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Annual Security Report

In compliance with relevant provisions of federal law, Shasta College is required to make policy and programmatic information available to the campus community as well as to prospective students and employees. Information about these reports and additional material that may be of interest is described in Shasta College Department of Campus Safety Policy #101 (Disclosure of Campus Safety Policies and Campus Crime Statistics). Printed copies of individual reports are available upon request. The data contained in this report is for the calendar year from January 1st through December 31st of 2012 and is made available annually by October 1. For current crime statistics please go to the Campus Safety website.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act require postsecondary institutions to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make public their campus security policies. It also requires that crime data be collected, reported, and disseminated to the campus community and to the Department annually. The Clery Act is intended to provide students and their families with accurate, complete, and timely information about safety on campuses so that they can make informed decisions. Such disclosures are permitted under the Family Educational Rights and Privacy Act (FERPA). The following web site provides more information about these and other provisions about campus safety:

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

1. REPORTING CRIME STATISTICS

a) Policies for preparing the annual disclosure of campus crime statistics: The College coordinates the collection and reporting of crime statistics as specified by federal law. The information is compiled into a report. Each year, enrolled students are notified via the web site where this report can be accessed and reviewed. Faculty and staff receive similar notifications, either by e-mail or through campus mail. Copies of this report can also be obtained from the Campus Safety Office. All prospective employees may obtain a copy of this report from the Human Resources office. Copies of this report will be provided to others upon request. Agencies involved in the collection of data include Campus Safety, the Shasta College Deans, the Dorm Residence Coordinator, the Student Health and Wellness Center, Human Resources, the Redding Police Department (RPD), the Shasta County Sheriff, the Trinity County Sheriff, Red Bluff Police Department and the Tehama County Sheriff. In addition, Campus Safety investigates/reviews all reports of criminal activity occurring in its jurisdiction regardless of the source. Campus agencies involved in the collection of crime statistics are provided guidance annually regarding the requirements of 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, which provides appropriate crime codes, and the nature, dates, times, and the locations of crimes committed within their jurisdiction. The Campus Safety office requests data from the agencies involved in collecting criminal statistics so that the annual report may be updated and disseminated to the campus community, the general public, and the U.S. Secretary of Education. With the exception of certain alcohol-abuse violations that may be referred for handling by residence hall staff or the VP of Student Services, campus agencies required to collect crime statistics report all crimes to Campus Safety.

b) Statistics on the following Clery crime definitions and offenses are to be included in the annual security report:

i. Criminal Homicide, Murder, non-negligent, and negligent Manslaughter. Non-negligent Manslaughter is the killing of a person through gross negligence.

ii. Sex Offenses, Forcible or Non-forcible. A forcible sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of giving consent, e.g., intoxicated. Non-forcible sex offenses are acts of "unlawful, non-forcible sexual intercourse," e.g., incest or statutory rape.

iii. Robbery. The taking, or attempting to take, anything of value from the control, custody, or care of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
iv. **Aggravated Assault.** An unlawful attack by one person upon another for the purpose of 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.

v. **Burglary.** The unlawful entry (breaking and entering) into a building or other structure with the intent to commit a felony or theft.

vi. **Arson.** Willful or malicious burning or an attempt to burn a dwelling house, public building, motor vehicle or aircraft, or personal property.

vii. **Motor Vehicle Theft.** The theft or attempted theft of a motor vehicle.

viii. **On-campus Arrests for Alcohol, Drug and Illegal Weapon Violations.**

xi. The number of students referred for **Disciplinary Actions** for alcohol, drug or illegal weapon violations. (If included in the report as an arrest, a referral does not need to be reported under this category.)

x. **Hate Crimes** falling into the above list, involving bodily injury, or reported to the Campus Safety office or local police. (Hate crimes are to be reported by category of prejudice: race, gender, religion, sexual orientation, ethnicity or disability.)

