2020 Annual Security Report
Porterville College is located in Porterville, California, and serves students and communities in the central valley. Porterville is within three hours commuting time to the seashores of the Pacific, the metropolitan Los Angeles area, and the San Francisco Bay Area.

The population of the Porterville urban area is approximately 54,000 persons and that of the surrounding service area is 110,000 persons. Porterville provides a quality of life that includes inexpensive housing, outdoor recreation, excellent elementary and secondary schools, and friendly neighbors.

Porterville serves as a gateway to a vast mountain wonderland and recreational area of the Sequoia and Kings Canyon National Parks. The high alpine wilderness is home to awe-inspiring giant sequoias, immense mountains, deep canyons and over 200 caverns.

This Annual Security Report details important efforts to prepare for, provide, and enhance the safety needs of our communities. The following report meets local, state, and federal requirements for annual reporting of incidents on campus, with a special focus on the Higher Education Opportunity Act and the Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act.
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Dear Students & Colleagues,

Welcome to this year’s Annual Security Report, which is prepared pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This 2020 Annual Security Report contains information about Porterville College’s (College) emergency preparedness, crime prevention and sexual assault prevention, and safety-related policies. The information contained within this document is a result of a collaborative effort between Porterville College Office of Public Safety (PCOPS), campus community, and local law enforcement agencies.

We remain committed to cultivating a community in which all members can live, work and learn safely and in a productive manner. Every member of our campus community is encouraged to make an investment in promoting a safe environment. The College utilizes a problem solving approach to achieve a safe and secure environment with support from law enforcement and the community. The critical elements of this approach are communication, transparency and trust.

The College is committed to providing a safe environment for students, staff, and visitors. Therefore, I ask that you take some time to review this information and become more aware of the steps you can take to maximize your personal safety.

I welcome any questions or concerns you may have about this report or the general safety of the Porterville College community. If you witness unusual activity on campus, or want to report a crime, please contact PCOPS at (559) 791-2440.

Dr. Claudia Habib
President - Porterville College
Preparation Of The Report

General
Report Notification & Sample
The Jeanne Clery Disclosure of Campus Security Policy & Crime Statistics Act
Clery Act Compliance

General

The Annual Security Report (ASR) is published each year by October 1st. The report is reviewed and updated to ensure compliance with the Clery Act, the Violence Against Women Act, and other local, state, and federal requirements. Along with crime statistic information, resources specific to each individual campus are also included.

The ASR is published on the Porterville College website at the following locations:

- Porterville College main footer: portervillecollege.edu
- College Safety & Safety: portervillecollege.edu/security/safety-security
- Admissions & Records: portervillecollege.edu/apply
- Human Resources: portervillecollege.edu/human-resources
- Title IX and Sexual Misconduct: portervillecollege.edu/security/title-ix-and-sexual-misconduct

This year’s report reflects the crime statistics that were reported in 2017-19. Crime reporting statistics include data on crimes that occur on the physical campuses, on campus housing, on public property within campus bounds, on public property immediately adjacent to the campus, and on non-campus buildings and property owned by the college. These areas are also defined as the Clery geography. They also include data on crimes reported to Porterville College’s Campus Security Authorities and local law enforcement agencies. This report will not include reporting statistics for fire or missing persons because the college does not provide living facilities for students, on or off campus.

Over the years, the categories for which crime statistics are required to be included in the ASR have expanded. They now include sexual assault crimes (dating violence, stalking, sexual harassment), hate crimes, etc. This report reflects the current review of institutional policies to evaluate and adopt practices that address and prevent campus sexual violence and refine student discipline procedures. Some of these practices include training and awareness campaigns for students and employees.

Report Notification & Sample

Each year, all enrolled students, college employees, and members of our communities receive email notification of the availability of the Annual Security Report. The notification provides information about the report and how to access it, including the locations of its publication on our websites.
Below is a sample of the notification sent to our campus communities when the Annual Security Report is made available.

October 1, 2020

Dear Pirates, Prospective Students & Employees, and Other College Friends,

In compliance with the Clery Act, the Violence Against Women Act, and other local, state, and federal laws, Porterville College prepares the Annual Security Report. This publication is a report of our campus security policies, three years of crime statistics, and important crime and safety information for our college communities. The 2020 Annual Security Report is now available at portervillecollege.edu/security/safety-security.

Please take a moment to read through the report. It includes information on campus safety, crime awareness and prevention, procedures for reporting a crime, emergency and evacuation procedures, fire safety drills, alcohol and substance abuse, sexual assault, and more.

Crime reporting statistics include data on crimes that occur on the physical campuses, on campus housing, on public property within campus bounds, on public property immediately adjacent to the campus, and on non-campus buildings and property owned by the college. If there is anything we can help with, please don’t hesitate to reach out.

Remember our motto: If you see something, say something, so we can do something. Report any suspicious criminal activity to PCOPS immediately at (559) 791-2440 using the 5Ws: WHO did you see, WHAT did you see, WHEN did you see it, WHERE did you see it, and WHY is it suspicious.

You may request a paper copy of the report from Porterville College Office of Public Safety at 559-791-2440 or write to the department at 100 E. College Avenue, Porterville, CA 93257.

Thank you,

Office of Public Safety
Porterville College

The Jeanne Clery Disclosure of Campus Security Policy & Crime Statistics Act

Focused on advocacy, education, and collaboration, the Clery Center is a nonprofit 501(c)(3) organization dedicated to safe campus communities nationwide. The organization was founded in 1987 by Connie and Howard Clery, one year after the rape and murder of their 19 year old daughter Jeanne in her Lehigh University dorm room. Her assailant, who is spending life behind bars without parole, was also a student at the school. Jeanne did not know him prior to the attack.
Through their grief and with enormous strength and courage, the Clery’s committed themselves to creating enduring change. They were alarmed by the lack of information provided to students and campus communities about the state of crimes on campuses. They realized that, although crimes were being reported to campus authorities, administrators often failed to provide useful notification about those incidents. Most troubling was that laws were not consistent about when or how reporting campus crimes were mandated.

The Clery’s engaged and took their fight to Capitol Hill. In 1990, Congress passed the Student Right-To-Know and Campus Security Act, later renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Clery Act (for short) requires colleges and universities to disclose their security policies, keep a public crime log, publish an annual security report, and provide timely warnings to campus communities about crimes that pose immediate or ongoing threats. It also ensures certain basic rights for victims of sexual assault and requires the U.S. Department of Education to collect and disseminate campus crime statistics.

Several amendments to the Act have been signed into law, including updated emergency response, timely warning procedures, and hate crime reporting standards. A full text of the Act can be found at the Federal Register: [govinfo.gov/content/pkg/FR-2014-10-20/pdf/2014-24284.pdf#page=33](govinfo.gov/content/pkg/FR-2014-10-20/pdf/2014-24284.pdf#page=33)

Jeanne Clery’s death led to significant changes in campus safety, but it is her life and her spirit that is remembered. Her legacy is one of love. The special people in her life carried that love through the tragedy of her death and used it as motivation to create positive change nationwide.

