



JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT REPORT (2016, 2015, 2014)

This report has been prepared in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 ("Clery Act"), 20 U.S.C. § 1092(f), Title 34 U.S. Code of Federal Regulations Section 668.46, and the California Education Code, Sections 67380-67385.



Contents

ANNUAL DISCLOSURE OF CRIME STATISTICS POLICY	3
POLICE AUTHORITY AND JURISDICTION/WORKING RELATIONSHIPS WITH OTHER AGENCIES	3
PROCEDURES FOR REPORTING CRIMINAL OFFENSES	3
CONFIDENTIAL REPORTING OF CRIMES	4
CAMPUS SECURITY AUTHORITIES	4
PASTORAL AND PROFESSIONAL COUNSELORS.....	5
Pastoral Counselor	5
Professional Counselor	5
DAILY ACCESS TO CRIME LOGS.....	5
SECURITY AND FACILITY ACCESS.....	5
Residence Halls.....	5
HEALTH AND SAFETY POLICY	6
General Health and Safety Policy.....	6
Alcohol Policy	6
Prohibition of Controlled Substances (Drugs).....	6
Alcohol and Controlled Substances Assistance and Education.....	6
Biennial Review	7
Weapons Possession	7
Workplace Violence	7
SEXUAL, DOMESTIC, OR DATING VIOLENCE AND STALKING	7
Definitions.....	7
Harassment	8
Sexual Violence	8
Domestic Violence	8
Dating Violence	8
Sexual Assault	8
Consent is informed:.....	8
Consent is voluntary:	8
Consent is revocable	8
Incapacitation.....	8
Stalking.....	8
Education and Prevention Programs	8
Procedures for Reporting a Complaint	9
Adjudication of Violations.....	10
Confidentiality.....	11
Sanctions and Protective Measures.....	11

Disclosure of Student Discipline.....	11
Assistance for Victims/survivors: Rights & Options.....	11
Resources for victims/survivors of Domestic Violence, Dating Violence, Sexual Assault & Stalking	12
Additional Employee Resource	12
Warning Signs of Abusive Behavior and Future Risks.....	12
Warning Signs of Abusive Behavior	12
"Megan's Law"	13
Procedures for Sex Offenders on Campus	13
SECURITY AWARENESS AND CRIME PREVENTION PROGRAM	14
TIMELY WARNINGS	14
EMERGENCY RESPONSE AND EVACUATION.....	15
Emergency Notification.....	15
Urgent Situations	15
Important Communications	15
Evacuation Procedures	16
Campus Buildings	16
Residence Halls.....	16
NOTIFICATION OF MISSING STUDENTS.....	16
CRIME STATISTICS DATA.....	17
<i>Rocklin Campus</i>	17
<i>Roseville Campus</i>	18
<i>Nevada County Campus</i>	19
<i>Tahoe-Truckee Campus</i>	20
ANNUAL FIRE SAFETY REPORT	21
Fire Protection Equipment/Systems	21
Health and Safety Inspections	21
Fire Safety Tips	21
Fire Log.....	22
Fire Safety Education and Training	22
Future Improvements.....	22
Reporting an Extinguished Fire	22
FIRE REPORT DATA.....	22

Sierra Community College District: Rocklin, Roseville, Nevada County, and Tahoe-Truckee Campuses
2016 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Report
And
2016 Annual Fire Safety Report

ANNUAL DISCLOSURE OF CRIME STATISTICS POLICY

The Sierra College Security and Parking Services Department (SCSPD) is responsible for gathering and disclosing crime statistics. The annual security report for the Sierra Community College District (SCCD) includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off campus buildings or property owned or controlled by the SCCD and on public property within, or immediately adjacent to and accessible from the campus.

In accordance with mandated reporting requirements, information concerning the monitoring and recording of any criminal activity in which students engaged at off campus locations and/or within student organizations that are officially recognized by the district, are gathered from local police agencies. These agencies include any city, county, state, or federal agencies that may have relevant information. These agencies are sent a letter annually encouraging the reporting of these crimes or incidents. The statistics provided are published in the disclosure.

The SCSPD is aware that crimes may go unreported to law enforcement; as such, the SCSPD department and employees who have significant responsibility for students and student activities are required to report to the SCSPD any crimes they become aware of in the course of their daily contact with students. As a reminder, annually a letter is sent out encouraging the collection and reporting of crimes or incidents. Certain deans, Managers or other administrators, faculty advisors, student academic advisors and coordinators are all included in the annual notification. These individuals are designated as Campus Security Authorities (CSA's). Faculty (except for advisors), physicians, counselors and clerical staff are examples of employees who are not required to report as CSA's under the Clery Act.

The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. Each year by October 1st, an email notification is made to all enrolled students, faculty, and staff. Hard copies of the report are also available at the SCSPD offices. For specific locations and contact information, contact the SCSPD. Prospective students and employees receive the notice of availability in the application process. Notices of availability of the annual report are printed in the course catalogs. The notice of availability is also printed in various other publications like the student handbook.

POLICE AUTHORITY AND JURISDICTION/WORKING RELATIONSHIPS WITH OTHER AGENCIES

The SCSPD employs security officers who patrol the Rocklin and Nevada County campuses 24 hours a day, seven days a week. The Truckee Campus is patrolled when classes are in session, and the Roseville Campus is patrolled by contracted security provided by the property managers. SCSPD security officers are contracted by the SCCD and have the same powers of arrest as private citizens. The SCSPD works cooperatively with local law enforcement jurisdictions that provide additional resources when needed to respond to crimes in progress, conduct follow-up investigations, or provide other services that exceed the response capabilities of the SCSPD. Additionally, the SCCD contracts with the Rocklin Police Department (RPD) to provide on-campus coverage Monday through Thursday from 7:30am to 10pm and 24-Hour response outside of the dedicated coverage. RPD officers are certified by the California Commission on Peace Officer Standards and Training (POST). The SCCD does not currently maintain Memorandums of understanding (MOU's) with other law enforcement agencies other than the Rocklin Police Department. The SCSPD Chief of Security attends regular meetings with local law enforcement agencies to exchange ideas and to address problems which may be of concern for the SCCD community.

This policy is specifically addressed in SCCD Board Policy No. 7600.