Note that, effective August 14, 2008, the Higher Education Opportunity Act of 2008, modified the list of hate crimes that must be reported to include the following crimes: larceny-theft, simple assault, intimidation, and property destruction, damage or vandalism (20 U.S.C. Section 1092 (f)(1)(F)(iii)).

c) The previous 3 years of crime statistics:

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<th>Campus Crime Statistics 2010-2012 Main Campus</th>
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Non-Campus properties: Crimes reported to the Shasta County Sheriff’s Department located at: U-Prep, West Valley High School, Fall River Elementary, and Verde Vale Elementary.

Non-Campus properties: Crimes reported to the Modoc County Sheriff’s Department located at: Surprise Valley Health Care, Cedarville, CA.

Public Properties: Crimes reported to Shasta County Sheriff’s Department or Redding Police Department located in close proximity to the Shasta College campus or extended education sites.

Please note: Hate Crimes for Larceny-Theft, Simple Assault and Intimidation were added for 2012 reporting in the Higher Education Opportunities Act. The Clery Act did not require data collection for these crimes prior to 2011.

**Hate Crimes 2012:** Vandalism Race bias (2); Vandalism Religious bias (1).

**Hate Crimes 2011:** Vandalism Sexual Orientation Bias (1); Vandalism Race bias (1).

**Hate Crimes 2010:** No hate crimes reported.
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Special Category Arrests (Liquor, Drug and Weapons)

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Disciplinary Referrals: Non-Arrests from Security, Housing and other College officials

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Special Category Arrests (Liquor, Drugs and Weapons)

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Disciplinary Referrals: Non-Arrests from Security, Housing and other College officials

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Tehama/Non-Campus Property:
Offenses reported to Red Bluff Police Department
And Tehama County Sheriff Department at the following locations:
Red Bluff Union High School, Salsbury High School,
State Theatre, First church of the Nazarene, Red Bluff Adult School
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- **Special Category Arrests (Liquor, Drugs and Weapons)**
  - Liquor Laws: 0
  - Drug Violations: 0
  - Weapons Possession: 0
  - Total: 0

- **Disciplinary Referrals: Non-Arrests from Campus Safety, Housing or other College officials**
  - Liquor Laws: 0
  - Drug Violations: 0
  - Weapons Possession: 0
  - Total: 0

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### Trinity Campus

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- **Special Category Arrests (Liquor, Drugs and Weapons)**
  - Liquor Laws: 0
  - Drug Violations: 0
  - Weapons Possession: 0
  - Total: 0

- **Disciplinary Referrals: Non-Arrests from Campus Safety, Housing or other College officials**
  - Liquor Laws: 0
  - Drug Violations: 0
  - Weapons Possession: 0
  - Total: 0

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**Intermountain/Non-Campus Property**

Offenses reported to Shasta County Sheriff Department

**Trinity/Non-Campus Property**

Offenses reported to Trinity County Sheriff Department
2. REPORTING CRIMINAL ACTIONS

1. Individuals may report alleged criminal actions (including sex offenses) or emergencies 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 a 911 emergency telephone, located throughout the campus
   - dial 911
   - contact an officer in uniform on patrol
   - ask any Shasta College supervisor or manager to assist with reporting a crime
   - students may contact the Vice President of Student Services, the Coordinator of Resident Housing, or the Student Health and Wellness Center
   - employees may contact Human Resources or Campus Safety

2. Campus Safety will review 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. All criminal incidents are investigated by Campus Safety and/or the jurisdictional agency. Campus Safety responses include, but are not limited to:
   - immediate response to emergencies through dispatch of one or more officers
   - investigation of reports in accordance with procedure
   - arrests depending upon the circumstances of the incident
   - referring alleged offenders to appropriate campus agencies, such as the VP of Student Services
   - Issuing "timely warnings" of crimes that represent a threat to the campus community

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Campus Safety, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through the College group e-mail system and/or text alert system to students, faculty, and staff, and, if deemed appropriate by the Director, on the College’s home page and at the Campus Safety web site. Depending on the circumstances, other measures may be taken, including but not limited to, use of telephones, or publications in print.

