

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 3  
General Institution

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## **AR 3515 Reporting of Crimes**

### **Reference(s):**

Education Code Section 212, 67380, 67383, and 87014  
Penal Code Sections 245 and 422.55  
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998  
20 U.S.C. § 1232g;  
34 C.F.R. 668.46  
34 C.F.R. 99.31(a)(13), (14) and 668.46  
Campus Security Act of 1990

Individuals who are witnesses or victims of a crime, should immediately report the crime to the District Safety & Security Department.

In the event anyone is assaulted, attacked, or menaced by another person on district property, a supervisor or instructor shall be notified as soon as practical after the incident. The supervisor/instructor shall assist the victim to promptly report the incident to District Safety & Security and/or to the local police department. The supervisor/instructor shall make the report if the victim is unwilling or unable to do so.

The District, in accordance with Clery Act requirements, shall publish timely warnings to the campus community about crimes that are considered to represent a continuing threat to other students and employees in a manner that is timely and will aid in the prevention of similar crimes. The information shall be disseminated by the Chief of District Safety & Security, in a manner that aids the prevention of similar crimes.

Depending on the circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Chief of Safety & Security may also post notices on the RSCCD websites, send out mass communication via text message, email or on social media, providing the community with a more emergency notification. This should be immediately accessible by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the District's Safety & Security Department, by phone (714 564 6330) or in person at the District's Safety & Security Department's office.

The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health and safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.

The District shall annually collect and distribute statistics concerning crimes on campus. All college staff with significant responsibility for student and campus activities are considered campus security officials under the federal Clery Act and shall report crimes about which they receive information.

The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security; alcohol and drug use; crime awareness and prevention; crime alerts and timely warnings; the reporting of crimes; sexual assault and victims' assistance program; and emergency response and evacuation procedures. The District shall make the report available to all current students and employees. The District will also provide prospective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting the District Safety & Security Department or by accessing it on the District website:

<https://rscdd.edu/Departments/BusinessServices/Security-and-Public-Safety/Pages/crime-statistics.aspx>

The District may disclose the final results of disciplinary proceedings to a victim of an alleged a crime of violence or a non-forcible sex offense, regardless of the outcome. The District may also disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated school policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his or her right to confidentiality.

## **TO REPORT A CRIME**

Contact District Safety & Security department at (714) 564 6330 or 333 from a campus landline, emergency blue phone or in the event of an emergency dial 911. Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to District Safety & Security. In addition, you may report crime to any administrator on campus through the RAVE Guardian app.

The District Safety & Security Department encourages anyone who is the victim or witness to any crime to promptly report the incident to them or police. If you are the victim of a crime and do not want to pursue action within the District's system or the criminal justice system, you may still want to consider making a confidential report. With your permission the Chief of District

Safety & Security or his appointee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the District can keep an accurate record of the number of incidents involving students; determine where there is a pattern of crime with regard to particular locations, method, or assailant, and alert campus community to potential danger. Reports files in this manner are counted and disclosed in the annual campus statistics for the institution. Because police records are public records under state law, the police cannot hold reports of crime in confidence.

## **REQUIRED REPORTS TO LOCAL LAW ENFORCEMENT AGENCY**

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault (rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or the threat of any of these), or hate crime (means any offense as described in Section 422.55 of the CA Penal Code), committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the institution or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of their right to have personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency unless otherwise required by law. Because the District does not have a campus law enforcement agency, the report shall be forwarded to the appropriate local law enforcement agency.

**Responsible Manager:** Chief, District Safety & Security

**Revised: August 10, 2015 (Previously AR 3521)**

**Revised: May 6, 2024**