PROCEDURES FOR REPORTING CRIMINAL OFFENSES

The main SCSPD Office is located in Building XT-1 on the main Rocklin campus. Office hours are consistent with normal instructional hours. The Nevada County Campus Security Office is located on the Grass Valley Campus in Building N-1, N1-103. SCCD community members may report crimes in person at the SCSPD locations above, or by telephone. Individuals can also call the SCSPD directly at (916) 660-7120 for all campuses. Community members at the Truckee campus may report crimes to the Truckee Police Department at (530) 550-2323. Community members at the Roseville Gateway campus may report crimes to the Roseville Police Department at (916) 774-5000. There are emergency phones installed in highly visible areas throughout each campus that can also be used to contact the

SCSPD. SCCD Community members are encouraged to dial 911 to report crimes in progress or medical emergencies. If the SCSPD receives an emergency call, the SCSPD will request and coordinate assistance from local, state, or federal law enforcement agencies and/or emergency medical services.

Emergencies can include (individuals reporting emergencies should call 911):

- Crime in progress
- Disruptive person/group
- Fire
- Medical need
- Other circumstance posing an immediate threat to persons or property

Non-emergency reasons to request an officer include (individuals calling for non-emergency purposes should call (916) 660-7120 or ext. 7120 from an on-campus phone):

- Request for taking a preliminary investigation report of a crime
- Request for a safety escort
- Request for a funds escort
- Other circumstance where an officer can aid in keeping the peace or monitoring safety

Reasons for requesting an officer to address facilities matter include (individuals calling for facilities matters should call (916) 660-7120 or ext. 7120 from an on-campus phone):

- Classrooms/facilities that need to be locked/unlocked
- District employee using a facility after normal operating hours
- Faulty fire/intrusion alarms
- Heating or air-conditioning problems in classrooms/facilities
- Lighting problems
- Plumbing or electrical problems
- Other problems related to facilities that may pose a hazard until repaired.

CONFIDENTIAL REPORTING OF CRIMES

The SCSPD encourages the prompt reporting of crime to the SCSPD or to the appropriate law enforcement agency. Confidential reports for the purposes of inclusion in the annual disclosure of crime statistics can be made to other campus security authorities. The purpose of confidential reporting is to comply with the reporter's request for confidentiality, and yet allow the SCSPD to maintain accurate records to ensure the safety of the community. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

CAMPUS SECURITY AUTHORITIES

A campus security authority (CSA) is any individual having significant responsibility for student and campus activities and who also have the responsibility to report and notify the SCSPD of any Clery Act crime brought to their attention. The CSA's at the SCCD are listed below:

- Vice President, Finance and Administration
- Vice President, Student Services
- Vice President, Instruction
- Vice President, Human Resources
- Executive Dean, Tahoe-Truckee Campus
- Executive Dean, Nevada County Campus
- Dean, Student Services (Student Conduct Officer)
- Dean, Student Services (Counseling, DSPS and Health Center)
- Director, Human Resources and Title IX Coordinator
- Manager, Financial Aid
- Campus Life Coordinator (+Faculty Advisors)
- Athletic Director (+ Coaches)
- Supervisor Residence Housing

This reporting policy is specifically addressed in SCCD Administrative Procedure No. [3515](#) and Board Policy No. [3515](#).

PASTORAL AND PROFESSIONAL COUNSELORS

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be CSA's. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be 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; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. The rulemaking committee defines counselors as:

Pastoral Counselor

An employee of an institution who is associated with a religious order or denomination recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

The SCCD has contracted professional counselors, but does not employ pastoral counselors.

DAILY ACCESS TO CRIME LOGS

The SCSPD maintains a daily crime log for the most recent 60-day period. The Daily Crime Log lists all crimes reported to SCSPD by date. The log is available to the public during normal business hours. Log entries older than 60 days may be obtained by request within two business day. This log may also be viewed online at <http://www.sierracollege.edu/about-us/admin-services/security/incidents.php>.

SECURITY AND FACILITY ACCESS

The SCSPD patrols campus buildings, property, and parking lots. Campus facilities and buildings are generally open to the campus community, visitors and guests Monday through Friday from 6:00AM until 11:00PM and for special events as necessary. All staff and faculty are encouraged to either lock or report unlocked doors, which are not in use, to the SCSPD. Custodial and SCSPD staff regularly checks the security of the buildings.

Pursuant to principles of crime prevention through environmental design, campus landscaping, shrubbery, trees and other vegetation are routinely manicured with safety in mind. Artificial lighting has been placed at various locations throughout all campuses to contribute to a safer environment. Campus community members are encouraged to report unsafe conditions created by vegetation or lighting to the Campus Security or the Facilities Department.

Cameras are installed at various locations throughout campus. The cameras are subject to random monitoring and some provide limited recording capability. The cameras may contribute to crime prevention, crime intervention, and enforcement efforts. Students, staff and faculty are cautioned against relying on the camera system to provide or guarantee safety.

Emergency phones are installed at various locations throughout campus. The phones allow users to either dial 7120 or simply push a button to be connected with SCSPD Dispatch. Campus community members are encouraged to familiarize themselves with the locations of emergency phones. The emergency phones are regularly tested and campus community members are encouraged to immediately report emergency phone problems to the Campus Security.

Access to campus facilities is controlled through a combination of physical keys and electronic locking mechanisms that are administered and maintained by Facilities and Maintenance Services. Problems with building security or access should be immediately reported to the SCSPD.

Residence Halls

The Rocklin campus has one residential facility (there are no other residential facilities in the SCCD). Access to residence halls is restricted to residents, their approved guests, and other approved members of the SCCD community. Residents gain entry by swiping their cards in the card access readers. Residents are cautioned against permitting strangers to enter the buildings and are urged to require individuals seeking entry to use their access cards. Police and Security Officers patrol the residence halls on a regular basis. Resident Assistants also enforce

security measures in the halls and work with residents to achieve a community respectful of individual and group rights and responsibilities. Resident Assistants and SCCD staff also conduct periodic educational sessions on prevention of various crimes, including sexual assault and acquaintance rape.

HEALTH AND SAFETY POLICY

General Health and Safety Policy

Student health services are provided to assist students in their educational aspirations.

This policy is addressed in SCCD Board Policy No. [5200](#).

Alcohol Policy

The SCCD complies with the Drug Free Workplace Act Amendment of 1989; Federal Drug-Free Workplace Act, 1988. The SCCD is committed to providing its employees and students with a drug-free workplace and campus environment. It emphasizes prevention and intervention through education.

