



Campus Security Report



Santa Rosa Junior College Sonoma County Junior College District

2007 -2008

**Sonoma County Junior College District
Police Department
(707) 527-1000**

**Santa Rosa Junior College
1501 Mendocino Avenue
Santa Rosa, CA 95401**

A Message from the Chief of Police

I would like to extend a warm welcome to SRJC new and returning faculty, staff, and students. Your safety is the primary concern of our police department as you complete your educational goals and provide quality instruction and services to our students. As members of this outstanding SRJC educational community we all share a responsibility to work together to maintain the safest working and learning environment possible.

The District Police Department is here to work together with you 24 hours a day, 365 days a year providing law enforcement service and protecting all persons and property on or about the campuses and property of the Sonoma County Junior College District. We are a fully certified police department within the State of California and our Police Officers and staff pride themselves in a community-oriented approach to policing and law enforcement. In addition to investigating crimes and enforcing laws, the department also provides crime prevention and personal safety programs throughout the District. The main police department is located at 2032 Armory Drive, Pedroncelli Center, on the Santa Rosa Campus and the department maintains a small sub-station on the Petaluma Campus in Bertolini Hall, Room 148.

This report is available to all members of the District community and the public to provide certain crime statistics and information required by law. For further information about the police department or the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act see the police department website at www.santarosa.edu/police or call Police Dispatch at (707) 527-1000.

Terry L. Stewart
Chief of Police

What is the “Jeanne Clery” Disclosure Act?

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private post secondary educational institutions participating in federal student aid programs are required to comply with it. The law, originally enacted by Congress in 1990 as the Campus Security Act, was initiated by Howard and Connie Clery after their daughter Jeanne was tragically murdered at Lehigh University in 1986. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery. The Clery Act requires colleges and universities to publish an annual report every year by October 1st that contains 3 years of crime statistics and certain policy statements including sexual assault policies which assure basic victims’ rights, the law enforcement authority of campus police, and where the students should go to report crimes. The complete text of the Clery Act and the U.S. Department of Education regulations are available on the Security On Campus, Inc. web site at www.campussafety.org. The Sonoma County Junior College District Police Department is responsible for gathering crime statistics and providing safety information to all students, staff, faculty, visitors, and prospective students and employees of the District.

The annual security report for Santa Rosa Junior College and the entire Sonoma County Junior College District 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 Sonoma County Junior College District, 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 have 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 and the statistics are published in this disclosure.** The report also includes institutional policies concerning campus safety and security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters.

The District Police Department is aware that crimes may go unreported to law enforcement and encourages employees of the District, who have significant responsibility for students and student activities, to report any crimes that they may have become aware of in their daily contact with students to the District Police. As a reminder to those employees who have significant responsibility for students, a reporting form is sent out monthly for collection and recording of accurate statistics. Administrators, Deans, Directors, Department Heads, Faculty Advisors and Student Academic Advisors, Student Activities Advisors and Coordinators, and Athletic Coaches are all included in the notification. Classroom faculty (except for Advisors), Physicians, Psychologists, and most Clerical Staff are examples of employees who are not required to report under the Clery Act. All reports to the District Police can be made confidentially and anonymously in accordance with the reporting person's wishes. Crime prevention and personal safety information and pamphlets are available in the District Police Department and on the Police Department web site at: www.santarosa.edu, in Student Health Services, and in various student and staff publications through the District.

Policy for Reporting the Annual Disclosure of Crime Statistics

The District Police Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our website at www.santarosa.edu/police This report is a collaborative and comprehensive effort that includes the cooperation of law enforcement agencies surrounding SRJC campuses, centers, off-site facilities, and properties, the Student Services Division, Office of the Vice President of Student Services. Each entity provides crime statistics and/or information on their educational efforts and programs to comply with the Act.

To comply with the Act, we collect crime statistics from law enforcement agencies with concurrent law enforcement jurisdiction or jurisdiction surrounding Sonoma County Junior College District campuses, centers, off-site facilities, and properties owned or utilized by the District for college business, to include public property immediately adjacent to campuses and facilities. These law enforcement agencies provide crime statistics they have collected for crimes occurring on District properties or a radius around the properties requested. These statistics may include crimes that have occurred in private businesses and residences and is not required by law. The District does have any off or on campus fraternity or sorority houses. Likewise, student organization recognition does not extend beyond the college, and student organizations are not recognized to engage in activity off-campus. Every paid part-time, full-time, adjunct, and short-term non-continuing student, faculty, and classified employee receive a notice with their paycheck/notice of deposit, that informs them of the

security report, a description of the contents, information regarding the availability of the report on the Internet, the electronic address to access the report, and a statement on how to obtain a paper copy, if desired.

Employees and students also receive this same information when completing the application process for admission or employment in person or via the Internet. Additionally, notices regarding the existence of the Security Report, a brief description of its contents, information regarding the availability of the report on the Internet with the electronic address to access the report, and a statement on how to obtain a paper copy, if desired are included in the *Insider*, *BearFacts*, Schedule of Classes, in the Community Education Schedule of Classes, the Course Catalog, and on the Admissions, Records, and Enrollment Development and Human Resources websites to inform students, employees and prospective students and employees about the existence of the Security Report, the electronic address to access the report, and information on how to obtain a paper copy, if desired. Copies of the report may also be obtained at the Sonoma County Junior College District Police Department located in the Pedroncelli Center on the Santa Rosa Campus at 2032 Armory Drive Santa Rosa, CA 95401 or by calling Police Records at 707-527-4963 or Police Administration at 707-524-1820.

Assistance for Victims of Sexual Assaults

The District Police Department is committed to ensuring that students, employees, and other persons who have been sexually assaulted are provided treatment, medical, and counseling assistance and information, and that they are treated with sensitivity, dignity and confidentiality. Every effort is made to ensure that our educational environment promotes and assists prompt reporting of sexual assaults and provides compassionate support services for survivors. Prompt reporting of sexual assaults is encouraged. Sexual assault includes, but is not necessarily limited to, acts or attempted acts of rape, forced sodomy, forced oral copulation, rape by foreign object, sexual battery and acquaintance/date rape.

Reporting the Sexual Assault

Sexual assaults should be reported to the law enforcement agency having jurisdiction over the location where the crime occurred. Sexual assaults that occur on campus or any District facility should be reported to District Police. When the crime occurs off District property, District Police will assist the survivor by facilitating contact with the law enforcement having jurisdiction over the location where the crime occurred. Reports may be made anonymously. The following is a list of some of the law enforcement agencies, college departments, or support services that provide a variety of support options and resources for survivors of sexual assault.

