

## SAFETY AT COLLEGE OF THE REDWOODS

THIS SECTION OF THE CATALOG IS PUBLISHED IN ACCORDANCE WITH SECTION 201, P.L. 101-542, THE "CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990."

### CRIME REPORTING PROCEDURES

Security at College of the Redwoods is everybody's business. No community can be totally risk free in today's society. Students, faculty, staff and visitors are partners in creating an environment that is safe and conducive to learning. To that end College of the Redwoods maintains a Public Services/Security Department with personnel available twenty-four hours a day. A person may report any criminal activity or any other emergency at any time, day or night, by dialing extension 4111 from any campus courtesy or office phone. If dialing from a pay phone or off-campus phone, the 476 prefix must be added (476-4111). The Public Services/Security office is located next to the Greenhouse behind the Applied Technology building.

### ACCESS TO CAMPUS FACILITIES

Most campus buildings are open from 7:00 a.m. until 10:00 p.m. during periods that classes are in session. Individual rooms may be locked due to sensitive contents such as computers, medical equipment, etc., until the arrival of the specific instructor.

Individuals who need to be in campus buildings or areas other than during regularly scheduled work hours should notify their department chairperson or supervisor as well as the campus Public Safety Officer on duty so that they can be checked on for their safety. Several campus rooms are protected by intrusion alarms. Before entering such areas, the Public Services/Security Department should be called.

Campus buildings are normally locked from 5:30 p.m. Friday until 7:00 a.m. Monday. College Public Safety Officers will unlock doors for weekend classes and other events as published in the Facilities Use Schedules which are prepared by Facilities and Grounds.

It is the responsibility of those who use rooms, offices and areas to lock access doors, turn off lights, and close windows. College Public Services and Custodial staff will check the entire campus during off hours, but the primary responsibility lies with the facility user.

Keys are provided to individual staff members on a need-to-enter basis as determined by the appropriate supervisor. Keys are issued by Facilities and Grounds. Lost keys should be immediately reported to one's supervisor, Facilities and Grounds and Security. Keys should never be loaned to other staff members or students. College Public Services/ Security personnel will confiscate any keys which have not been specifically issued to a particular individual. Duplication of District keys is a misdemeanor.

District owned property is not to be removed from the campus without expressed written authorization from the department chairperson or area supervisor. Unauthorized removal of District property from the campus is a violation of the law and may be prosecuted by the District.

### LAW ENFORCEMENT, SECURITY AUTHORITY AND PROMPT REPORTING

It is the policy of the College of the Redwoods Board of Trustees to provide reasonable protection to the college community using methods that fit within and contribute to the educational philosophy of the institution. This protection extends to both the users of college facilities, and

the facilities themselves. Law enforcement for the campus is provided by the Humboldt County Sheriff's Department who investigates crimes of violence and other felonies. College Public Services/Security provides first response to all crimes reported and investigates minor, or misdemeanor offenses. They report such offenses to the Administration where a determination is made as to possible disciplinary action. Campus Security personnel are not peace officers and do not have the arrest authority of a peace officer. They may perform citizen's arrests on behalf of the College at the request of law enforcement personnel.

College of the Redwoods has a formal memorandum of understanding with the Humboldt County Sheriff's Department to provide investigative and response assistance for violent crimes, or those crimes beyond the capabilities of the Public Services/Security personnel. The Sheriff's Department is called at any time that an arrest is anticipated.

College of the Redwoods also employs student parking enforcement personnel with local training specific to parking enforcement. They are not peace officers. All college personnel are instructed to promptly report criminal or other suspicious behavior to the Public Services/Security Department for investigation. The public is encouraged to do the same.

### CRIME PREVENTION

An essential ingredient to any successful crime prevention program is an informed public. It is the intent of College of the Redwoods to inform students and staff, in a timely manner, of any criminal activity or security problems which may pose a threat to their physical safety or the protection of their property. Such information is normally distributed to students through messages posted on kiosks and bulletin boards throughout the campus, and more heavily in the area affected by the activity. Staff members are informed through memos and/or e-mail.