The use of alcoholic beverages must be in compliance with state law and is strictly limited to those persons 21 years of age or older. The possession, transportation, and/or consumption of alcohol by individuals less than 21 years of age is strictly prohibited and enforced. Alcoholic beverages may not be transported or consumed on district property.

The following is a list of the District's educational services and programs available to students and employees:

- Intervention, assessment and referrals to student health services and/or general counseling
- Referral to Employee Assistance Program (EAP) counseling services
- Seminars and lectures presented by community organizations
- CD-ROM for college students on Alcohol 101
- Informational brochures on drug and alcohol abuse published by community organizations

This policy is specifically addressed in SCCD Administrative Procedure No. [3560](#) and Board Policy No. [3560](#).

Prohibition of Controlled Substances (Drugs)

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on SCCD property, during SCCD-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the SCCD.

Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

This policy is specifically addressed in SCCD Administrative Procedure No. 3550.

Alcohol and Controlled Substances Assistance and Education

Rocklin and Roseville Campus: Winstead Building L-150 Phone: (916) 660-7400
Fax: (916) 630-4510

Nevada Campus:
Building N1-216
Phone: (530) 274-5303
Fax: (530) 274-5307

Tahoe-Truckee Campus:
Room 105
Phone: (530) 550-2225
Fax: (530) 550-2229

Community:
Alcoholics Anonymous: (916) 454-1100
Narcotics Anonymous: (888) 423-3428

Biennial Review

The SCCD will conduct biennial reviews of alcohol violations, controlled substances violations, and related fatalities as required by section 485(f)(6) of the Higher Education Opportunity Act (Drug-Free Schools and Communities Act). This will include the number of violations and related fatalities reported to campus officials that occurred on SCCD property or at SCCD activities as well as the number and type of sanctions imposed by the SCCD.

Weapons Possession

State law prohibits the possession of weapons, all firearms, fireworks, explosives or any dangerous weapons on campus. Refer to Penal Code sections 16590, 626.9 and 626.10. Violators are subject to criminal prosecution and/or district discipline. The possession of a firearm on district property is prohibited and the policy is strictly enforced.

Firearms, knives with blades longer than 2 1/2 inches, explosives, or other dangerous objects, including but not limited to any ammunition, paintball gun, BB gun, pellet gun, or any facsimile of any of these, are prohibited on any SCCD campus, or in any facility of the SCCD except as authorized by law or with written authorization from Superintendent/President.

Activities involving firearms or other weapons conducted under the direction of SCCD officials or as authorized by an official law enforcement agency must first receive authorization from the Chief of Security before taking place. Any person who believes that he or she may properly possess a firearm or other weapon on campus or in other facilities of the SCCD must promptly notify the Chief of Security. If you observe a firearm or other weapon on campus, contact the SCSPD immediately at (916) 660-7120.

This policy is specifically addressed in SCCD Administrative Procedure No. [3530](#) and Board Police No. [3530](#).

Workplace Violence

The SCCD is committed to creating and maintaining a working, learning and social environment for all students and employees that is free from violence. The SCCD has a zero tolerance for violence against any member of the workforce, other persons in the workplace, or property. Each year, the SCCD presents training and awareness on workplace violence matters.

Any employee who is the victim/survivor of threats of violence or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a SCCD employee or a non-employee, shall immediately report the incident to his/her supervisor or other appropriate person. Such reports should also be made to the SCSPD at (916) 660-7120 or to the Vice President Human Resources at (916) 660-7102.

This is formalized in SCCD Administrative Procedure [3510](#) and Board Police No. [3510](#).

SEXUAL, DOMESTIC, OR DATING VIOLENCE AND STALKING

SCCD does not discriminate on the basis of sex in its educational programs, and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex based discrimination and are also prohibited, whether sexually based or not, and include dating violence, domestic violence, and stalking. As a result, SCCD 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 district official. In this context, SCCD 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 SCCD community.

Definitions

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education; interferes with a person's work or educational performance; creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment includes sexual violence (see definition below). The SCCD will respond to reports of any such conduct in accordance with District Policy.

Sexual harassment may include incidents between any members of the SCCD community, including faculty and other academic appointees, staff, student employees, students, coaches, interns, and non-student or non-employee participants in SCCD programs (e.g., vendors, contractors, visitors). Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same sex or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.

Harassment is defined as unwelcome conduct, based on the Complainant's Protected Status, that is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as limiting their ability to participate in or benefit from the services, activities or opportunities offered by the college.

Sexual Violence is defined as physical sexual acts engaged without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion, domestic violence, dating violence, and stalking.

Domestic Violence is defined as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim/survivor, a person with whom the victim/survivor shares a child common, by a person who is cohabitating with, or has cohabitated with, the victim/survivor as a spouse or intimate partner, by a person similarly situated to a spouse of the victim/survivor under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, by any other person against an adult or youth victim/survivor who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim/survivor.

Sexual Assault occurs when physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person's incapacitation (including voluntary intoxication). This includes, but not limited to, an offense that meets the definition of Rape, Fondling, Incest or Statutory Rape as used in the FBI's UCR program and included in Appendix A of 4 CFR Part 668.

Consent is informed: Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity.

Consent is voluntary: It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

Consent is revocable: Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Consent cannot be given when a person is *incapacitated*. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment.

For purposes of District Policy, the age of consent is consistent with California Penal Code Section 261.5.

Incapacitation is defined as the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed affects a person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. Being intoxicated by drugs or alcohol does not diminish one's responsibility to obtain consent. The factors to be considered when determining whether consent was given include whether the respondent knew, or whether a reasonable person should have known, that the complainant was incapacitated.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

Education and Prevention Programs

The SCCD will engage in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that will be culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed

for value, effectiveness, or outcome.

Educational campaigns will consist of primary prevention and awareness programs for all incoming students and staff and ongoing awareness and prevention that:

- A. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- B. Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- C. Defines what behavior and actions constitute consent to sexual activity using the definition of consent found above;
- D. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene; Examples of active bystander intervention include: not leaving an overly intoxicated person in a bar/party alone, walking a classmate to his/her car after class, calling police when a potentially violent situation is unfolding, not leaving an unconscious person alone (alerting EMS, campus police, etc.), or intervening when someone is being belittled, degraded or emotionally abused (walking victim/survivor away from abuser, contacting others for help);
- E. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims/survivors in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- F. The District will provide annual training to investigators and hearing officers.