**Clery Act Compliance**

The Clery Act requires colleges and universities to:

- Publish an annual security report every year by October 1st that contains the crime statistics for three years and certain campus security policies and statements
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities; the statistics gathered must represent those from, contracted security, local law enforcement, and Campus Security Authorities
- Notify victims of sexual assault of their basic rights
- Provide “timely warning” notices of crimes that meet specific guidelines and pose an ongoing threat to our college communities
- Implement emergency notification procedures to be utilized if there is an immediate threat to the health and/or safety of our college communities
- Make available a public crime log that contains any crime that has occurred on campus and is reported to PCOPS

Porterville College holds that students, faculty, staff, and visitors have a right to be aware of the amount of criminal activity that occurs on its campuses. All members of our campus communities are encouraged to report suspicious or criminal activity that occurs on campus to PCOPS and/or the local law enforcement agency.
College Safety Enforcement Authority

General

Porterville College employs professional Public Safety Officers to provide safety and security at the PC campus. The Safety & Security Manager oversees the PCOPS and maintains all operations.

Public Safety Officers have been granted enforcement authority by the Kern Community College District (KCCD) Board of Trustees and the Porterville College President to provide safety for persons of our college communities and property of our college campus. Officers respond to emergencies and reports of suspicious or criminal activity, enforce parking rules and regulations, and participate in other related campus safety needs. They also have the authority, under California Penal Code 837, to make citizen arrests for certain public offenses. If an arrest is made, the Porterville Police Department is notified to respond.

Porterville College maintains collaborative working relationships with its partnering first responders including the Porterville Police Department, Tulare County Sheriff’s Office, California Highway Patrol, Porterville Fire Department, and the Tulare County Fire Department. These relationships help Porterville College address and respond to the safety needs of our college communities.

All criminal offenses (such as murder, rape, assault, robbery, auto theft, etc.) are reported by our Officers to the appropriate local law enforcement agencies. Those agencies complete their own investigations into these crimes. Prosecution of all criminal offenses are conducted by the District Attorney through the Superior Court of the county of jurisdiction.

The jurisdiction of our Officers extends to the boundaries of college owned and operated property. Any crime that occurs outside these boundaries should be immediately reported to PCOPS, the local law enforcement agency, or 911.

If a student commits a violation of College or District policies and/or rules, PCOPS has the authority to refer the student to the Vice President of Student Services for the Student Conduct process.
General

Porterville College Campus

During business hours, Porterville College and most buildings will be open to students, parents, employees, contractors, guests and invitees. During non-business hours, authorized persons may access college facilities by key or electronic card, if issued. In periods of extended closure, only persons with authorization will be admitted to college buildings and facilities. In all cases during non-business hours, anyone wanting access to any building should notify PCOPS before they arrive and when they leave.

Some college buildings have hours that vary based on specific academic use and other seasonal events.

PCOPS regularly patrols the campus and officers check for malfunctioning lighting, locks and other unsafe conditions in buildings, bike racks and on walkways. When officers or staff locate a problem, it is reported to campus Maintenance and Operations Department for correction. All members of the community can report equipment problems to John Word in Maintenance and Operations at (559) 791-2254 or jword@portervillecollege.edu.
Campus Security Authorities (CSAs)

What Is A Campus Security Authority?

Porterville College strongly encourages community members to immediately report any suspicious or criminal activity to PCOPS at (559) 791-2440. We also recognize that some may prefer to report to other college individuals. The Clery Act provides for this through Campus Security Authorities (CSAs).

A CSA is defined as...
• A campus police or security department of an institution (PCOPS)
• Any individual(s) who have responsibility for campus security but who do not constitute a campus police or security department, such as an individual who is responsible for monitoring entrance into institutional property
• Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses
• An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings (pastoral or professional counselors are not considered CSAs when acting as pastoral or professional counselors)

Role Of CSAs

CSAs take reports of suspicious or criminal activity from members of our college communities. CSAs do not determine whether a crime took place and they do not apprehend alleged suspects of crimes. They only take reports of alleged crimes. CSAs also understand that victims have the right to decline to report any crime at any time.

CSAs should notify PCOPS, as soon as possible, of these reports, especially those that include crimes as defined in the Clery Act. PCOPS and local law enforcement agencies will conduct their own investigations into these crimes and determine the appropriate interventions. For more information about CSAs, visit PC Campus Security Authority: https://www.portervillecollege.edu/security/campus-security-authority

List Of CSAs

Porterville College has many CSAs. The following are notable areas that members of our college communities can utilize to report crimes. Each has several CSAs. (This is not an exhaustive list. Visit the Handbook for Campus Safety, Chapter 4 for a full list.)
Contact Numbers

PCOPS Emergency Assistance (559) 310-2143
PCOPS Non-Emergency (559) 791-2440
Athletics (559) 791-2428
Counseling (559) 782-2306
VP Student Services (559)791-2218
Human Resources (559) 791-2457
Safety & Security Manager (559) 791-2459
Crime Reporting Procedures

General

Reporting Suspicious Or Criminal Activity
Pastoral & Professional Counseling
Confidential & Anonymous Reporting
Off Campus Reporting
Daily Crime Log

General

Members of our college communities should immediately report any suspicious or criminal activity to PCOPS at (559) 791-2440 or 911. Prompt reporting assists in investigations, potential apprehension of suspects, aids in our ability to issue timely warning notices for significant and/or ongoing threats, and can help in the prevention of similar crimes. Reporting a crime also ensures that it is included in annual crime statistics.

Any crime or suspicious activity, no matter how small, is important. When a crime is reported, local law enforcement agencies are contacted for investigation as appropriate. Depending on investigation outcomes, those crimes may be forwarded to the District Attorney’s office for prosecution. PCOPS may also refer students to the Vice President of Student Services for the Student Conduct process. That process may include administrative disciplinary action.

Reporting Suspicious Or Criminal Activity

To report suspicious or criminal activity immediately, call PCOS at (559) 791-2440 or call 911. Dialing 911 from any phone will connect you with the local law enforcement agency emergency line. Local law enforcement officers, firefighters, paramedics, ambulance services, etc. are contacted and dispatched from this number.

To report suspicious or criminal activity in person, visit PCOPS located in the Maintenance & Operation building (Office #2), across from the Health Careers.

To report suspicious or criminal activity anonymously, call PCOPS at (559) 791-2440 or call 911. Important: Although every report and situation is unique, there are limits on how anonymous reports can be investigated.

Pastoral & Professional Counselors

The Clery Act provides that pastoral or professional counselors that are acting in their capacity as pastoral or professional counselors and are not required to report crimes for inclusion into crime statistics for the Annual Security Report. Therefore, conversations and communications shared between these counselors and members of our campus communities are truly confidential and do not need to be shared as part of the crime reporting process. Through
campus training (like Campus Security Authority training), these counselors are encouraged to inform those that they counsel of the procedures to report crimes on a voluntary basis, but they are not required to do so. Similarly, victims of crimes have the right to decline to report any crime at any time.

A *pastoral counselor* is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and are acting in their capacity as a pastoral counselor.

A *professional counselor* is a person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of the counselor’s license or certification.

Other college officials that counsel our campus community members (even when that counseling is confidential), but who do not meet the above definitions of a pastoral or professional counselor, are required to report crimes for inclusion in our annual crime statistics.

**Confidential & Anonymous Reporting**

A victim of a crime, who does not want to pursue action within the criminal justice system or through Porterville College, may still consider making a confidential report. The purpose of a confidential report is to comply with a victim’s wish to keep the matter confidential, while taking steps to ensure the future safety of those involved and others. With such information, the College can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

You can call PCOPS at *(559) 791-2440* anonymously and confidentially report security and safety related concerns and to provide "tips" about criminal incidents or suspicious behavior on campus. Victims also have the right to decline to report any crime.

