

2021 Annual Security Report



**PORTERVILLE
COLLEGE**



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 significant 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, focusing on the Higher Education Opportunity Act and the Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act.

Table of Contents

Message from the President.....	4
Preparation of the Report.....	5
College Safety Enforcement Authority	12
Security of & Access to Facilities	13
Campus Security Authorities (CSAs)	14
Crime Reporting Procedures	16
Sex Offenses & Sex Offender Registration.....	20
Alcohol & Drug Offenses.....	33
Crime Statistics.....	36
Crime Prevention & Education.....	38
Student & Employee Discipline.....	44
Emergency Response & Evacuation	47

Message from the President

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 *2021 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

Clery Act Geography

Clery Act Crimes & Definitions

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 2018-20. Crime reporting statistics include data on crimes that occur on the physical campuses, 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.

Porterville College complies with the regulations of the Clery Act, per Kern Community College District Board Policy, Equal Employment Opportunity and Unlawful Discrimination ([KCCD BP7D](#)). Compliance with the Clery Act requires a joint effort between the Kern Community College District, Porterville College, PCOPS, and the administration of the institution.

The Safety and Security Manager is responsible for maintaining Porterville College's safety statistics and making reasonable good-faith efforts to obtain statistics from other law enforcement agencies as necessary to allow the institution to comply with its requirements under the Clery Act ([20 USC § 1092 \(f\)](#)). The Safety and Security Manager is also responsible

for compiling the following to allow the institution to comply with its disclosure requirements under [Education Code § 67380](#):

- a. All occurrences reported to Porterville College, and all arrests for crimes committed on campus involve violence, hate violence, theft, and destruction of property, illegal drugs, or alcohol intoxication.
- b. All occurrences of noncriminal acts of hate violence reported to Porterville College, for which a written report is prepared.

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.

Porterville College encourages accurate and prompt reporting of all crimes and takes all such reports seriously (20 USC § 1092(f)(1)(C)(iii)). Reports will be accepted in any manner, including in person or in writing, at any Porterville College facility, including Human Resources. Reports will also be accepted anonymously, by phone or via email, or on the institution's website.

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, 2021

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 2021 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 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 that 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 in the [Federal Register \(Vol. 79, No. 202\)](#).

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 understands 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.

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 non-campus 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

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.

Non-campus Building or Property; any building or property owned or controlled by a student organization recognized by the institution; and any building or property, other than a full campus, owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institutions education purposes, is used by students, and is not within the same reasonable contiguous geo-graphic area of the institution.

Public Property; defined as "All public property that is within the same reasonably contiguous geographic area of the institution, such as sidewalk, street, other thoroughfare or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

Reasonably Contiguous Property; Any building or property an institution owns or controls that is in a location that students consider to be, and treat as, part of the "campus"

On-campus Student Housing Facility; Any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus is considered an on- campus facility. This category is considered a subset of the On-Campus category.

Clery Act Crimes and Definitions

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 as defined in the [Clery Act](#).

Section 1- General Crime 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.

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. Simple assaults are excluded.

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.

Manslaughter by Negligence

The willful killing of another person through gross negligence.

Murder and Non-Manslaughter by Negligence

The willful (non-negligent) killing of one human being by another.

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.)

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.

Section 2 - Domestic Violence

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.

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. *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.

Section 3 - Hate Crimes

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 intentional behavior that would place 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.

Simple Assault

An unlawful physical attack by one person on 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.

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.

Larceny, Theft

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Section 4 Sex Crimes

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.

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.

Incest

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

Statutory Rape

Sexual intercourse with a person who is under the statutory age of consent.

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.

Section 5- Referrals

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.

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.

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.

College Safety Enforcement Authority

General

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.

Porterville College has a signed memorandum of understanding with the Porterville Police Department to meet the statutory requirements specified in the California Education Code (67381) also known as the [Kristin Smart Safety Act of 1998](#). This allows the Porterville Police Department to have operational responsibility for the investigations of Part 1 violent crimes, sexual assaults and hate crimes occurring on the Porterville College campus or other facilities within the Porterville Police Department's jurisdictional boundaries.

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.

Security of & Access to Facilities

General

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?

Role of CSAs

List of 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](#).

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) 792-2366
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

Response to a Report

Pastoral & Professional Counseling

Confidential & Anonymous Reporting

Victim Advocacy Reporting

Off Campus Reporting

Daily Crime Log

Notification of Disciplinary Proceedings

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.

Suspicious or criminal activity can also be reported to a Porterville College Campus Security Authority.

Response to a Report

PCOPS can be reached, by calling (559) 791-2240. A Public Safety Officer on-duty will be available to answer the calls.

In response to a call, PCOPS will take the required action, either dispatching an officer or asking the victim to report to PCOPS to file an incident report. All reported crimes will be investigated by the College and may become a matter of public record. Student Code of Conduct incident reports are forwarded to the Office of the Vice President of Student Services for review for potential action as described by the Student Code of Conduct, as appropriate. Per the direction of the Safety and Security Manager, Public Safety Officers will investigate a report when it is deemed appropriate.