Sonoma County Law Enforcement Agencies	
Sonoma County Junior College District Police Department	(707) 527-1000
Sonoma County Sheriff's Department	(707) 565-2511
Windsor Police Department (SCSO contract)	(707) 838-1234
Santa Rosa Police Department	(707) 543-3600
Petaluma Police Department	(707) 778-4372
Sonoma County Probation Department	(707) 565-2149
Rohnert Park Department of Public Safety	(707) 584-2612
Healdsburg Police Department	(707) 778-4372
Cotati Police Department	(707) 792-4612
Sonoma Police Department (SCSO contract)	(707) 996-3602
Sebastopol Police Department	(707) 829-4400
Cloverdale Police Department	(707) 894-2150

On-Campus Support Resources	
Police Department	(707) 527-1000
District Compliance Office	(707) 527-4303
Student Psychological Services	(707) 527-4445
Student Health Services	(707) 527-4445
Human Resources	(707) 527-4688
Office of the Vice President of Student Services	(707) 524-1647
Student Counseling and Support Services Dept.	(707) 527-4689

Community Resources	
United Against Sexual Assault	(707) 545-7273
Sonoma County Victim/Witness Assistance	(707) 565-2002
Sutter Medical Center	(707) 576-4000
Warrack Hospital	(707) 542-9030
Petaluma Valley Hospital	(707) 778-1111
Santa Rosa Memorial Hospital	(707) 546-3210
Sonoma County Mental Health	(707) 576-8181
YWCA (Temporary Restraining Order Clinic)	(707) 546-7115
YWCA 24 hour Domestic Violence Crisis Line	(707) 546-1234
YWCA Emergency Shelter	(707) 546-1234
Sonoma Valley Crisis Line	(707) 938-HELP
Child Protective Services	(707) 565-2245
Child Protective Services 24 hour Emergency Line	(707) 565-2246
Suicide Prevention	1-800-746-8181
MEN (Men Evolving Non-Violently) – Offender Hotline	(707) 528-2626
Legal Aid	(707) 523-8823
Legal Services / Lawyer Referral	(707) 546-5297
Chrysalis Counseling Services	(707) 545-1670
WOMAN, Inc. – Lesbian Services	(415) 864-4722

Legal Options

Any person who has been sexually assaulted has several legal options: criminal prosecution against the assailant; and/or civil prosecution against the assailant; and/or the College District disciplinary procedure if the assailant is an employee or student.

Criminal Prosecution

Notification or reporting to the police agency having jurisdiction over the location where the crime or attempted crime occurred begins the criminal prosecution. If the crime occurs off campus or District properties, the District Police Department can facilitate contact for the sexual assault survivor with the appropriate law enforcement agency and/or provide information as to how to contact them.

All law enforcement agencies have trained police officers who will facilitate medical and counseling services, referrals, evidence collection and information. You will be interviewed at a location of your choice and will be allowed or offered an advocate(s) to accompany you during all aspects of the investigation. Under California law, a sexual assault survivor's name and any identifying information can't be released without the survivor's written consent. *The protection of the survivor's name and any identifying information will be of the highest priority.* A survivor's decision to prosecute does not necessarily have to be made during initial contact with officers and the survivor's decision determines officers' subsequent investigation protocol. Police Officers have legal authority to arrest the assailant as appropriate and to forward the case to the District Attorney's Office for criminal prosecution upon completion of the investigation. District Police will also help ensure the survivor of sexual assault has an advocate from the court, the department, community agencies, and/or friends or family of their choosing to support them through the criminal prosecution process if the survivor decides to prosecute the assailant.

Civil Prosecution

Survivors of sexual assault can consult an attorney about initiating a suit in civil court against their assailant for damages. The purpose of a civil suit is to compensate the survivor for the wrong done to them. A civil action can be brought against the assailant regardless of the decision to criminally prosecute.

College District Rape and Sexual Assault Policy and Response Procedures

The Sonoma County Junior College District has adopted Student Conduct Standards and the following formal policy and response procedures 7.18 and 7.18P to address response to rape and sexual assault:

7.18 RESPONSE TO RAPE & SEXUAL ASSAULT

ADOPT: JULY 14, 1992
REVISED: NOVEMBER 14, 1995
REVIEWED: APRIL 10, 2001
ED CODE: 67390 et seq
CFR 668.46(b) 11

In compliance with the mandate of ECS 67385 and out of concern for the health and safety of District students, employees and visitors, Sonoma County Junior College District shall adopt and implement written procedures to ensure that students, employees and/or visitors who are victims of sexual assault committed on District owned or maintained property and/or while participating in District sponsored or supervised activities receive appropriate treatment, information and/or referrals to community agencies and medical facilities. The District Police Department has the primary law enforcement responsibility for the investigation of all reported crimes, to include sexual assaults, that are committed on District owned or maintained property. All victims of sexual assault should be encouraged to immediately report the crime to District Police. District Police will make every effort to identify, apprehend and prosecute all offenders. The District provides a sexual assault prevention program includes seminars, presentations, pamphlets and information upon request about personal safety, crime prevention, awareness of rape, acquaintance rape, and other forcible and non forcible sex offenses.

7.18P RESPONSE TO RAPE AND SEXUAL ASSAULT PROCEDURES

BOARD REVIEW: July 14, 1992
REVISED: NOVEMBER 14, 1995
REVIEWED: APRIL 10, 2001

1. Definitions

- a. Sexual assault includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, threat of sexual assault and related conduct that threatens the health and safety of another person.
- b. For the purposes of this procedure, victim refers to any student, employee and/or visitor who experiences sexual assault as defined above on District owned or maintained property and/or while participating in District sponsored or supervised activities.

2. Reporting

- a. District personnel shall make every effort to ensure that victims of sexual assault feel safe enough to report this crime. Throughout the notification process and subsequent investigation, confidentiality and consideration for issues such as the nature of the relationship between the victim and assailant, social biases re: victims of sexual assault and the possibility of the victim having continued contact with the assailant will be given high priority. In that interest, the victim has the right to be accompanied by a person of his/her choice at all proceedings related to the sexual assault.
- b. If the victim of a sexual assault is a minor (under 18 years of age), an elder or a dependent adult, state law mandates that any employee of the District immediately report this crime to the District Police Department. The duty to report rests with the individual who learns of the sexual assault and must be met by notifying District Police immediately and calling Child Protective Services (CPS) or Adult Protective Services (APS) upon learning of a previously unreported assault.
- c. A victim who is not a minor, elder or dependent adult may choose not to report a sexual assault. However, any such victim should be encouraged to notify District Police or Health Services as soon as possible and should be referred to one of the community's advocacy agencies, i.e. United Against Sexual Assault.

3. Legal Reporting:

The following legal reporting requirements are the responsibility of the District Chief of Police.

- a. In accord with the Campus Crime Awareness and Security Act of 1990, the District, on an annual basis, shall make statistics concerning specific types of crime, including sexual assault, available to students and employees.
- b. In cases of violent crimes with potential threat to other students and employees, the District shall make timely reports, respecting the confidentiality of the victim, in order to aid in the prevention of similar occurrences.

4. District Services

- a. Emergency intervention, including assessment, personal safety assistance, transportation for medical treatment and referral to appropriate community agencies, shall be provided by District Police. If the victim does not choose to report the crime to the police department, Health Services/Student Psychological Services shall provide the emergency intervention.
- b. Explanation of options and alternatives available to the victim shall be coordinated by the police department and the District Compliance Office and include but are not limited to: filing a police report, filing a sexual harassment complaint, filing a civil suit, availability of mediation, housing alternatives, withdrawal without penalty, disciplinary options available through the Student Conduct Code and academic assistance alternatives.

5. Case Management

- a. Upon request, the victim shall be kept informed of the status and disposition of any District disciplinary proceedings in connection with the assault by the District Compliance Office in consultation with the appropriate administrator(s).
- b. District Police shall keep the victim informed of the status of the criminal investigation, if any, and will provide liaison with the District Attorney's office as necessary.
- c. Health Services, including Student Psychological Services, will, upon request, assist student victims in dealing with the emotional and physical difficulties that may arise in response to the sexual assault and its impact.

6. Confidentiality and Requests for Information

- a. The identity of a victim of sexual assault shall remain confidential unless otherwise prescribed by law.
- b. Requests for information from the press and others concerned will be handled by the Public Relations Office in consultation with the District's Compliance Office and in accordance with the Family Educational Rights and Privacy Act, applicable California Education and Administrative Code sections and District policy.