**Off Campus Reporting**

Suspicious or criminal activity that occurs off campus should be reported to the appropriate local law enforcement agency. The Porterville Police Department has primary jurisdiction in all areas of the main Porterville College campus within city limits. The Vice President of Student Services and the PCOPS enjoys a close working relationship utilizing a cooperative team approach with the local law enforcement when violations of local, state or federal laws occur.

**Daily Crime Log**

Porterville College maintains a daily crime log and will produce it for review upon request. The log includes crimes and alleged crimes reported to PCOPS, local law enforcement, or our Campus Security Authorities. Certain reports may not be made available if they have been deemed confidential or if release of these type of reports may interfere with active investigations or other circumstances.
Sex Offenses & Sex Offender Registration

What Is Title IX & The Sex Equity In Education Act?

Title IX is a federal civil rights law passed as part of the Education Amendments of 1972. Title IX states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Simply put, the law protects people from sex discrimination in education settings for institutions that receive Federal funding. Transgender students and students who do not conform to gender stereotypes are also protected by Title IX.

In California, state law expands upon Title IX and gender equity in the Sex Equity in Education Act (CA Education Code 221.5-231.5). This law prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation.

Porterville College is committed to its obligations under Title IX and the Sex Equity in Education Act. Our Public Safety Officers, Campus Security Authorities (CSAs), and other college officials are required to notify any victim of sex offenses of their right to file a sex discrimination complaint with the college. Victims of sexual offenses are referred to the Kern Community College District Title IX Coordinator at (661) 336-5141 or the Porterville College Title IX Deputy Coordinator at (559) 791-2457. Victims can also be referred to Campus Advocate for professional counseling at (559) 791-2336. The Campus Advocate will assist the victim with additional college and community resources.

Sex Offense Definitions

Sex Offense
Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Sexual Assault
An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the Federal Bureau of Investigation’s UCR program.
Rape
The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Statutory Rape
Sexual intercourse with a person who is under the statutory age of consent. Age of consent in California is 18 years of age.

Fondling
The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental capacity.

Incest
Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Dating Violence
Violence Committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition—
- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

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

Stalking
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
- Fear for the person’s safety or the safety of others; or
- Suffer substantial emotional distress.
For the purposes of this definition—
- “Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.
- “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Affirmative Consent

*Affirmative consent* means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

What To Do If Sexually Assaulted

The Kern Community College District and Porterville College do not condone or tolerate any sexual assault (rape, fondling, incest, or statutory rape), dating violence, domestic violence, or stalking. Whether committed by an employee, student, or member of our communities, sexual assault is in violation of College and District policies and is subject to all local, state, and federal laws and the employee and student disciplinary process.

Members of our communities who may be victims of sexual assault shall be treated with dignity. Porterville College will connect these victims with the Title IX Coordinator and provide them with comprehensive resources, ways to access medical treatment, and information and/or assistance in reporting to local law enforcement, if they so choose.

Contact PCOPS or the Porterville Police Department for assistance with reporting the incident. Reports of all sex offenses made to PCOPS will be referred to the Title IX Coordinator for investigation, regardless of the complainant’s choice to pursue criminal charges. PCOPS and the Title IX Coordinator will assist the victim in contacting the correct law enforcement agency, if requested. Victims have the right to decline to report any crime at any time.

Medical Care

After a sex offense incident, victims should seek medical attention right away. Go to the nearest emergency room for a physical exam and possible collection of evidence. An official from Porterville College can take you if you would feel more comfortable. Healthcare professionals will check for physical trauma, sexually transmitted diseases, and possible pregnancy. Survivors may prefer to see a physician of a specific gender. You can always make that request at the hospital, even if that may not always be possible.
Preserving evidence is critical. Bringing a change of clothes will be helpful in the event worn clothing is used as evidence. It is important that a victim not bathe, shower, douche, eat, drink, smoke, change clothing, or clean the area on the body or the physical space where the incident occurred. This is especially important if the incident occurred within the past 96 hours. This might allow evidence to be preserved that may assist in prosecuting an alleged criminal offender and may be helpful in obtaining a protection order. Even if victims do not wish to prosecute, it is important that they have a physical exam after the incident. If victims opt not to provide forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims should also preserve other evidence like text messages, social media communications or posts, pictures, logs, copies of documents, and any other relevant communications that may be useful to investigators.

Besides bruises or other physical injuries, the perpetrator might have passed on a sexually transmitted disease that requires treatment. An HIV/AIDS test may also ease your mind, although six months must elapse after an attack to accurately detect the presence of HIV, the virus that causes AIDS.

**Victim Rights & Options**
Survivors can file criminal charges and/or a civil suit. Survivors are not limited to just one option and they can decline to report any crime at any time. For an investigation to begin, a report must be filed with PCOPS or the local law enforcement agency.

Regardless of whether legal or criminal options are pursued, the College will assist survivors by providing them with resources and assistance for counseling, health, mental health, victim advocacy, legal assistance, and other services.

**Counseling**
The Title IX Coordinator can assist you with setting up counseling services that are free of charge and confidential. If you choose to seek out your own private counseling, costs may be associated. If you are not comfortable talking with a counselor, consider talking with a trusted friend or family member. Counseling is often crucial to the recovery process. Survivors are encouraged to see the assistance of qualified professionals, even if many years have elapsed since the incident.

**Academic Options**
If the incident and its aftermath begin interfering with your ability to complete your academic coursework, the Title IX Coordinator or the Vice President of Student Services may be able to help you explore academic relief options. Such accommodations are reasonably available regardless of whether a report has been filed or not.

**Confidentiality**
Survivors may request that their directory information with the College be kept confidential by submitting a request to Admissions & Records. Engaging this request means that personally identifiable information is only shared with other college officials on a need-to-know basis. Those officials include, but are not limited to, those that are investigating the incident, those that are providing support services, and those that are providing accommodations or protective
measures for the victim. This allows the College to maintain the victim’s confidentiality while continuing to assist with mitigation of the incident.

It is never too late to deal with a sexual assault. Dealing with it can help you work toward healing from this significant trauma. There are statutes of limitations on criminal prosecutions, but they are often longer than you might think. Our supportive and professional staff are ready and able to help you.

**Sex Offense Resources**

**Syllabus Statement**
The following statement can be added to a faculty syllabus to help educate students and provide information on Title IX and other sexual offense situations.

> In education settings for institutions that receive Federal funding, Title IX, the Sex Equity in Education Act, and the PC Student Code of Conduct protect people (including transgender students and students who do not conform to gender stereotypes) from discrimination based on gender (sex), gender expression, gender identity, and sexual orientation.

Porterville College is committed to fostering a safe and inclusive learning environment. Porterville College does not condone or tolerate any sexual assault (rape, fondling, incest, or statutory rape), dating violence, domestic violence, or stalking. Whether committed by an employee, student, or member of our communities, sexual offenses are in violation of College and District policies and are subject to all local, state, and federal laws and the employee and student disciplinary process.

Porterville College understands that sex discrimination and offenses can undermine academic success. We encourage students who have been a victim to talk to someone to get the support they need. Faculty members are obligated to report incidents of sexual misconduct to the Title IX Coordinator. To the extent allowed by law, our goal is to do what is best for victims by ensuring their safety, helping them understand their rights, and getting them the right resources.

