Office of the Director of Campus Safety  
Shasta-Tehama-Trinity Joint Community College District  
Policy and Procedure Manual

Subject: Voluntary Confidential Reporting  
Policy Number: 108

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Reference Standards:  
Rescinds or Amends Policy Number:

I. PURPOSE

The purpose of a confidential report is to comply with a victim’s wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others.

II. DEFINITIONS

Victim is defined under CA Codes: Title 17 and Penal Code section 679.01 as a person against whom a crime has been committed.

III. POLICY

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. Reports filed in this manner (if they fall under The Clery Act required reportable crimes) are counted and disclosed in the annual crime statistics for the institution. The individual wishing to file the report may do so by calling (530) 242-7919 or contacting a Campus Security Authority.

Lonnie Seay
Director of Campus Safety
Amended March 19, 2015