mandatory for incoming students include: alcohol awareness, marijuana assessment and drug awareness, substance abuse, campus discipline process, VAWA, Yes Means Yes, mandatory reporting, OneSAFEplace, and other related materials concerning dorm life. Dorm Director continually sends updates to residents on physical assault and verbal abuse through newsletter format.

Shasta College requires the following primary prevention and awareness programs to all new employees:

- Sexual Harassment Prevention online training
- Mandatory reporting for child abuse
- Drug Free Campus Program material
- Drug Free Workplace brochure
- Blood Borne Pathogens
- Safety Data Sheets

In addition to the programs listed above, new employees attend a Campus Emergency and Resources class. The Hazmat Coordinator presents the class as needed which covers emergency plans, emergency resources, Injury and Illness Prevention Program, and information about the Annual Security Report. The presentation also touches on other campus and safety related resources.

Shasta College Campus Safety offered the following ongoing prevention and awareness programs to all employees in 2014:

- Responding to Sexual assault, domestic violence, dating violence and stalking – training for officers, faculty and staff who respond to sexual assault, domestic violence, dating violence and stalking.
- Self-Defense class – hands on clinic focusing on effective techniques used to deter an attacker that is open to students and staff.
- VAWA Seminar – seminar for prevention and awareness of the Violence Against Women Ace and Hate Crimes, sponsored by Campus Safety and OneSAFEplace.
- Safe Zone – training for Safe Zone trainers on supporting LGBTQ students, faculty and staff, sponsored by CCC Student Mental Health and Gay Alliance Safe Zone.
- Safety Training refresher – presentation focusing on Emergency procedures, college resources, Illness and Injury Prevention and Hazardous Communication Program.
- Drug Free Campus Program – annual informational brochure identifying the effects of drug and alcohol use.
- Sexual Harassment Notice – “Sexual Harassment is NOT OK” and the District’s annual notice on sexual harassment and Non-discrimination policy.
- Sexual Harassment Prevention – Training for administrators.
- Training for Sexual Harassment – Human Resources sponsored event focusing on what to do if you encounter sexual discrimination or harassment on campus. The training was to prepare all faculty and staff with the knowledge and processes if a student or staff member comes to you and claims they have been harassed.
- No More Campaign – community sponsored event open to administrators and Campus Safety officers introducing the campaign to the public.
- Campus Safety continually posts information on crime prevention, awareness, and a variety of safety related topics on Facebook:
BYSTANDER INTERVENTION

The importance of the bystander approach is to change the behavior of the perpetrator and those who witness the violent behavior before the act has been committed in the first place. Bystanders play a vital role in the prevention of sexual or relationship violence. They may not be directly involved but have the choice to intervene or speak up in a situation. All members of the Shasta College community are expected to take reasonable action to prevent or stop any act of sexual violence, harassment, or any violation of college policies. Shasta College prohibits any retaliation, coercion, threats or discrimination against any individual who intervenes, reports, or provides information on sexual or relationship violence.

Five Steps toward Taking Action:

1. Notice the event—any behavior you recognize that would lead to violence.
2. Consider whether the situation demands your action. Is this going to resolve itself or would it be helpful if you did something?
3. Decide if you have a responsibility to act. Knowing that other people are around, more than likely no one else will step in, should you do something to assist?
4. Choose what form of assistance to use. If you pick a blue emergency phone, you must stick around until Campus Safety or police arrive, but do not put yourself at risk.
5. Understand how to implement the choice safely. Act and be safe!

Types of Intervention:
Depending on the situation, there may be times when some types of intervention are more or less appropriate. Types of intervention could include:

- Acknowledge the offense. Identify the inappropriate behavior.
- Say something to a friend.
- Group intervention: there is safety in numbers.
- Pay attention to social media comments.
- Distract from or interrupt the situation or the behaviors. Help calm strong feelings to prevent escalation of violence.
- Silent Stare/body language: you do not always have to speak to communicate. A disapproving look can be far more powerful than words.
- Light Humor: reduces tension and makes it easier for the person to hear you without making it seem unimportant.
- Tell someone of authority.
- Call campus safety or the police.
- Familiarize yourself with campus resources.

RISK REDUCTION

* Here are some important things to keep in mind to reduce your risk. (Tips courtesy of RAINN and WOAR websites).

Safety on the Streets – When walking down the street, look confident. Keep your eyes in front of you and be aware of your surroundings. Be familiar with the neighborhood and know where you are going. Ask a friend or family member for a ride if you do not feel comfortable walking home.

Sexual Decisions – If you are not ready to have sex than say “NO”. You do not have to feel as if you owe someone sex because you went on a date with them. Keep a clear mind when considering if you want to have sex – do not mix drugs or alcohol with sexual decisions.

Trust Yourself – If you are at a party or on a date and start feeling uncomfortable trust your gut and get out of the situation.

Dating – If you are going out with someone new or someone you met on an internet-dating site have a group date or meet them in a public place.

Watch your Beverages – When you are out keep an eye on your drink. An unattended drink or accepting a drink from a
stranger could be dangerous. Many rapes occur with the help of drugs slipped into a victim’s drink and most of these drugs you cannot taste or smell. When you go to the bathroom or on the dance floor keep your drink with you. Be careful drinking from a punch bowl at a party.

**Awareness** – Most times a survivor knows their perpetrator. If someone you know (family member, friend, acquaintance, co-worker) makes you feel uncomfortable tell them, tell someone, or do not spend time with them. Perpetrators may start with sexualized comments, getting into your physical space all the time, offering to do things for you or buy things for you before any violence begins. Trust your gut!

**Watch out for your friends, and vice versa** - If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.

**Be aware** – be aware of your surroundings at all times, know where you are and who is around to help you find your way out of a situation.

**When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.

**If you suspect you or a friend of being drugged, contact law enforcement immediately, (contact local authorities by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

If you need to get out of an uncomfortable or scary situation here are some things you could try:

**Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.

**Have a code word with your friends or family.** If you do not feel comfortable, call your friends or family to communicate your discomfort without the knowledge of the person you are with, your friends or family can then come to get you or make up an excuse for you to leave.

**Lie.** If you do not want to hurt the person’s feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are need to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

**Try to think of an escape route.** How would you try to get out of the room? Where are the doors or windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

[https://www.rainn.org/get-information/sexual-assault-prevention](https://www.rainn.org/get-information/sexual-assault-prevention)

**PROCEDURES FOR REPORTING:** Sexual Assault, Domestic and Dating Violence and Stalking

Shasta College recognizes that sexual assault, domestic violence, dating violence and stalking is a serious issue, and will not tolerate such acts on campus. The Redding Police Department or the law enforcement agency having jurisdiction, and Campus Safety will investigate all allegations of sexual violence and take appropriate disciplinary, criminal, or legal action with prior consent of the victim.

Any sexual assault, domestic violence, dating violence, stalking or physical abuse as defined by California law, whether committed by an employee, student, or member of the public that occurs on District property, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults are treated with dignity and be provided comprehensive assistance.

Report assaults directly to the agency having jurisdiction over that campus location, a Campus Safety officer, the nurse at the
Health and Wellness office, the Director of Residence Life, or any College representative. The District and Campus Safety encourage a victim of sexual assault, domestic violence, dating violence and stalking report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a report with the police or a Campus Safety officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

Filing a report will:
• Ensure that a victim of sexual assault, domestic violence, dating violence and stalking receives the necessary medical treatment and tests, at no expense to the victim;
• Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
• Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault, domestic violence, dating violence and stalking crisis intervention.

If you are a victim of a sexual assault, domestic violence, dating violence and stalking at this institution, your first priority should be to get to a place of safety.

1. GET TO A SAFE PLACE.
2. Dial 9-1-1 to reach law enforcement and medical transportation. When time allows contact Campus Safety.
4. Make every attempt to preserve any physical evidence to the assault. This may include the voluntary medical exam, not showering or disposing of any damaged clothing or other items that are present during or after the assault.
5. Seek emotional support from family, close friends, or someone you trust.
6. Contact victim’s advocacy or counseling centers. Sexual Assault Response Team is part of Shasta Regional Medical Center. One SAFE Place is a sexual assault and domestic violence shelter, victim’s service center, and has an emergency crisis line.

When sexual assault, domestic violence, dating violence or stalking victim contacts Campus Safety, the law enforcement agency with jurisdiction could be notified. The Director of Student Life may be notified if the student resides on campus. The victim may choose for the investigation to be pursued through the criminal justice system and/or the student judicial process. A representative from Campus Safety, One Safe Place, Title IX, Vice President of Student Services or Director of Student Life will guide the victim through the available options and support the victim in his or her decision.

Persons who believe that they are victims of sexual assault, domestic violence, dating violence or stalking, including witnesses thereto, may report and discuss the matter with one of the following on-campus staff members:

• Student Health and Wellness Center professional staff
• Any Police or Campus Safety Officer
• Associate Vice President of Human Resources
• Any Campus Security Authority
• A College Counselor in the Counseling Center
• Director of Resident Life

Off-campus resources available to sexual assault, domestic violence, dating violence and stalking victims or victims of violence include:

• Shasta Family Justice Center (530) 223-6034
• Shasta County Children and Family Services (530) 225-5144
• One Safe Place - Shasta County - (530) 244-0117
• Shasta Regional Medical Center Sexual assault, domestic violence, dating violence and stalking Response Team (SART) (530) 244-5353
• Crime Victims Assistance Center (530) 225-5220
• Alternatives to Violence – Red Bluff – (800) 324-6473
• Tehama County Rape Crisis Intervention (530) 529-3980
• Trinity County Sexual Assault Response Team – contact Trinity County Sheriff (530) 623-2611 or the Trinity County District Attorney (530) 623-1304
Professional staff members will assist survivors in contacting any of the above listed resources or offices. Students have other options available to them under Title IX regarding sexual harassment.

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

**Victim Rights**

As a victim of any crime, you should be treated with respect, dignity and courtesy regardless of race, age, lifestyle, or occupation. You have the right to file a complaint and receive services regardless of the relationship between you and the suspect. You may have an advocate for support throughout the entire investigative process. Victims will receive an explanation about all procedures and forms in relation to the crimes of sexual assault, domestic violence, dating violence and stalking. Victims and witnesses have the right to report a crime on a voluntary and confidential basis.

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

A victim of sexual assault, domestic violence, dating violence or stalking will receive written notification about counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available, both within the institution and in the community.

**Counseling & Psychological Services**

Campus Safety works closely with Shasta College Health and Wellness Psychological Counselor in dealing with sensitive situations. Shasta College Campus Safety officers refer persons to the Psychological Counseling Center, who in turn encourage their clients to report the crimes. Psychological counseling sessions are considered privileged and the holder of the privilege is the client. Crime information may be forwarded anonymously at the request of the client. The counselors do not disclose information to the Campus Safety staff without the consent of the client, unless there is an immediate threat to safety. Any reporting of statistics to comply with the Jeanne Clery Act is accomplished by reporting numbers and not names so the information provided by clients remains confidential.

Psychological counseling services by a professionally trained and licensed psychological counselor are available at no cost to students. Consultation regarding a distressed or potentially violent student/employee is also available. Schedule a consultation appointment by calling the Health & Wellness office at (530)242-7580.

**Legal Options**

Any person who is the victim of sexual assault, domestic violence, dating violence, and stalking has several legal options: criminal prosecution against the assailant; and/or civil prosecution against the assailant; and/or the Shasta College disciplinary process if the assailant is an employee or student.

**Criminal Prosecution**

Notification or reporting to the law enforcement agency having jurisdiction over the location where the crime or attempted
crime occurred begins the criminal prosecution. If the crime occurs off campus, the Department of Campus Safety may facilitate contact for the sexual assault, domestic violence, dating violence and stalking victim with the appropriate law enforcement agency and/or provide information how to contact them.

**Civil Prosecution**

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

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

- The right to be present during the entire hearing, notwithstanding the fact that the complainant is to be called as a witness (The accused student has the same right.)
- The right to have an advisor of their choice present during the hearing. This person is not entitled to represent the complainant or to assist him or her with his or her testimony. If the advisor is to act as a witness, the hearing officer may require him or her to testify prior to the complainant.
- The right not to have evidence of his or her past sexual history with third parties admitted as evidence.
- The right to have the hearing closed to spectators unless both the accused and the complainant agree in writing to have the hearing open to the public.
- The right to know the outcome of the hearing as defined by federal law simultaneously.
- Any victim in cases involving sexual assault, domestic violence, dating violence and stalking have the right not to report the matter to law enforcement. Campus officials will assist the victim regardless of the victim’s desire to report the matter to law enforcement.