*If you or someone you know has been a victim, call Porterville College Office of Public Safety at (559) 791-2440 as soon as possible. More resources are available at portervillecollege.edu/security/title-ix-and-sexual-misconduct.*

**Campus Resources**

**PCOPS**
(559) 791-2440

**Disability Resource Center**
(including Mental Health counseling)
(559) 791-2366

**Human Resources & Title IX Coordinator**
(661) 791-2457

**Student Services**
(661) 791-2218
# Community Resources

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<th>Emergency</th>
<th>911</th>
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<tr>
<td><strong>Family Services of Tulare County</strong></td>
<td>(559) 732-1970</td>
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<td><strong>Sierra View Medical Center</strong></td>
<td>(559) 784-1110</td>
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<tr>
<td><strong>Rape, Abuse, &amp; Incest National Network (RAINN)</strong></td>
<td>1 (800) 656-4693 (HOPE)</td>
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<tr>
<td><strong>Porterville Police Department</strong></td>
<td>(559) 782-7400</td>
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<tr>
<td><strong>Tulare County Sheriff’s Office</strong></td>
<td>(559) 782-9650</td>
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<tr>
<td><strong>California Highway Patrol</strong></td>
<td>(559) 784-7444</td>
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<tr>
<td><strong>US Department of Education</strong></td>
<td>1(800) 872-5327</td>
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<tr>
<td><strong>US Department of Health &amp; Human Services, Office for Civil Rights</strong></td>
<td>1(800) 421-3481</td>
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<tr>
<td><strong>US Equal Employment Opportunity Commission</strong></td>
<td>1(800) 669-4000</td>
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Sex Offender Registration

The Campus Sex Crimes Prevention Act (Section 1601 of Public Law 106-386) is a Federal law that amends the Jacob Wetterling Crimes Against Children & Sexually Violent Offenders Registration Act (the “Wetterling Act”), the Higher Education Act, and the Family Education Rights and Privacy Act. This law requires institutions of higher education to issue a statement that advises our campus communities where to locate information about registered sex offenders. It also requires that we follow state procedures to ensure this information is made available promptly to appropriate law enforcement agencies for inclusion into state databases.

Megan’s Law

In 1994, seven year old Megan Kanka was raped and murdered by a convicted sex offender with two prior convictions of child sexual abuse. Prior to her death, states required sex offenders to register, but registry information was mostly limited to law enforcement. A grassroots movement championed by Megan’s parents after her death galvanized the public and demanded that sex offender registry information be made available to the public.

In 1996, President Bill Clinton signed the federal “Megan’s Law”. The law provides guidelines that states must use to notify the public of sex offender information. It also enhances online sex offender registry information databases.

More information about California’s Megan’s Law can be found at meganslaw.ca.gov.

Registration

Persons convicted of sex offenses under California Penal Code Section 290 who are full time/part time students, full time/part time employees, volunteers, contractors, and/or certain carrier drivers are required to register with College Safety. These persons must register within 5 days of enrollment or employment. Registrants are also required to notify College Safety within 5 days of discontinuing attendance or employment. Registration with College Safety does not relieve the person of registration within their local jurisdiction or vice versa. Registrants taking online-only classes are still required to register with College Safety and follow all the same processes, but must complete the Department of Justice Online Course Registration Form.
Porterville College is concerned about the intellectual, physical, and psychological wellbeing of all students and employees. It is the policy of Porterville College to proactively help our students and employees learn how to prevent drug and alcohol abuse.

**Policies For Employees**

The Kern Community College District is committed to the development and maintenance of a drug-free environment in accordance with the *Drug-Free Schools and Communities Act*. For faculty and staff at the College, Human Resources publishes a drug and alcohol policy statement establishing Porterville College as a drug-free workplace. The policy clarifies this as a condition of employment. Employees receive a copy of this policy statement upon hire and agree to abide by this policy and local, state, and Federal drug and alcohol laws.

Accordingly, we do not tolerate any unlawful activity such as the possession, use, manufacture, distribution, and/or dispensation of controlled substances on college property. Substances include illegal drugs, mind-altering chemicals or materials, intoxicating beverages, and/or legal drugs (either by prescription or over-the-counter) if illegally possessed or misused or overused to such an extent as to cause the impairment of job performance. A description of the health risks associated with the use of these controlled substances shall be posted on bulletin boards and websites at the College.

Violations of drug free workplace policies may result in disciplinary action, up to, and including, termination. Violations may constitute an infraction of local, state, and/or Federal laws, which may result in criminal charges being filed. Employees may be suspended without pay when charges are filed. Additionally, when an employee is convicted of a criminal offense occurring in the workplace, they are required to notify Human Resources within 5 days of the conviction.

The District maintains a focus on wellness by expecting employees to cooperate with supervisors in remedying job performance issues associated with drug and alcohol use. You can help by encouraging other employees and students to seek help with drug and alcohol use.

Employees with substance abuse issues may receive help through the Employee Assistance Program at 1 (800) 999-7222 or by going to [anthemEAP.com](http://anthemEAP.com) and entering “SISC”. This service is part of the Self-Insured Schools of California (SISC) health program provided by the Kern Community College District.

Employees hired in positions in the following areas are required to take a drug screen test as part of their pre-employment physical examination. The drug screen is provided at District
expense and any employee candidate testing positive for drugs will not be hired by the Kern Community College District.

- Child care
- Custodial
- Maintenance
- Grounds
- Security
- Mechanical skilled workers
- Bus drivers
- Allied Health instructors

If the Kern Community College District has a contractual arrangement with an outside organization and that outside organization requires drug screening of KCCD employees, these employees must take and pass a drug screen test.

District employees who drive commercial motor vehicles are required to take a drug screen test at pre-employment, at random, and upon reasonable suspicion. This is established to help prevent accidents and injuries when in operation of these vehicles. Drivers found to have a blood alcohol concentration of 0.02 or higher or who tests positive for controlled substances shall be not be allowed to perform any safety functions and shall be subject to disciplinary action, up to, and including, termination.

Policies For Students

Students must abide by the Porterville College Student Code of Conduct and the Student Conduct sections of the KCCD Board Policy (Section 4F7), at all times. Although the college has distinct disciplinary policies for students regarding the use of drugs and alcohol, this does not relieve the student of responsible citizenship. Students that use drugs and/or alcohol illegally are, just like anyone else, subject to local, state, and Federal laws.

When a student violates the Student Code of Conduct or KCCD Board Policy, the college may, in response to the violations, initiate disciplinary action and/or referral for criminal or civil prosecution. College sanctions will be imposed against any student or student organization found in violation. Examples of disciplinary sanctions may include college probation, loss of privileges, suspension, expulsion, etc.

Students agree to be responsible members of the College community, obey the law, comply with the published rules and regulations of the college, respect the rights, privileges, and property of the other members of the College community, and not interfere with legitimate College affairs. Students should be aware that the rules on student misconduct may not only apply when on campus or in class. Students can be found to have engaged in misconduct when on campus, when in a college operated facility, when off campus where the student is acting in a capacity as a Student Employee or as a representative of the College, when participating in College field trips (like club activities, conferences, and other college sponsored events, including all hours of the day or night while under College supervision), etc.