3. Victims or witnesses wishing to make voluntary reports of criminal activity in confidence may do so by requesting that the agency or person to whom a report is made maintain confidentiality with regard to the identity of the individual making the report. Reports of this nature will be honored to the extent permitted by state law, criminal investigatory requirements, and college judicial process. Specific procedures for confidential reporting made to any CSA may be found at the Campus Safety office. 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.

4. Students may also report incidents of crime to any Campus Security Authority ("CSA"), who is then responsible for promptly notifying the Campus Safety of the reported incident. Campus Safety will determine if it is a Clery reportable offense.
Whether it happens to you or you’re a witness, you have the responsibility to report criminal activity. If a crime occurs on or around campus, report it immediately to the police or Campus Safety. The Redding Police Department has primary jurisdiction over the Shasta College Main Campus and the Downtown 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.

Crimes in progress and crimes that have just occurred should be reported by dialing 9-1-1 from any phone. Whenever possible, the actual victim or witness of the crime should call the Communication Center directly. Firsthand information is always more accurate and complete. If someone merely gives you the information and leaves, 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 information such as: 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, what did the suspect(s) look like (gender, race, age, height, weight, hair color/length, clothing, facial hair, tattoos/scars, etc.) and any other relevant information. In addition to the importance of reporting, timely information assists us in developing information and warnings for the campus.

*It is important that criminal activity be reported immediately and as accurately as possible.* Investigations, whether by Campus Safety or the Redding Police Department, are hampered by the passage of time and may be considered incomplete or inaccurate information. In addition, some crimes pose risks or dangers that must be reported without delay to the campus community to minimize potential harm to individuals and their property. Campus Safety and the College administration work closely to determine, on a case-by-case basis, when the campus community should be placed on alert regarding potential threats to the safety of its members.

Although we encourage the reporting of campus criminal activity directly to the law enforcement agency which has jurisdiction over a specific campus, in some instances members of the campus community may choose to file a report with one of the other campus security authorities. For reporting purposes at Shasta College, Campus Security Authorities have been designated as:

**Campus Security Authorities (“CSAs”)**

**Campus Safety:**
- Craig Carmena, Director of Campus Safety, 530-242-7912
- Any Campus Safety Officer, 530-242-7910

**Athletic Department:**
- Gary Houser, Athletics Dean, Room 1802, 530-242-7595
- Craig Thompson, Assistant Athletic Director, Room 1852, 530-242-2292
- Any Athletics staff member

**Health and Wellness:**
- Shelly Lowry, Health and Wellness Technician, Room 2020, 530-242-7581
- Debbie Goodman, College Nurse, 530-242-7580

**Shasta College Deans:**
- Ralph Perrin, DPH, 530-242-7730, Arts, Communications, and Social Sciences (ACSS)
- Eva Jimenez 530-242-7565, Business, Agriculture, Industry and Technology (BAIT) and Economic Workforce Development (EWD)
- Tom Orr 530-529-8980, Distance Education (DE)
- Kathy Royce 530-339-3610, Health Sciences (HSUP)
- Will Breitbach 530-242-7555, Library Services and Educational Technology (LIB)
- Gary Houser 530-242-7595, Safety, Physical Education, and Consumer Sciences (SPECS)
- Frank Nigro 530-242-7764, Science, Language Arts and Math (SLAM)
3. CRIME REPORTING AND PREVENTION

The daily Campus Crime Log can be accessed on the Campus Safety website, or at the Campus Safety office.

Campus Safety: Call 530-242-7910 Room 5015
- Crime prevention tips to staff or students reporting a crime.
- "CSO" (“Community Service Officers”)
- Daily reports on inoperable exterior lights, overgrown shrubbery, and unsecured doors, lock and door problems
- After analysis of theft, recommendations sent to department for crime prevention
- Special patrols/mobile patrols
- Blue Emergency phones around campus
- 911 lines connecting every phone to police
- Monitoring and responding to alarm call
- Safe Walk after hours escort