If assistance is required from the local Police Department or the local Fire Department, PCOS will contact the appropriate agency. PCOS will always allow a representative from the Office of the Vice President of Student Services, the Human Resources Office, and/or a Sexual Assault Advocate to be present with the victim/survivor of a sexual assault or rape should occur, staff on the scene, including PCOPS, will offer the victim a wide variety of resources.

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

If you are the victim of a crime and do not want to pursue action within the College or the criminal justice system, you may still want to consider making a confidential report. With your permission, a Public Safety Officer can file a report on the details of the incident without revealing your identity (except to the Title IX Coordinator or deputy Title IX Coordinator in the event of a reported sex offense or sexual harassment).

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, Porterville College can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the college community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can be made to any campus security authorities. However, some of the CSAs are also Responsible Employees under Title IX, and they are obligated to share reported information involving sexual misconduct, domestic/dating violence and stalking, including information about the identity of the victim and accused, with the Title IX Coordinator. Reports to professional and pastoral counselors can be kept confidential. Professional and pastoral counselors are encouraged to inform their clients, if and when they deem it appropriate, of the procedures to confidentially report crimes to primary CSAs, when they deem it appropriate.

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.

Victim Advocacy and Reporting

A victim of sexual assault ([Pen Code 679.04](#)) or domestic violence ([Pen Code 679.05](#)) has the right to have a victim advocate present at any interview by law enforcement authorities, district attorneys, or defense attorneys and medical evidentiary or physical examination. Victim Advocate means sexual assault counselor, as defined in Evidence Code 1035.2, domestic violence counselor as defined in Evidence Code 1037.1, human trafficking case worker as defined in Evidence Code 1038.2. California Evidence Codes protects confidentiality privilege between a victim and a victim advocate (Sexual Assault Evidence Code 1035.2-1036; Domestic Violence Evidence Code 1037-1037.8; Human Trafficking Evidence Code 1038-1038.2)

Prior to interviews, a victim of sexual assault or domestic violence must be informed of their right to have a victim advocate present. The presence of a victim advocate shall not defeat any existing right otherwise guaranteed by law, and a law enforcement official shall not, for any reason, discourage a victim of an alleged sexual assault from receiving a medical evidentiary or physical examination.

During a report or call, a Public Safety Officer should connect the reporting student to the PC Title IX Deputy Coordinator who will assist connecting the student to a campus advocate. The PC Title IX Deputy Coordinator and/or the Campus Advocate will also provide additional resources and advise the student of their rights and responsibilities through the process.

Non-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.

Porterville College does not have officially recognized student organizations that own or control housing facilities outside of the Porterville College core campus. Therefore, local law enforcement is not used to monitor and record criminal activity since there are Non-campus locations of student organizations.

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.

Notification of Disciplinary Proceedings

When someone is the victim of a crime of violence or a non-forcible sex offense and the perpetrator of that crime is a Porterville College student, the victim can submit a written request to Kern Community College District Office of General Counsel for the results (or final determination) of any disciplinary proceedings that have been imposed against the alleged perpetrator. In the unfortunate circumstance the victim is deceased as a result of a crime, the victim's next of kin shall be treated as the victim.

The term "crime of violence" refers to an offense that (1) has as an element the use, attempted use, or threatened use of physical force against the person or property of another or any other offense that (2) is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

Victims should submit their written request to: collegesafety@portervillecollege.edu

Sex Offenses & Sex Offender Registration

What Is Title IX & the Sex Equity in Education Act?

Porterville College Policy Statement

Sex Offense Definitions

Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking

What to do if Sexually Assaulted

Procedures the College Will Follow

Available Resources

Risk Reduction

Syllabus Statement

Sex Offender Registration

What Is Title IX & the Sex Equity in Education Act?

Porterville College issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in those type of cases.

[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.

Additionally, the College provides education and prevention information regarding domestic violence, dating violence, sexual assault, and stalking. This information includes district sexual assault policy and prevention strategies including awareness building, primary prevention, bystander intervention, and risk reduction. Further information regarding college safety campaigns can be found on the [PCOPS webpage](#).

Porterville College Policy Statement

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 community, 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 community who may be victims of sexual assault shall be treated with dignity. PCOPS will connect these victims with the Title IX Coordinator, Campus Advocate, 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 (559-791-2440) or the Porterville Police Department (559-782-7400) to report the incident. Additional information about the Porterville Police Department may be found online at: <https://www.ci.porterville.ca.us/departments/police/index.php>

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, and the Campus Advocate for assistance with additional resources and process information. All communication with a campus advocate is confidential. College Safety 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 to law enforcement

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

Is 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. Count one offense per victim.

Statutory Rape

Sexual intercourse with a person who is under the statutory age of consent.