A student may be disciplined for reasonable cause and in accordance with the disciplinary
procedures set forth in the Student Handbook. Reasonable cause includes, but is not limited to, the offenses outlined in the Kern Community College District Board Policy. Discipline can include receiving a warning, censure, college probation, restitution, temporary removal, suspension, expulsion, etc. With respect to drugs and alcohol, the following misconduct is strictly prohibited by KCCD Board Policy, Porterville College Student Code of Conduct, and California Education Code Section 76037: The use, sale, possession, or being under the influence of alcohol or any other controlled substance on campus or at any function sponsored or supervised by the College.
Clery Definitions

Clery Geography
Clery Crimes

Clery Geography

Porterville College is required to release crime data for criminal offenses, Violence Against Women Act offenses, hate crimes, and arrests and referrals for disciplinary action.

Crime reporting statistics include data on crimes that occur within the Clery geography, or:
• Buildings and property that are part of the institution’s campus
• The institution’s noncampus buildings and property
• Public property within or immediately adjacent to and accessible from the campus
• Areas within the patrol jurisdiction of the campus police or the campus security department

More specifically, on-campus refers to property owned or controlled by the College, within the same reasonable contiguous geographic area, and used in direct support of, or in a manner related to the College’s educational purposes.

Non-campus refers to buildings or property that is not part of the campus, does not fit the definition of a separate campus, is owned or controlled by the College, is used in direct support of or in relation to the College’s educational purposes and is frequently used by students.

Clery Crimes

Porterville College must disclose in the Annual Security Report crime statistics for the three most recent calendar years for Clery crimes that have occurred within the Clery geography. Below are the Clery crime definitions.

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.

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.

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

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

**Dating Violence**  
Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Destruction, Damage, Vandalism**  
To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner of the person having custody or control of it.

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

**Drug Law Violations**  
The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**Hate Crimes**  
A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. The categories of bias are race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, and disability.

**Intimidation**  
The unlawful placing of another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
Larceny, Theft
The unlawful taking, carrying, leading, or riding away or property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Liquor Law Violations
The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

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.)

Rape
The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

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.

Sex Offenses
Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Sex Offenses: Fondling
The touching of the private body parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Sex Offenses: Incest
Sexual intercourse between persons who are related to each other within the degrees where in marriage is prohibited by law.

Sex Offenses: Statutory Rape
Sexual intercourse with a person who is under the statutory age of consent.

Simple Assault
An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
Stalking
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Weapons - Carrying, Possessing, Etc.
The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.
Crime Statistics

How We Report
Porterville Site

How We Report

PCOPS is responsible for gathering crime statistics within the Clery geography of Porterville College. As part of this requirement, Porterville College requests crime statistics from local law enforcement agencies with jurisdiction of the properties that comprise our campuses on public property within or immediately adjacent to our campuses and in or on certain off campus buildings or property owned or controlled by Porterville College. When the Clery geography is outside of PCOPS’s jurisdiction, we request crime statistics from the appropriate local law enforcement agencies. Although these agencies are not mandated to fulfill these requests, we maintain collaborative and working relationships with our partnering agencies so that we can collect this important information.

In certain cases, reported statistics may be duplicates. For example, if a person reports a crime at Porterville College and then separately reports the same crime to a local law enforcement agency, this statistic will be included in Porterville College’s report and in that local law enforcement agency’s report. Every effort is made to avoid duplication.

Additionally, certain statistics may not be reportable by a local law enforcement agency, but will be reportable by Porterville College. For example, a Clery crime that occurs within the Clery geography will be reported by Porterville College, but crimes that are reported to local law enforcement agencies might not be reported by that agency, even if Porterville College considers them “Clery reportable”.

Our crime statistics are reported in a simple format, by college campus or center. We hope this will help our communities understand this information better. These statistics are included in this Annual Security Report and can also be requested by contacting PCOPS at (559) 791-2440 or http://www.portervillecollege.edu/security/safety-security.
### Porterville, California

**Porterville College**
100 East College Avenue
Porterville, CA 93257

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<th>Criminal Offenses</th>
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1 Porterville College reports on crimes that occur within our Clery geography that were reported to any Campus Security Authority, as required by the Clery Act.
2 Hate crimes: No hate crimes reported for this site.
3 Unfounded crimes are crimes in which it has been determined were false, baseless, or did not occur. These crimes are not included in crime statistics.
A Safe Campus Is A Shared Responsibility

Safety and Security at Porterville College is a shared responsibility.

Our college supports and participates in the national, "If you see something, say something" initiative by the U.S. Department of Homeland Security (DHS). More information can be found at: https://www.dhs.gov/see-something-say-something.

PCOPS addresses criminal behavior at the root causes. Our Officers participate in a community-oriented, trust-based program. Not only do we commit to compliance with local, state, and Federal laws, but we also use innovative methods, like community oriented policing and crime prevention initiatives, for campus security so that we are engaging closely with our college communities.

Each person has a responsibility to contribute to the safety of our college by understanding how to be aware of crime and suspicious activity, reporting that activity to the right place, and actively assisting to prevent future crime.

Our motto at PC is “If you see something, say something, so we can do something.” Report any crimes or suspicious activity immediately to PCOPS at (559) 791-2440 or 911 using the 5Ws: WHO did you see, WHAT did you see, WHEN did you see it, WHERE did you see it, and WHY is it suspicious.

Crime Prevention

One of the best ways to prevent crime is to be educated and aware. By adopting these safety precautions below, you will be better equipped to avoid becoming the victim of a crime and to assist in the prevention of future crimes.

Personal Safety

The most effective deterrence against crime is common sense, alertness, and a few basic precautions.

- Pay attention to your surroundings and beyond. Look up and look around.
- If working late, arrange to leave with a co-worker or call PCOPS for an Officer escort.
• Lock doors and windows if working alone late.
• Refrain from getting in elevators with people who look out of place or behave in a strange or threatening way.
• If being followed, get to an office where there are other people and call PCOPS Safety right away.
• Occasionally, vary your route when walking to and from your vehicle and office.
• Be alert to any suspicious activity, out of place vehicles, and any other strange occurrences.
• Always have a fully charged cell phone with PCOPS and emergency numbers saved.
• Remember, always immediately report suspicious people or conditions to PCOPS.

Office Security
Protection of property begins with the willingness to take a few simple steps.

• Never leave purses, wallets, keys, cash, or other valuables unattended or in unlocked drawers. This is a great temptation for thieves.
• Verify the identity of unknown persons that request information or ask for access into restricted areas of campus.

Key Control
Those responsible for office keys should not leave them unattended, in plain sight, on a desk, or in an unlocked top drawer. This is a temptation for thieves. Give keys only to those who are authorized and have a legitimate need. If keys are lost or stolen notify PCOPS and Maintenance & Operations immediately.

Property Protection
Theft is always a concern. Here are some tips to reduce the risk of being victimized.

• Label or engrave personal property (like electronic or sporting equipment) with your initials or other identifying information.
• Keep a written record of all personal valuables, including descriptions and serial numbers. It is evidence that the property belongs to the rightful owner.

Bicycle Theft
Never leave a bicycle unsecured. It only takes a moment for a person to walk away with a bicycle. U-lock style locks are best. Cables and padlocks can easily be cut. Use the lock to secure the bicycle frame to a bike rack as front wheels can easily be removed.