Resident Housing: Call 530-242-7739
- Monitoring and responding to residence hall system alarms
- Information in residence hall and apartment newsletters on crime prevention and safety tips
- Handbook for residents distributed at check-in, with special section on safety issues
- On-duty staff makes nightly rounds of residence halls
- Safety programs offered throughout the year
- Background check of vendors, contractors, subcontractors working in residence halls

Behavioral Intervention Response Team (BIRT): Call 530-242-7910 or 530-242-7580
- Assessment of threat level posed to the College based on concerns reported.
- Referrals to best suited resources based on concerns.
- Information on how to address individuals in distress.
- BIRT staff intervention when necessary to diffuse the concerning behavior.
- Educational programming to faculty, staff and student leaders.

4. TIMELY WARNINGS

Reporting criminal actions and timely warnings refers to policies, procedures and facilities for reporting criminal actions or other emergencies occurring on campus, and the College’s response to such reports. The current campus policy for making timely reports to members of the campus community is as follows:

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. (Shasta College Department of Campus Safety: Timely Warnings Policy #102)

The Decision to Issue a Timely Warning:

1. A warning must be issued when both of the following conditions are met: (1) 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 (2) the crime is considered by the College to represent a continuing threat to students or employees.
2. A warning **may** be issued regarding other crimes as deemed necessary by Campus Safety.

3. The Director, or his designee, is responsible for making the decision whether a timely warning will be issued.

**Determining Whether a Continued Threat Exists:**

1. 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.

2. Examples of crimes that could constitute a continuing threat include but are not limited to:
   - 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

3. Crimes that would not constitute a continuing threat include but are not limited to:
   - 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, such as domestic violence

**Content of the Warning Notice:**

1. The warning must contain sufficient information about the nature of the threat to allow members of the campus to take action to protect themselves, 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

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

**Timing of the Warning:**

1. In an immediate and serious threat, e.g., an active shooter on campus, a warning may need to be issued immediately with few facts and then be continually updated until the threat is contained or neutralized.

2. If a threat that is less immediate, the warning can go out later after facts are more fully developed.

**Method of Distribution:**

1. The warning must be distributed in a manner reasonably likely to reach the entire campus community.

2. Depending on the circumstances, any of the following methods, or combination thereof, may be used:
   - posting of notices
   - campus-wide emails
   - text messages
   - activation of the campus siren system
   - postings to the College home page
   - press releases
   - closed circuit television systems where available
   - Voice messages over various public address systems (VOIP)

5. **EMERGENCY NOTIFICATION AND EVACUATION PROCEDURES**

**College Notification of Emergency.** Emergencies may range from inclement weather, to building evacuations, to campus closures, and the College has a variety of tools to communicate with the public in the event of these and
other possible emergencies. Depending on the type of emergency or the confirmation of the significance of the emergency, the Campus Safety Director, Craig Carmena and the Vice President of Administrative Services, Morris Rodrigue, the college may use some or all of the following tools to communicate with faculty, staff and students without delay:

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 [http://www.alertu.org/](http://www.alertu.org/)

d. **Campus Intercom System - Voice over Internet Protocol (VOIP).** The VOIP system will be used for emergencies when the evacuation alarm system cannot be sounded as in a “shooter/intruder” on campus situation. It will also be used to provide information when other emergencies or incidents occur.

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

f. **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.

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 who has at least two backups who can also carry out the communications task. Individuals with electronic communication tools assigned to them have remote access (from their homes, etc.) to those tools.

The Director of Campus Safety, Craig Carmena, and the Vice President of Administrative Services, Morris Rodrigue, deliver emergency information to College administration. Upon considering this information, administration develops the messages and activates campus-wide communications. 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.

**Evacuation of buildings** is generally indicated by the fire alarm within the effected building.

**Campus Evacuations** can be by an all campus fire alarm, intercom system (VOIP), phone text (AlertU), Email or courier/runner.

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.

f. Report to your Building Evacuation Coordinator (Orange Vest) for instructions and information.