Listed below are the procedures that the college will follow, as well as a statement of the standard of evidence that will be used during any judicial hearing on campus if a complaint of domestic violence, dating violence, sexual assault or stalking is reported to Campus Safety:

<table>
<thead>
<tr>
<th>Incident</th>
<th>Procedures Shasta College will Follow</th>
<th>Evidentiary Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Assault</td>
<td>1. Depending on when reported (immediate vs. delayed report), Shasta College will assist the complainant with access to medical care.</td>
<td></td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>2. Shasta College will assess immediate safety needs of complainant.</td>
<td>Preponderance of the evidence</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>3. Shasta College will assist complainant with contacting local police if complainant requests and will be provided with contact information for local police department.</td>
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<tr>
<td>Stalking</td>
<td>4. Shasta College will provide complainant with referrals to on and off campus services, counselor, mental or health providers.</td>
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<td></td>
<td>5. Shasta College will provide written instructions on how to apply for a Protective Order.</td>
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<td></td>
<td>6. Shasta College will provide written information to complainant on how to preserve evidence.</td>
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<td></td>
<td>7. Shasta College will assess the need to implement interim or long-term protective measures including an on campus no contact order to protect the complainant, if appropriate.</td>
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<td></td>
<td>8. Shasta College will provide a Trespass Warning to the accused party if deemed appropriate.</td>
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<td></td>
<td>9. Shasta College will provide assistance in changing on-campus living, transportation, academic and working situations.</td>
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<tr>
<td></td>
<td>10. Shasta College will provide a copy of the Sexual Misconduct Policy.</td>
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</table>
CAMPUS DISCIPLINARY ACTIONS

Shasta College disciplinary proceedings will include a prompt, fair, and impartial process from the initial investigation to the result, and are not intended to substitute for criminal or civil proceedings that may be initiated by other agencies. These procedures will be used in a fair and equitable manner, and not for purposes of retaliation. These procedures are not considered a legal proceeding. Therefore, students do not have a right to counsel during a student disciplinary hearing. All Disciplinary proceedings will follow the Preponderance of the Evidence Standards listed in the table above.

A student found guilty of violating the college sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the college. A written notice is given to student victims regarding the option to change their academic, on-campus living situations, working and transportation options after an alleged sexual assault, domestic violence, dating violence and stalking incident occurs, if such changes are reasonably available and the whether or not the victim chooses to report the crime to local law enforcement. A victim can request these options by notifying the Vice President of Students Services, Human Resource Office or the Director of Campus Safety.

Definitions:

Discipline Officer: The Dean of Students or such other official so designated by the Superintendent/President.

Hearing Authority: The Vice President of Student Services or such other official so designated by the Superintendent/President and with responsibility for the first appeal level.

District: The Shasta-Tehama-Trinity Joint Community College District.

School Day: Any day during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

Receipt of Notice: A mailed notice is presumed received three (3) calendar days after mailing or earlier if verified by a U.S. Postal Service return receipt signed by the student/individual for whom the notice is intended. A personally delivered notice is presumed received on the date indicated on the delivery acknowledgement signed by the student/individual for whom the notice is intended.

Student: Any person enrolled in any program at the District, either full-time or part-time. Persons who withdraw after allegedly violating the Standards of Conduct are considered “students” for the purposes of these procedures. The Standards of Conduct apply to all locations and activities of the District, including online courses and District-sponsored events.

Instructor: Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

Educational Administrator: Any administrator who provides leadership and direction for the operations of the District whose responsibilities include supervision of managers, staff or instructors and the management of the institutional relations among students, faculty and staff.

Expulsion: Permanent separation of the student by the Board of Trustees from all courses and activities offered by the District.

Good Cause: Any offense defined by Education Code section 76033 and such other causes as set forth in the Standards of Conduct.

Removal from Class: Exclusion of the student by an instructor for the day of the removal and the next class meeting.

Reprimand (Written or Verbal): An admonition to the student to cease and desist from conduct determined to violate the Standards of Conduct.
Immediate Interim Suspension (Education Code Section 66017): The immediate suspension of a student when the Discipline Officer or any educational administrator concludes that immediate suspension is required to protect students or others from injury, to protect property, or to ensure the maintenance of order at the District provided that a reasonable opportunity for a hearing be afforded the suspended student within ten (10) school days.

Short-Term Suspension: Exclusion of the student for good cause from one or more classes, school activities, and/or all District facilities for a period of up to and including ten (10) school days.

Long-Term Suspension: Exclusion of the student for good cause from one or more classes, school activities and/or all District facilities for more than ten (10) school days.

Withdrawal of Consent to Remain on Campus: Withdrawal of consent by the Discipline Officer or other officials so designated by the Superintendent/President for any person to remain on campus in accordance with California Penal Code Sections 626.2 and 626.4 where the Discipline Officer has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Reinstatement: In the case of long-term suspensions, a person/student may be required to meet with the Discipline Officer to evaluate their suitability for enrollment or reenrollment. If the Discipline Officer determines that the person/student is not yet suitable for enrollment or reenrollment, a new sanction of suspension may be imposed. If the person/student does not agree with the sanction of suspension, they may submit a written appeal in accordance with Section VII and VIII of these procedures.

Expected Student Conduct:
The Standards of Conduct are set forth in BP 5500 and apply to conduct that relates to District activity or District attendance, including conduct that occurs while at District campuses or facilities, or at District-sponsored activities, including before classes begin, after classes end, during the academic year, and during periods between terms of actual enrollment and conduct described in section VI of these procedures. The Standards of Conduct shall apply even if the student withdraws from school while a disciplinary matter is pending.

Sanctions:
One or more of the following sanctions may be imposed upon any student found to be in violation of the Standards of Conduct, which include violations of sexual assault, dating violence, domestic violence or stalking:

• **Warning:** Verbal notice to the student by the Discipline Officer that the student is violating or has violated the District’s Standards of Conduct and that a continuation of the specified conduct by the student may lead to further disciplinary action. The warning will be documented by the Discipline Officer and may become part of the student’s record.

• **Reprimand:** A written or verbal admonition to the student by the Discipline Officer to cease and desist from conduct determined to violate the Standards of Conduct. A record that a reprimand has been given shall be documented and may become part of a student's record.

• **Disciplinary Probation:** A written reprimand by the Discipline Officer for violation of a specific provision of the Standards of Conduct that invokes probation for a designated period of time, which includes the possibility of more severe disciplinary sanctions should the student violate any of the Standards of Conduct during the probationary period.

• **Restitution:** Reimbursement by the student for damage(s), injury or misappropriation of District property or to instructional materials/equipment caused by the students’ misconduct. Restitution/reimbursement may be one or more of the following: appropriate service, monetary or material replacement. Pursuant to Title 5 of the California Code of Regulations, Section 59410, students who fail to provide the required restitution will have their grades, transcripts, diplomas, and registration privileges withheld until the financial obligation to the District is satisfied. The Discipline Officer shall provide the student with an opportunity to be heard prior to the imposition of a restitution order.
• **Removal from Class or Instruction-Related Activity:** Any instructor may order a student removed from his or her class or instructional activity for the day of the removal and the next class or activity meeting. The instructor shall immediately report the removal to the Discipline Officer. The Discipline Officer will arrange for a meeting with the student regarding the removal. The student shall not be allowed to return to the class or instructional activity during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Discipline Officer from further disciplinary sanctions in accordance with these procedures, and based on the facts, which led to the removal. If the student removed is a minor, the Discipline Officer shall ask the parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the instructor or the parent/guardian so requests, the Discipline Officer shall attend the conference.

• **Loss of Privileges:** Denial of privileges that may involve restrictions on class attendance for a designated period.

• **Residence Halls Suspension:** Separation of the student from the Residence Halls for a definite period of time for violation of the Student Residential Housing Agreement or Standards of Conduct after which the student is eligible to return. Conditions for readmission to the Residence Halls may be specified.

• **Residence Halls Contract Revocation:** Permanent separation of the student from the Residence Halls for continued or serious violations of the Student Residential Housing Agreement or Standards of Conduct without possibility of readmission, which may also include revoking the privilege to be in or near the Residence Halls for any reason.

• **District Suspension:** Subject to notice and appeal hearing requirements, separation of the student for good cause from all classes, school activities and/or all District campuses for a definite period of time after which the student may be eligible to return. In the case of long-term suspensions, a person/student may be required to meet with the Discipline Officer to evaluate their suitability for enrollment or reenrollment. If the Discipline Officer determines that the person/student is not yet suitable for enrollment or reenrollment, a new sanction of suspension may be imposed. If the person/student does not agree with the sanction of suspension, they may submit a written appeal in accordance with Section VII and VIII of these procedures.

• **District Expulsion:** Permanent separation of the student by action of the Board of Trustees from all courses and activities offered by the District.

• **Revocation of Degree or Certificate:** A degree or certificate awarded by the District may be revoked for fraud, misrepresentation, or other violation of District standards in obtaining the degree or certificate. Such a revocation shall be by action of the Board of Trustees.

• **Withholding of Degree or Certificate:** The District may withhold awarding a degree or certificate otherwise earned until the completion of the process set forth in these procedures, including the completion of all sanctions imposed, if accusations of misconduct affect the student’s entitlement to the degree or certificate. Withholding of a degree or certificate shall be by action of the Board of Trustees.

• **Withdrawal of Consent to Remain on Campus:** The Discipline Officer or other officials so designated by the Superintendent/President may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn the Superintendent/President will be notified immediately. The person from whom consent has been withdrawn may submit a written appeal to the Discipline Officer. In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.

Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to attend a hearing, is subject to arrest (Penal Code sections 626.2 and 626.4).

• **Discretionary Sanctions:** Work assignments, essays, service to the District, or other related discretionary assignments that are determined to be appropriate by the Discipline Officer to remedy a violation of the Standards of Conduct or that serve as an educational lesson in response to such a violation.
**Records of Disciplinary Action:**

In accordance with Education Code section 76220, the District shall establish, maintain and destroy student records according to regulations adopted by the Board of Governors of the California Community Colleges. The Discipline Officer will create a record of disciplinary actions, along with relevant supporting documents and evidence. This record shall be maintained as a confidential student disciplinary record and may not be released without the permission of the student, except as permitted by law. The student shall have the right to inspect the record and to challenge the contents. Disciplinary records shall be retained in a manner consistent with state law.

In accordance with Education Code section 76234, whenever there is included in any student record, information concerning any disciplinary action taken by the District in connection with any alleged sexual assault or physical abuse or any conduct that threatens the health and safety of the alleged victim, the alleged victim of the sexual assault or physical abuse shall be informed within three (3) days of the results of any disciplinary action by the District and the results of any appeal.

In accordance with the Jeanne Clery Act, the District will disclose the results of any disciplinary proceeding conducted by the District against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to:

- The alleged victim; or
- The alleged victim’s next of kin, if the victim is deceased

**Disciplinary Action Involving Violence, Stalking and Sex Crimes:**

Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking will follow a similar process as outlined in AP 5520. All proceedings will be conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The accused and the accuser will both be afforded the same opportunities to have others present, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. The accused and accuser will be notified simultaneously, in writing, of the result of any institutional disciplinary proceeding, the institution’s procedures for the accused and the victim to appeal the result, any changes to the result, and when the results become final.

**Discipline Officer's Procedures**

The following procedures shall be followed before any sanctions are imposed except in the event that an emergency/interim suspension is required as set forth herein.

A. **Administration.** The Discipline Officer shall administer these procedures and take appropriate action, subject to the approval of the District Superintendent/President and the Governing Board if required herein or otherwise by law.

B. **Reporting of conduct.** Alleged student misconduct shall be reported to the Discipline Officer.

C. **Investigation.** Upon receiving a report of alleged student misconduct, the Discipline Officer shall initiate an investigation.

D. **Notice.** The Discipline Officer shall give the student written notice of the potential Student Code of Conduct violation(s), and shall offer the student an opportunity to attend a meeting. The notice will be sent via personal delivery or certified mail to the student’s last known address. The student will be given five (5) school days to respond to the notice. If the student is a minor, the Discipline Officer shall also notify the parent or guardian of the investigation and potential Student Code of Conduct violation(s).

E. **Opportunity to be Heard.** The student must contact the Discipline Officer within five (5) school days (as stated above) to schedule a meeting. At the scheduled meeting, the student may present a rebuttal to the accusation or otherwise offer relevant comment on the reported violation(s). If the student fails to arrange such a meeting (or fails to appear for a meeting the student arranged), the decision of the Discipline Officer shall be made without input from the student.
F. **Determination after Meeting.** The Discipline Officer shall decide whether or not to proceed with sanction(s) after hearing the student's explanation and considering all of the information. The Discipline Officer shall send the student a written notice of the determination within three (3) school days after the meeting via personal delivery or certified mail to the student's last known address.

G. **Short-Term Suspension Notification.** The Discipline Officer shall send the student a written notice of determination within three (3) school days after the meeting described in subsection (E). The notice shall inform the student of the decision and the length of the suspension, if any. The notice shall also inform the student that the decision is final. The notice shall be hand delivered or sent via certified mail to the student's last known address.

H. **Long-Term Suspension, Recommendation for Expulsion, Recommendation to Revoke or Withhold a Degree or Certificate, and/or Withdrawal of Consent to Remain on Campus Notification.** The Discipline Officer shall send the student a written notice of determination within five (5) school days after the meeting described in subsection(s) E and F. The notice shall be hand delivered or sent via certified mail to the student's last known address. The notification shall include:

1. A statement of the charges, the reason for the recommended sanctions, and a description of facts related to the misconduct, including the evidence against the student, the date of the incident(s), time of the incident(s), and location of the offense(s);

2. A copy of the Standards of Conduct;

3. An explanation that the student for whom sanctions have been recommended is entitled to appeal the decision and has a right to an appeal hearing. The notification shall also state that a request for an appeal hearing must be filed within five (5) school days of the receipt of the notification. The written request for an appeal hearing must be received by the Hearing Authority within five (5) school days and must cite the specific ground(s) for the appeal as described in section VIII.A. of these procedures and provide information which substantiates the ground(s) on which the appeal is being made. The failure to request an appeal hearing shall constitute a waiver of the right to an appeal hearing; and

4. A statement that the student has the right to be accompanied at an appeal hearing by a willing on-campus advisor of his or her choice. If the student decides to be accompanied by an advisor, the name and address of that advisor shall be submitted to the Hearing Authority at the time the appeal is filed.