Parking Lot Safety
• Keep your vehicle locked at all times. You should always roll your windows up completely to prevent unauthorized access to your vehicle.
• When returning to your vehicle, have your keys out before you approach it. Check the interior and the backseat before entering.
• If suspicious activity is occurring in the parking lot, notify PCOPS immediately.
• Remove all valuable items from your vehicle, if possible. If you have to bring valuable items, keep them locked in your trunk where they are not as conspicuous.
• When working late, ask a coworker to accompany you to the parking lot. PCOPS also provides security escorts.
Walking On Campus At Night
- Always carry a fully charged cell phone, with emergency numbers saved.
- Avoid wearing headphones that prevent you from hearing your surroundings.
- Avoid isolated or dark areas.
- Walk near populated areas and avoid dark or suspicious areas.
- Walk at a brisk pace.
- Walk with others. If you must walk alone, let someone know where you’re going and when you’ll be there.
- Be aware of your surroundings and any persons nearby.
- Whenever possible, park in well-lit areas.

Campus Lighting & Doors
Report any broken or flickering lights, dimly lit corridors, doors that malfunction or don’t lock properly, doors that are propped open, etc. to PCOPS and Maintenance & Operations. Don’t assume someone has already done so, because they may not have. Reporting these safety hazards help keep all of us safe.

If You’re In A Threatening Situation
The best defense in a threatening situation is to avoid it, if possible. Follow your instincts. Decide how you would respond in various threatening situations well before they would occur. Role playing with a friend is a great way to gain this experience.

If you are in a threatening situation, try to remain calm. If someone is confronting you and only wants property, just give it to them. This could help end the threatening situation. If the situation is escalating, attract attention by making loud noises (like screaming or whistling) or using an LED flashlight. Attempt to seek out populated spaces.

Remember to get an accurate description of any persons involved (height, weight, age, clothing description, etc). If a vehicle is involved, get its license number, color, make, and model. Use your best judgement and call PCOPS at (559) 791-2440 or 911 immediately.

Incident Reporting
Report all crimes and suspicious activity to PCOPS or 911 immediately, no matter how minor it may seem. Post the PCOPS number and any local police, fire, and ambulance emergency numbers near phones that you use on campus. Have these numbers stored in your cellphone for quickest access.

Being An Active Bystander
Bystanders play a critical role in the prevention of many crimes. Bystanders are individuals who observe crimes or suspicious activity or witness the conditions that perpetuate crimes or suspicious activity. While these individuals are not directly involved, they have a choice to intervene, speak up, and do something. Because safety is a shared responsibility, we encourage bystanders to be engaged. You may not always know what to do to help so we’ve included some tips below.
- Keep an eye out for your friends, coworkers, acquaintances, etc. if you see someone who looks like they could be in trouble or might need help, respectfully ask if they are ok.
- Take talk of threats seriously, like someone discussing plans to hurt someone else, to harm
themselves, to cause damage to property or public crowds (bomb threats, shootings, etc.) Report these to PCOPS immediately.

• Speak up when someone discusses wanting to take advantage of another person in a sexual way. Talk that might sound like banter can easily lead to criminal situations like rape and assault. Your voice can help remind those around you that this kind of talk is never ok.

Important Numbers

Call (559) 791-2440 for all non-emergency, emergency, and after-hours inquiries.

Here are some important numbers you may find useful.

Important PC Numbers
PCOPS (Emergencies, Courtesy Cart, Parking, Escorts, Etc.) (559) 791-2440 or (559) 310-2143
Disability Resource Center (559) 791-2215
Human Resources (559) 791-2457
Safety & Security Manager (559) 791-2459 or (559) 359-6952

Porterville Police
Emergency 9-1-1
Non-Emergency (559) 782-7400

Other College Resources
Vice President of Student Services (559) 791-2218
Counseling Center (559) 791-2329

Community Emergency Numbers
Tulare County Sheriff (559) 782-9650
Tulare County Fire Department (559) 784-7628
Porterville Fire Department (559) 782-7526
California Highway Patrol (559) 784-7444
Sierra View Medical Center (559) 784-1110

Training Programs

Porterville College offers many safety awareness and prevention programs designed to inform the campus community about safety and security policies and procedures. Information is provided to students and employees through videos, press releases, social media, and through Officer interaction. In 2018, Porterville College implemented a Behavioral Intervention
Team to help prevent and reduce incidents of disruptive and dangerous behavior on campus.

As a part of the awareness program, Porterville College partners with the Clery Center for Security on Campus to participate in the National Campus Safety Awareness Campaigns. The college is currently modifying the on-campus training program for new students and new employees to promote prevention and awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. You can also find more safety information in the Kern Community College District Campus Safety Handbook at https://www.kccd.edu/sites/kccd.edu/files/page/Campus_Safety.pdf

2019 Awareness & Prevention Campaign

<table>
<thead>
<tr>
<th>Event</th>
<th>Participants</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Buddy Check” Suicide Awareness Campaign</td>
<td>Veteran Students</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Student Health 101</td>
<td>Staff/Students</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Family Crisis Center D/V Legal Advocates</td>
<td>Staff/Students</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Incident Command System</td>
<td>Management</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Mental Wellness LGBTQ</td>
<td>Staff/Students</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Step Up Prevention Program</td>
<td>Staff/Students</td>
<td>February</td>
</tr>
<tr>
<td>Human Trafficking, Dating &amp; Social Media</td>
<td>Staff/Students</td>
<td>April</td>
</tr>
<tr>
<td>Heat Exhaustion</td>
<td>Staff/Students</td>
<td>June</td>
</tr>
<tr>
<td>Clery Act Title IX Paperclip Webinar</td>
<td>Staff/Students</td>
<td>June</td>
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<tr>
<td>Fire Exit Training</td>
<td>Staff/Students</td>
<td>August</td>
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<tr>
<td>Flex Day Safety Awareness</td>
<td>Staff</td>
<td>August</td>
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<tr>
<td>Sexual Assault</td>
<td>Staff/Students</td>
<td>August</td>
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<tr>
<td>Initial Actions Armed Intruder</td>
<td>Staff/Students</td>
<td>August &amp; September</td>
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<tr>
<td>Drug &amp; Alcohol Awareness</td>
<td>Staff/Students</td>
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<td>Evacuation Drill-Great Calif. Shakeout</td>
<td>Staff/Students</td>
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<td>The Well Student</td>
<td>Students</td>
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<tr>
<td>Mental Wellness-Undocumented Student</td>
<td>Students</td>
<td>October</td>
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<td>PC Health Fair-Community Event</td>
<td>Staff/Students</td>
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<tr>
<td>Transfer Fair Mental Wellness-Community Event</td>
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<td>Tobacco Free Campus Smoking / Vaping</td>
<td>Staff/Students</td>
<td>October</td>
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<tr>
<td>Love Life, Live Life-Stop Suicide</td>
<td>Staff/Students</td>
<td>October</td>
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<tr>
<td>National Depression Screening Day</td>
<td>Staff/Students</td>
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<tr>
<td>Bystander Intervention Training</td>
<td>ASPS Students</td>
<td>November</td>
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<tr>
<td>Hate Crimes</td>
<td>Staff/Students</td>
<td>November</td>
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<tr>
<td>Holiday Safety</td>
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<td>Security Escorts</td>
<td>Staff/Students</td>
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<tr>
<td>Active Shooter Training</td>
<td>Staff/Students</td>
<td>November &amp; December</td>
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<tr>
<td>Active Shooter Drill-Porterville First Responders</td>
<td>Staff/Students</td>
<td>December</td>
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Student & Employee Discipline

Student Code of Conduct
Student Complaint & Hearing Procedures
Employee Discipline
Discrimination & Harassment Complaints

Student Code Of Conduct

The Board of Trustees of the Kern Community College District, in support of public education and the exercise of general supervision of the campuses of the district, requires that student conduct must reflect the standards of appropriate behavior as defined by the Education Code. Since public education is furnished by the people, it is a privilege.