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 could 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](#). For further Details refer to Shasta College Department of Campus Safety: Emergency Notification Policy #103. The Director of Campus Safety will conduct annual training
drills for Emergency Evacuation Coordinators and Evacuation Assistants. Faculty, staff and students will be notified in advance of the training drills. Procedures in conjunction with these drills are outlined on the Campus Safety webpage.

6. SECURITY OF AND ACCESS TO CAMPUS FACILITIES

The Redding Main Campus, the Downtown Campus, the Tehama Campus, the Intermountain Center-Burney, and the Trinity Campus are closed to the public from 11:00 p.m. to 6:00 a.m. unless specific authorized events are scheduled during that time.

Campus Residence Halls: Curfew hours have been established as 10:00 pm to 10:00 am Sunday through Thursday nights and Midnight Friday and Saturday nights.

It is the responsibility of those who use campus classrooms, offices, and other areas to lock access doors, turn off lights and close windows. The Redding Main Campus facilities are maintained by the Physical Plant and patrolled by the Department of Campus Safety and the Redding Police Department. Campus Safety Officers regularly test the “blue security phones” and submit work orders for repair, recommend the trimming of shrubbery for safety purposes, conduct periodic lighting surveys, and report the need for replacement of lights and any other physical hazards.

7. CAMPUS SAFETY JURISDICTION

Campus Safety Jurisdiction refers to campus 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 which 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 Program.

Shasta-Tehama-Trinity Joint Community College District has interagency protocol agreements with the Redding police Department (Main campus and Downtown campus), Tehama County Sheriff Office (Tehama campus), Red Bluff Police Department (Extended Education), and the Trinity County Sheriff Department (Hayfork) to clarify agency jurisdiction and response responsibility required by the Kristin Smart Campus Safety Act of 1988.

The Shasta College Department of 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 emergency situations, assist in medical emergencies and other related safety needs, as well as enforce campus parking regulations. Campus Safety Officers and Parking Enforcement Officers are not sworn peace officers, although all Campus Safety Officers have completed the same POST Basic Peace Officer Academy training as municipal law enforcement officers.

8. SECURITY AWARENESS AND PERSONAL SAFETY MEASURES

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

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

- Walk in well-lit areas; avoid dark areas.
- Walk in groups of two or more, especially at night. If that is not possible
- Contact Campus Safety for a “Safe Walk” after hours escort
- Always lock your vehicle.
• Do not leave your valuables in plain sight in your vehicle.
• Always make sure your keys are in your hand, well before you reach your vehicle.

Another critical element of campus safety is training. Various classes are offered at the college and in the community to increase your personal safety:

- Annual Self Defense classes – staff and student
  - Domestic Violence Awareness
  - Sexual Assault Prevention
  - Annual Sexual Harassment notices
  - Community Service Officers (CSO)

9. SEXUAL ASSAULT PREVENTION

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

As soon as the situation allows, the victim of a sexual assault should report the incident, including date or acquaintance sexual assault to the Redding Police Department, the respective law enforcement agency, or the Department of Campus Safety. The victim should make every attempt to preserve any physical evidence of the assault. This may include a voluntary medical exam, not showering or disposing of any damaged clothing or other items that are present after/during the assault. Victims of sexual assault are encouraged to call any law enforcement agency by dialing 911 for crime investigation, referral or transport for medical treatment, referral to crisis counseling and legal advocacy.

The Department of Campus Safety, with the victim’s consent, will immediately conduct a criminal investigation of a reported sexual assault, and will also contact a crisis counselor immediately, if the victim wishes. Every effort will be made to criminally prosecute perpetrators of sexual assaults. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both shall be informed of the outcome of the proceeding.