I. **Notice to the District’s Hearing Authority.** The Discipline Officer shall report all long-term suspensions, recommendations of expulsion, recommendations to revoke or withhold a degree or certificate, and withdrawals of consent to remain on campus to the District’s Hearing Authority (the Vice President of Student Services or such other official so designated by the Superintendent/President) and the Superintendent/President within five (5) school days of determination.

J. **Reinstatement.** In the case of long-term suspensions, a person/student may be required to meet with the Discipline Officer to evaluate their suitability for enrollment or reenrollment. If it is determined that the person/student is not yet suitable for enrollment or reenrollment, a new sanction of suspension may be imposed. If the person/student does not agree with the sanction of suspension they may submit a written appeal in accordance with Section VII and VIII of these procedures.

K. **In cases not resulting in long-term suspension, expulsion, or revoking or withholding a degree or certificate,** the decision of the Discipline Officer shall be final.

**Hearing Authority’s Appeal Procedures:**

A. Sanctions of long-term suspensions, expulsions, and/or revoking or withholding a degree or certificate imposed by the Discipline Officer may be appealed, by the student charged, to the Hearing Authority (the Vice President of Student Services or such other official so designated by the Superintendent/President). The request for an appeal must be in writing, must cite the specific ground(s) for the appeal, and must provide information which substantiates the ground(s) on which the appeal is being made. The request must be received by the Hearing Authority within five (5) school days of
the student’s receipt of notification of the right to appeal.

**Grounds for appeal:** A student may appeal the decision of the Discipline Officer on the grounds that:

i. fair consideration was not provided to the student (i.e., there is evidence that some aspect of the meeting with the Discipline Officer was prejudicial, arbitrary, or capricious); or

ii. new and significant information, not reasonably available at the time of the initial meeting, has become available; or

iii. the sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense. Any evidence supporting these grounds must be included in the request for an appeal hearing.

B. Upon receipt from the student of a request to appeal within the time stated above, the Hearing Authority will review the grounds for an appeal, the facts of the Discipline Officer’s findings, and the imposed and/or recommended sanctions. Sanctions imposed and/or recommended by the Discipline Officer may or may not be suspended until such time as the appeal hearing is held.

C. If after the review, the Hearing Authority determines that an appeal is warranted then the appeal hearing will be conducted with the student within ten (10) school days of receipt of the request to appeal.

D. If after the review, the Hearing Authority determines that an appeal is not warranted in the case of a long-term suspension, the sanctions imposed by the Discipline Officer shall be upheld, and the decision shall be final. The Hearing Authority’s determination shall be sent via certified or registered mail to the student’s last known address.

E. Additional parties and/or witnesses to the violation(s) may be requested by the Hearing Authority to meet with him or her.

F. The Hearing Authority may uphold, modify or reject any or all disciplinary sanctions imposed and/or recommended by the Discipline Officer. If the Hearing Authority modifies or rejects any or all sanctions imposed and/or recommended, the Hearing Authority shall prepare a new written decision which contains specific factual findings and conclusions. The Hearing Authority’s decision to uphold, modify or reject the recommended or imposed sanctions shall be sent via certified or registered mail to the student’s last known address.

G. If the student fails to attend the appeal hearing without prior notice of cancellation, or without rescheduling another hearing, the Hearing Authority may uphold, modify, or reject the disciplinary sanctions imposed and/or recommended by the Discipline Officer without input from the student. Sanctions imposed by the Hearing Authority could result in suspension, the recommendation of expulsion and/or revoking or withholding a degree or certificate. In the case of long-term suspension, the Hearing Authority’s decision shall be final.

H. The Hearing Authority shall report all long-term suspensions, recommendations of expulsion, and recommendations to revoke or withhold a degree or certificate for which the Hearing Authority granted and conducted an appeal hearing, to the Superintendent/President within five (5) school days of the hearing. If no hearing is held, the Discipline Officer will make the report.

**Emergency Interim Suspension**

A. The Discipline Officer or any educational administrator may impose an emergency/summary suspension if deemed warranted. It is an extraordinary measure and shall be utilized only when necessary to protect individuals from injury or death, or damage to property, or to ensure the maintenance of order pending an opportunity for the student to be heard.

B. A meeting shall be provided to the student within five (5) school days of an emergency/summary suspension (Education Code section 66017). The procedures set forth in sections VII and VIII shall apply to the meeting and any appeal hearing.

C. An emergency/summary suspension shall be reported immediately to the Superintendent/President and to the Board of
Trustees at its next regular meeting after such suspension has been imposed.

Superintendent/President:
In cases where a sanction of a long-term suspension or withdrawal of consent to remain on campus is imposed, or expulsion and/or revoking or withholding a degree or certificate is recommended, the following shall apply:

A. Long-Term Suspension: If the Hearing Authority grants and conducts an appeal hearing, the student/individual may appeal the imposed sanction of long-term suspension by the Hearing Authority to the Superintendent/President. The written request for an appeal must be received by the Superintendent/President within five (5) school days of receipt of notification of right to appeal. The written request for an appeal must cite the specific ground(s) for the appeal (listed below), and provide information which substantiates the ground(s) on which the appeal is being made. The failure to request an appeal within the five (5) school days shall constitute a waiver of the right to an appeal.

Grounds for appeal: A student may appeal the decision of the Hearing Authority on the grounds that:

i. fair consideration was not provided to the student (i.e., there is evidence that some aspect of the Hearing Authority’s meeting was prejudicial, arbitrary, or capricious); or

ii. new and significant information, not reasonably available at the time of the Hearing Authority’s meeting, has become available; or

iii. the sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense. Any evidence supporting these grounds must be included in the request for an appeal.

Within ten (10) school days following receipt of the request for an appeal, the Superintendent/President shall render a final written decision. The Superintendent/President may uphold, modify or reject the long-term suspension imposed by the Hearing Authority. If the Superintendent/President modifies or rejects the imposed sanction, the Superintendent/President shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Superintendent/President to uphold, modify or reject the recommended or imposed sanction shall be final. The final decision shall be sent via certified or registered mail to the student’s last known address. The Superintendent/President shall report all student suspensions to the Board of Trustees in closed session at its next regular meeting after he or she has received notification of the suspension.

B. Expulsion and/or Revoking or Withholding a Degree or Certificate: The student may appeal the recommended sanction of expulsion and/or revoking or withholding a degree or certificate by the Hearing Authority to the Superintendent/President. The appeal must be in writing and received by the Superintendent/President within five (5) school days of receipt of notification of right to appeal. The Superintendent/President may uphold, modify or reject the recommended expulsion and/or revoking or withholding a degree or certificate by the Hearing Authority. If the Superintendent/President modifies or rejects the expulsion recommendation and/or the recommendation to revoke or withhold a degree or certificate, the Superintendent/President shall prepare a new written decision which contains specific factual findings and conclusions. The written decision to uphold, modify or reject the recommended expulsion and/or revoking or withholding a degree or certificate shall include the right of the student to request a formal hearing by the Board of Trustees, and shall be sent via certified or registered mail to the student’s last known address within 10 school days of receipt of the appeal. The Superintendent/President’s written decision shall be forwarded to the Board of Trustees.

Board of Trustee
In cases where expulsion and/or revoking or withholding a degree or certificate is recommended, the following shall apply:

A. The Board of Trustees shall consider any recommendation from the Superintendent/ President for expulsion and/or revoking or withholding a degree or certificate at its next regularly scheduled meeting or as soon thereafter as is practicable. The Board of Trustees shall consider an expulsion recommendation in closed session, unless the student requests the matter be heard in open session in accordance with these procedures and Education Code section 72122. The Board may expel a student for good cause when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the student or others (Education
B. The student shall be notified in writing, by registered or certified mail or by personal service, at least five (5) school days prior to the meeting, of the date, time, and place of the meeting of the Board of Trustees. The student may, within forty-eight (48) hours after receipt of the notice, request that the hearing be held in open session. Even if a student has requested that the Board of Trustees hear an expulsion and/or revoking or withholding a degree or certificate recommendation in open session, the Board of Trustees may deliberate in closed session in accordance with Education Code section 72122.

C. A closed hearing will be closed to everyone except the following:

1. the student charged;
2. an advisor/advocate for the student charged, if so desired. If the student chooses to be accompanied by an attorney, the student must notify the District in writing of his/her intent to bring an attorney at least two (2) school days prior to the hearing. Failure to notify the District will result in a postponement of the hearing;
3. the District Superintendent/President and/or President's designee;
4. the Board of Trustees;
5. Counsel for the District;
6. the student's parent(s) or guardian, if the student is a minor;
7. Campus Safety or such other law enforcement personnel deemed necessary for the safety of meeting participants.

D. The hearing shall be conducted in accordance with the following procedures:

1. The President of the Board of Trustees will serve as chair of the hearing, and will rule on all questions of procedure and admission of evidence.
2. Hearings need not be conducted in accordance with strict rules of evidence or the formality of a court hearing.
3. Before commencement of the hearing, the Board of Trustees shall review a description of the charges, notices, evidence, findings, and a copy of the proposed decision from the college-level disciplinary appeal hearing. The Board of Trustees shall consider no evidence other than that evidence received in the hearing process.
4. The District Superintendent/President or designee shall make a brief statement to the Board of Trustees, referring to relevant evidence regarding the alleged misconduct.
5. The accused student may then make a brief statement to the Board of Trustees and present any relevant evidence.
6. The statements shall be limited to five (5) minutes each.
7. Upon completion of these statements, the Board of Trustees will have an opportunity to ask questions of both the student and the District Superintendent/President or designee.
8. The Board of Trustees will conclude the hearing, dismiss the parties, and privately deliberate as to a decision.
9. The Board of Trustees shall issue a statement of decision including findings of fact and a determination that the accused student did or did not commit the act(s) charged, a finding that the student's act(s) did or did not constitute a violation of the Standards of Conduct, and a decision as to whether the expulsion and/or revoking or withholding a degree or certificate proposed by the District Superintendent/President will be upheld or modified. The Board of Trustees may also recommend further investigation. Pursuant to Education Code
section 72122, regardless of whether the matter is heard in open or closed session, the final action of the Board of Trustees shall be taken in open session, and the result of the action shall be a public record. The name of the student, however, shall not be released.

10. The hearing (but not the deliberations of the Board of Trustees) shall be recorded either in written format or electronically. The record shall be the property of the District. The student may read the record or listen to the tape at a mutually agreeable location at the District. An accused student may, upon request, be provided a copy of the written record or electronic recording at his or her own expense.

11. A written statement of the Board of Trustees’ decision shall be sent via certified or registered mail to the student's last known address within three (3) school days after the conclusion of the hearing.

12. If the Board of Trustees' decision is unfavorable to the student, the student shall have the right to submit a written statement of his/her objections to the decision. This statement shall become a part of the student's records.

13. The decision of the Board of Trustees is final and not subject to further appeal.

**Notification**

The District Superintendent/President or designee shall, upon suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the District is situated of any acts of the student that may be in violation of section 245 of the Penal Code (Education Code section 76035).

**Extensions of Time**

Calendar restraints may be extended with the agreement of both parties.

The complete Student Discipline policy is found at:
http://www.shastacollege.edu/President/Board%20of%20Trustees/Pages/BoardPoliciesTOC.aspx

**TITLE IX COORDINATOR**

If you have been the victim of sexual harassment report the incident promptly to the Title IX Coordinator by calling, writing or coming into the office to report in person and, if the victim desires, report the crime to the jurisdictional law enforcement agency, or Campus Safety. The Title IX Coordinator is the Associate Vice President of Human Resources. The office phone number is (530) 242-7648. The office is located in room 121 of the Administration building on the Shasta College Main campus. The institution's unlawful discrimination policy, including a description of the appeal procedures are found on the following link:
http://www.shastacollege.edu/President/Board%20of%20Trustees/Pages/BoardPoliciesTOC.aspx

The College will provide or arrange for resources both on and off campus, to include medical and counseling assistance, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary processes to those who violate this policy.

**STATE LAW**

California's domestic violence laws seek to prevent violence in familial or intimate relationships. The state identifies domestic violence when an individual commits a criminal act within one of the types of relationships specified by the California Penal Code: spouse or former spouse; cohabitant or former cohabitant in a home; a parent with whom the individual has a child; or a partner in a dating relationship. Domestic violence often occurs in tandem with child abuse.

When a prosecutor charges a defendant with a crime based on domestic violence, several sections of the Penal Code may apply. A prosecutor can choose which criminal charges to pursue based on the severity of the conduct and harm to the victim, along with other circumstances of the case.

In Section 242, the Penal Code defines battery as a "willful and unlawful use of force or violence against the person of another." Section 243(e) (1) of the Penal Code criminalizes battery within one of the specified familial or intimate relationships. Alternatively, a prosecutor can choose to charge the defendant with battery under Section 243(d) if the defendant "inflicted serious bodily injury" on the victim. Battery under Section 243(d) reflects a greater degree of harm.
suffered by the victim of domestic violence.

