I. PURPOSE
How to Accurately and Promptly Report Crime or Public Offense

II. DEFINITIONS
A. A crime is as an act committed or omitted in violation of a law.
B. Crimes may include Felonies, Misdemeanors, and Infractions.

III. POLICY
All students, staff and visitors of all Shasta College campuses are encouraged to report a crime or suspicious activity in a timely manner.

IV. Procedures
To Report a crime:

If an emergency, call 911, and only if safely able and practical to do so, then call Shasta College Campus Safety at (530) 242-7910. For non-emergencies, call Campus Safety at (530) 242-7910. Blue Phones may also be used to call Campus Safety. The Blue Phones are located in most of the buildings at the main campus (see Blue Phone location map at the end of this policy)

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside building or around Residential Housing, should be reported to either Campus Safety or to the jurisdictional law enforcement agency for the specified campus (listed below).

Common questions that may be asked by either Campus Safety or law enforcement officials may be:

1. Exactly what the crime, offense, or suspicious activity is?
2. Are there any injuries?
3. Are there weapons involved?
4. Is it in progress? If not, what time did it occur?
5. Where specifically did it occur?

5. What is the description of the parties involved?

6. If the parties involved left, which direction, method of transportation and description (make/model/color/license plate number)?

7. If it is a theft, what is the complete description of the taken item(s) (brand, model, serial number, color, size, shape, any identifying characteristics)?

Shasta College Campus Safety is open Monday through Friday 24 hours (excluding holidays) and Saturdays, 9:30am to 5:30pm. During non-operating hours for Campus Safety, the following non-emergency numbers for jurisdictional agencies for the following Shasta College Campuses:

**The Main Campus**, 11555 Old Oregon Trail, Redding-The Redding Police Department (530) 225-4200 or (530) 225-4564 (non-emergency SHASCOM dispatch)

**Health Sciences**, 1400 Market Street, Redding—The Redding Police Department (530) 225-4200 or (530) 225-4564 (non-emergency SHASCOM dispatch)

**Tehama Campus**, 770 Diamond Ave. Red Bluff-Tehama County Sheriff’s Office (530) 529-7900 (an automated message will prompt you to press “1” for a dispatcher).

**Trinity Campus**, 30 Arbuckle Ct. Weaverville-Trinity County Sheriff’s Office (530) 623-8126

**Intermountain Campus**, 37581 Mountain View Rd., Burney-Shasta County Sheriff’s Office (530) 245-6000 or (530) 225-4564 (non-emergency SHASCOM dispatch)

In addition, you may report a crime to the following areas:

Vice President of Student Services (530) 242-7621 Room 2312

Director of Student Housing (dorms) (530) 242-7739 19733 Shasta College Drive, Redding CA 96003

Coordinator of Agricultural Department/Agricultural Student Housing (530) 242-2209 Room 4001

Health and Wellness Office (530) 242-7580 Room 2020

Associate Vice President of Human Resources (530) 242-7649 Room 121

Dean of Enrollment Services (530) 242-7669

Director of Disabled Students & Services (DSPS) and Extended Opportunity Programs & Services (EOPS) (530) 242-7799 Room 2010

Athletic Director (530) 242-2292 Room 1850
Lonnie Seay
Director of Campus Safety
Amended March 19, 2015