Procedures for Reporting a Complaint

The SCCD has procedures in place to support those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as written notification concerning the availability of resources such as counseling, health, mental health, victim/survivor advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus. Remedies to prevent contact between a complainant and a respondent party (such as academic and work accommodations) may be requested and will be offered, if reasonably available. The SCCD will make such accommodations if the victim/survivor requests them and if they are reasonably available, regardless of whether the victim/survivor chooses to report the incident to the SCSPD or local law enforcement.

The Title IX Coordinator who is responsible for the coordination and administration of SCCD's nondiscrimination and harassment policies. In this role, they are responsible for overseeing the SCCD's Title IX compliance efforts and its complaint resolution procedures.

After an incident of sexual assault and/or domestic violence or dating violence, the victim/survivor should consider seeking medical attention. Evidence may be collected even if the victim/survivor chooses not to make a report to law enforcement. It is important that victims/survivors of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 72 hours so that evidence may be preserved that may assist in the investigation or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims/survivors do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims/survivors of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents that would be useful to law enforcement and/or SCCD hearing boards/investigators. Although the SCCD strongly encourages all members of its community to report incidents of these crimes to law enforcement, it is the victim/survivor's choice whether or not to make such a report and victims/survivors have the right to decline involvement with the police. The SCCD will assist any victim/survivor with notifying police if they so desire. The SCSPD may also be reached directly by calling (916) 660-7120.

The SCCD will provide resources on campus, off campus or both, to include medical and counseling support, to persons who have been victims/survivors of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who commit these offenses. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim/survivor chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with law enforcement to preserve evidence in the event that the victim/survivor changes her/his mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the SCCD, the below are the procedures that the SCCD will follow as well as a statement of the standard of evidence that will be used during any disciplinary hearing on campus arising from such a report.

The SCCD will use a standard of Preponderance of the Evidence when receiving and investigating complaints of sexual assault, stalking, domestic violence, and dating violence. The SCCD will take the following actions upon receiving these:

- Depending on when and where reported, SCCD will provide complainant with access to medical care.
- The SCCD will assess immediate safety needs of complainant.
- The SCCD will assist complainant in contacting the SCSPD or local police if complainant requests AND provide contact information for police.
- The SCCD will provide complainant with referrals to on and off campus mental health providers.
- The SCCD will assess the need to implement interim or long-term protective measures, such as, changes in class schedule, "No Contact" directive between both parties.
- The SCCD will provide a "No trespass" directive to respondent party, if deemed appropriate.
- The SCCD will provide resources for victims/survivors to apply for a Protective Order.
- The SCCD will provide a copy of the Discrimination Complaint Regulation to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution.
- The SCCD will inform the complainant of the outcome of the investigation, whether or not the respondent will be administratively charged and what the outcome of the hearing is.
- The SCCD will enforce anti-retaliation protocols and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

Adjudication of Violations

Whether or not criminal charges are filed, a person may file a complaint with the SCCD. If the perpetrator is a student, the complaint will be adjudicated in accordance with District Policy. If the perpetrator is any other SCCD-affiliated individual, the complaint will be adjudicated under the SCCD's Harassment & Discrimination Policy. Reports of all domestic violence, dating violence, sexual assault and stalking made to the SCSPD will automatically be referred to the Title IX Coordinator for investigation regardless of whether the complainant chooses to pursue criminal charges.

The SCCD disciplinary process is consistent with the institution's policy and will include a prompt, fair, and impartial investigation and resolution process transparent to the complainant and the respondent. Usually, the resolutions of complaints of sexual misconduct are generally completed within 90 days of the report; however, the timeframe of the proceedings allows for extensions for good cause with notice to the complainant and the respondent of the delay and the reason for the delay. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim/survivor and promotes accountability. The policy provides that:

- The complainant and the respondent student each have the opportunity to attend a hearing before a properly trained hearing board that protects the safety of victims/survivors and promotes accountability;
- The complainant and the respondent will have timely notice for meetings at which the complainant or respondent, or both, may be present.
- The institution will allow for timely access to the complainant, the respondent and appropriate officials any information that will be used after the fact-finding investigation but during formal and informal disciplinary meetings and hearings.
- The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the complainant or the respondent.
- The institution provides the complainant and respondent the same opportunities to have others present during an institutional disciplinary proceeding. The complainant and the respondent student each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or proceeding. The advisor's role in any meeting or hearing is limited to quietly conferring with the complainant or respondent through written correspondence or whisper, and the advisor may not address any other participant or the hearing panel.
- A decision is based on the preponderance of evidence standard. In other words, the conduct process asks: "is it more likely than not that the respondent violated the SCCD's policy?"

- The complainant and the respondent will be notified simultaneously in writing of the result of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final.
- The complainant and the respondent each have the right to appeal the outcome of the hearing.

A person alleging sexual assault, domestic violence, dating violence, or stalking may use the complaint and investigatory procedures set forth in the SCCD's policy against Harassment and/or Workplace Violence in order to remedy any hostile environment. All conduct proceedings against students, however, will be resolved in accordance with District policy.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the SCCD's ability to respond to the complaint may be limited.

Confidentiality

The SCCD will protect the identity of persons who report having been victims/survivors of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law and as previously mentioned in this document.

Sanctions and Protective Measures

In all cases, investigations that result in a finding of "more likely than not" that a violation of policy has occurred will lead to the initiation of disciplinary procedures against the respondent individual. Student sanctions including, but not limited to, expulsion, suspension, disciplinary probation, recommended counseling, and/or other educational sanctions may be imposed upon those determined to have violated this policy. Employee sanctions may include written warning, final written warning or suspension, and termination. The SCCD may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the following actions: reasonable academic accommodations, a "no contact" order between the respondent and the victim/survivor, transportation and working conditions, if reasonably available. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

Disclosure of Student Discipline

The SCCD will, upon written request, disclose to the alleged victim/survivor of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim/survivor is deceased as a result of the crime or offense, the SCCD will provide the results of the disciplinary hearing to the victim/survivor's next of kin, if so requested.