The Penal Code also criminalizes domestic violence under Section 273.5 when an individual's willful conduct leads to a "corporal injury resulting in a traumatic condition" suffered by a person with whom the individual has one of the familial or intimate relationships specified by the domestic violence laws of California. California state laws allow victims of domestic violence to apply for emergency protective orders and restraining orders in both civil and criminal court. Issuance of a protective order or restraining order does not necessarily depend on physical harm suffered by the victim -- someone who fears imminent harm or who has suffered emotional abuse may still qualify for protection through the California legal system. See more at: http://statelaws.findlaw.com/california-law/california-domestic-violence-law.html#sthash.jgoSz8ZW.dpuf

CAMPUS COMMUNITY ADVOCACY AND SUPPORT SERVICES

Campus Safety collaborates with OneSAFEplace of Shasta County to present classes each semester. Topics for the classes include awareness and prevention of sexual assault, acquaintance rape, domestic violence, dating violence, stalking, and bystander intervention. These classes are ongoing and free to students and staff. OneSAFEplace sponsors several events throughout the year to promote awareness of domestic violence and sexual assault, domestic violence, dating violence and stalking issues: Walk a Mile in Her Shoes, Best in Festival at Sundial Film Festival, Season of Change Banquet.

Shasta Regional Medical Center has a dedicated team of nurses who assemble to assist people victimized by rape and other forms of sexual violence. The Sexual assault Response Team (SART) focuses on survivor-centered care. SART will collect evidence and perform a confidential medical exam in a private room specially designed to make the victim as comfortable as possible. SART nurses are on call 24-7, and they will help the victim with prompt and efficient care, reporting assistance and local referral services. Contact the Shasta Regional SART team at (530) 244-5353 for help and information. This is a free service for victims of sexual violence.

Tehama County Rape Crisis Intervention provides rape crisis intervention, counseling, support groups, public education, works with victims and others to support victims and help to encourage healthy recover.

ASSISTANCE FOR VICTIMS

Regardless of whether victims chose to pursue a criminal complaint or whether the offense alleged to have occurred on or off campus, the College may assist victims of sexual assault, domestic violence, dating violence, or stalking and will provide each victim with a written explanation of their rights and options. Under California State Law, a victim of sexual assault, domestic violence, dating violence or stalking has the following rights:

**State of California Victims’ Bill of Rights – Marsy’s Law**

The California Constitution, Article 1, Section 28, confers certain rights to victims of crime. Those rights include:

1. **Fairness and Respect** - To be treated with fairness and respect for his or her privacy and dignity, and to be free from intimidation, harassment, and abuse, throughout the criminal or juvenile justice process.
2. **Protection from the Defendant** - To be reasonably protected from the defendant and persons acting on behalf of the defendant.
3. **Victim Safety Considerations in Setting Bail and Release Conditions** - To have the safety of the victim and the victim’s family considered in fixing the amount of bail and release conditions for the defendant.
4. **The Prevention of the Disclosure of Confidential Information** - To prevent the disclosure of confidential information or records to the defendant, the defendant's attorney, or any other person acting on behalf of the defendant, which could be used to locate or harass the victim or the victim's family or which disclose confidential communications made in the course of medical or counseling treatment, or which are otherwise privileged or confidential by law.
5. **Refusal to be Interviewed by the Defense** - To refuse an interview, deposition, or discovery request by the defendant, the defendant’s attorney, or any other person acting on behalf of the defendant and to set reasonable conditions on the conduct of any such interview to which the victim consents.
6. **Conference with the Prosecution and Notice of Pretrial Disposition** - To reasonable notice of and to reasonably confer with the prosecuting agency, upon request, regarding the arrest of the defendant if known by the prosecutor, the charges filed, the determination whether to extradite the defendant, and, upon request, to be notified of and informed before any pretrial disposition of the case.
7. **Notice of and Presence at Public Proceedings** - To reasonable notice of all public proceedings, including delinquency proceedings, upon request, at which the defendant and the prosecutor are entitled to be present and of all parole or other post-conviction release proceedings, and to be present at all such proceedings.
8. **Appearance at Court Proceedings and Expression of Views** - To be heard, upon request, at any proceeding, including
any delinquency proceeding, involving a post-arrest release decision, plea, sentencing, post-conviction release decision, or any proceeding in which a right of the victim is at issue.

9. **Speedy Trial and Prompt Conclusion of the Case** - To a speedy trial and a prompt and final conclusion of the case and any related post-judgment proceedings.

10. **Provision of Information to the Probation Department** - To provide information to a probation department official conducting a pre-sentence investigation concerning the impact of the offense on the victim and the victim’s family and any sentencing recommendations before the sentencing of the defendant.

11. **Receipt of Pre-Sentence Report** - To receive, upon request, the pre-sentence report when available to the defendant, except for those portions made confidential by law.

12. **Information about Conviction, Sentence, Incarceration, Release, and Escape** - To be informed, upon request, of the conviction, sentence, place and time of incarceration, or other disposition of the defendant, the scheduled release date of the defendant, and the release of or the escape by the defendant from custody.

13. **Restitution**
   a. It is the unequivocal intention of the People of the State of California that all persons who suffer losses because of criminal activity shall have the right to seek and secure restitution from the persons convicted of the crimes causing the losses they suffer.
   b. Restitution shall be ordered from the convicted wrongdoer in every case, regardless of the sentence or disposition imposed, in which a crime victim suffers a loss.
   c. All monetary payments, monies, and property collected from any person who has been ordered to make restitution shall be first applied to pay the amounts ordered as restitution to the victim.

14. **The Prompt Return of Property** - To the prompt return of property when no longer needed as evidence.

15. **Notice of Parole Procedures and Release on Parole** - To be informed of all parole procedures, to participate in the parole process, to provide information to the parole authority to be considered before the parole of the offender, and to be notified, upon request, of the parole or other release of the offender.

16. **Safety of Victim and Public are Factors in Parole Release** - To have the safety of the victim, the victim’s family, and the public considered before any parole or other post-judgment release decision is made.

17. **Information about These 16 Rights** - To be informed of the rights enumerated in paragraphs (1) through (16).

For more information on Marsy’s Law, visit the Attorney General’s website: [www.ag.ca.gov/victimservices](http://www.ag.ca.gov/victimservices)

**Shasta County Victims Assistance Center**, 1355 West Street, Redding. The phone number for information and assistance is (530) 225-5220 or visit their website: [http://www.co.shasta.ca.us/index/da_index/vwp_index.aspx](http://www.co.shasta.ca.us/index/da_index/vwp_index.aspx)

**Tehama County Victim/Witness Assistance Center** is located at 444 Oak Street, Red Bluff CA. The phone number for assistance and information is (530) 527-3053, or visit their website: [http://www.co.tehama.ca.us/victim-witness-assistance-center](http://www.co.tehama.ca.us/victim-witness-assistance-center)

**Trinity County Victim/Witness Assistance Program** is reached by calling the District Attorney’s office (530) 623-8357 or visit their website: [http://www.trinitycounty.org/index.aspx?page=120](http://www.trinitycounty.org/index.aspx?page=120)

**PROTECTIVE ORDERS**

Shasta College Campus Safety recognizes protective orders. A person who reports being subjected to Domestic, Dating, Stalking, Sexual violence or misconduct and crimes against children, must be provided written information about her/his right to:

1. Notify law enforcement and receive assistance from campus authorities in making the notification; and,
2. Obtain a protective order, apply for a temporary restraining order or seek enforcement of an existing order. Such orders include:

   - Standing criminal protective orders
   - Protective orders issued in cases of domestic violence, stalking, harassment, sexual assault, or risk of injury to or impairing the morals of a child
   - Temporary restraining orders or protective orders prohibiting the harassment of a witness
   - Family violence protective orders
   - A Stay Away Order: Authorized by the Vice President of Student Services and/or the Director of Campus Safety, a stay-away order can be issued for on campus purposes with sanctions for the offender that could include a stay away order prohibiting the alleged assailant from having any contact with the victim
(a) Information on how to obtain protective orders are provided to an inquiring person

3. Provided with written information on victim rights and local victim’s resources

4. In situations in which the alleged offender may pose a threat to the victim or the community the Vice President of Student Services, or designee, may also impose on the alleged offender an immediate suspension from the college itself pending final resolution of the matter.

Shasta College Campus Safety will keep all updated orders on file that are provided to our office. We will uphold the restraining order protections as outlined in the order.

SEX OFFENDER REGISTRY

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Shasta College Campus Safety works in cooperation with local law enforcement agencies to ensure that mandated sex offenders who attend Shasta College, register with the jurisdictional agency where they reside. The objective is to provide the utmost safety and welfare of students, staff and visitors attending all Shasta-Tehama-Trinity Joint Community College District campuses.

Furthermore, that the sex offender, who is a student, staff member, or visitor of any Shasta-Tehama-Trinity Joint Community College District property fully disclose to that agency that they are attending, employed, or visiting Shasta College. It is strongly recommended that after registration with the jurisdictional agency, the offender directly check-in at the Shasta College Campus Safety office.

MISSING STUDENT NOTIFICATION

If a member of the campus community has reason to believe that a student who resides in on-campus housing is missing, they should immediately notify Campus Safety at (530) 242-7910, in person at the Campus Safety office (Room 5015), or by contacting the jurisdictional law enforcement agency. Campus Safety will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to confidentially identify an individual to be contacted by the College in the event that the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Shasta College will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the Shasta College Director of Student Housing. A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should the Shasta College Department of Campus Safety determine that the student has been missing for 24 hours; the College will notify the Redding Police Department and the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under 18 years of age, and is not an emancipated individual, Shasta College will notify the student’s parent or legal guardian immediately.

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

Shasta College Campus Safety        (530) 242-7910
Shasta College Vice President of Student Services (530) 242-7629
Shasta College Director of Student Housing (530) 242-7739
Shasta College Farm Dorm Manager (530) 242-7564
Shasta College Head Residence Advisor (530) 242-7740
Redding Police Department (530) 225-4200

For the complete Missing Student Notification policy see:
http://www.shastacollege.edu/President/Board%20of%20Trustees/Pages/BoardPoliciesTOC.aspx
TIMELY WARNINGS, EMERGENCY RESPONSE AND EVACUATION PROCEDURES

When a threatening or dangerous situation is reported to the Campus Safety Department, the Director of Campus Safety or designee will coordinate a timely assessment of the circumstances surrounding the situation. He will determine if the incident represents an immediate or continuing threat to the health and safety of students and employees that would merit an emergency notification or timely warning.

**College Notification of Emergency**

Emergencies may range from inclement weather, to building evacuations, to campus closures, or threats that are more serious. The College has a variety of tools to communicate with the public in the event of these and other possible emergencies. Upon analyzing this information and depending on the type of emergency, or the confirmation of the significance of the emergency, the Campus Safety Director and the Vice President of Administrative Services (or designees), will make the decision to issue an emergency notification and develop the content of the notification. The only exceptions to this are the sirens and pager system, which are activated directly by Campus Safety in extremely urgent situations where immediate action is required.

The College will immediately use some or all of the following tools to communicate emergency information with faculty, staff and students:

a. **Emergency Web Site:** The emergency [web site](#) is updated with information during actual emergencies or campus closures.

b. **Campus Television Emergency Announcement System:** Where available, emergency announcements will be made on accessible televisions giving the viewer additional information.

c. **Text Messaging Service:** The College contracts with a third-party vendor that provides the technological ability to send text messages to members of the campus community. Only text messages about emergencies and messages used periodically to test the system are sent. Any data provided to the vendor by the College is protected by contractual arrangements. To sign up for campus text alerts online, please go to the [RAVE Mobile](#) website.

d. **Campus Intercom System - Voice over Internet Protocol (VOIP):** The VOIP system will be used for emergencies when the evacuation alarm cannot be utilized.

e. The alarm system will be sounded in a “shooter/intruder” on campus situation. It will also be used to provide information when other emergencies or incidents occur.

f. **College Group E-mail:** During emergencies, Shasta College sends an “urgent” group e-mail to every student, faculty, and staff member when the e-mail address is provided. The message directs individuals to the emergency [web site](#) for additional information and instructions.

g. **Public Safety Patrol Car Announcements:** Campus Safety patrol cars are equipped with public address systems that officers can use to provide instructions to pedestrians during emergencies.

h. **Telephone Tree:** The president’s office has a telephone tree of department contacts that is activated during an emergency.

The implementation of each tool described above is assigned to an individual. This individual has at least two reserve people who can also carry out the communications task. Individuals with electronic communication devices assigned to them have remote access (from their homes, etc.) to those devices.

**Building Evacuations** are generally indicated by the fire alarm within the effected building.

**Campus Evacuations** are issued by an all-campus fire alarm, intercom system (VOIP), phone text ([RAVE Mobile](#)), email or courier/runner. Listed below are evacuation procedures:

a. When notified to evacuate, a fire alarm will sound. Inform the occupants/students to take their belongings and to evacuate to a safe location. Evacuation points and routes are found in the Emergency Action Guides posted in every classroom and office.

b. Maintain control over your group and ensure that all are evacuating in an orderly manner avoiding the use of elevators.

c. Provide aid to persons with disabilities or those with special needs.

d. If evacuation is due to a fire, in your building close but do not lock doors and windows.

e. If evacuation is campus wide, lock doors and windows if you can.


g. **DO NOT REENTER** the building(s) until cleared by the Building Evacuation Coordinator or district administrator.
In a large-scale incident, the services of all staff may be needed to ensure the safety of other staff and students. Students, faculty and staff should refer to the Emergency Evacuation Procedures manual posted throughout the campus or on the Campus Safety link on the website.

The Director of Campus Safety will conduct annual training drills for Emergency Evacuation Coordinators and Evacuation Assistants. Notification is emailed to faculty, staff and students in advance of the training drills. Procedures in conjunction with these drills are outlined on the Campus Safety web page. Shasta College will evaluate the evacuation drills or emergency response to assess the plans and capabilities and publish electronically a summary of its emergency response and evacuation procedures.