7. Dissemination of Procedure

The identity of a victim of sexual assault shall remain confidential unless otherwise prescribed by law

Rape and Sexual Assault Response Procedures
for
Sonoma County Junior College District Employees

Upon learning of a rape or sexual assault, it is important to support and protect the victim while following District procedures. In accordance with the Federal Crime Reporting Act, in all cases where the employee has "significant responsibility dealing with student and campus activities," that employee shall maintain and report statistics on sexual assaults where the victim does not want to report the crime, to the police department. (For questions, contact District Police Administration).

IF THE VICTIM WISHES TO REPORT A SEXUAL ASSAULT:

Immediately contact the District Police Department.

IF THE VICTIM IS NOT A MINOR, ELDER, OR DEPENDENT ADULT AND DOES NOT WISH TO REPORT:

Encourage victim to contact Health Services, Student Psychological Services, or District Police Department to obtain referral and support services. If possible, escort victim to departments listed.

IF THE VICTIM IS A MINOR, ELDER OR DEPENDENT ADULT AND DOES NOT WISH TO REPORT:

Report immediately to District Police and Child Protective Services or Adult Protective Services.

College District Disciplinary Procedure

If the crime occurs on a campus or any District property and the assailant is a student, in addition to criminal and civil action, campus administrative action may be initiated through the Office of the Vice President of Student Services – 524-1647 and/or the District Compliance Office – 527-4303. The District may sanction/discipline a student charged with sexual assault, which may include, but is not limited to: probation, counseling, suspension, or expulsion.

If the assailant is a faculty or staff member, besides criminal and civil action, they may be subject to disciplinary action under applicable human resources and employment policies or collective bargaining agreements. Report suspected employee misconduct to the Director of Human Resources at 527-4302 and/or the District Compliance Office – 527-4303.

A survivor may request a change in academic arrangements (and housing arrangements if living in dormitories or college housing) after a sexual assault. The District will make every effort to accommodate such requests if the changes are reasonably available.

Contact the Vice President of Student Services at 524-1647 and/or the District Compliance Office at 527-4303 for additional information.

The District is committed to providing disciplinary proceedings that are supportive, sensitive, expedient, and respectful to each individual's rights. *Both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, and both must be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense.*

For additional information regarding disciplinary proceedings, visit the Student Services web site at: <http://www.santarosa.edu/admin/scs/index.html>

If You Become the Victim of a Sexual Assault

- ◆ Get to a safe place.
- ◆ Notify the police agency having jurisdiction of the location where the crime or attempted crime occurred.
- ◆ Seek medical attention whether or not you intend to notify the police, even if you have not been seriously physically injured. A medical examination is important to check for sexually transmitted diseases, other infections, injuries, and pregnancy.
- ◆ Help preserve evidence. Physical evidence is paramount in helping to prosecute assailants. Evidence generally must be collected within 72 hours of the assault and only by a certified medical facility upon the request of a law enforcement agency. To preserve evidence after an attack, you should not change your clothes, bathe, shower, or take any other personal hygiene action before contacting police. If it becomes absolutely necessary that you change your clothes, each item should be packaged separately in a paper bag. If oral contact took place, do not brush your teeth, use mouthwash or smoke. Do not straighten up the crime scene.

Sexual Assault Prevention Programs

The District Police Department maintains a Crime Prevention and Outreach Unit that provides numerous personal safety and crime prevention seminars, to include sexual assault awareness and prevention, for students and staff and additionally to individual departments, organizations, clubs, classrooms, and other programs upon request. The District Police Department also works closely with Student Health Services and Student Psychological Services in providing joint seminars, classroom presentations, educational pamphlets, and sexual assault and rape prevention information to our educational community. Free date rape and acquaintance rape prevention information and educational pamphlets are also available in the District Police Department and Student Health Services. Student Affairs and Student Health Services annually sponsor "Sexual Health Awareness Week" that includes resource tables and dynamic speakers that provide information on a myriad of topics to include date and acquaintance rape. The District Police Department also provides an officer for new employee and faculty orientations, student information days, and student employee orientations to inform students and employees of available police services and programs.

The Intranet electronic mail system throughout the District, the Police Department web site, the *Bearfacts*, the *Insider*, and the *Oakleaf* newspaper are all additional resources utilized by the District Police Department for dissemination of "timely warning" crime information bulletins, crime prevention tips, and newsworthy information.

Public Information about Registered Sex Offenders on Campus

Information about certain designated persons required to register in California as sex offenders is available to students, staff, faculty, and the public by viewing the California Department of Justice's Internet web site at <http://caag.state.ca.us/megan/index.htm> . There are additional sex offenders in California that are not included on this site, but are known to law enforcement. Detailed personal profile information on individual registrants may be obtained by using a sex offender's specific name, Zip Code, or City/County listings. Additionally, the map application may be used to search individual neighborhoods throughout California to determine the specific location of any of those registrants on whom the law allows the Department of Justice to display a home address. The Internet web site does not list sex offender information specifically by a college or university name or zip code where a sex offender may work, attend, reside, or volunteer.

The Sonoma County Junior College District may have persons enrolled, employed, residing, carrying on a vocation, transient and located upon District properties, or volunteering on District facilities who have been convicted of certain sex crimes that require them to register their status as a sex offender in the State of California with the law enforcement agency having jurisdiction over where they reside and additionally with the Sonoma County Junior College District Police Department. In limited circumstances, and in compliance with Federal and State law, Sonoma County Law Enforcement Protocols, and District policies, the District Police may disclose the identity of a sex offender to the District community and/or to specified individuals within the District.

For further crime prevention and public information about registered sex offenders on campus, within Sonoma County, or laws regarding sex offender registration, please visit our police department web site at www.santarosa.edu/police or call the Investigations Unit at our Police Department at (707) 521-7839.

"Timely Warning" Crime Alert Bulletins

The District Police Department believes that a well-informed community is an integral component in maintaining the safest campuses and facilities possible. It is the policy of District when a report is made to the District Police Department of a violent crime or a crime that is deemed to represent a continuing threat to students, staff, faculty, or visitors, that has occurred in or near our community, the Police Chief, and/or designee, will confer as necessary and applicable with other campus departments, administrators, legal counsel, and surrounding law enforcement agencies and if warranted, disseminate "timely warning" crime alert information within a reasonable time, as well as post and disseminate hard copies of crime bulletins, alerting our educational community. Bulletins also include prevention information to assist members of our educational community from becoming a victim of a similar crime. Bulletins shall include, but are not limited to, those crimes that are listed in the Clery Act.

Crime Definitions

The following crime definitions are used in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program.

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 in fear.

Aggravated Assault: 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. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned--including joyriding.)

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

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.

Criminal Homicide - Manslaughter by Negligence: The killing of another person through gross negligence.

Criminal Homicide - Murder and Non Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

(The following sex offense definitions are excerpted from the National Incident-Based Reporting System Edition of the uniform Crime Reporting Program.)

Sex Offenses – Forcible... Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is capable of giving consent.

A. Forcible Rape ...The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy ...Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault With An Object... The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling... The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses - Non Forcible... Unlawful, non-forcible sexual intercourse.

A. Incest... Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape... Non-forcible sexual intercourse with a person who is under the statutory age of consent

Crime Statistics 2004 - 2006

The following statistics are being provided as part of the Sonoma County Junior College District's commitment to safety and security on campus and to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The statistics are reported crimes that have occurred on-campus, in non-campus areas, and in public areas adjacent to campus. These statistics also include data received from other law enforcement agencies in response to annual requests. It should be noted that Sonoma County Junior College District no longer maintains any residential dormitories or student housing as the Kent Hall residential dormitories were demolished in June of 2003.