Assistance for Victims/survivors: Rights & Options

Regardless of whether a victim/survivor elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the SCCD will assist victims/survivors of sexual assault, domestic violence, dating violence, and stalking and will provide each victim/survivor with a written explanation of their rights and options. A victim/survivor of domestic violence, dating violence, sexual assault or stalking has the following rights:

- to be informed of and to be present at court proceedings of the respondent,
- to be heard at sentencing of the respondent in the manner prescribed by law, and at other times as prescribed by law or deemed appropriate by the court,
- to receive restitution,
- to be given information about the crime, how the criminal justice system works, the rights of victims/survivors, and the availability of services for victims/survivors,
- to receive information about the conviction or final disposition and sentence of the respondent,
- to receive notification of escape, release, proposed parole or pardon of the respondent, or notice of a reprieve or commutation of the respondent's sentence,
- to present their views and concerns to the Governor or agency considering any action that could result in the release of the respondent, prior to such action becoming effective,
- to confer with the prosecution.

Further, the SCCD complies with California law in recognizing protection orders. Any person who obtains an order of protection from California or any other state should provide a copy to the SCSPD and the Title IX Coordinator.

A complainant may then meet with the SCSPD and/or the Title IX Coordinator to develop a Safety Action Plan, which is a

plan for the victim/survivor to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc. The SCCD may issue an institutional no contact order to a SCCD affiliate, if deemed appropriate. To the extent of the victim/survivor's cooperation and consent, SCCD offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal SCCD investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim/survivor will be treated as confidential and only shared with persons with a specific need to know who are investigating and/or adjudicating the complaint or delivering resources or support services to the complainant. Further, the institution will maintain as confidential any accommodations or protective measures provided to the victim/survivor to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The SCCD does not publish the name of crime victims/survivors nor house identifiable information regarding victims/survivors in the SCSPD'S Daily Crime Log or online. Victims/survivors may also request the removal of directory information on file from public sources, and may also request a FERPA block through Admissions and Records.

Resources for victims/survivors of Domestic Violence, Dating Violence, Sexual Assault & Stalking

Campus Security (All Campuses)	Ext. 7120 or (916) 660-7120
Other Police Departments	911
Counseling Offices	
Confidential Reporting	(916) 660-8400
Rocklin	(916) 660-7400 or (916) 660-7401
Rocklin – Health Center	(916) 660-7422
NCC	(530) 274-5303, (530) 274-5342 or (530) 274-6015
Tahoe-Truckee	(530) 550-2225
Roseville Gateway	(916) 781-6271
Sexual Assault Crisis Line (WEAVE)	(916) 920-2952
Stand Up Placer – Placer County	(800) 575-5352
WEAVE – Sacramento County	(866) 920-2952, (916) 920-2952 or (916) 443-3715 (TDD)
Domestic Violence Sexual Assault Coalition – Nevada County	(530) 272 3467
Tahoe Safe Alliance, Truckee	(800)736 1060 or (530) 582 9117
National Domestic Violence Hotline	(800) 799 7233
Title 9 Coordinator	(916) 660 7006

Additional Employee Resource

Employee Assistance Plan (EAP): offers assessment, short-term counseling, and referrals to help resolve a range of personal, work, and family problems. PAS services are available free of charge to SCCD faculty and staff, and their immediate family members. Contact Human Resources at 916-660-7100 for further information.

Warning Signs of Abusive Behavior and Future Risks

No victim/survivor is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim/survivor of sexual assault, domestic violence or dating violence is more likely to be re-victim/survivorized. Below are some tips to help reduce your risk, recognize warnings signs of abusive behavior and avoid potential attacks.

Warning Signs of Abusive Behavior

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

- Being afraid of your partner.
- Constantly watching what you say to avoid a “blow up.”
- Feelings of low self-worth and helplessness about your relationship.
- Feeling isolated from family or friends because of your relationship.
- Hiding bruises or other injuries from family or friends.
- Being prevented from working, studying, going home, and/or using technology (including your mobile phone).
- Being monitored by your partner at home, work or school.

- Being forced or pressured to do anything you don't want to do.

Help Reduce Your Risk and Avoid Potential Attacks

- If you are being abused or suspect that someone you know is being abused, speak up or intervene.
- Get help by seeking information and support services from campus and local agencies.
- Learn how to look for "red flags" in relationships so you can learn to avoid some of those characteristics in future partners.
- Consider making a report with SCCD Campus Security and/or the Title IX Coordinator and ask for a "No Contact Order" from the SCCD to prevent future contact.
- Consider getting a protective order or a no contact order from the local court. Call SCSPD for more information.
- Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
- Trust your instincts—if something doesn't feel right in a relationship, speak up or end it.

Sexual Assault Prevention

- Be aware of rape drugs.
- Try not to leave your drink unattended.
- Only drink from un-opened containers or from drinks you have watched being made and poured.
- Avoid group drinks like punch bowls.
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle.
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible.
- If you suspect you have been drugged, go to a hospital and ask to be tested.
- Keep track of how many drinks you have had.
- Try to come and leave with a group of people you trust.
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours.

Walking Around Campus

- Make sure your cell phone is easily accessible and fully charged.
- Be familiar with where emergency phones are installed on the campus. [Rocklin](#) and [NCC](#) maps are located on the Campus Security webpage.
- Be aware of open buildings where you can use a phone.
- Take major, public paths rather than less populated shortcuts.
- Avoid dimly lit places and talk to Campus Operations or Facilities Management if lights need to be installed in an area.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- Walking very late at night is sometimes unavoidable, so try to walk with a friend.
- Carry a noisemaker (like a whistle) on your keychain.
- Carry a small flashlight on your keychain.
- If walking feels unsafe, contact the SCSPD for a safety escort. The service is available 24-hours a day by calling (916) 660-7120.

"Megan's Law"

Persons convicted of certain sexual offenses are required by law to register with the law enforcement agency where they live. If the person is attending or employed by the SCCD, they are required to register with the SCSPD also. Please visit the Office of the Attorney General's website at <http://www.meganslaw.ca.gov/> to search for registered sex offenders in your area.

Procedures for Sex Offenders on Campus

Sex offenders MUST register at the SCSPD at the time of enrollment AND/OR employment. This must be done by appointment. Sex offenders MUST notify the SCSPD upon their decision to not attend AND/OR not to work for the SCCD. Students and/or Employees required to register **MUST** contact SCSPD EACH campus they will attend classes at. Sex offenders must notify the local law enforcement agency upon their decision to cease attendance and/or employment for the SCCD. Students and/or employees required to register MUST contact the local law enforcement agency with jurisdiction at each of the campuses they will be attending.

This policy is specifically addressed in SCCD Administrative Procedure No. [3516](#).