After an alleged sexual assault incident occurs, the college will assist the victim in changing academic and living situations if requested and if such changes are reasonably available. If you become the victim of a sexual assault on or off campus:

- GET TO A SAFE PLACE
- CONTACT POLICE BY DIALING 911
- DO NOT SHOWER, BATHE, DOUCHE, CHANGE OR DESTROY CLOTHING
- DO NOT STRAIGHTEN UP THE AREA
- SEEK MEDICAL ATTENTION
- SEEK EMOTIONAL SUPPORT FROM LOCAL RAPE CRISIS CENTER (530)244-0117
- **ONE SAFE PLACE** (formerly Shasta County Women’s Refuge) SHASTA COUNTY RESOURCE FOR SEXUAL ASSAULT AND DOMESTIC VIOLENCE (530)244-0117
- CONTACT CAMPUS SAFETY ROOM 5015 OR HEALTH AND WELLNESS

Professional staff members will assist survivors in contacting any of the above listed resources or offices. Sexual assault is also considered sexual harassment. Students have other options available to them under Title IX regarding sexual harassment.

**Reporting the Sexual Assault**

Sexual Assaults should be reported to the law enforcement agency having jurisdiction over the location where the crime occurred. Sexual assaults that occur on campus or any property owned or utilized by the Shasta-Tehama-Trinity Community College District should be reported to the Shasta College Department of Campus
Safety. When the crime occurs off campus, Shasta College Department of Campus Safety will assist the victim by facilitating contact with the law enforcement agency having jurisdiction over the location where the crime occurred. Reports may be made anonymously.

**Procedures for Reporting Sexual Assaults**

Persons who believe that they are victims of sexual assault, including witnesses thereto, may report and discuss the matter with one of the following employees:

- A College Counselor in the Counseling Center
- Residence Hall Supervisors and staff
- Student Health Center professional staff
- Any Police or Campus Safety Officer

We encourage everyone to report on-campus sexual assault incidents directly to the Redding Police Department at (530)225-4200, Campus Safety (530)242-7910, or the jurisdictional agency. However, victims are not required to pursue prosecution just because they report a crime to a law enforcement agency. The reporting of sexual assault to the police may prevent others from being victims and safeguard your rights for future prosecution.

During the course of the investigation, feel free to ask the officer any questions you may have about the procedures being followed. 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 have the right to be treated with respect, dignity and courtesy regardless of race, age, lifestyle, or occupation. You also have a right to file a complaint and receive services regardless of the relationship between you and the suspect. You may also have an advocate for support throughout the entire investigative process. You should expect an explanation about all procedures and forms.

Victims and witnesses have the right to report a crime on a voluntary and confidential basis.

In sexual assault cases, the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both shall be informed of the outcome of any campus disciplinary proceeding brought alleging the sexual assault.

Shasta College encourages all members of the campus community who believe they are victims of sexual assault 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 cases. The Department of Campus Safety will assist victims in notifying the law enforcement agency with jurisdiction over the alleged offense.

**Counseling & Psychological Services**

The Department of Campus Safety works closely with Shasta College Health and Wellness and Psychological Counselor in dealing with sensitive situations, and both Campus Safety Officers and psychological counselors have received training on threat assessments. Shasta College Campus Safety officers consistently refer persons to the Psychological Counseling Center, and the psychological counselors also encourage their clients to report crimes. Psychological counseling sessions are considered privileged and the holder of the privilege is the client. Crime information can be forwarded anonymously at the request of the client. The counselors do not disclose information to the security 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 done 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. A consultation appointment can be scheduled by calling the Health & Wellness office at (530)242-7580.

Legal Options

Any person who has been sexually assaulted has several legal options: criminal prosecution against the assailant; and/or civil prosecution against the assailant; and/or the Shasta College disciplinary procedure 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 can facilitate contact for the sexual assault victim with the appropriate law enforcement agency and/or provide information as to how to contact them.

Civil Prosecution

Victims of sexual assault 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 can be brought against the assailant regardless of the decision to criminally 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 a support person 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 support person 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 consent in writing to have the hearing open to the public.
• The right to know the outcome of the hearing as defined by federal law.