Public training is also a critical element to a campus safety program. Departments within Student Development including Student Health, Housing, and Counseling sponsor programs on various topics ranging from sexual assault awareness to substance abuse prevention. Public Services/Security also provides programs suitable for college success classes on general safety, proactive self-protection and crime prevention on campus.

Finally, an effective crime prevention program includes at least some measure of people watching out for one another. All staff and students are asked to be alert, security conscious and willing to be involved. Call the college Public Services/Security staff at extension 4111 whenever you observe suspicious behavior on campus.

### OFF CAMPUS CRIME

The Humboldt County Sheriff's Department provides law enforcement coverage for the areas adjacent to the college campus. While a formal agreement does not exist, the Sheriff's Department provides information concerning serious crime in areas adjacent to the college and such information is disseminated in the fashion described in crime prevention.

**SUBSTANCE ABUSE**

In compliance with Public Law 101-226, the "Drug Free Schools and Communities Act Amendment of 1989," the Board of Trustees of College of the Redwoods prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College of the Redwoods property and/or as part of any College of the Redwoods sponsored or sanctioned activity.

Any student or employee in violation of this policy is also in violation of the Student Code of Conduct, and is subject to disciplinary action up to, and including, expulsion from College of the Redwoods, or termination from District employment.

The possession, use and sale of alcoholic beverages by anyone on College of the Redwoods property is a misdemeanor per California Business Code Section 25608 and a violation of the Student Code of Conduct. The use, sale or possession of any illegal drug is a violation of state law and any person found in violation may be subject to arrest by federal, state or local law enforcement authorities.

The decision to take disciplinary action as a result of these violations rests with the President of College of the Redwoods by authority delegated by the Board of Trustees. Criminal prosecution is separate from any administrative discipline that may be imposed by the District.

**SEXUAL ASSAULT PROGRAMS AND PROCEDURES**

College of the Redwoods offers a variety of sexual assault prevention programs through the Student Health Center, Counseling and Housing that address assaults including rape, acquaintance rape, forcible and non-forcible sex offenses. The North Coast Rape Crisis Team can be contacted at 707.445.2881, or North County Rape Crisis Services at 805.922.2994 if the individual prefers counseling from an off campus source.

In the event that a sexual assault takes place, Campus Public Services/Security recommends that the following procedures be followed:

1. Campus Security at extension 4111 should be contacted immediately. All campus Public Safety Officers are Emergency Medical Technicians (EMT's), and as such will provide advice on procedures and notifications.
2. Call the North Coast Rape Crisis Team. They can be contacted at 707.445.2881, or North County Rape Crisis Services at 805.922.2994 if the individual requests immediate counseling and advocacy.
3. Those assaulted should not bathe or shower until after they are seen at an emergency room or by a physician. This is critical to preserving DNA evidence.
4. Those assaulted may decide to have the assault investigated by the local law enforcement agency (the Humboldt County Sheriff if the assault takes place on campus). The Public Safety Officer on duty, or any other college employee involved at the time the report is made, will assist the student in contacting the appropriate agencies for law enforcement response and/or counseling.
5. To facilitate the assailant's arrest and prosecution, it is important to provide all known information regarding the assault to the law enforcement officer or Public Safety Officer responding, including the name or description of the person responsible, the location of the assault, the circumstances involved and any other details requested.
6. Students involved in a sexual assault case may request a change in their classroom and/or living situations on

campus; the college will accommodate such requests when it is determined that it is feasible and reasonable to do so. The student should contact the Vice President of Student Development or the Campus Dean to make those arrangements.

7. Be aware that all parties involved in sexual assault cases are entitled to have others present during a disciplinary proceeding. The parties will be kept informed of the college's final determination with respect to the sex offense, including any sanction that is imposed against the accused.