SECURITY AWARENESS AND CRIME PREVENTION PROGRAM

The reason crime happens is well known. Crime happens because there is a criminal (who is motivated) to commit the crime, a victim who can be victimized by the criminal, and the opportunity for the crime to occur. The potential for crimes to occur can best be reduced by reducing or eliminating the opportunity for the criminal to commit the crime.

Students, staff and visitors need to take responsibility for the safety of themselves and their property. Everyone should strive to help others with this responsibility, which creates a safer environment for all. The SCSPD has several ways to help students and employees learn more about safety and crime prevention.

Crime prevention brochures are available in the SCSPD lobby. Members of the SCSPD are available to make presentations at orientation, special events or upon request to discuss various aspects of crime prevention/awareness, and to inform of services and programs available.

The internet, intranet (inside Sierra), mySierra, and printed material are used by the SCSPD for the dissemination of crime prevention tips and newsworthy information. All bulletins are available at the SCSPD either in the lobby or upon request.

TIMELY WARNINGS

The Clery Act requires education institutions issue timely warnings when there is an imminent and/or an ongoing threat exists to the community of the institution. Crime alerts (used to issue timely warnings) are issued in compliance with the Higher Education Act (20 U.S.C. 1092(f)). This act requires that a timely notice be issued when a:

- A. Criminal Homicide:
 - o Murder and Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another.
 - o Manslaughter by negligence: *the killing of another person through gross negligence.*
- B. Sexual Assault (Sex Offense): *Any sexual act directed against another person, without consent of the victim/survivor, including instances where the victim/survivor/survivor is incapable of giving consent. This includes rape, fondling, incest, and statutory rape.*
- C. Robbery: *the 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/survivor in fear.*
- D. Aggravated Assault: *is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.*
- E. Burglary: *the unlawful entry of a structure to commit a felony or a theft.*
- F. Motor Vehicle Theft: *the theft or attempted theft of a motor vehicle.*
- G. Arson: *any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.*

occurs on or near SCCD facilities/property AND there is reason to believe that there is a current and/or ongoing threat to students and/or employees.

Determination on whether or not the SCCD will issue a Crime Alert is based upon the following questions:

1. Is the incident one of the above crimes (A-H)?
2. Did the incident occur in an area for which the SCSPD must report statistics?
3. Is the suspect unknown?
4. Did the incident by its nature (A-D, G) or during the commission of the intended incident involve a crime against a person (E-F) or in the event of arson (H) occurred in an occupied building?
5. Is there a potential that harm to students and/or employees could occur currently or in the future as an outgrowth of this incident?

If all of the above questions (1-5) can be answered with a "yes," then a crime alert shall be issued. In addition, on a case-by-case basis and upon the discretion of the Chief of Security or designee, a crime alert may be issued for any other crime where there is a compelling need to get information to or from the SCCD community about a specific crime.

Crime Alerts should contain as much of the following information as possible: Relevant incident numbers, date, time, location; a summary of the incident to include any suspect description and special preventive instructions. Crime Alerts will be issued as soon as possible after the specific event. If the report is delayed by the victim/survivor, the time and date the victim/survivor reported the incident will be included in the report. Nothing shall be included in the Crime Alert that would hinder an ongoing investigation. The Crime Alert will not identify the victim/survivor by

name or address. The general description of the location may be given such as, but not limited to, Sierra College, dorm, geographic location, etc. The Timely Warning (Crime Alert) will be issued in a variety of formats to include "Be on the Look Out" flyers distributed throughout the SCCD, SCCD e-mail, and electronic notification. A "Crime Alert Determination Sheet" shall be completed for each of the above crimes (A-H) crimes reported to SCSPD.

EMERGENCY RESPONSE AND EVACUATION

The SCCD has adopted California's Standardized Emergency Management System (SEMS). This legally recognized emergency management system forms the framework for the SCCD's emergency procedures. This program is designed to provide for rapid emergency response at SCCD facilities by using the same standardized emergency management system used by local, state and federal governments. At the federal level the standardized system is called National Incident Management System (NIMS). The SCCD has an established Emergency Operations Plan to help facilitate effective coordination of aid requests, resources and the flow of information among all agencies and jurisdictions within the region. The Emergency Operations Plan (EOP) incorporates the use of the Incident Command System (ICS).

Emergency Notification

The SCCD has implemented an emergency mass notification system called Sierra Alert. The system can be used to notify employees and students under the following conditions:

Events, expected or unexpected, that threatens life or safety and requires immediate action. Some examples are:

Urgent Situations

- Natural disasters that place the campus in immediate danger.
- Chemical spills or accidents that require evacuation of a campus.
- Hostage or violent situations requiring evacuation, lockdown, or campus closure.
- Natural disasters that do not pose an immediate danger but pose a potential future danger to the campus.
- Local emergencies or events that could eventually lead to evacuation, lockdown, closure, or major disruption on or off campus or other District locations that could affect normal operations.

Important Communications

- Local emergencies or events that do not directly affect normal operations but are likely visible to the community and external audiences (i.e. media).
- Local emergencies or events that have concluded.

Confirmation of a significant emergency or dangerous situation involving an immediate threat to health and safety on campus may come from many sources but includes the SCSPD, local law enforcement, local fire agencies, local utilities districts, and news outlets. Which campus (es) or part(s) thereof will be notified will primarily depend on the nature and scope of the emergency or dangerous situation. The content of the message will be formatted to include all pertinent warnings and/or instructions necessary as related to scope of the emergency or dangerous situation. Once the significant emergency or dangerous situation has been confirmed, the scope has been identified, and the message created, the Sierra Alert system may be activated and the affected students and employees will be sent the message.

The SCCD will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the Sierra Alert system unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim/survivor or contain, respond to, or otherwise mitigate the emergency. When necessary, information about the significant emergency or dangerous situation may be released to the larger community at the discretion of the responsible authorities. Responsible authorities include: Chief of Security, President, Superintendent, and Public Information Officer.

Starting in 2016, Students, staff and faculty are automatically "opted-in" to the Sierra Alert system. At the beginning of each semester, the most current list of students, staff and faculty are pulled and imputed into the Sierra Alert System. Due to the nature of the situations or incidents, SCCD has designated this as mandatory to ensure the ability to communicate and notify the highest number of community members in the event the notification system must be activated.