In accordance with the Higher Education Act of 2008, any disciplinary proceedings conducted on or after Aug. 14, 2009, upon written request, Shasta College must disclose the results of any disciplinary proceeding to the alleged victim of any crime of violence, or non-forcible sex offense, against a student who is the alleged perpetrator of such offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

10. CONVICTED SEXUAL OFFENDER REGISTRATION LAWS

Effective October 28, 2002, California Penal Code 290.01(a) (1) was expanded and requires sexual offenders to register with Campus Police. However, Shasta College Campus Safety is not a sworn law enforcement agency. The Redding Police Department is the law enforcement agency responsible for the Shasta College campus. The Tehama County Sheriff’s Department is responsible for the Tehama Campus, the Trinity County Sheriff’s Department is responsible for the Trinity Campus, and the Shasta County Sheriff’s Department is responsible for the Intermountain Campus. Convicted sexual offenders are required to register under California Penal Code Section 290 if they are residing on the College campus, enrolled as a student of the College, employed by the College, either full-time or part-time (includes paid employees or volunteers); or working or carrying on a vocation at the College (e.g. contractors) for more than 14 days or for an aggregate period exceeding 30 days in a
calendar year. Persons listed above must register with law enforcement agency responsible for their specific jurisdiction within five working days commencing enrollment or employment with the College. Registrants are also required to notify the responsible law enforcement agency within five working days of ceasing to be enrolled or employed, or ceasing to carry on a vocation at the College. AB 1313 amended 290.1 (d) (1), allows sex offender registration information to be released to members of the campus community by police.

Public information regarding sex offenders in California may be obtained by viewing the Department of Justice Online Megan’s Law Web Site. You can obtain information by contacting the Sexual Offender Unit of the Redding Police Department, 1313 California Street, Redding, California (530)225-4200.

Upon request, the college will disclose the results of any disciplinary proceeding conducted by the college against a student who is the alleged perpetrator of any crime of violence or a non-forceable sex offense to either the alleged victim or the next of kin if the victim is deceased per Administrative Procedure (AP) 5520.

11. MISSING STUDENT NOTIFICATION POLICY: Reference: 34 CFR 668.46 (h)

If a member of the campus community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Shasta College Department of Campus Safety at (530)242-7910. The Department of 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 Shasta 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 Housing Coordinator. 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, Shasta 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:

1) Shasta College Department of Campus Safety (530) 242-7910
2) Shasta College Resident Dean (530) 242-7629
3) Shasta College Coordinator of Student Housing (530) 242-7739
4) Shasta College Head Residence Advisor (530) 242-7740
5) Redding Police Department (530) 225-4200

12. STATEMENT OF POLICY ON ALCOHOL, DRUGS, AND SUBSTANCE ABUSE

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 also 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 Shasta-Tehama-Trinity Community College District complies with Public Law 101-226 “Drug-Free Schools and Communities Act Amendment of 1989,” and the Board of Trustees of the Shasta-Tehama-Trinity Joint Community College District prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on
College property or as a part of any activity sponsored or sanctioned by the College. As a condition of employment, all College employees shall abide by the College’s policy of maintaining a drug/alcohol-free workplace.

The possession, use or sale of alcoholic beverages by anyone on property controlled by Shasta College, except as permitted by law for instructional purposes, is a misdemeanor as per Section 25608 of the California Business and Professions Code, and a violation of these laws and College regulations may subject an individual to arrest by law enforcement or campus enforcement authorities.

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 that may be imposed by Shasta College.

All students and employees who feel they have a drug or alcohol problem are urged to voluntarily seek confidential assistance through rehabilitation programs. For more information or referrals, contact the Shasta College Wellness Services/College Nurse in Room 2020 or call (530)242-7580.

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 that is most commonly inhaled as a powder. It can be dissolved in water and used 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 are 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 time period the user is under the
influence. Because of its amnesiac effect, Rohypnol has been given intentionally to others to facilitate sexual
assault 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 is manifested by 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 Legislature and the
Governor. 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**

Manufacture, Distribution, or Dispensing of Drugs (including marijuana).

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 Congress and the President. 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.

**Available Drug or Alcohol Counseling or Rehabilitation Services**

Students: 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, call Health and Wellness Center, room 2020 or call 530-242-7580.

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

Employees may obtain counseling and referral services through the Human Resources Office, room 121 or call 530-242-7640.