**Additional resource information may be obtained from the following CR websites:**

[www.redwoods.edu/eureka/sexualhealth/](http://www.redwoods.edu/eureka/sexualhealth/)

or [www.redwoodsssexualhealth.org/](http://www.redwoodsssexualhealth.org/)

**COLLEGE OF THE REDWOODS  
CAMPUS CRIME STATISTICS**

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," hereafter referred to as the "Clery Act," requires the publication and distribution of statistical data on selected crimes and incidents. This publication is intended to meet the requirements of that Federal law. These statistics represent *alleged* criminal offenses *reported* to our local security personnel. Therefore, *these data do not necessarily reflect prosecutions or convictions for crime.*

<i>On-Campus</i>	2007	2008	2009
Murder/Non-negligent manslaughter	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	0	1	0
Aggravated Assault	1	4	2
Burglary	3	11	6
Motor Vehicle Theft	3	0	1
Arson	0	0	0
Negligent Manslaughter	0	0	0

**Note: The following statistics are also included in the on-campus statistics above.**

<i>On-Campus, In Residence Halls</i>	2007	2008	2009
Murder/Non-negligent manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Nonforcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

**Institutions were not required to report statistics for all types of criminal offenses, hate offenses and arrests that occurred in non-campus buildings and on public property. College of the Redwoods chooses to provide what statistical data we have available.**

<i>Non-Campus Buildings</i>	2007	2008	2009
Murder/Non-negligent manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Nonforcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0

Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
<b>Public Property</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Murder/Non-negligent manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Nonforcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

While data from some non-police sources such as psychological counselors, clergy, etc., is completely optional for reporting purposes, a security department is also a non-police source. **The following statistical data is also included in the "On-Campus" section.**

<b>Non-Police</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Murder/Non-negligent manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Nonforcible Sex Offenses	0	0	1
Robbery	0	1	0
Aggravated Assault	1	4	2
Burglary	3	11	6
Motor Vehicle Theft	3	0	1
Arson	0	0	0
Negligent Manslaughter	0	0	0

**HATE OFFENSES:**

Criminal offenses that manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity that can be classified as a Hate Crime as prescribed by the Hate Crime Statistics Act (28 USC 534) are reported here.

<b>On-Campus</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Murder/Non-negligent manslaughter	0	0	0
Aggravated Assault	0	0	0
Forcible Sex Offenses	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Simple Assault	0	0	0

<b>On-campus, In Residence Halls</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Murder/Non-negligent manslaughter	0	0	0
Aggravated Assault	0	0	0
Forcible Sex Offenses	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Simple Assault	0	0	0

<b>Non-campus Buildings</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Murder/Non-negligent manslaughter	0	0	0
Aggravated Assault	0	0	0
Forcible Sex Offenses	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Simple Assault	0	0	0

<b>Public Property</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Murder/Non-negligent manslaughter	0	0	0
Aggravated Assault	0	0	0
Forcible Sex Offenses	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Simple Assault	0	0	0

**ARRESTS & DISCIPLINARY ACTIONS:**

College of the Redwoods Public Safety Officers are members of a security department and are not sworn police officers. They do not have arrest authority. On the rare occasion that someone must be arrested on campus, those arrests are performed by the Humboldt County Sheriff's Department and would be included with their statistical data.

Data presented specifically for College of the Redwoods follows

<b>On-Campus Arrests</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0

<b>On-Campus Disciplinary Actions/Judicial Referrals</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Liquor law violations	26	16	19
Drug law violations	31	21	26
Illegal weapons possessions	2	0	1

The following is a comparative summary of Public Services/Security's activities from January 1 through December 31 for the three previous years.

<b>CRIMES/INCIDENTS</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Assaults	2	6	2
Bomb Threats	0	0	0
Burglary	3	12	6
Disturbing the peace	19	18	17
Drug Related*	31	27	26
Fraud	0	0	0
Hate Crimes	0	0	0
Larceny/Theft	15	33	14
Liquor Related*	26	25	19
Maintenance	0	0	0
Medical	67	45	44
Miscellaneous	12	9	6
Missing Person	0	1	0
Motor Vehicle Theft	3	0	1
Murder	0	0	0
Other Incident	23	26	36
Phone Harassment	2	0	1
Rape	0	0	0
Reckless Driving/Speeding	0	5	1
Robbery	0	2	0
Safety (Fire & Alarms)	3	4	3
Other Sex Offenses	2	1	1
Traffic Accident (injury):	0	0	1
Traffic Accident (non-injury)	9	12	7
Trespass	1	6	1
Vandalism	41	9	12
Weapons Confiscation	2	1	1
<b>Total incidents:</b>	<b>261</b>	<b>242</b>	<b>199</b>