CRIME ALERTS (TIMELY WARNINGS)

The Campus Safety Department has a responsibility to provide timely warnings about reported crimes to the campus community in a manner that will aid in the prevention of similar crimes. The Director of Campus Safety, or designee, will draft the warning or alert. The Vice President of Administrative Services, or designee, will approve and distribute the alert to the community. Alerts delivered to students, staff, faculty and visitors immediately, provide information to assist with preventing further threats, and pertinent safety material while maintaining victim confidentiality. Campus Safety shall update the community as information becomes available.

The Decision to Issue a Timely Warning:

Issuance of a timely warning is in response to both of the following conditions met:

- Arson, aggravated assault, criminal homicide, robbery, sex offenses, illegal weapons possession, burglary, motor vehicle theft, or any crime determined to be a hate crime is reported to Campus Safety or other campus safety authorities, and
- The crime is considered by the College to represent a continuing threat to students or employees.

Campus Safety may issue a warning regarding other crimes or threats as deemed necessary.

Determining Whether a Continued Threat Exists:

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

Examples of crimes that could constitute a continuing threat include:

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

Some crimes that would not constitute a continuing threat would include:

- Crimes in which the perpetrator has been apprehended, thereby neutralizing the threat
- Crimes in which an identified perpetrator targets specific individuals to the exclusion of others

Content of the Warning Notice:

The warning must contain sufficient information about the nature of the threat to allow members of the campus to take action to protect them. Such as:

- A concise statement of the incident
- Possible connection to previous incidents, if applicable
- Physical description of the suspect
- Composite drawing of the suspect, if available
- Date and time the warning was released
- Other relevant and important information
In some cases, Campus Safety may need to keep some facts confidential to avoid compromising an investigation.

**Timing of the Warning:**

In an immediate and serious threat, e.g., an active shooter on campus, a warning is issued with few facts. Updates are distributed until the threat is contained or neutralized.

If a threat is not immediate, the warning may be issued after facts are more fully developed.

**Method of Distribution:**

Distribution of the warning is carried out in a manner reasonably likely to reach the entire campus community. Depending on the circumstances, any of the following methods, or combination thereof, may be used:

- Crime alert notices posted throughout the campuses
- Campus-wide e-mails
- Emergency Text and e-mail messages (RAVE Mobile)
- Activation of the campus siren system
- Postings to the College web page
- Press releases
- Closed circuit television systems where available
- Voice messages over various public address systems (VOIP)

**SECURITY CONSIDERATIONS IN MAINTENANCE OF CAMPUS FACILITIES**

The Physical Plant maintains the campus facilities. Campus Safety patrols the main, Health Sciences and Tehama campus. Campus Safety Officers patrol the grounds, buildings, parking lots and residence halls. Officers make recommendations for repairs, shrubbery trimming for safety concerns, conduct periodic lighting surveys, and report the need for replacement of lights and any other physical or safety hazards to the Physical Plant Director.

**FIRE SAFETY**

The Early Childhood Education Center and the Shasta county Headstart conduct monthly fire drills. Residential housing fire drills were executed in conjunction with campus wide fire and evacuation drills. These drills are performed once per year. Evaluations of the fire systems in student housing are conducted annually. Repairs and upgrades are implemented whenever issues are identified.

The Student Housing facilities at Shasta College house 126 occupants and consist of three buildings, Men’s Dorm, Women’s Dorm and a Dorm Commons. Additional student housing is located at the college Farm and consists of only one building.

All student-housing facilities at Shasta College are covered with integrated and redundant fire alarm monitoring system. The system is monitored 24 hours per day, seven days per week by a contractor (Cal-Safety Co.) and the campus fire station operated by Cal-Fire. Each residence is equipped with fire extinguishers and each room is equipped with a smoke detector. Health and Safety inspection are conducted 3 to 4 times per semester. A district employee is on site every day. Fire Prevention inspections are conducted annually by the Shasta County Fire Prevention Bureau. Life Safety inspections are conducted periodically by Cal-Fire personnel.

**Reporting a Fire**

Students or employees reporting a fire should **DIAL 911** after they exit the building. If the fire event is no longer a danger, the Campus Safety Office, Resident Coordinator or the Head Resident should be contacted as soon as possible and the fire event reported and documented.

- Remain calm
- Answer questions as they are asked by the 911 operator
- Be prepared to give the location of the Fire (Building number, Room number)
• Be prepared to give your name and the phone number you are calling from
• Advise of any injuries or people trapped inside
• Remain of the phone until told to hang up by the 911 operator

Procedures for Student Housing Evacuation

In the event of a fire or other type of evacuation, the fire alarm will signal the evacuation. Other signals to evacuate could include an emergency message through email, cell phone, telephone, or instructions from a courier/runner.

1. Retrieve the emergency red bag.
2. Set the radio to channel five (5).
3. Put on the orange safety vest.
4. Divide into two groups for evacuating the residential halls and common areas.
5. Direct an orderly evacuation of the buildings occupants. Assist the students with physical and/or mobility impairments.
6. Advise occupants to take their belongings leave the building and go to the designated evacuation site (North parking lot gazebo).
7. Account for all occupants.
8. Give first priority to persons with disabilities and to those with special needs.
9. Wait with the injured for emergency personnel if possible. Move the injured ONLY if necessary. Exercise extreme care when moving injured persons.
10. Do a cursory search of assigned buildings, looking for suspicious objects/containers.
12. Report to the evacuation site and wait for further instructions or the all clear.

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USE OF APPLIANCES AND INCINERATORY DEVICES IN RESIDENCE HALLS

Appliances
Use of small appliances - equipment such as clocks, radios, lamps, personal computers, and televisions are permitted in the student rooms and public areas of the facilities at any time. The resident must ensure the wiring is safe, the items are off when not in use, and that concerns from other residents/staff regarding noise from such appliances/equipment are respected. Medium sized appliances - electric coffee pots, microwaves and small refrigerators (under 4 cubic feet) may be used in student rooms. Appliances such as electric frying pans, toasters, Coleman stoves, toaster oven, and any items with an exposed heating element are prohibited in Residential Housing at all times. The only exception to the exposed heating element is a clothes iron. Students are required to use power strips instead of extension cords to protect their equipment during power outages and for fire safety. Space heaters and other heat producing appliances are a fire safety concern and are prohibited in the resident halls at all times.

Candles / Barbecues / Other Incendiary Products
Burning candles in Residential Housing is prohibited at all times. It is considered a fire hazard. Any candle found with a burnt wick will be confiscated. Candle warmers (a small hot plate) are not allowed and are a fire hazard. Incense burning is not
allowed in the buildings. Portable Barbecues may not be used at any time. A public barbecue with natural gas is provided for student use. Residents assume responsibility for any damages or problems caused because of this activity. Flammable liquids such as gasoline or charcoal starter may NOT be in any Residential Housing facility.

Residential Housing Fire Statistics:

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<thead>
<tr>
<th>Residential Dorms</th>
<th>Years</th>
<th>Fires</th>
<th>Injuries</th>
<th>Death</th>
<th>Cause</th>
<th>Value</th>
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Fire Log

Shasta College Campus Safety and the Coordinator of Student Housing maintain a fire log that records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time and general location of each fire. Any entry to the log is made within two business days of the receipt of the information. The fire log for the most recent 60-day period remains open for public inspection during normal business hours. Any portion of the log older than 60 days will be available within two business days after receipt of a request for public inspection. A copy of the fire logs for the past three years is included in this report.

Fire Safety Improvements and Upgrades

Shasta College Administrators and the Facility Director evaluate the fire systems in the Student Housing annually and implements upgrades, repairs, or revisions whenever issues are identified. The Following Improvements are identified for the 2012/2014 reporting period;

1. Update Posted Fire Emergency Procedures in all rooms.
2. Agreement with Cal Fire to provide Fire Safety Training once per semester to residents.
Shasta-Tehama-Trinity Joint Community College District

Campus Safety is committed to a safe and secure working and learning environment on all campuses within the district. In all aspects of security, plant operations and maintenance, the safety of students, staff and visitors will be our primary consideration.


The Clery Act provides students, their families and Shasta College faculty and staff with accurate, complete, and timely information about safety on campuses so that they can make informed decisions. The Family Educational Rights and Privacy Act (FERPA) permit such disclosures. The following web site provides more information about these and other provisions about campus safety:

http://www2.ed.gov/admins/lead/safety/campus.html

In compliance with relevant provisions of federal law, Shasta-Tehama-Trinity Joint Community College District (Shasta College) is required to make policy and programmatic information available to the campus community as well as to prospective students and employees. Shasta College Disclosure of Campus Safety Policies and Campus Crime Statistics give information about these reports and additional material that may be of interest. The data contained in this report is for the calendar year from January 1 through December 31 of 2014 and includes the two prior years’ statistics. This report is available by October 1 each year and can found on the Campus Safety web page under the Annual Security Report menu tab, by following the link: www.shastacollege.edu/ASR. Students are notified of the report availability via e-mail, web site, and new student orientations. Faculty and staff receive similar notifications, either by e-mail or through campus mail. The ASR is also available on the Human Resources, Admissions and Records, and Athletics web pages. You may request a printed copy of this report from the Campus Safety Office Monday through Friday 8:00 a.m. to 5:00 p.m., excluding holidays. Prospective employees may obtain a copy of this report from the Human Resources office.

EDUCATIONAL PROGRAMS

Educational programs presented on the Shasta College main campus are available to all extended education sites.

VICTIMS ASSISTANCE AND RESOURCES

- Shasta Family Justice Center (530) 223-6034
- Shasta County Children and Family Services (530) 225-5144
- One Safe Place - Shasta County - (530) 244-0117
- Shasta Regional Medical Center Sexual assault, domestic violence, dating violence and stalking Response Team (SART) (530) 244-5353
- Crime Victims Assistance Center (530) 225-5220

MONITORING CRIMES OF OFF-CAMPUS ORGANIZATIONS

There are no off-campus organizations at the Health Sciences campus.
CAMPUS SAFETY JURISDICTION
Shasta-Tehama-Trinity Joint Community College District has a Memorandum of Understanding and a working relationship with the Redding Police Department (RPD). RPD has operational responsibility for investigation of Part 1 violent crimes (Willful Homicide, Forcible Rape, Robbery, and Aggravated Assault) as defined in the Uniform Crime Reporting (UCR) Program that occur on the Health Sciences campus.

SHASTA COLLEGE POLICY ON VIOLATION OF ALCOHOL AND DRUG ABUSE LAWS
The Shasta-Tehama-Trinity Joint Community College District has standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District. Any student or employee who violates this policy may be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal.

Additionally, the Health Sciences Division adheres to all state and local regulations and the Joint Commission on Accreditation of Healthcare Organization’s policies, as well as the policies of the clinical facilities with which the College affiliates for student clinical learning experiences. Accordingly, students will be required to adhere to policies regarding drug-screening tests, criminal background checks and criminal convictions.

Find the complete Student Drug and Alcohol Testing and Criminal Background Checks policy at: http://www.shastacollege.edu/President/Board%20of%20Trustees/Pages/BoardPoliciesTOC.aspx

SECURITY OF AND ACCESS TO HEALTH SCIENCES CAMPUS
During business hours, the College is open to students, parents, employees, contractors, and guests. During non-business hours, access to all college facilities is by key, if issued, or admittance by Campus Safety. Faculty and staff are issued an electronic key card for entry to the Health Sciences campus and keys for individual offices within the building. The campus is closed Saturday, Sunday, Monday through Thursday 10 p.m. to 8 a.m., and Friday at 5 p.m. In the case of periods of extended closing, the College admits only those with prior written approval to any campus facility. Those who use campus classrooms, offices, and other areas are responsible for ensuring doors are locked, lights are off and windows are closed.

VICTIM COUNSELING
Shasta College Health and Wellness professional staff (530) 242-7580
One Safe Place - Shasta County - (530) 244-0117

SEXUAL ASSAULT
Refer to the section on VAWA on page 14.

REGISTERED SEX OFFENDERS
Refer to page 33 for Shasta College policy on registered sex offenders.

TITLE IX COORDINATOR
Refer to page 31 for information on Shasta College Title IX.

VOLUNTARY OR CONFIDENTIAL REPORTING
Refer to page 12 for information on voluntary or confidential reporting.

CHANGE IN VICTIM’S ACADEMIC SITUATION
Refer to pages 22 through 30 for the Disciplinary Actions and change in victim’s academic situation.
CAMPUS DISCIPLINARY ACTIONS

Refer to pages 22 through 30 Campus disciplinary actions.

MISSING STUDENT PROCEDURE

There is no resident housing on this campus. The missing student procedure does not apply.

EMERGENCY NOTIFICATION AND EVACUATION PROCEDURES

When a threatening or dangerous situation is reported to the Campus Safety Department, the Director of Campus Safety or designee will coordinate a timely assessment of the circumstances surrounding the situation. He will determine if the incident represents an immediate or continuing threat to the health and safety of students and employees that would merit an emergency notification or timely warning.

College Notification of Emergency

Emergencies may range from inclement weather, to building evacuations, to campus closures, or threats that are more serious. The College has a variety of tools to communicate with the public in the event of these and other possible emergencies. Upon analyzing this information and depending on the type of emergency, or the confirmation of the significance of the emergency, the Campus Safety Director and the Vice President of Administrative Services (or designees), will make the decision to issue an emergency notification and develop the content of the notification. The only exceptions to this are the sirens and pager system, which are activated directly by Campus Safety in extremely urgent situations where immediate action is required.