The Code guarantees certain student rights, especially those defined by local, state, and Federal laws. However, students shall respect constituted authority. This shall include conformance to federal and state laws, board regulations, college regulations, and applicable provisions of civil law. The District expects students to conduct themselves in a manner consistent with the educational purposes of the College. Student conduct should reflect consideration for the rights of others, and students are expected to cooperate with all members of the college community.

Good Cause
College personnel are responsible for communicating appropriate student conduct and for reporting any violations thereof, and the College President (or designee) shall have the right to administer suitable and proper corrective measures for misconduct. The Board of Trustees and the College President (or designee) may suspend a student for good cause or when the presence of the student causes a continuing danger to the physical safety of the student or others. The Board may exclude from attendance in regular classes any student whose physical or mental disability is such as to cause his or her attendance to be inimical to the welfare of other students.

Good cause may be established by using appropriate investigation standards, such as interview of witnesses, review of campus safety reports, review of written statements, review of pertinent documents, and/or review of any other evidence.

Sanctions
When violations of the Student Code of Conduct happen, the sanctions below may be imposed on the student.

Warning: Verbal notification of the student by a faculty member or administrator that continuation of the conduct may be cause for further disciplinary action.

Censure: A written reprimand or warning to the student by a faculty member or administrator
and/or written referral of the student to a College office or community agency for counseling or rehabilitative treatment.

**Probation:** Prohibition of the student by the Administration from participating in designated privileges of College activities for a period of up to one semester or other stipulated requirements to conform to specified standards or conduct.

**Restitution:** Reimbursement to the College, as directed by the Administration, for repair or replacement of District property misused, misappropriated, or damaged by the student.

**Temporary Removal:** A faculty member may remove a student from his or her class for the day of the removal and the next class meeting.

**Suspension:** Exclusion from any or all classes and activities of the College and from use of any District facilities.

**Expulsion:** Termination of the student status by the Board of Trustees on the recommendation of the Chancellor.

For more information, the Student Code of Conduct policy can be found in section 4F7 of the KCCD Board Policy.

**Student Complaint & Hearing Procedures**

The Student Complaint Procedures are established so that students can resolve difficulties/problems they encounter in College-related activities. Student complaints are taken seriously; therefore, the complaint must be of a compelling, substantive, and verifiable nature. Repeated filings of the same complaint, filings of a frivolous nature, or capricious complaints against school personnel will be considered abuse of the student conduct and/or complaint process. Such repeated filings will be referred to the College President for a decision.

If the complaint cannot be resolved at Levels I, II or III, then a Hearing Panel shall be convened to hear the student complaints that reach Level IV. Bakersfield College appoints a Standing Committee from which a panel will be chosen to hear student complaint appeals beyond Level III of the Student Complaint Procedures.

For more information, the Student Complaint Procedures can be found in section AP 4F9(a) and AP 4F9(b) of the KCCD Board Policy.

**Employee Discipline**

Several policies and procedures govern the discipline of an employee, be they faculty, management, classified, or student employee. The policies that pertain are:

- KCCD Board Policy
- Community College Association Contract
- California School Employees Association Contract
In general, disciplinary procedures focus on changing behavior and improving job performance. Any misconduct is addressed using corrective measures and is applied in a non-discriminatory manner. Disciplinary measures may include verbal reprimand, written reprimand, suspension, demotion, termination of employment, etc.

Filing A Disciplinary Complaint Or Formal Grievance
The above policies and contracts provide the appropriate steps to submit a disciplinary complaint or formal grievance. In general, the process starts at the lowest level possible, usually with the employee and supervisor. Each policy outlines any appropriate progression of the process.

Discrimination & Harassment Complaints
The law prohibits coworkers, supervisors, managers, and third parties with whom an employee comes into contact from engaging in harassment, discrimination, or retaliation. Any person who has suffered harassment, discrimination, or retaliation may file a formal or informal complaint of harassment, discrimination, or retaliation.

A formal complaint is a written and signed statement filed with the District or the California Community Colleges Chancellor’s Office that alleges harassment, discrimination, or retaliation in violation of the District’s Board Policies, Administrative Procedures or in violation of state or federal law.

An informal complaint is (1) an unwritten allegation of harassment, discrimination, or retaliation, (2) a written allegation of harassment, discrimination, or retaliation that falls outside the timelines for a formal complaint, or (3) a written complaint alleging harassment, discrimination, or retaliation filed by an individual who expressly indicates that he/she does not want to file a formal complaint.

Complaints can be submitted to the KCCD Vice Chancellor of Human Resources, the KCCD Chancellor, or the California Community College’s Chancellor’s Office.

The District promptly investigates every complaint and claim of harassment or discrimination. The investigation is to be kept confidential and “need-to-know”, to the extent possible.

For more information, the Discrimination and Harassment Complaints and Investigations procedure can be found in section AP 7D4A of the KCCD Board Policy.
Emergency Response & Evacuation

Emergency Management
Emergency Situations
Timely Warning & Emergency Notification
Emergency Communications
Evacuations & Drills
Campus Evacuation Maps

Emergency Management
With more than 60 acres of physical space, Porterville College’s complex network of communities, facilities, happenings, students, and staff is comparable to a small city. Emergency management is how we take responsibility and accountability for our capacity to respond to a wide variety of incidents and hazards that could adversely affect the College.

Emergency management is a whole community effort accomplished with several partnerships.

Incident Command System (ICS)
Porterville College follows the guidelines of the National Incident Management System (NIMS) as set out by the Federal Emergency Management Agency (FEMA). We utilize the Incident Command System (ICS), which provides a common organizational structure for incident management that helps facilitate interoperability for our collaborative relationships with multiple organizations.

Additional information can be found on our Emergency Preparedness website.

Emergency Responders
In the event of a physical campus emergency or evacuation, Porterville College has a team of Emergency Responders that assist the ICS in its emergency management operations. They help ensure all persons in our campus buildings have been accounted for and they relay important information to the ICS team.

Emergency Responders can participate in annual training facilitated by PCOPS. To attend a training, contact PCOPS at portervillecollege.edu/security/safety-security or call (559) 791-2440.

Emergency Situations
In any emergency, the first thing you should do is call PCOPS at (559) 791-2440 or 911. The following guides from the PCOPS website will help you understand how to respond during certain emergencies that could adversely affect the college.
Active Shooter Scenarios
Bomb Threats
Chemical Spills
Earthquakes
Evacuating Others
Explosions
Fire
Medical Emergencies
Severe Wind
Utility Failure
Violent/Criminal Behavior
Weapons On Campus

Timely Warning & Emergency Notification

The Porterville College Timely Warning & Emergency Notification policy is currently under review. Information and updates on this process can be obtained by contacting Todd Dearmore at todd.dearmore@portervillecollege.edu or call (559) 791-2459.

Empowering people to protect themselves when an emergency or dangerous situation occurs is a priority for Porterville College.