Crime statistics reported as occurring "on-campus" include incidents reported to the District Police Department as well as incidents reported to other campus officials, including but not limited to directors, deans, student affairs, the Vice President of Student Services, advisors to students, student organizers, and athletic coaches.

Reports received from campus officials may have been submitted anonymously and may result in criminal statistics higher than those reported to the FBI by District Police pursuant to their reporting guidelines. The listed "crime definitions" will help you understand these statistics.

Hard copies of this information are available upon request from the District Police Department. If you have any questions, please contact the District Police Records Unit at 527-4963 or Police Administration at 524-1820.

SANTA ROSA CAMPUS

Offense Type	Year	On Campus	Non-Campus	Public Property	Local Police	Total
Murder & Non-negligent Manslaughter	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
Negligent Manslaughter	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
Forcible Sex Offenses	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	2	0	0	0	2
Non Forcible Sex Offenses	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
Robbery	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	0	0	0	1	1
Aggravated Assault	2004	3	0	0	0	3
	2005	0	0	0	0	0
	2006	0	0	1	1	2
Burglary	2004	6	0	0	0	6
	2005	10	0	1	0	11
	2006	6	0	0	7	13
Motor Vehicle Theft	2004	5	1	0	0	6
	2005	2	0	0	0	2
	2006	3	0	0	5	8
Arson	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	0	0	1	**	1
TOTAL		37	1	3	14	55

** local agency unable to provide statistics

PETALUMA CAMPUS

Offense Type	Year	On Campus	Non-Campus	Public Property	Local Police	Total
Murder & Non-negligent Manslaughter	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
Negligent Manslaughter	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
Forcible Sex Offenses	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	0	0	0	1	1
Non Forcible Sex Offenses	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
Robbery	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
Aggravated Assault	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
Burglary	2004	0	0	0	0	0
	2005	1	0	0	0	1
	2006	0	0	0	0	0
Motor Vehicle Theft	2004	1	0	0	0	1
	2005	1	0	0	0	1
	2006	0	0	0	0	0
Arson	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
TOTAL		3	0	0	1	4

** local agency unable to provide statistics

PUBLIC SAFETY TRAINING CENTER

Offense Type	Year	On Campus	Non-Campus	Public Property	Local Police	Total
Murder & Non-negligent Manslaughter	2004	0	0	0	**	0
	2005	0	0	0	0	0
	2006	0	0	0	0	
Negligent Manslaughter	2004	0	0	0	**	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
Forcible Sex Offenses	2004	0	0	0	**	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
Non Forcible Sex Offenses	2004	0	0	0	**	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
Robbery	2004	0	0	0	**	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
Aggravated Assault	2004	0	0	0	**	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
Burglary	2004	1	0	0	**	0
	2005	0	0	0	0	0
	2006	0	0	0	1	1
Motor Vehicle Theft	2004	0	0	0	**	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
Arson	2004	0	0	0	**	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
TOTAL		0	0	0	1	1

** local agency unable to provide statistics

Hate Crimes: "Hate violence as defined in the statute means "any act of physical intimidation or physical harassment, physical force, or physical violence, or the threat of physical force or physical violence, that is directed at any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political/religious beliefs of that person or group. Incidents of hate violence can be reported to District Police, District Compliance Office, Human Resources, and/or the Office of the Vice President of Student Services.

The District does not condone hate violence and is responsible for ensuring that the rights guaranteed by state law and the U.S. Constitution are protected for all people regardless of their ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political/religious beliefs of that person

or group. Unlawful discrimination and grievance procedures are formalized in District Policy 2.7, which can be found in the Health and Safety Policies section of this report.

SANTA ROSA & PETALUMA CAMPUSES and PUBLIC SAFETY TRAINING CENTER

No hate crimes were reported in 2004, 2005, or 2006.

Santa Rosa Campus

Special Category ARRESTS Liquor/Drugs/Weapons	Year	On Campus	Non-Campus	Public Property	Local Police	Total
Liquor Law Violations	2004	13	0	4	0	17
	2005	9	0	3	0	12
	2006	5	0	6	1	12
Drug Violations	2004	4	0	17	0	21
	2005	4	0	3	0	7
	2006	1	0	1	3	5
Weapons Violations	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	2	0	0	1	3
TOTAL		38	0	34	5	77

Petaluma Campus

Special Category ARRESTS Liquor/Drugs/Weapons	Year	On Campus	Non-Campus	Public Property	Local Police	Total
Liquor Law Violations	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
Drug Violations	2004	0	0	0	2	2
	2005	0	0	0	0	0
	2006	0	0	0	1	1
Weapons Violations	2004	0	0	0	0	0
	2005	0	0	0	1	1
	2006	0	0	0	0	0
TOTAL		0	0	0	4	4

** local agency unable to provide statistics (Petaluma Campus & Public Safety Training Center)

Public Safety Training Center

Special Category ARRESTS Liquor/Drugs/Weapons	Year	On Campus	Non- Campus	Public Property	Local Police	Total
Liquor Law Violations	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
Drug Violations	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	0	0	0	1	1
Weapons Violations	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
TOTAL		0	0	0	1	1

Santa Rosa Campus

Disciplinary Actions/ Judicial referrals	Year	On Campus	Non- Campus	Public Property	Local Police	Total
Liquor Law Violations	2004	0	0	0	0	0
	2005	2	0	0	0	2
	2006	1	0	0	0	1
Drug Violations	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
Weapons Violations	2004	1	0	0	0	1
	2005	0	0	0	0	0
	2006	0	0	0	0	0
TOTAL		4	0	0	0	4

Petaluma Campus

Disciplinary Actions/ Judicial referrals	Year	On Campus	Non- Campus	Public Property	Local Police	Total
Liquor Law Violations	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
Drug Violations	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
Weapons Violations	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
TOTAL		0	0	0	0	0

Public Safety Training Center

Disciplinary Actions/ Judicial referrals	Year	On Campus	Non- Campus	Public Property	Local Police	Total
Liquor Law Violations	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	1	0	0	0	1
Drug Violations	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
Weapons Violations	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
TOTAL		1	0	0	0	1

Daily Log Access

The District Police Department maintains a daily log of officer activity and calls for police service for the most recent 60-day period. The log is open for public inspection during normal business hours of 8:00 a.m. - 5:00 p.m., Monday – Friday. Log entries older than 60 days can be obtained by request within 2 business days. Additionally, the District Police include a log on our web site at www.santarosa.edu/police with summary information about crimes and reports taken by the District Police.

Law Enforcement Authority

The District Police Department is a full-service, fully certified, police agency within the State of California staffed by sworn peace officers 24 hours a day, 7 days a week, every day of the year. The District Police Department is not a branch of any other law enforcement agency.

The Police Officers are vested with law enforcement powers pursuant to California Penal Code Section 830.32(a) and California Education Code Section 72330, have police authority throughout the state, and primary law enforcement jurisdiction for all crimes occurring on District properties. Police officers have full powers of arrest, enforce local, state and federal laws both on and off campus, and as full peace officers, their police authority includes concurrent law enforcement jurisdiction on adjacent streets and in the communities surrounding District properties. The District Police Department also complies with the Kristin Smart Campus Safety Act by maintaining formal operational agreements with law enforcement agencies sharing concurrent law enforcement jurisdiction to ensure prompt law enforcement response and collaboration in incidents requiring inter-agency cooperation. Police Officers employed by the District meet all training requirements as mandated by the California Commission on Peace Officer Standards and Training and actually are mandated to have more training than county or municipal law enforcement officers. Each Police Officer has graduated from a regional police academy, completed a rigorous field training program, and must complete a probationary period. Additionally, each police officer is updated in training throughout the year to include firearms, defensive tactics, first aid/CPR, and legal updates.