Evacuation Procedures

Campus Buildings

The SCCD has recently an Emergency Operations Plan (EOP). Each classroom and office has a specific evacuation map and an emergency reference flip book that provides information on when, where and how to evacuate. Additionally, faculty are given emergency classroom procedures to share with students at the beginning of each semester. In the event of a significant campus or District-wide emergency or dangerous situation, emergency personnel and/or the SCCD Incident Commander would give the order to evacuate an area, building, campus or the District.

Residence Halls

Evacuation drills are conducted each semester for the residence hall on the Rocklin Campus to test emergency response and evacuation procedures. There are no other residential facilities in the SCCD. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Students with physical disabilities are assigned to specific rooms and a "buddy system" is used to assist them in the evacuation process. Residents are instructed of the designated locations for long-term evacuations by evacuation maps in each room and in all public areas, in the Housing Student Handbook, and at the beginning of each semester during the Residence Hall Orientation meeting. Evacuation locations can be affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In all cases, Resident Assistants on the scene will communicate information to students regarding the developing situation or any evacuation status changes. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of fire or other emergency. Evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the SCCD an opportunity to test the operation of fire alarm system components. Evacuation drills are monitored by the Residence Life Office to evaluate egress and behavioral patterns.

Reports are prepared that identify deficient equipment so that repairs can be made immediately. The SCCD will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

This policy is specifically addressed in SCCD Administrative Procedure No. [3505](#) and Board Policy No. [3505](#).

NOTIFICATION OF MISSING STUDENTS

If a member of the SCCD community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify the SCSPD at [\(916\) 660-7120](#) or [ext. 7120](#) from campus phones. The SCSPD will contact the Rocklin Police Department (RPD) to generate a missing person report and initiate an investigation. If after investigating the missing person report, the RPD determines that the student is missing and has been missing for more than 24-hours, the SCCD will notify the student's emergency contact no later than 24-hours after the student is determined to be missing. Emergency contact information is registered and kept confidential. If the missing student is under the age of 18 and is not an emancipated individual, the SCCD will notify the student's parent or legal guardian immediately after the RPD has determined that the student has been missing for more than 24-hours.

CRIME STATISTICS DATA

<i>Rocklin Campus</i> NON-HATE CRIME	ON-CAMPUS			NON-CAMPUS			PUBLIC PROPERTY			RESIDENCE HALL		
CRIMINAL OFFENSES	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses – Forcible	0	0	2	0	0	0	0	0	0	0	0	1
Sex offenses - Non-forcible (only incest and statutory rape)	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	1	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	1	0	0	0	0	0	0	0	0	0
Burglary	1	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	2	2	1	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic violence	0	3	1	0	0	0	0	0	0	0	0	0
Dating violence	0	1	0	0	0	0	0	0	0	0	0	0
Stalking	1	1	3	0	0	0	0	0	0	0	0	0
ARRESTS	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Illegal weapons possession	3	0	0	0	0	0	0	0	0	0	0	0
Drug law violations	1	1	2	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTION/JUDICIAL REFERRALS	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violations	15	24	3	0	0	0	0	0	0	7	15	1
Liquor law violations	6	17	1	0	0	0	0	0	0	6	17	1

****Crimes Reported in the Residence Hall category are also included in the On-Campus Category****

HATE CRIMES: No hate crimes were reported between 2014-2016.

Hate crimes include:

- any offense or attempted offense of murder/non-negligent manslaughter, negligent manslaughter, sex offenses- forcible, sex offenses - non-forcible (only incest and statutory rape), robbery, aggravated assault, Burglary, motor vehicle theft, arson, domestic violence, dating violence, stalking, larceny-theft, simple assault, intimidation, vandalism
- that was motivated by a bias of race, ethnicity, national origin, gender, gender identity, sexual orientation, religion, or disability (Note: Bias of national origin and gender identity were not required, and not separately tracked, for 2011 and 2012).

CRIME STATISTICS DATA

<i>Roseville Campus NON-HATE CRIME</i>	ON-CAMPUS			NON-CAMPUS			PUBLIC PROPERTY			RESIDENCE HALL		
CRIMINAL OFFENSES	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Negligent manslaughter	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Sex offenses - Forcible	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Sex offenses - Non-forcible (only incest and statutory rape)	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Robbery	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Aggravated assault	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Burglary	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Motor vehicle theft	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Arson	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Domestic violence	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Dating violence	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Stalking	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
ARRESTS	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Illegal weapons possession	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Drug law violations	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Liquor law violations	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
DISCIPLINARY ACTION/JUDICIAL REFERRALS	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Illegal weapons possession	0	0	1	0	0	0	0	0	0	N/A	N/A	N/A
Drug law violations	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Liquor law violations	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A

HATE CRIMES: No hate crimes were reported between 2014-2016.

Hate crimes include:

- any offense or attempted offense of murder/non-negligent manslaughter, negligent manslaughter, sex offenses- forcible, sex offenses - non-forcible (only incest and statutory rape), robbery, aggravated assault, Burglary, motor vehicle theft, arson, domestic violence, dating violence, stalking, larceny-theft, simple assault, intimidation, vandalism
- that was motivated by a bias of race, ethnicity, national origin, gender, gender identity, sexual orientation, religion, or disability (Note: Bias of national origin and gender identity were not required, and not separately tracked, for 2011 and 2012).

CRIME STATISTICS DATA

<i>Nevada County Campus NON-HATE CRIME</i>	ON-CAMPUS			NON-CAMPUS			PUBLIC PROPERTY			RESIDENCE HALL		
CRIMINAL OFFENSES	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Negligent manslaughter	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Sex offenses - Forcible	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Sex offenses - Non-forcible (only incest and statutory rape)	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Robbery	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Aggravated assault	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Burglary	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Motor vehicle theft	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Arson	1	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Domestic violence	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Dating violence	0	0	1	0	0	0	0	0	0	N/A	N/A	N/A
Stalking	0	1	1	0	0	0	0	0	0	N/A	N/A	N/A
ARRESTS	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Illegal weapons possession	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Drug law violations	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Liquor law violations	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
DISCIPLINARY ACTION/JUDICIAL REFERRALS	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Illegal weapons possession	0	0	1	0	0	0	0	0	0	N/A	N/A	N/A
Drug law violations	0	0	3	0	0	0	0	0	0	N/A	N/A	N/A
Liquor law violations	0	1	3	0	0	0	0	0	0	N/A	N/A	N/A

HATE CRIMES: No hate crimes were reported between 2014-2016.