The College will immediately use some or all of the following tools to communicate emergency information with faculty, staff and students:

a. Emergency Web Site: The emergency web site is updated with information during actual emergencies or campus closures.

b. Campus Television Emergency Announcement System: Where available, emergency announcements will be made on accessible televisions giving the viewer additional information.

c. Text Messaging Service: The College contracts with a third-party vendor that provides the technological ability to send text messages to members of the campus community. Only text messages about emergencies and messages used periodically to test the system are sent. Any data provided to the vendor by the College is protected by contractual arrangements. To sign up for campus text alerts online, please go to the RAVE Mobile website.

d. Campus Intercom System - Voice over Internet Protocol (VOIP): The VOIP system will be used for emergencies when the evacuation alarm cannot be utilized.

e. The VOIP will be sounded in a “shooter/intruder” on campus situation. It will also be used to provide information when other emergencies or incidents occur.

f. College Group E-mail: During emergencies, Shasta College sends an “urgent” group e-mail to every student, faculty, and staff member when the e-mail address is provided. The message directs individuals to the emergency web site for additional information and instructions.


g. Public Safety Patrol Car Announcements: Campus Safety patrol cars are equipped with public address systems that officers can use to provide instructions to pedestrians during emergencies.

h. Telephone Tree: The president’s office has a telephone tree of department contacts that is activated during an emergency.

The implementation of each tool described above is assigned to an individual. This individual has at least two reserve people who can also carry out the communications task. Individuals with electronic communication devices assigned to them have remote access (from their homes, etc.) to those devices.

Building Evacuations are generally indicated by the fire alarm within the effected building.

Campus Evacuations are issued by an all-campus fire alarm, intercom system (VOIP), phone text (RAVE Mobile), email or courier/runner. Listed below are evacuation procedures:

a. When notified to evacuate, a fire alarm will sound. Inform the occupants/students to take their belongings and to
evacuate to a safe location. Evacuation points and routes are found in the Emergency Action Guides posted in every classroom and office.

b. Maintain control over your group and ensure that all are evacuating in an orderly manner avoiding the use of elevators.
c. Provide aid to persons with disabilities or those with special needs.
d. If evacuation is due to a fire, in your building close but do not lock doors and windows.
e. If evacuation is campus wide, lock doors and windows if you can.
g. DO NOT REENTER the building(s) until cleared by the Building Evacuation Coordinator or district administrator.

In a large-scale incident, the services of all staff may be needed to ensure the safety of other staff and students. Students, faculty and staff should refer to the Emergency Evacuation Procedures manual posted throughout the campus or on the Campus Safety link on the web site.

The Director of Campus Safety will conduct annual training drills for Emergency Evacuation Coordinators and Evacuation Assistants. Notification is emailed to faculty, staff and students in advance of the training drills. Procedures in conjunction with these drills are outlined on the Campus Safety web page. Shasta College will evaluate the evacuation drills or emergency response to assess the plans and capabilities and publish electronically a summary of its emergency response and evacuation procedures.

CRIME ALERTS (TIMELY WARNINGS)

The Campus Safety Department has a responsibility to provide timely warnings about reported crimes to the campus community in a manner that will aid in the prevention of similar crimes. The Director of Campus Safety, or designee, will draft the warning or alert. The Vice President of Administrative Services, or designee, will approve and distribute the alert to the community. Alerts delivered to students, staff, faculty and visitors immediately, provide information to assist with preventing further threats, and pertinent safety material while maintaining victim confidentiality. Campus Safety shall update the community as information becomes available.

The Decision to Issue a Timely Warning:

Issuance of a timely warning is in response to both of the following conditions met:

- Arson, aggravated assault, criminal homicide, robbery, sex offenses, illegal weapons possession, burglary, motor vehicle theft, or any crime determined to be a hate crime is reported to Campus Safety or other campus safety authorities, and
- The crime is considered by the College to represent a continuing threat to students or employees.

Campus Safety may issue a warning regarding other crimes or threats as deemed necessary.

Determining Whether a Continued Threat Exists:

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

Examples of crimes that could constitute a continuing threat include:

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

Some crimes that would not constitute a continuing threat would include:

- Crimes in which the perpetrator has been apprehended, thereby neutralizing the threat
- Crimes in which an identified perpetrator targets specific individuals to the exclusion of others

Content of the Warning Notice:
The warning must contain sufficient information about the nature of the threat to allow members of the campus to take action to protect them. Such as:

- A concise statement of the incident
- Possible connection to previous incidents, if applicable
- Physical description of the suspect
- Composite drawing of the suspect, if available
- Date and time the warning was released
- Other relevant and important information

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

Timing of the Warning:

In an immediate and serious threat, e.g., an active shooter on campus, a warning is issued with few facts. Updates are distributed until the threat is contained or neutralized.

If a threat is not immediate, the warning may be issued after facts are more fully developed.

Method of Distribution:

Distribution of the warning is carried out in a manner reasonably likely to reach the entire campus community. Depending on the circumstances, any of the following methods, or combination thereof, may be used:

- Crime alert notices posted throughout the campuses
- Campus-wide e-mails
- Emergency Text and e-mail messages (RAVE Mobile)
- Activation of the campus siren system
- Postings to the College web page
- Press releases
- Closed circuit television systems where available
- Voice messages over various public address systems (VOIP)

**IMPORTANT PHONE NUMBERS**

**EMERGENCY DIAL 911**

REDDING POLICE DEPARTMENT (530) 225-4200

CAMPUS SAFETY (530) 242-7910

HEALTH SCIENCES DEAN (530) 339-3606
<table>
<thead>
<tr>
<th>Offense (Reported By Hierarchy)</th>
<th>Year</th>
<th>On Campus</th>
<th>Public Property</th>
<th>Unfounded</th>
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<tr>
<td>Murder/Non Negligent Manslaughter</td>
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</table>
RESIDENTIAL HOUSING
There is no housing provided on this campus.

CRIME STATISTICAL DATA
The Department of Campus Safety requested crime statistics for the Health Sciences campus from the Redding Police Department and Shasta College Campus Safety.

CRIME DEFINITIONS
Full crime definitions are located on pages 6 and 7.

HATE CRIMES DEFINITION AND STATISTICAL DATA.
No hate crimes occurred on the Health Sciences campus or public property during the years 2012-2014.

CLERY GEORGRAPHY
On-campus property: any building or property owned or controlled by the college within the same reasonably contiguous geographic area and used by the college in direct support of, or in a manner related to, the college’s educational purposes, including residence halls.

Public property: all public property, including thoroughfare, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

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<tr>
<th>Offense (Crimes Not Reported By Hierarchy)</th>
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Shasta-Tehama-Trinity Joint Community College District

Campus Safety is committed to a safe and secure working and learning environment on all campuses within the district. In all aspects of security, plant operations and maintenance, the safety of students, staff and visitors will be our primary consideration.


The Clery Act provides students, their families and Shasta College faculty and staff with accurate, complete, and timely information about safety on campuses so that they can make informed decisions. The Family Educational Rights and Privacy Act (FERPA) permit such disclosures. The following web site provides more information about these and other provisions about campus safety: http://www2.ed.gov/admins/lead/safety/campus.html

In compliance with relevant provisions of federal law, Shasta-Tehama-Trinity Joint Community College District (Shasta College) is required to make policy and programmatic information available to the campus community as well as to prospective students and employees. Shasta College Disclosure of Campus Safety Policies and Campus Crime Statistics give information about these reports and additional material that may be of interest. The data contained in this report is for the calendar year from January 1 through December 31 of 2014 and includes the two prior years’ statistics. This report is available by October 1 each year and can found on the Campus Safety web page under the Annual Security Report menu tab, by following the link: www.shastacollege.edu/ASR. Students are notified of the report availability via e-mail, web site, and new student orientations. Faculty and staff receive similar notifications, either by e-mail or through campus mail. The ASR is also available on the Human Resources, Admissions and Records, and Athletics web pages. You may request a printed copy of this report from the Campus Safety Office Monday through Friday 8:00 a.m. to 5:00 p.m., excluding holidays. Prospective employees may obtain a copy of this report from the Human Resources office.

EDUCATIONAL PROGRAMS
Educational programs presented on the Shasta College main campus are available to all extended education sites.

VICTIMS ASSISTANCE AND RESOURCES
• Alternatives to Violence – Red Bluff – (800) 324-6473
• Tehama County Rape Crisis Intervention (530) 529-3980

MONITORING CRIMES OF OFF-CAMPUS ORGANIZATIONS
There are no off-campus organizations at the Tehama campus.

CAMPUS SAFETY JURISDICTION
Shasta-Tehama-Trinity Joint Community College District has a Memorandum of Understanding and a working relationship with the Tehama County Sheriff. The sheriff’s office has operational responsibility for investigation of Part 1 violent crimes (Willful Homicide, Forcible Rape, Robbery, and Aggravated Assault) as defined in the Uniform Crime Reporting (UCR) Program that occur on the Tehama campus.
SHASTA COLLEGE POLICY ON VIOLATION OF ALCOHOL AND DRUG ABUSE LAWS

The Shasta-Tehama-Trinity Joint Community College District has standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District. Any student or employee who violates this policy may be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal.

SECURITY OF AND ACCESS TO THE TEHAMA CAMPUS

During business hours, the College is open to students, parents, employees, contractors, and guests. During non-business hours, access to all College facilities is by key, if issued, or admittance by Campus Safety. Faculty and staff are issued electronic key cards for entry to the Tehama campus and keys for individual offices within the building. The campus is closed Saturday, Sunday, Monday through Thursday 10 p.m. to 8 a.m., and Friday at 5 p.m. In the case of periods of extended closing, the College admits only those with prior written approval to any campus facility. Those who use campus classrooms, offices, and other areas are responsible for locking access doors, turning off lights and closing windows.

VICTIM COUNSELING

- Alternatives to Violence – Red Bluff – (800) 324-6473
- Tehama County Rape Crisis Intervention (530) 529-3980

SEXUAL ASSAULT

Refer to the section on VAWA on page 14.

REGISTERED SEX OFFENDERS

Refer to page 33 for Shasta College policy on registered sex offenders.

TITLE IX COORDINATOR

Refer to page 31 for information on Shasta College Title IX.

VOLUNTARY AND CONFIDENTIAL REPORTING

Refer to page 12 for information on voluntary or confidential reporting.

CHANGE IN VICTIM’S ACADEMIC SITUATION

Refer to pages 22 through 30 for the Disciplinary Actions and change in victim’s academic situation.

CAMPUS DISCIPLINARY ACTIONS

Refer to pages 22 through 30 for Campus Disciplinary actions.

MISSING STUDENT PROCEDURE

There is no resident housing on this campus. The missing student procedure does not apply.
EMERGENCY NOTIFICATION AND EVACUATION PROCEDURES

When a threatening or dangerous situation is reported to the Campus Safety Department, the Director of Campus Safety or designee will coordinate a timely assessment of the circumstances surrounding the situation. He will determine if the incident represents an immediate or continuing threat to the health and safety of students and employees that would merit an emergency notification or timely warning.

College Notification of Emergency

Emergencies may range from inclement weather, to building evacuations, to campus closures, or threats that are more serious. The College has a variety of tools to communicate with the public in the event of these and other possible emergencies. Upon analyzing this information and depending on the type of emergency, or the confirmation of the significance of the emergency, the Campus Safety Director and the Vice President of Administrative Services (or designees), will make the decision to issue an emergency notification and develop the content of the notification. The only exceptions to this are the sirens and pager system, which are activated directly by Campus Safety in extremely urgent situations where immediate action is required.

The College will immediately use some or all of the following tools to communicate emergency information with faculty, staff and students:

a. Emergency Web Site: The emergency web site is updated with information during actual emergencies or campus closures.
b. Campus Television Emergency Announcement System: Where available, emergency announcements will be made on accessible televisions giving the viewer additional information.
c. Text Messaging Service: The College contracts with a third-party vendor that provides the technological ability to send text messages to members of the campus community. Only text messages about emergencies and messages used periodically to test the system are sent. Any data provided to the vendor by the College is protected by contractual arrangements. To sign up for campus text alerts online, please go to the RAVE Mobile website.
d. Campus Intercom System - Voice over Internet Protocol (VOIP): The VOIP system will be used for emergencies when the evacuation alarm cannot be utilized.
e. The alarm system will be sounded in a “shooter/intruder” on campus situation. It will also be used to provide information when other emergencies or incidents occur.
f. College Group E-mail: During emergencies, Shasta College sends an “urgent” group e-mail to every student, faculty, and staff member when the e-mail address is provided. The message directs individuals to the emergency web site for additional information and instructions.
g. Telephone Tree: The president’s office has a telephone tree of department contacts that is activated during an emergency.

The implementation of each tool described above is assigned to an individual. This individual has at least two reserve people who can also carry out the communications task. Individuals with electronic communication devices assigned to them have remote access (from their homes, etc.) to those devices.

Building Evacuations are generally indicated by the fire alarm within the effected building.

Campus Evacuations are issued by an all-campus fire alarm, intercom system (VOIP), phone text (RAVE Mobile), email or courier/runner. Listed below are evacuation procedures:

a. When notified to evacuate, a fire alarm will sound. Inform the occupants/students to take their belongings and to evacuate to a safe location. Evacuation points and routes are found in the Emergency Action Guides posted in every classroom and office.
b. Maintain control over your group and ensure that all are evacuating in an orderly manner avoiding the use of elevators.
c. Provide aid to persons with disabilities or those with special needs.
d. If evacuation is due to a fire, in your building close but do not lock doors and windows.
e. If evacuation is campus wide, lock doors and windows if you can.
g. DO NOT REENTER the building(s) until cleared by the Building Evacuation Coordinator or district administrator.