Officers also receive many hours of specialized training to include crime prevention, sexual assault investigation, emergency preparedness and response, evidence collection, domestic violence response, and more and attend countywide and statewide police planning and training meetings and conferences. All officers also receive specific training designed to meet the diverse needs of the educational community. Law enforcement duties and responsibilities of police officers are identical to municipal police departments or sheriff departments in your home community.

Facility Access and Security

The District Police Department provides 24-hour law enforcement protection of College District buildings, property, parking lots, and facilities utilized by the District. Officers investigate crimes, respond to burglary and robbery alarms, to suspicious persons and incidents, and provide responses to police, medical, and fire incidents. Campus and District facilities are generally open to the campus community, visitors and guests Monday - Friday from 7 a.m. to 11p.m., Saturday and Sunday from 8 a.m. to 5 p.m., and during other hours as certain special events dictate. Campus shrubbery, trees and other vegetation are routinely trimmed and artificial lighting maintained with safety issues in mind. The campus community is encouraged to report unsafe conditions, safety concerns, or exterior lighting issues to Facilities Operations at 527-4231, Environmental Health & Safety at 527-4803, or to District Police at 527-1000.

Reporting Crimes and Emergencies

Criminal activity and other emergencies that occur on campus should be reported to the District Police Department immediately. District police officers respond to all on-campus reports of fire, police, or medical emergencies.

The District Police Department has primary law enforcement jurisdiction for all criminal incidents that occur on campuses and District facilities. This includes incident investigation, follow-up, and resolution. If you are off-campus and are uncertain of the police jurisdiction you are in, your emergency call will be properly routed by dialing 911. For non-emergency information, contact any Sonoma County police agency and the dispatcher will refer you to the agency with primary jurisdiction over your incident.

Emergencies on-campus : For all police, fire, and medical emergencies **call 527-1000** from any phone on campus. District Police Officers will be dispatched to all crimes in progress and other emergencies along with appropriate fire and medical personnel as necessary.

Emergency Call Boxes and Direct-Dial Phones: Emergency call boxes are located on each floor of the parking garage and installation of additional emergency call boxes is continuing throughout the Santa Rosa Campus in 2007. These boxes enable anyone to contact Police Dispatch 24 hours a day, 7 days a week for in-progress crimes, fire, and medical emergencies by merely pushing a button. A camera will show the area surrounding the call box as well as give the person direct audio contact with Police Dispatch. These call boxes do not provide access to general telephone services.

There are several direct-dial telephones located in building elevators throughout the campus, which ring directly into Police Dispatch. These auto-dialing phones may be used to summon emergency police, fire, or medical assistance.

All payphones on campus have a feature where dialing "*" and 80 will automatically connect the caller to police dispatch without having to deposit any money. This is a convenience as well as a quick way to reach police in an emergency.

Non-emergencies on-campus: The non-emergency, business telephone number to reach the District Police Department is 527-1000. This number should be utilized to report property crimes such as theft from a car or building, or to obtain non-emergency police services and information such as fingerprinting, parking citation information, requests for safety escorts to and from parking lots and buildings, and crime prevention information.

Emergencies non-campus facilities and off-campus: The non-campus facilities and off-campus emergency telephone number in Sonoma County is "9-1-1." Use this number for community-based fire, police, and medical services. The call is free from all payphones. When dialing 9-1-1 from a cellular telephone, you will be connected to the California Highway Patrol Dispatch Center in Benicia, CA so you will need to provide dispatchers with the county, city, and specific location where emergency response is needed.

Health and Safety Policies

Drug and Alcohol Policies / Drug Free Campus

Sonoma County Junior College District complies with the Drug Free Workplace Act of 1990 and the Higher Education Act Section 120a...

Santa Rosa Junior College is committed to achieving a drug and alcohol free environment for students and employees.

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 require that, as a condition of receiving funds or financial assistance under any Federal program, SRJC must create and maintain a drug-free environment and implement a program to prevent the unlawful possession, use, or distribution of drugs, and the abuse of alcohol, by its students and employees.

In addition to being a violation of Federal and State laws, the possession and/or use of alcohol, the unlawful manufacture, distribution, dispensing, possession or use of illegal controlled substances on SRJC campuses, off-campus centers, workplace site of employees, or at any District-sponsored event is prohibited. No one may use illegal substances, or abuse legal substances, including alcohol, in a manner which impairs performance of assigned tasks. Violators of this prohibition are subject to criminal prosecution and/or disciplinary action, including reprimand, probation, suspension or expulsion, and/or termination from employment. This is formalized in District Policy 6.8.4, 4.11.5, and the Student Conduct Standards stated below:

6.8.4

DRUG-FREE WORKPLACE

ADOPT: JULY 10, 1989

REVISED: DECEMBER 12 2000

DRUG-FREE WORKPLACE ACT OF 1988

(TITLE V-D OF PUB.L. 100-690)

FEDERAL REGISTER - JANUARY 31, 1989

ED CODE: 87405, 87009, 87011, 88022, 88123

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while on Sonoma County Junior College District property or being under the unlawful influence of a controlled substance while engaged in activities endorsed, sponsored, or supported by the District is prohibited.

All paid employees and volunteers found in violation of the above controlled substance policy will be subject to suspension and/or dismissal by the District.

Suspension and reinstatement may be subject to employee participation in drug counseling, rehabilitation, or other approved employee assistance programs.

Federal regulations require that employees convicted of drug violations in the workplace notify their employer of such conviction within five days.

The District will thereupon notify appropriate federal agencies of such conviction within 10 days. After such notice, the District will have 30 days to take appropriate personnel action, up to and including termination, or requiring satisfactory completion of an approved rehabilitation program.

Failure to complete such steps may result in the suspension or termination of federal grants or payments (see 34 CFR Part 85, Sections 85.615 and 85.620, Drug-Free Workplace Act, 1988). The District will encourage those programs, lectures, presentations, and resources on its campuses and other District sites that warn of the dangers of drug abuse and promote awareness of the importance of a drug-free workplace. The District will conform to all regulations set forth in the California Education Code related to employee use of controlled substances.

See Also:

Policy Drugs, Tobacco, Alcohol (regarding inspection of school property)

Student Services Procedures Manual 531

4.11.5

DRUGS, TOBACCO, ALCOHOL

ADOPT: APRIL 8, 1985

REVISED: DECEMBER 13, 1994

REVISED: APRIL 10, 2001

It shall be the policy of Sonoma County Junior College District that all College properties and facilities may be inspected by College authorities in the interest of maintenance, health, and safety. Inspection for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by College personnel.

The use, possession or distribution of alcoholic beverages on college property, at any college sponsored event, or appearance on campus or at any college sponsored event after consuming alcoholic beverages is prohibited under the Sonoma County Junior College District Student Conduct Standards. District Policy 8.2.8 listed below authorizes formal Standards of Conduct for students:

8.2.8
STUDENT DISCIPLINE
ADOPT: APRIL 8, 1985
REVISED: NOVEMBER 14, 1995
REVIEWED: NOVEMBER 14, 2000

The District shall maintain standards of conduct for students and due process procedure related to student discipline.

The Standards of Conduct for students, printed below, were officially adopted by the Board of Trustees of Santa Rosa Junior College on June 14, 1971, in compliance with a law passed by the State Legislature in the fall of 1969. These rules and regulations were revised to meet State Education Code requirements and approved by the Board of Trustees on 4/8/85. They were again revised and board approved on 11/14/95:

Student Conduct Standards and Due Process

Section 1: Standards of Conduct

Student shall conduct himself or herself in a manner which reflects their awareness of common standards of decency and the rights of others. Students shall be disciplined only for good cause, which shall include, but not be limited to, the following categories of misconduct.