Hate crimes include:

- any offense or attempted offense of murder/non-negligent manslaughter, negligent manslaughter, sex offenses- forcible, sex offenses - non-forcible (only incest and statutory rape), robbery, aggravated assault, Burglary, motor vehicle theft, arson, domestic violence, dating violence, stalking, larceny-theft, simple assault, intimidation, vandalism
- that was motivated by a bias of race, ethnicity, national origin, gender, gender identity, sexual orientation, religion, or disability (Note: Bias of national origin and gender identity were not required, and not separately tracked, for 2011 and 2012).

CRIME STATISTICS DATA

<i>Tahoe-Truckee Campus</i> NON-HATE CRIME	ON-CAMPUS			NON-CAMPUS			PUBLIC PROPERTY			RESIDENCE HALL		
CRIMINAL OFFENSES	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Negligent manslaughter	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Sex offenses - Forcible	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Sex offenses - Non-forcible (only incest and statutory rape)	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Robbery	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Aggravated assault	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Burglary	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Motor vehicle theft	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Arson	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Domestic violence	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Dating violence	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Stalking	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
ARRESTS	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Illegal weapons possession	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Drug law violations	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Liquor law violations	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
DISCIPLINARY ACTION/JUDICIAL REFERRALS	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Illegal weapons possession	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Drug law violations	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Liquor law violations	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A

HATE CRIMES: No hate crimes were reported between 2014-2016.

Hate crimes include:

- any offense or attempted offense of murder/non-negligent manslaughter, negligent manslaughter, sex offenses- forcible, sex offenses - non-forcible (only incest and statutory rape), robbery, aggravated assault, Burglary, motor vehicle theft, arson, domestic violence, dating violence, stalking, larceny-theft, simple assault, intimidation, vandalism
- that was motivated by a bias of race, ethnicity, national origin, gender, gender identity, sexual orientation, religion, or disability (Note: Bias of national origin and gender identity were not required, and not separately tracked, for 2011 and 2012).

ANNUAL FIRE SAFETY REPORT

If a fire occurs in a SCCD building, community members should immediately call 911. If a member of the SCCD community finds evidence of a fire that has been extinguished, and the person is not sure whether the Fire Department has already responded, the community member should immediately notify the SCSPD to investigate and document the incident. The fire alarms alert community members of potential hazards and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building. The Fire Marshall can levy fines and penalties to individuals who fail to evacuate a building promptly, but one should always evacuate promptly for safety reasons. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus typically ring to the SCSPD dispatcher or security officer. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire in the on-campus residence hall facility on the Rocklin Campus (see charts on following pages for more information). The compliance document is available for review 24-hours a day on the SCCD website: <http://www.sierracollege.edu/about-us/admin-services/security/index.php>.

Fire Protection Equipment/Systems

The residence hall is equipped with an automatic fire detection and alarm system which is monitored by Oxford Fire. The building is also equipped with fire extinguishers in public areas. The fire extinguishers are inspected regularly, and are recharged annually. Refer to the charts on the following pages to review the Fire Safety Amenities in the SCCD Residential Facilities Chart for information about fire detection, notification, and suppression systems in each residential facility.

Health and Safety Inspections

The Residence Life Office performs Residence Hall Health and Safety (H&S) Inspections at least five times a year, twice in the Fall and in the Spring and once in the Summer. The H&S inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the Housing Behavior Guidelines, which include the H&S inspections and all other rules and regulations for residential buildings. The inspections include, but are not limited to, a visual examination of electrical cords, smoke detectors, fire extinguishers and other life safety systems. In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately disabled with a locking device or confiscated and donated/discarded if found, without reimbursement.

Fire Safety Tips

Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire.

- A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are CLOSED for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open. Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of SCCD Policy.
- Almost % of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly. Smoking is NOT PERMITTED on SCCD property.

Fire Log

A daily Fire Log is available for review 24-hours a day on the SCSPD website at: <http://www.sierracollege.edu/about-us/admin-services/security/index.php> or at the SCSPD Offices during normal operating hours, excluding holidays. The information in the Fire Log typically includes information about any fires that occur in residential facilities including the nature, date, time, and general location of the crime or fire. (Note: The Fire Log is combined with the Crime Log)

Fire Safety Education and Training

Sierra College Residential Staff members receive annual training in fire safety and fire extinguisher use. In person training and online trainings are used. In person training is typically taught by the Facilities department.

Future Improvements

The SCSPD is working with the Rocklin Fire Department to develop a more thorough inspection and education plan for individuals living in the residence halls.

Reporting an Extinguished Fire

Per federal law, Sierra College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the **non-emergency** numbers to call to report fires that have already been extinguished in on-campus student housing. Individuals should call these numbers even if they are unsure if the college has been made aware of the extinguished fire. If you find evidence of such a fire, or if you hear about such a fire, please contact one of the following:

Sierra College Security: (916) 660-7120

Sierra College Housing: (916) 660-7389

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

FIRE REPORT DATA

ROCKLIN CAMPUS FIRE SAFETY AMENITIES	FIRE ALARM MONITORING ON SIGHT			FIRE PULL STATIONS			SMOKE DETECTION			FIRE EXTINGUISHER DEVICES			EVACUATION PLANS & PLACARDS			# OF EVACUATION (FIRE) DRILLS EACH YEAR		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
RESIDENT HALL																		
North Hall	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	3	3	3
U Hall	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

ROCKLIN CAMPUS FIRES IN RESIDENTIAL FACILITIES									
NORTH HALL -5000 Rocklin Road									
YEAR	TOTAL FIRES	FIRE #	DATE	TIME	CAUSE	# THAT REQUIRED TREATMENT AT MEDICAL FACILITY	# OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE	
2014	0	0	N/A	N/A	N/A	N/A	N/A	N/A	
2015	0	0	N/A	N/A	N/A	N/A	N/A	N/A	
2016	0	0	N/A	N/A	N/A	N/A	N/A	N/A	
U HALL – 5000 Rocklin Road									
YEAR	TOTAL FIRES	FIRE #	DATE	TIME	CAUSE	# THAT REQUIRED TREATMENT AT MEDICAL FACILITY	# OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE	
2014	0	0	N/A	N/A	N/A	N/A	N/A	N/A	
2015	0	0	N/A	N/A	N/A	N/A	N/A	N/A	
2016	0	0	N/A	N/A	N/A	N/A	N/A	N/A	

**U Hall is no longer a Residence Hall as of 2013.