Timely warnings to our college communities are issued when a situation within our Clery geography presents a serious or ongoing threat. The purpose of the timely warning is to prevent similar crimes by making our communities aware.

Emergency notifications to our college communities are issued when a situation within our Clery geography presents a significant emergency or an immediate threat to the health and safety of our college communities. An immediate threat indicates an imminent or impending threat such as an approaching wildfire or a currently raging fire in one of our campus buildings. The purpose of the emergency notification is to alert our communities of the immediate threat so that they may take steps to keep themselves safe.

In both cases, the Safety & Security Manager (or their designee) reviews all reports and information to determine if there is an ongoing threat to our communities and if a timely warning or emergency notification is warranted. The Safety & Security (or an authorized college administrator) will then issue the timely warning or emergency notification. The Safety & Security Manager will consult with the President and Vice President of Finance & Administration to engage Porterville College’s Emergency Management protocols. Certain situations may require the Safety & Security Manager to issue a timely warning before consult with college leadership.

In certain cases, the distribution of a timely warning or emergency notification may compromise ongoing investigations by Porterville College or our local law enforcement agencies. This may cause a delay in communication or the communication may omit certain information as a way to facilitate the safest outcome. In any case, an effort will be made to distribute the timely
warning or emergency notification as soon as pertinent information is available.

The following crimes typically require the distribution of a timely warning: major incidents of arson, aggravated assault, murder/non-negligent manslaughter, robbery, and sex offenses. Aggravated assault crimes are considered on a case-by-case basis. For example, if an alleged assault occurs between two students who have a disagreement, there may be no ongoing threat and a timely warning is not warranted. Similarly, when sex offense crimes are reported long after the incident occurred, Porterville College may not have the ability to distribute timely warning to our communities.

Porterville College is not required to issue a timely warning when crimes are reported to pastoral or professional counselors. While pastoral and professional counseling is confidential, we encourage those counselors to encourage victims to report all crimes to College Safety.

**Emergency Communications**

Both timely warnings and emergency notifications are examples of emergency communications. Porterville College utilizes the following broad variety of communication methods to distribute emergency communications.

*College Website*
We are able to post emergency or timely warning notifications on our main webpage at portervillecollege.edu. The information will be displayed as a red banner across the top of the page.

*College Safety Website*
Details about an emergency or timely warning notification may be displayed on the College Safety website at portervillecollege.edu/security/safety-security, giving direction or resources to our college communities.

*PC Alert System*
The PC Alert System utilizes Blackboard to issue phone, text, and email notification to students and employees in the event of emergency or timely warning notification. To opt into these notifications, go to insidepc.kccd.edu, sign in, click MyBanWeb, click MyBanWeb Main Menu, click on Personal Information tab, and then click on Update Telephone Numbers and Emergency Notification Preferences.

*College Email*
The college email system may be used to issue emergency and timely warning notifications and additional information on the status of the event.

*ShoreTel Enhanced Paging*
The college VoIP phone system may be used to issue emergency and timely warning notifications and additional information on the status of the event. This system sends an intercom page through all on-campus ShoreTel/Mitel phones.
Posters & Flyers
Posters and flyers may be distributed throughout our college campuses to alert our campus communities of emergency or timely warning notifications.

Social Media
Official Porterville College social media accounts may be used to post information about emergency or timely warning notifications. The College operates 4 main social media accounts: PC on Facebook, PC on Twitter, PC on Instagram, PC on YouTube.

Local Media
Porterville College officials will coordinate communications with the local media (TV stations, news organizations, newspapers, etc.) when necessary for emergency and timely warning notifications.

Technology Failure
In the event of a technology failure at Porterville College, we may communicate using other methods like face-to-face notification through community members, information from local media, etc.

Updating Your Contact Information
Students and employees should update their contact information with the College on a consistent basis to ensure they can receive appropriate emergency and timely warning notifications. To update your information, go to insidepc.kccd.edu, sign in, click MyBanWeb, click MyBanWeb Main Menu, and click the Personal Information tab.

Evacuations & Drills
Evacuations are a necessary tool Porterville College uses to keep our communities safe. We encourage all employees and students to make themselves aware of our evacuation maps and to rehearse an evacuation strategy in whichever space they are in on our campuses. Generally, our evacuation maps show the appropriate designated areas in clear graphics. They are included in this document and in each campus building. The two main ways an evacuation can be initiated is alert by our fire alarm system or alert by our Emergency Communication methods (listed above).

During An Evacuation
When an evacuation has been initiated, all persons inside buildings should immediately vacate using the nearest emergency exit and move to the designated area, as directed. In the case of fire or earthquake, do not use building elevators. Assist those around you with disabilities or mobility impairments. For persons with hearing or visual impairments, you may need to write down or show how you are helping them, if it is safe to do so.

If you are outside on our campuses, proceed to the designated assembly area so that college personnel can ensure a safe evacuation. Avoid trees, signs, buildings, electrical poles, wires, etc. If the designated assembly area cannot be used, proceed to a clear area that is at least 500 feet away from any affected building and remain there.
College Safety personnel, Building Marshals, Emergency Responders, and/or local law enforcement will begin accounting for employees and students and will coordinate with Porterville College’s Incident Command Center to ensure a safe evacuation. Never return to an evacuated building until a College official has communicated it is safe to do so. Employees and students should not leave campus until they have been instructed to do so.

**When Evacuation Is Not Possible**
In certain situations, a building evacuation may not be possible. For example, if a fire is raging and your exit path includes closed doorways that are hot or warm to the touch or during an active shooter situation.

In the case of a fire, do not open the hot or warm door and use towels or cloth items to seal the door. Hang a white object in a window to alert emergency responders of your presence in that space. Call PCOPS at (559) 791-2440 or 911 immediately.

**Shelter In Place**
Several situations may require you to shelter in place, such as an active shooter situation, hazardous weather, etc. Each situation is different and has their own set of risks. Therefore, there is not one shelter in place protocol. You should review the *Emergency Situations* section above to obtain specific guidance for each. Some common questions that can help maintain safety are: Am I safer inside or outside? Where am I safest inside? Where am I safest outside?

**After An Evacuation**
After an evacuation has occurred, College Safety personnel, College officials, and local emergency officials will work together to communicate the status of the situation. This may include an “all clear” that will allow you to return to your space on campus or it may include other direction to continue mitigating the situation. Please follow their direction. The Porterville College Incident Command Center and other personnel will convene to debrief ways situations can be prevented or mitigated in the future.

**Testing Communication Systems & Drills**
Testing of the emergency and timely warning notification systems and performing a campus-wide evacuation are important ways Porterville College evaluates its emergency plans and capabilities. At least one test will be announced and coordinated in conjunction with campus emergency response and evacuation procedures. Unannounced tests may occur, but are always scheduled and coordinated with PCOPS.

Below are a list of notification and evacuation drills performed in 2019.

<table>
<thead>
<tr>
<th>Drill Type</th>
<th>Date</th>
<th>Locations</th>
<th>Announced/Unannounced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Drill</td>
<td>09/18/19</td>
<td>Trade &amp; Industry and Career Technology Buildings</td>
<td>Unannounced</td>
</tr>
<tr>
<td>Fire Drill</td>
<td>09/20/19</td>
<td>Academic Center Building</td>
<td>Announced</td>
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<tr>
<td>Earthquake</td>
<td>10/17/19</td>
<td>Great ShakeOut Campus Drill</td>
<td>Announced</td>
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