- A. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
- B. Forgery, alterations, or misuse of College documents, records, or identification.
- C. Obstruction or disruption of teaching, administration, disciplinary procedures, College activities, or other authorized activities on College premises.
- D. Physical or verbal abuse of any person on College owned or controlled property or at College sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person.
- E. Willful misconduct resulting in injury or death to a student or College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District.
- F. Theft of or damage to property of the College or of a member of the College community or campus visitor.
- G. Willful or persistent smoking in any area on College property where smoking has been prohibited by law or by regulation of the Board of Trustees of Santa Rosa Junior College
- H. Unauthorized entry into College facilities, or unauthorized use of College supplies or equipment.
- I. Violation of College policies or of campus regulations concerning student organization, traffics, the use of College facilities, or the time, place and manner of public expression.
- J. Use, possession, sale or distribution of narcotics, hallucinogenic drugs or substances, or any poison classified as such by Section 4160 of the Business and Professional Code on College property or at any College sponsored event, or appearance on campus or at College sponsored event after illegal use of narcotic, dangerous drug, or any intoxicant (Schedule D Sec.4160 B.P.C.).**
- K. Use, possession, or distribution of alcoholic beverages on College property, at any College sponsored event, or appearance on campus or at any College sponsored event after consuming alcoholic beverages.**
- L. Disorderly, lewd, indecent or obscene conduct on College owned or controlled property or at College sponsored or supervised functions.

- M. Continued disruptive behavior, failure to comply with directions of College officials acting in the performance of their duties, continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of authority or persistent abuse of College personnel requiring inordinate drains on staff time, resources and supervision.
- N. Possession and use of any deadly weapon, threatening persons on College property or at College sponsored event (P.C.245).**
- O. Assault, battery, or any threat of force or violence upon a student or College personnel.**
- P. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct (E.C. Sec. 76033).
- Q. Failure to observe precautions which the College deems necessary to insure the safety of the student or others.
- R. Sexual assault or related physical abuse including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, threat of sexual assault, or conduct that threatens the health and safety of another person.**

The records regarding disciplinary action and decision or any appeals of any student or students found guilty of violating this conduct standard will be made available to the victim of such assault. (E.C. Sec.76234).

No student shall be removed, suspended, or expelled unless the conduct of which the student is disciplined is related to College activity or College attendance. (E.C. Sec76036). Any violation or violations of any law, ordinance, regulation, or rule regulating or pertaining to the parking of vehicles shall not be cause of the suspension or expulsion of a student. (E.C. Sec.76034). The chief administrative employee at a community college shall, prior to the suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the school is situated of any acts of the student which may be in violation of Section 245 of the Penal Code. (E.C. Sec76035).

Notice to Students: For further information contact the Office of the Vice-President Student Services, Santa Rosa Junior College, 1501 Mendocino Avenue, Santa Rosa, CA 95401 or call (707) 524-1647.

The Sonoma County Junior College District and the District Police Department are very concerned about the abuse and over consumption of alcoholic beverages by students and members of our community and make educational resources, referrals, and information available to students and staff to address this serious issue. The District Police Department believes that education coupled with enforcement of college policies, local, state, and federal laws will help to control the abuse of alcohol on campus. Education regarding the dangers of alcohol abuse will provide students and staff the opportunity to make informed choices regarding its use, while enforcement will help to enhance the safety of the campus community. Excessive use of alcohol and other drugs is a serious health problem in itself, but alcohol and drug abuse can also contribute to a host of other physical and mental health problems such as unwanted pregnancy, violent behavior to include sexual assault, HIV infection and other sexually transmitted diseases and psychological depression.

If you have a drug or alcohol-related problem you are encouraged to have a confidential visit with a staff member from student Health Services or a counselor. Employees are encouraged to contact Human Resources for confidential information about resources through employment contracts and the Employee Assistance Program.

The use of alcoholic beverages must be in compliance with California State Law and is strictly limited to persons 21 years of age or older. The possession, transportation, and/or consumption of alcohol by individuals under 21 years of age is strictly prohibited. The District Police Department strictly enforces Federal and State laws and the District policies for the use and sale of illegal drugs. Violators are subject to college discipline and/or criminal prosecution. Students, faculty, or staff engaging in the sale of illegal drugs will be subject to college disciplinary procedures up to and including expulsion or termination of employment, arrest, and/or criminal prosecution. Students found in violation of District

alcohol, drug and weapons policies may be subject to academic probation, suspension, expulsion, arrest, and/or criminal prosecution. **Parents or guardians may be notified about any disciplinary violation involving alcohol or a controlled substance which has been committed by a student who is under the age of 21.**

It is important to note that the District Police will investigate and prosecute violations of local, state, or federal laws pertaining to the use/abuse of illegal drugs, controlled substances, and alcohol. Successful criminal prosecution can lead to fines, incarceration in city or county jail, or incarceration in state prison, depending on the violation that was committed.

Weapons Possession

Student Conduct Standards and state laws prohibit the possession of weapons, all firearms, fireworks, explosives or any dangerous weapons on campus. Refer to the Student Standards of Conduct and California Penal Code sections 12020, 626.9, 653k, and 626.10. Violators are subject to student discipline, criminal prosecution, and/or arrest.

Workplace Violence

The District is committed to creating and maintaining a working, learning and social environment for all employees, free from intimidation, disruptions, threats, or acts of violence. The campus has zero tolerance for violence against any member of the workforce and other persons in the workplace or property. This is formalized in District Policy 4.22, 4.22P, 4.16a, and 4.16aP as printed below:

4.22

WORKPLACE VIOLENCE PREVENTION

ADOPT: FEBRUARY 12, 2002

California Penal Code sections 626.4, 626.6, Notice of Withdrawal of Consent

29 United States Code, Section 654

6400 California Labor Code

California Code of Civil Procedure, section 527.8

Policy 4.16a Employee Conflict and Crisis Intervention

SEIU Labor Agreement Section 21.5.1.12

WORKPLACE VIOLENCE PREVENTION

The Sonoma County Junior College District can best perform its mission when faculty, students, and staff co-exist in a climate that supports academic freedom, the free exchange of ideas, and utilizes constructive methods of conflict management. The Sonoma County Junior College District is committed to supporting these principles while creating and maintaining an environment that is free from intimidation, disruptions, threats, and acts of violence.

Intimidation, disruptions, threats, and acts of violence will not be ignored, condoned or tolerated. Any and all of these acts will be considered serious misconduct and will be the

basis of disciplinary action, up to and including dismissal. Acts that constitute criminal behavior will be referred to law enforcement.

Assurance of a safe working environment is important to everyone. All members of our college community must report any occurrence of intimidation, disruptions, threats, or acts of violence to the appropriate District resource(s).

4.22P

WORKPLACE VIOLENCE PREVENTION

ADOPT: FEBRUARY 12, 2002

California Penal Code sections 626.4, 626.6, Notice of Withdrawal of Consent

29 United States Code, Section 654

6400 California Labor Code

California Code of Civil Procedure, section 527.8

Policy 4.16a Employee Conflict and Crisis Intervention

SEIU Labor Agreement Section 21.5.1.12

PURPOSE AND SCOPE

This section describes District procedures for preventing and responding to intimidation, disruptions, threats, or acts of violence involving any member of the District community (faculty, staff or students). It also provides information regarding personal safety and response to such conduct that is directed toward a member of the District community by unaffiliated visitors.