In a large-scale incident, the services of all staff may be needed to ensure the safety of other staff and students. Students, faculty and staff should refer to the Emergency Evacuation Procedures manual posted throughout the campus or on the Campus Safety link on the web site.
The Director of Campus Safety will conduct annual training drills for Emergency Evacuation Coordinators and Evacuation Assistants. Notification is emailed to faculty, staff and students in advance of the training drills. Procedures in conjunction with these drills are outlined on the Campus Safety web page. Shasta College will evaluate the evacuation drills or emergency response to assess the plans and capabilities and publish electronically a summary of its emergency response and evacuation procedures.

CRIME ALERTS (TIMELY WARNINGS)

The Campus Safety Department has a responsibility to provide timely warnings about reported crimes to the campus community in a manner that will aid in the prevention of similar crimes. The Director of Campus Safety, or designee, will draft the warning or alert. The Vice President of Administrative Services, or designee, will approve and distribute the alert to the community. Alerts delivered to students, staff, faculty and visitors immediately, provide information to assist with preventing further threats, and pertinent safety material while maintaining victim confidentiality. Campus Safety shall update the community as information becomes available.

The Decision to Issue a Timely Warning:

Issuance of a timely warning is in response to both of the following conditions met:

- Arson, aggravated assault, criminal homicide, robbery, sex offenses, illegal weapons possession, burglary, motor vehicle theft, or any crime determined to be a hate crime is reported to Campus Safety or other campus safety authorities, and
- The crime is considered by the College to represent a continuing threat to students or employees.

Campus Safety may issue a warning regarding other crimes or threats as deemed necessary.

Determining Whether a Continued Threat Exists:

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

Examples of crimes that could constitute a continuing threat include:

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

Some crimes that would not constitute a continuing threat would include:

- Crimes in which the perpetrator has been apprehended, thereby neutralizing the threat
- Crimes in which an identified perpetrator targets specific individuals to the exclusion of others

Content of the Warning Notice:

The warning must contain sufficient information about the nature of the threat to allow members of the campus to take action to protect them. Such as:

- A concise statement of the incident
- Possible connection to previous incidents, if applicable
- Physical description of the suspect
- Composite drawing of the suspect, if available
- Date and time the warning was released
- Other relevant and important information

In some cases, Campus Safety may need to keep some facts confidential to avoid compromising an investigation.
Timing of the Warning:

In an immediate and serious threat, e.g., an active shooter on campus, a warning is issued with few facts. Updates are distributed until the threat is contained or neutralized.

If a threat is not immediate, the warning may be issued after facts are more fully developed.

Method of Distribution:

Distribution of the warning is carried out in a manner reasonably likely to reach the entire campus community. Depending on the circumstances, any of the following methods, or combination thereof, may be used:

- Crime alert notices posted throughout the campuses
- Campus-wide e-mails
- Emergency Text and e-mail messages (RAVE Mobile)
- Activation of the campus siren system
- Postings to the College web page
- Press releases
- Closed circuit television systems where available
- Voice messages over various public address systems (VOIP)

IMPORTANT PHONE NUMBERS

EMERGENCY DIAL 911
TEHAMA COUNTY SHERIFF (530) 529-7900
CAMPUS SAFETY (530) 242-7910
TEHAMA CAMPUS EXTENDED EDUCATION ASSOCIATE DEAN (530) 529-8980
## Shasta College: Tehama Campus
### 2012-2014

<table>
<thead>
<tr>
<th>Offense (Reported By Hierarchy)</th>
<th>Year</th>
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<th>Non-Campus</th>
<th>Public Property</th>
<th>Unfounded</th>
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</table>
Shasta College: Tehama Campus
2012-2014

Tehama/Non-Campus Property:
Offenses reported to Red Bluff Police Department, Tehama County Sheriff’s Department, and Corning Police Department at the following locations:
Red Bluff Union High School, Salisbury High School, State Theatre, First Church of Nazarene, Red Bluff Adult School, Corning High School, and Shasta College Tehama Campus

RESIDENTIAL HOUSING
There is no housing provided on this campus.

CRIME STATISTICAL DATA
The Department of Campus Safety requested crime statistics for the Tehama campus from the Tehama County Sheriff and Shasta College Campus Safety.

CRIME DEFINITIONS
Full crime definitions are located on pages 6 and 7.

HATE CRIMES DEFINITION AND STATISTICAL DATA
Definitions are found on page 8.

No hate crimes occurred on the Tehama Campus or non-campus properties during the years 2012-2014.

CLERY GEOGRAPHY
On-campus property: any building or property owned or controlled by the college within the same reasonably contiguous geographic area and used by the college in direct support of, or in a manner related to, the college’s educational purposes, including residence halls.
Public property: all public property, including thoroughfare, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.
Non-campus property: any building or property owned or controlled by a student organization that is officially recognized by the college, and is not within the same reasonably contiguous geographical area of the college.

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<th>Offense (Crimes Not Reported By Hierarchy)</th>
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<th>Non-Campus</th>
<th>Public Property</th>
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EDUCATIONAL PROGRAMS

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VICTIMS ASSISTANCE AND RESOURCES

- Shasta Family Justice Center (530) 223-6034
- Shasta County Children and Family Services (530) 225-5144
- One Safe Place - Shasta County - (530) 244-0117
- Shasta Regional Medical Center Sexual assault, domestic violence, dating violence and stalking Response Team (SART) (530) 244-5353
- Crime Victims Assistance Center (530) 225-5220

MONITORING CRIMES OF OFF-CAMPUS ORGANIZATIONS

There are no off-campus organizations at the Intermountain campus.
CAMPUS SAFETY JURISDICTION

Shasta-Tehama-Trinity Joint Community College District has a Memorandum of Understanding and a working relationship with the Shasta County Sheriff. The Sheriff's office has operational responsibility for investigation of Part 1 violent crimes (Willful Homicide, Forcible Rape, Robbery, and Aggravated Assault) as defined in the Uniform Crime Reporting (UCR) Program that occur on the Intermountain campus.

SHASTA COLLEGE POLICY ON VIOLATION OF ALCOHOL AND DRUG ABUSE LAWS

The Shasta-Tehama-Trinity Joint Community College District has standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District. Any student or employee who violates this policy may be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal.

SECURITY OF AND ACCESS TO INTERMOUNTAIN CAMPUS

During business hours, the College is open to students, parents, employees, contractors, and guests. During non-business hours, access to all College facilities is by key, if issued, or admittance by Campus Safety. Faculty and staff are issued keys for entry to the Burney campus. The campus is closed Saturday, Sunday, Monday through Thursday 10 p.m. to 8 a.m., and Friday at 5 p.m. In the case of periods of extended closing, the College admits only those with prior written approval to any campus facility. Those who use campus classrooms, offices, and other areas are responsible for locking access doors, turning off lights and closing windows.

VICTIM COUNSELING

Shasta College Health and Wellness professional staff room (530) 242-7580
One Safe Place - Shasta County - (530) 244-0117

SEXUAL ASSAULT

Refer to the section on VAWA on page 14.

REGISTERED SEX OFFENDERS

Refer to page 33 for Shasta College policy on registered sex offenders.

TITLE IX COORDINATOR

Refer to page 31 for information on Shasta College Title IX

VOLUNTARY AND CONFIDENTIAL REPORTING

Refer to page 12 for information on voluntary or confidential reporting.

CHANGE IN VICTIM'S ACADEMIC SITUATION

Refer to the Disciplinary Actions section on pages 22 through 30 for change in victim's academic situation

CAMPUS DISCIPLINARY ACTIONS

Refer to pages 22 through 30 for Campus Disciplinary actions.
MISSING STUDENT PROCEDURE

There is no resident housing on this campus. The missing student procedure does not apply.

EMERGENCY NOTIFICATION AND EVACUATION PROCEDURES

When a threatening or dangerous situation is reported to the Campus Safety Department, the Director of Campus Safety or designee will coordinate a timely assessment of the circumstances surrounding the situation. He will determine if the incident represents an immediate or continuing threat to the health and safety of students and employees that would merit an emergency notification or timely warning.

College Notification of Emergency

Emergencies may range from inclement weather, to building evacuations, to campus closures, or threats that are more serious. The College has a variety of tools to communicate with the public in the event of these and other possible emergencies. Upon analyzing this information and depending on the type of emergency, or the confirmation of the significance of the emergency, the Campus Safety Director and the Vice President of Administrative Services (or designees), will make the decision to issue an emergency notification and develop the content of the notification. The only exceptions to this are the sirens and pager system, which are activated directly by Campus Safety in extremely urgent situations where immediate action is required.

The College will immediately use some or all of the following tools to communicate emergency information with faculty, staff and students:

a. Emergency Web Site: The emergency web site is updated with information during actual emergencies or campus closures.
b. Campus Television Emergency Announcement System: Where available, emergency announcements will be made on accessible televisions giving the viewer additional information.
c. Text Messaging Service: The College contracts with a third-party vendor that provides the technological ability to send text messages to members of the campus community. Only text messages about emergencies and messages used periodically to test the system are sent. Any data provided to the vendor by the College is protected by contractual arrangements. To sign up for campus text alerts online, please go to the RAVE Mobile website.
d. Campus Intercom System - Voice over Internet Protocol (VOIP): The VOIP system will be used for emergencies when the evacuation alarm cannot be utilized.
e. The alarm system will be sounded in a “shooter/intruder” on campus situation. It will also be used to provide information when other emergencies or incidents occur.
f. College Group E-mail: During emergencies, Shasta College sends an “urgent” group e-mail to every student, faculty, and staff member when the e-mail address is provided. The message directs individuals to the emergency web site for additional information and instructions.
g. Telephone Tree: The president’s office has a telephone tree of department contacts that is activated during an emergency.

The implementation of each tool described above is assigned to an individual. This individual has at least two reserve people who can also carry out the communications task. Individuals with electronic communication devices assigned to them have remote access (from their homes, etc.) to those devices.

Building Evacuations are generally indicated by the fire alarm within the effected building.

Campus Evacuations are issued by an all-campus fire alarm, intercom system (VOIP), phone text (RAVE Mobile), email or courier/runner. Listed below are evacuation procedures:

a. When notified to evacuate, a fire alarm will sound. Inform the occupants/students to take their belongings and to evacuate to a safe location. Evacuation points and routes are found in the Emergency Action Guides posted in every classroom and office.
b. Maintain control over your group and ensure that all are evacuating in an orderly manner avoiding the use of elevators.
c. Provide aid to persons with disabilities or those with special needs.
d. If evacuation is due to a fire, in your building close but do not lock doors and windows.
e. If evacuation is campus wide, lock doors and windows if you can.
g. **DO NOT REENTER** the building(s) until cleared by the Building Evacuation Coordinator or district administrator.

In a large-scale incident, the services of all staff may be needed to ensure the safety of other staff and students. Students, faculty and staff should refer to the Emergency Evacuation Procedures manual posted throughout the campus or on the Campus Safety link on the [web site](#).

The Director of Campus Safety will conduct annual training drills for Emergency Evacuation Coordinators and Evacuation Assistants. Notification is emailed to faculty, staff and students in advance of the training drills. Procedures in conjunction with these drills are outlined on the Campus Safety web page. Shasta College will evaluate the evacuation drills or emergency response to assess the plans and capabilities and publish electronically a summary of its emergency response and evacuation procedures.

**CRIME ALERTS (TIMELY WARNINGS)**

The Campus Safety Department has a responsibility to provide timely warnings about reported crimes to the campus community in a manner that will aid in the prevention of similar crimes. The Director of Campus Safety, or designee, will draft the warning or alert. The Vice President of Administrative Services, or designee, will approve and distribute the alert to the community. Alerts delivered to students, staff, faculty and visitors immediately, provide information to assist with preventing further threats, and pertinent safety material while maintaining victim confidentiality. Campus Safety shall update the community as information becomes available.

**The Decision to Issue a Timely Warning:**

Issuance of a timely warning is in response to both of the following conditions met:

- Arson, aggravated assault, criminal homicide, robbery, sex offenses, illegal weapons possession, burglary, motor vehicle theft, or any crime determined to be a hate crime is reported to Campus Safety or other campus safety authorities, and
- The crime is considered by the College to represent a continuing threat to students or employees.

Campus Safety may issue a warning regarding other crimes or threats as deemed necessary.

**Determining Whether a Continued Threat Exists:**

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

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

Some crimes that would not constitute a continuing threat would include:

- Crimes in which the perpetrator has been apprehended, thereby neutralizing the threat
- Crimes in which an identified perpetrator targets specific individuals to the exclusion of others

**Content of the Warning Notice:**

The warning must contain sufficient information about the nature of the threat to allow members of the campus to take action to protect them. Such as:

- A concise statement of the incident
- Possible connection to previous incidents, if applicable
- Physical description of the suspect
- Composite drawing of the suspect, if available
• Date and time the warning was released
• Other relevant and important information

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

**Timing of the Warning:**

In an immediate and serious threat, e.g., an active shooter on campus, a warning is issued with few facts. Updates are distributed until the threat is contained or neutralized.

If a threat is not immediate, the warning may be issued after facts are more fully developed.