13. **WEAPONS ON CAMPUS**

Firearms or other weapons shall be prohibited on any college or District center or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency. *(Reference: Penal Code Section 626.7).* Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals including but not limited to any facsimile firearm, knife, explosive or weapon on Shasta College premises is in opposition to the Standards of Conduct set by the District Board of Trustee’s policy.

14. **ANNUAL FIRE SAFETY REPORT**

The Higher Education Opportunity Act became law in August 2008 and requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire related on-campus student housing statistics.

**General Statement of Shasta College’s Student Housing Facilities**

The Student Housing facilities at Shasta College house 126 occupants and consist of three buildings, Men’s Dorm, Women’s Dorm and a Common. Additional student housing is provided on campus at the college Farm and consists of two buildings. The farm housing is under the direction of the Dean of Business, Agriculture, Industry and Technology.

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 3-4 times per semester. A district employee is on site 24/7. Fire Prevention Inspections are conducted annually by the Shasta County Fire Department Fire Prevention Bureau. Life Safety Inspections are conducted periodically by Cal Fire field personnel.

<table>
<thead>
<tr>
<th>Student Housing</th>
<th>Fire Detection Systems (Smoke, heat, ion)</th>
<th>Fire Suppression System</th>
<th>Fire Extinguishers present</th>
<th>Redundant Monitoring System</th>
<th>Fire Drills Each Year</th>
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</tbody>
</table>

**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 2011-2012 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.
3. Maintain new Fire Log and reporting procedures

**Student Housing Center Fire Drills**

Fire drills are held for each dormitory once per fall and Spring Semester and are mandatory supervised evacuations for fire. The drill is conducted by the Residence Halls Coordinator, Campus Safety and the Fire Department (Cal Fire).

Evacuation route maps are posted at strategic locations throughout the centers to identify the closest egress routes and evacuation areas, “Getting out Alive” fire instructions are posted in each room. Resident Students who fail to leave the center during a fire drill are disciplined in accordance with the policies described in the Shasta College Community Guidelines.

**Fire Safety Policies**

Shasta College Residential life is a living and learning environment. Fire Safety is a priority to the District and to the staff of the Resident Housing.

Shasta College Dorm fire safety [policies](#) can be accessed on-line and is made available to all students/parents through written communication. These polices include limitations on small appliances, restrictions on medium appliances and appliances that are prohibited. It also spells out the use of power strips in lieu of extension cords, candles, barbecues, and other incendiary products that are prohibited in the residential housing environment.

Fire Safety Equipment is also addressed in the Shasta College Community Guidelines. Removing or tampering with the smoke alarm in the resident’s room is cause for immediate dismissal. Fire equipment is installed in the halls is for emergency use only, this equipment includes pull stations, fire extinguishers, alarm horns and bells. It is against the law to tamper with or remove these life safety devices.

**Reporting a Fire**

Students reporting a fire should [DIAL 911](#) after they exit the building. If the fire event is no longer a danger, the 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

**Fire Evacuation Procedures**

The policy on building evacuation from residential housing is posted in each room and is discussed with students when they move into the center. In the case of fire, students are instructed to sound the nearest fire alarm and then evacuate the building. The evacuation procedures are:

- Remain calm
- Turn off equipment and appliances
- Check if your door is hot or has smoke around it. If so, stay in your room and wait for Fire fighters to evacuate you. (2nd floor hang sheet out window)
- If smoky or hot stay low close to the ground
- Close, but do not lock, doors and windows
- Shout fire and knock on doors to warn others on your way out
- Proceed to the nearest exit
- Report to your evacuation area and check in

**Fire Safety Education and Training**

Fire Safety training and education is a joint venture between Cal Fire and Shasta College. Training sessions dealing with college dorm fire safety are conducted at the beginning of each semester to the residents of the college dorms. Brochure’s are passed out to students covering fire safety (Get out and Stay Alive) from the FEMA program for college campus and Student Fire Safety.
Fire Log

The 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 required to be 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.