An individual may be excluded from District properties or events for certain reasons, including intimidation, disruptions, threats, or acts of violence. Faculty, staff, or students may be suspended or placed on leave under applicable District policies. Members of the District community and individuals not directly connected with the college (e.g., a spouse, former spouse, contractor, visitor) may also be excluded pursuant to a "notice of withdrawal of consent" as set forth in California Penal Code sections 626.4, 626.6, or by a court-issued restraining order. Many forms of intimidation, disruptions, threats, or acts of violence are prohibited under criminal or civil law. When appropriate, the District will refer cases for civil action or criminal prosecution. In the event of a state of emergency declared by the Superintendent/President, individuals may be prohibited from entering District facilities pursuant to the District Emergency Preparedness Plan.

Department chairpersons, managers, and supervisors are responsible for formulating and implementing the District's response to intimidation, disruption, threats, or acts of violence. All employees are responsible for reporting such behavior pursuant to the established procedures, and to a workplace violence response team member (see below). Students are strongly encouraged to report such behavior.

DEFINITIONS

DISRUPTIONS: Behavior that disturbs, interferes with, or prevents normal work functions or activities. Disruptive behavior includes, but is not limited to, yelling, using profanity, waving arms or fists, verbally abusing others, making inappropriate or inordinate demands for time and attention, making unreasonable demands for action, or refusing a reasonable request for identification.

INTIMIDATION: An act or statement to another person which is communicated in person, writing, by telephone or electronic correspondence, which could reasonably cause the other person to fear for his or her safety or the safety of others.

THREAT OF VIOLENCE: Any statement or action which would cause a reasonable person to believe such statement or action is an intent to inflict physical or other harm on any person or property, which is communicated in person, writing, by telephone or electronic correspondence. Includes, but is not limited to, physical actions short of actual contact/injury (e.g., aggressively moving closer), spoken or written threats to people or property (e.g. "you better watch your back").

ACT OF VIOLENCE: Physical force used against another person or against property. Includes, but is not limited to, any physical assault, with or without weapons; behavior that a reasonable person would interpret as being violent (e.g., throwing things, pounding on a desk or door, or destroying property), and specific threats to inflict physical harm (e.g., a threat to shoot a named victim).

The District offers assistance to department chairpersons, managers, supervisors, and other members of the college community through various resources such as the Employee Crisis Assistance Team (ECAT) and The Crisis Intervention Resource Team (CIRT). These teams coordinate investigations of incidents, manage reports of ongoing or reoccurring problems, assist victims, recommend appropriate intervention and/or disciplinary action, and develop strategies for promoting safety and preventing high-risk situations from escalating into emergencies.

EMERGENCIES

Employees must immediately report any situation that threatens life or property and needs a police, fire, or medical response by first dialing 911 and then dialing the District Police Department at 527-1000 (Extension 1000 from any intra-District phone).

NON EMERGENCIES

For situations involving staff or faculty, contact members of the EMPLOYEE CRISIS ASSISTANCE TEAM (ECAT);

Human Resources
District Compliance
District Police Department

For situations involving primarily students, contact members of the CRISIS INTERVENTION RESOURCE TEAM (CIRT);

Student Health Services
Student Psychological Services
District Police Department
Disability Resources

TRAINING AND PLANNING

For assistance with department training and planning for workplace violence prevention, contact the District Police Department, Crime Prevention Unit, or visit the Police Department website at <http://www.santarosa.edu/police>.

4.16a

EMPLOYEE CONFLICT AND CRISIS INTERVENTION

ADOPT: FEBRUARY 10, 1998

REVIEWED: JULY 11, 2000

REVISED: APRIL 10, 2001

Santa Rosa Junior College is committed to creating and maintaining a learning and working environment for all members of the college community which is free from conflict and violence and promotes harmonious interpersonal relations. Civility, understanding and mutual respect toward all members of the campus community is intrinsic to excellence in teaching and learning and to the existence of a safe and healthful workplace. To that end, Santa Rosa Junior College will take decisive action to promote harmony and provide a safe and healthful workplace. Members of the District community who engage in such conduct are subject to disciplinary action up to and including dismissal from employment, expulsion and exclusion from the college, or civil or criminal prosecution as appropriate. The Sonoma County Junior College District shall adopt a procedure for dealing with conflict and violence in the workplace to effectively implement this policy statement.

4.16aP

EMPLOYEE CONFLICT AND CRISIS INTERVENTION

ADOPT: FEBRUARY 10, 1998

REVIEWED: JULY 11, 2000

REVISED: APRIL 10, 2001

The following procedures are designed to provide the district with clear and useful guidelines to ensure a safe and healthful workplace.

EMERGENCIES:

ANY EMPLOYEE SHALL IMMEDIATELY REPORT ANY SITUATION THAT THREATENS LIFE OR PROPERTY AND DEMANDS AN IMMEDIATE RESPONSE OF POLICE, FIRE OR MEDICAL PERSONNEL BY FIRST DIALING 911 AND THEN NOTIFYING THE DISTRICT POLICE DEPARTMENT AT 527-1000 (EXTENSION 1000 FROM ANY INTRA-DISTRICT PHONE).

CRISIS AND CONFLICT INTERVENTION:

Any employee experiencing an unsafe work condition should immediately contact the Director of Personnel. The supervisor shall immediately notify the appropriate administrator and the Director of Personnel or designee about any acts or threats of violence. The Director will provide consultation regarding resources available to resolve the unsafe work condition.

It is the responsibility of all employees to immediately report threats, acts of violence or any other behavior which deliberately hurts or harms another person at the college to their immediate supervisor and District Police. Such reports will be promptly and thoroughly investigated.

EMPLOYEE CRISIS ASSISTANCE TEAM:

An Employee Crisis Assistance Team, consisting of representatives from District Police, Personnel, District Compliance, a consulting expert and others as necessary shall be created to provide regular training and advisement to individuals and departments. Training activities may include, but not be limited to, skill development in conflict resolution, communication, anger management and early identification of unsafe working conditions in the workplace. ECAT is not an emergency response team.

TEAM RESPONSIBILITIES:

Immediately upon notification of an act of violence or threat of violence involving an employee, the Team member notified will initiate Employee Crisis Assistance Team procedures as stated below.

In the event of an act or threat of violence, the Team will investigate the incident and forward the results of the completed investigation to the Superintendent/President or his/her designee for consideration. District Police will take appropriate law enforcement action if the incident involves injuries or criminal activity. The Team will coordinate available resources to provide intervention and consultation, which may include arranging for counselors to work with victims and observers of the incident.

RESTRAINING ORDERS/COURT ORDERS:

An employee shall notify District Police of any restraining orders/court orders when named as a plaintiff, and provide a copy of the order to District Police. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact District Police to ensure they are aware of it, and that they have a copy of the restraining order on file.

DEFINITIONS

Prevention activities increase awareness and minimize the potential for crisis in the workplace. Training is essential for all staff to learn how to recognize early warning signs, so that appropriate intervention can be provided for identified areas of conflict in the workplace.

Crisis or conflict constitutes any inappropriate or unreasonable disruption that interferes with the normal functioning of your work.

Acts of violence include any physical action, whether intentional or reckless, that harms or threatens the safety of self, another individual or property.

A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as an intent to cause physical harm to self, another individual or property.

Workplace includes off-campus locations as well as college-sponsored activities where faculty, staff or student employees are engaged in college business or locations where incidents occur as a result of the person's relationship to the college community.