**Method of Distribution:**

Distribution of the warning is carried out in a manner reasonably likely to reach the entire campus community. Depending on the circumstances, any of the following methods, or combination thereof, may be used:

• Crime alert notices posted throughout the campuses
• Campus-wide e-mails
• Emergency Text and e-mail messages (RAVE Mobile)
• Activation of the campus siren system
• Postings to the College web page
• Press releases
• Closed circuit television systems where available
• Voice messages over various public address systems (VOIP)

**IMPORTANT PHONE NUMBERS**

**EMERGENCY DIAL 911**

SHASTA COUNTY SHERIFF (530) 245-6000
CAMPUS SAFETY (530) 242-7910
BURNNEY CAMPUS EXTENDED EDUCATION ASSOCIATE DEAN (530) 335-2311
<table>
<thead>
<tr>
<th>Offense (Reported By Hierarchy)</th>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Unfounded</th>
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Shasta College: Intermountain Campus
2012-2014

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<th>Offense (Crimes Not Reported By Hierarchy)</th>
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**Non-Campus Property:**
Offenses are those reported to Shasta County Sheriff’s Office at the following location:

Intermountain Community Center

**RESIDENTIAL HOUSING**
There is no housing provided on this campus.

**CRIME STATISTICAL DATA**
The Department of Campus Safety requested crime statistics for the Intermountain campus from the Shasta County Sheriff Department.

**CRIME DEFINITIONS**
Full crime definitions are located on pages 6 and 7.

**HATE CRIMES DEFINITION AND STATISTICAL DATA**
The definition of a Hate Crime is found on page 8.

No hate crimes occurred on the Intermountain Campus or non-campus properties during the years 2012-2014.

**CLERY GEOGRAPHY**
On-campus property: any building or property owned or controlled by the college within the same reasonably contiguous geographic area and used by the college in direct support of, or in a manner related to, the college’s educational purposes, including residence halls.

Public property: all public property, including thoroughfare, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

Non-campus property: any building or property owned or controlled by a student organization that is officially recognized by the college, and is not within the same reasonably contiguous geographical area of the college.
Shasta-Tehama-Trinity Joint Community College District

Campus Safety is committed to a safe and secure working and learning environment on all campuses within the district. In all aspects of security, plant operations and maintenance, the safety of students, staff and visitors will be our primary consideration.


The Clery Act provides students, their families and Shasta College faculty and staff with accurate, complete, and timely information about safety on campuses so that they can make informed decisions. The Family Educational Rights and Privacy Act (FERPA) permit such disclosures. The following web site provides more information about these and other provisions about campus safety: http://www2.ed.gov/admins/lead/safety/campus.html

In compliance with relevant provisions of federal law, Shasta-Tehama-Trinity Joint Community College District (Shasta College) is required to make policy and programmatic information available to the campus community as well as to prospective students and employees. Shasta College Disclosure of Campus Safety Policies and Campus Crime Statistics give information about these reports and additional material that may be of interest. The data contained in this report is for the calendar year from January 1 through December 31 of 2014 and includes the two prior years’ statistics. This report is available by October 1 each year and can found on the Campus Safety web page under the Annual Security Report menu tab, by following the link: www.shastacollege.edu/ASR. Students are notified of the report availability via e-mail, web site, and new student orientations. Faculty and staff receive similar notifications, either by e-mail or through campus mail. The ASR is also available on the Human Resources, Admissions and Records, and Athletics web pages. You may request a printed copy of this report from the Campus Safety Office Monday through Friday 8:00 a.m. to 5:00 p.m., excluding holidays. Prospective employees may obtain a copy of this report from the Human Resources office.

EDUCATIONAL PROGRAMS

Educational programs presented on the Shasta College main campus are available to all extended education sites.

VICTIMS ASSISTANCE AND RESOURCES

- Trinity County Sexual Assault Response Team – contact Trinity County Sheriff (530) 623-2611 or the Trinity County District Attorney (530) 623-1304
- Human Resources Network – Trinity – (866) 623-4357

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a. Emergency Web Site: The emergency [web site] is updated with information during actual emergencies or campus closures.
b. Campus Television Emergency Announcement System: Where available, emergency announcements will be made on accessible televisions giving the viewer additional information.
c. Text Messaging Service: The College contracts with a third-party vendor that provides the technological ability to send text messages to members of the campus community. Only text messages about emergencies and messages used periodically to test the system are sent. Any data provided to the vendor by the College is protected by contractual arrangements. To sign up for campus text alerts online, please go to the RAVE Mobile website.
d. Campus Intercom System - Voice over Internet Protocol (VOIP): The VOIP system will be used for emergencies when the evacuation alarm cannot be utilized.
e. The alarm system will be sounded in a “shooter/intruder” on campus situation. It will also be used to provide information when other emergencies or incidents occur.
f. College Group E-mail: During emergencies, Shasta College sends an “urgent” group e-mail to every student, faculty, and staff member when the e-mail address is provided. The message directs individuals to the emergency [web site] for additional information and instructions.
g. Telephone Tree: The president’s office has a telephone tree of department contacts that is activated during an emergency.

The implementation of each tool described above is assigned to an individual. This individual has at least two reserve people who can also carry out the communications task. Individuals with electronic communication devices assigned to them have remote access (from their homes, etc.) to those devices.

Building Evacuations are generally indicated by the fire alarm within the effected building.

Campus Evacuations are issued by an all-campus fire alarm, intercom system (VOIP), phone text (RAVE Mobile), email or courier/runner. Listed below are evacuation procedures:

a. When notified to evacuate, a fire alarm will sound. Inform the occupants/students to take their belongings and to evacuate to a safe location. Evacuation points and routes are found in the Emergency Action Guides posted in every classroom and office.
b. Maintain control over your group and ensure that all are evacuating in an orderly manner avoiding the use of elevators.
c. Provide aid to persons with disabilities or those with special needs.
d. If evacuation is due to a fire, in your building close but do not lock doors and windows.
e. If evacuation is campus wide, lock doors and windows if you can.
g. DO NOT REENTER the building(s) until cleared by the Building Evacuation Coordinator or district administrator.

In a large-scale incident, the services of all staff may be needed to ensure the safety of other staff and students. Students, faculty and staff should refer to the Emergency Evacuation Procedures manual posted throughout the campus or on the Campus Safety link on the web site.

The Director of Campus Safety will conduct annual training drills for Emergency Evacuation Coordinators and Evacuation Assistants. Notification is emailed to faculty, staff and students in advance of the training drills. Procedures in conjunction with these drills are outlined on the Campus Safety web page. Shasta College will evaluate the evacuation drills or emergency response to assess the plans and capabilities and publish electronically a summary of its emergency response and evacuation procedures.

CRIME ALERTS (TIMELY WARNINGS)

The Campus Safety Department has a responsibility to provide timely warnings about reported crimes to the campus community in a manner that will aid in the prevention of similar crimes. The Director of Campus Safety, or designee, will draft the warning or alert. The Vice President of Administrative Services, or designee, will approve and distribute the alert to the community. Alerts delivered to students, staff, faculty and visitors immediately, provide information to assist with preventing further threats, and pertinent safety material while maintaining victim confidentiality. Campus Safety shall update the community as information becomes available.

The Decision to Issue a Timely Warning:

Issuance of a timely warning is in response to both of the following conditions met:

- Arson, aggravated assault, criminal homicide, robbery, sex offenses, illegal weapons possession, burglary, motor vehicle theft, or any crime determined to be a hate crime is reported to Campus Safety or other campus safety authorities, and
- The crime is considered by the College to represent a continuing threat to students or employees.

Campus Safety may issue a warning regarding other crimes or threats as deemed necessary.

Determining Whether a Continued Threat Exists:

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

Examples of crimes that could constitute a continuing threat include:

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

Some crimes that would not constitute a continuing threat would include:

- Crimes in which the perpetrator has been apprehended, thereby neutralizing the threat
- Crimes in which an identified perpetrator targets specific individuals to the exclusion of others

Content of the Warning Notice:

The warning must contain sufficient information about the nature of the threat to allow members of the campus to take action to protect them. Such as:

- A concise statement of the incident
- Possible connection to previous incidents, if applicable
• Physical description of the suspect
• Composite drawing of the suspect, if available
• Date and time the warning was released
• Other relevant and important information

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

**Timing of the Warning:**

In an immediate and serious threat, e.g., an active shooter on campus, a warning is issued with few facts. Updates are distributed until the threat is contained or neutralized.

If a threat is not immediate, the warning may be issued after facts are more fully developed.

**Method of Distribution:**

Distribution of the warning is carried out in a manner reasonably likely to reach the entire campus community. Depending on the circumstances, any of the following methods, or combination thereof, may be used:

• Crime alert notices posted throughout the campuses
• Campus-wide e-mails
• Emergency Text and e-mail messages (RAVE Mobile)
• Activation of the campus siren system
• Postings to the College web page
• Press releases
• Closed circuit television systems where available
• Voice messages over various public address systems (VOIP)

**IMPORTANT PHONE NUMBERS**

**EMERGENCY DIAL 911**
TRINITY COUNTY SHERIFF (530) 623-3740
CAMPUS SAFETY (530) 242-7910
TRINITY CAMPUS EXTENDED EDUCATION ASSOCIATE DEAN (530) 623-2231
<table>
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</table>
Shasta College: Trinity Campus
2012-2014

Non-Campus Property:
Offenses are those reported to Trinity County Sheriff’s Office at the following locations:
- Trinity Family Fitness
- Trinity High School
- Kelly’s Fitness

RESIDENTIAL HOUSING
There is no housing provided on this campus.

CRIME STATISTICAL DATA
The Department of Campus Safety requested crime statistics for the Trinity campus from the Trinity County Sheriff’s office and Shasta College Campus Safety.

CRIME DEFINITIONS
Full crime definitions are located on pages 6 and 7.

HATE CRIMES DEFINITION AND STATISTICAL DATA
The definition of a Hate Crime is found on page 8.

No hate crimes occurred on the Trinity Campus or non-campus properties during the years 2012-2014.

CLERY GEOGRAPHY
On-campus property: any building or property owned or controlled by the college within the same reasonably contiguous geographic area and used by the college in direct support of, or in a manner related to, the college’s educational purposes, including residence halls.

Public property: all public property, including thoroughfare, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

Non-campus property: any building or property owned or controlled by a student organization that is officially recognized by the college, and is not within the same reasonably contiguous geographical area of the college.

<table>
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<tr>
<th>Offense (Crimes Not Reported By Hierarchy)</th>
<th>Year</th>
<th>On Campus</th>
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GEOGRAPHICAL MAPS

SHASTA COLLEGE MAIN CAMPUS
11555 OLD OREGON TRAIL, REDDING CA
HEALTH SCIENCES CAMPUS
1400 MARKET STREET, REDDING CA
TEHAMA CAMPUS
770 DIAMOND AVENUE, RED BLUFF CA
IMPORTANT PHONE NUMBERS

CAMPUS SAFETY (530) 242-7910
Confidential Report line (530) 242-7919
Health and Wellness (530) 242-7580

EMERGENCY CALLS DIAL 9-1-1
Redding Police Department (530) 225-4200
Shasta County Sheriff (530) 245-6540
Anderson Police Department (530) 378-6600
Tehama County Sheriff (530) 529-7900
Red Bluff Police Department (530) 527-3131
Trinity County Sheriff (530) 623-2611

SUPPORT SERVICES
OneSAFEplace (Shasta County) (530) 244-0117 24 Hour Crisis line
Shasta County Crime Victims Assistance (530) 225-5220
Shasta County Mental Health (530) 225-5200

Tehama County Health Services (530) 527-5637 or (800) 240-3208
Tehama County Social Services (530) 527-1911
Alternatives to Violence (Red Bluff) (800) 529-7900
Red Bluff Rape Crisis Center (530) 342-7273

Human Response Network (Trinity) (530) 623-4357
Trinity Behavioral Health Clinic (530) 623-1362
POLICY PAGE:

For a full list of Board Policies and Administrative Procedures, click the link:
http://www.shastacollege.edu/President/Board%20of%20Trustees/Pages/BoardPoliciesTOC.aspx

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<th>Ref. Policy #</th>
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<td>BP 3440</td>
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<td>BP 3500</td>
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<td>BP 3507</td>
<td>Crisis Response Team Protocol, also see AP3507</td>
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<td>BP 3503</td>
<td>Missing Student Notification, Reference: 34 CFR 668.46(h), also see AP3503</td>
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<td>Reporting of Crimes, also see AP3515</td>
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For a full list and description of Campus Safety Policies, click the link:
http://www.shastacollege.edu/Administrative%20Services/Safety/Pages/Policies.aspx

| CS 101       | Disclosures of Campus Safety Policies and Campus Crime Statistics |
| CS 102       | Timely Warnings and Emergency Notifications |
| CS 103       | Campus Safety Notifications/Reporting of Serious Crimes and Major Incidents |
| CS 105       | Testing Emergency Response and Evacuation Procedures |
| CS 106       | Accurate and Prompt Crime Reporting |
| CS 107       | Crime Prevention Programs |
| CS 108       | Voluntary Confidential Reporting |
| CS 109       | Stalking Prevention, Awareness and Reporting |
| CS 110       | Addressing, Responding to Sex Offenses, and Disclosures to Alleged Victims of Crime of Violence and Non-Forcible Sex Offenses |
| CS111        | Sex Offender Registration & Registered Sex Offenders attending Shasta College |
| CS112        | Bystander Intervention |
| CS113        | Protective Measures |