Sexual Harassment and Unlawful Discrimination

Sexual Harassment is prohibited on-campus and is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature

when submission to the conduct is explicitly or implicitly made a condition of an individual's employment or academic advancement, or the conduct has a negative impact on the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment. While many types of conduct constitute sexual harassment, such behavior may include:

- ◆ unsolicited, non-reciprocal requests for sexual favors
- ◆ questions about one's sexual behavior
- ◆ derogatory sexual or sexist comments, slurs and jokes
- ◆ comments about one's body and/or clothing
- ◆ sexually suggestive pictures or objects displayed to embarrass or humiliate
- ◆ repeated, non-reciprocated propositions for dates
- ◆ pinching, fondling, patting, or kissing

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, California Government Code Section 11135, California Education Code Sections 210 through 214 inclusive, Title IX of the Education Amendments of 1972 and of Santa Rosa Junior College Policy.

Violations by employees are subject to disciplinary action ranging from verbal warnings to dismissal from employment. Violations by students are subject to disciplinary action through the Office of the Vice President of Student Services and penalties may range from probation through suspension or expulsion. To make an inquiry or complaint against a college District employee, contact the Director of Human Resources at 527-4302 or The District Compliance Officer at 527-4303. To make an inquiry or complaint against a student, contact the District Compliance Officer at 527-4303.

Unlawful discrimination is prohibited on campus and is defined as any behavior or action that unlawfully denied access to the benefits of, or unlawfully subjects a person to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, color, ancestry, sexual orientation or physical or mental disability in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges. Sexual harassment, unlawful discrimination, and related issues are formalized in District Policy 2.7, and 2.6.1 as printed below:

2.7
DISCRIMINATION AND COMPLAINT
ADOPT: MAY 9, 1995
REVISED: MARCH 13, 2001
REVISED: DECEMBER 10, 2002

The Sonoma County Junior College District is committed to an environment in which all employees and students are treated with respect and dignity. Each employee and student has the right to work/learn in a professional atmosphere that promotes equal opportunity and is free of unlawful discriminatory practices.

UNLAWFUL DISCRIMINATION POLICY

The policy of the Sonoma County Junior College District is to provide an educational and employment environment in which no person shall be unlawfully denied access to the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, color, ancestry, sexual orientation or physical or mental disability in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges. In so providing, the District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code § 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101). Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

SEXUAL HARASSMENT POLICY

The policy of the Sonoma County Junior College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in this policy or by state or federal law shall be subject to discipline up to and including discharge, expulsion or termination of contract.

Cal. Code Regs., Title 5, § 66281.5; 20 U.S.C. § 1681 et seq.

NON-RETALIATION POLICY

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint (including a complaint alleging sexual harassment); who refers a matter for investigation or complaint; who participates in an investigation of a complaint; who represents or serves as an advocate for an alleged victim or alleged offender; or who otherwise furthers the principles of this unlawful discrimination policy. 20 U.S.C. § 1681 et seq.; 34 C.F.R. § 106; Cal. Code Regs., Title 5, § 59300 et seq.; Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, Office of Civil Rights, January 19, 2001.

ACADEMIC FREEDOM

The Board of Trustees affirms its commitment to academic freedom as delineated in Article 9 of the Contract between the All Faculty Association and the Sonoma County Junior College District. It should be noted, however, that academic freedom does not allow a faculty member to engage in any form of unlawful discrimination, including sexual harassment. The Sonoma County Junior College District shall adopt a procedure for unlawful discrimination complaints to implement this policy statement.

2.6.1
CONSENSUAL RELATIONSHIPS
ADOPT: DECEMBER 12, 1995
REVIEWED: MARCH 13, 2001

Santa Rosa Junior College's educational mission is promoted by professionalism in faculty-student relationships. In as much as Santa Rosa Junior College is committed to fostering the development of learning environments characterized by professional and ethical behavior, consenting amorous relationships between instructor and students are discouraged. Because those who teach are entrusted with guiding students, judging their work and giving grades for papers and courses, instructors are in a delicate relationship of trust and power. This relationship must not be jeopardized by possible doubt of intent or the appearance to other students of favoritism. Therefore, it is unwise and inappropriate for faculty members who have romantic relations with students to teach such students in a class or recommend them for awards, scholarships or employment. Prudence and the best interest of the students dictate that in such circumstances of romantic involvement, the students should be aided to find other instructional arrangements. Faculty should keep in mind that a student's initial consent to a romantic relationship does not preclude a charge of sexual harassment in the future, and that such a charge would be difficult to defend on grounds of mutual consent.

Cal. Code Regs., Title 5, §§ 59338 and 59339.

Employee and Student Complaint and Grievance Process

In the event a student or employee needs to file a complaint and/or grievance, the District has provided a guide that is formalized in District policy 4.14 as printed below:

4.14
GUIDE TO COMPLAINT AND GRIEVANCE PROCESSES
ADOPT: APRIL 8, 1985
REVISED: NOVEMBER 14, 1995
REVISED: APRIL 10, 2001

The Board of Trustees recognizes the need for complaint/grievance processes for all employees and students that provide for timely, equitable settlement of grievance and/or complaints at the lowest level possible.

The Board of Trustees encourages any individual seeking assistance with a complaint or a grievance to seek the advice of the appropriate individual or group listed below. In some cases, individuals associated with the groups named below may also be able to refer individuals to other agencies with information regarding complaint issues.

The following paragraphs outline recognized complaint/grievance processes within the District.

The groups listed below have each committed to the concept that the first step in any grievance or complaint should be an informal one and that timely and equitable settlement of complaints and/or grievance at the lowest level possible shall be ideal. If a complaint or grievance is not resolved informally, formal steps through the appropriate complaint or grievance processes that are identified below shall be followed.

The principal written sources for grievance and complaint information within the District include:

- SEIU Contract (Service Employees International Union for Classified Staff)
- AFA Contract (The All Faculty Association for Faculty Unit A)
- AFT Contract (The American Federation of Teachers for Faculty Unit B)
- District Policy 2.7 - Discrimination and Complaint (All Staff & Students)
- District Policy 3.2.2b - Student Grievances/Complaints
- Academic Senate Professional Relations Guidelines

The Human Resources Department will maintain a list of officer's names for each of the organizations listed below.

Areas of Grievance or Complaint:

Violation of Employee Contract:

Classified Staff - Contact SEIU Grievance Officer or SEIU President
Faculty, Unit A - Contact AFA Grievance Officer or Unit A President
Faculty, Unit B - Contact AFT Grievance Officer or Unit B President

Discrimination or Sexual Harassment:

All Employees & Students - Contact the District Compliance Officer
Classified Staff - Contact SEIU Grievance Officer or SEIU President
Faculty, Unit A - Contact AFA Grievance Officer or Unit A President
Faculty, Unit B - Contact AFT Grievance Officer or Unit B President

Faculty Professional Relations:

All Faculty - Contact Academic Senate President and the Professional Relations Committee of the Academic Senate

Student Grievance or Complaint:

Students - Contact the Department Chair in the appropriate instructional area or the Office of the Vice President for Student Services.

Santa Rosa Junior College Completion Rates

Almost forty six percent of Santa Rosa Junior College's first-time, full-time students who entered the college in the Fall 2003 with the goal of degree-, certificate-, or transfer-seeking received a degree, certificate, or became transfer-prepared" (earned at least 56 UC/CSU transferable credit with a GPA * 2.00) by Spring 2006. The completion rate of 45.9% was based on the 2003 cohort as per Student Right to Know (J. Clery) regulations.

For more information go the website <http://www.cccco.edu/divisions/tris/mis/srtk.htm> or contact the Office of Institutional Research at 521-7943.