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 or physical incapacity.

Incest

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

Affirmative Consent

Affirmative consent means an informed, affirmative, conscious, voluntary and mutual 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.

Definitions applicable to Title IX and the Violence Against Women Reauthorization Act (2013) Offences under California law

- Sexual Assault: Touching the **intimate parts** of another person, **against the person's will**, for the purposes of **sexual gratification, arousal, or abuse** (as defined in Penal Code 261 Rape; Penal Code 286 Sodomy, Penal Code 288 Oral Copulation; Penal Code 243.4 Sexual Battery; Penal Code 261.5 Statutory Rape; and Penal Code 285 Incest).
- Dating Violence: Kern Community College District Board policy section 7D4A defines dating violence as violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

California law has no criminal law that exclusively addresses dating violence. However, California domestic battery and corporal injury laws encompass acts committed within the context of dating relationships.

- Domestic Violence: California Penal Code Section 243(e)(1) of "domestic battery" to mean willful and unlawful touching that is committed against: (1) the accused's spouse or former spouse; (2) the accused's cohabitant or former cohabitant; (3) the parent of the accused's child; (4) the accused's fiancé or fiancée, either former or current; or (5) someone with whom the accused has, or has had, a dating relationship (i.e. frequent, intimate associations primarily characterized by the expectation of affectional or sexual involvement independent of financial considerations). In addition, section 273.5 of the California Penal Code prohibits the willful infliction of corporal injury resulting in a traumatic condition upon an accuser who meets these same five categories.

- Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her/their safety or the safety of others or suffer substantial emotional distress. For 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 the same Protected Status(es) as the complainant;
 - Protected Status includes Age, Disability (physical or mental), Gender (or sex), Genetic Information, Gender Identity or Expression, Nationality, Marital Status, Race or Ethnicity, Religion, Sexual Orientation, and Veteran or Military Status.

Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident by calling, writing, or visiting the Porterville College Title IX Coordinator or PCOPS, if the victim so desires.

Johanna Fisher
 PC Deputy Title IX Coordinator
 100 E. College Ave, Porterville CA, 93257
johanna.fisher@kccd.edu
559-791-2457

PCOPS
 100 E. College Ave, Porterville CA, 93257
collegesafety@portervillecollege.edu

What to do If Sexually Assaulted

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.

In California, evidence may be collected even if you chose not to make a report to law enforcement; however, in Tulare County, law enforcement is the only entity that can initiate response from Sexual Assault Nurse Examiners. This does not mean a report has to be made, anyone can receive a forensic exam under John/Jane Doe.

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 to not 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.

Procedures the College will Follow

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as changes in class schedule, protective orders, transportation and working situations, if reasonably available. The College will make such accommodations or protective measures, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to PCOPS, or local law enforcement.

Victim Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint and/or a civil suit or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with written explanations of their rights and options.

Rights of Victims and the Institution's Responsibilities for Orders of Protection, No Contact Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court by the Institution

A restraining order (also called a "protective order") is a court order that can protect someone from being physically or sexually abused, threatened, stalked, or harassed. In California, there are 4 types of orders that can be requested:

- Domestic Violence Restraining Order
- Elder or Dependent Adult Abuse Restraining Order
- Civil Harassment Restraining Order
- Workplace Violence Restraining Order

For information on obtaining a restraining order in Tulare County, please visit <https://www.211tularecounty.org/restraining-orders>

- Find more information about [domestic violence](#).
- Find more information about [Elder and Dependent Abuse](#).
- Find more information about [Civil Harassment](#).
- Find more information about [Workplace Violence](#).

Porterville College complies with California law in recognizing orders of protection. Any person who obtains an order of protection from California or any reciprocal state should provide a copy to PCOPS and the Office of the Title IX Coordinator. A complainant may then meet with PCOPS to develop a Safety Action Plan, which is a plan for PCOPS and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.) The College cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s).

PCOPS will assist victims who are interested in pursuing a restraining order by putting them into contact with Tulare County Superior Court or the local advocacy center. Any student who obtains a restraining order from California or any reciprocal State should provide a copy to PCOPS Safety and the Office of the Vice Principle of Student Services. PCOPS will help facilitate the reporting of restraining order violations to the local police.

While not the same as a state-mandated protection order, the College can issue a Stay Away Order. This includes, but is not limited to, communication that is written, verbal, or physical. Written communication is understood to include all electronic means of communication, including, but not limited to: email, instant messaging, and text messaging. Verbal communication is understood to include phone calls and voicemail messages. A Stay Away Order may include additional restrictions and terms.

If the College receives a report that such a college Stay Away Order has been violated, the College will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the Stay Away Order.

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.

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Porterville College will provide information to students and employees about accommodations available to them, including academic, protective orders and working situations. The information

will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures. (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, College offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

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.

By only sharing personally identifiable information with individuals on a need-to-know basis, the College will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The College does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

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.

Available Resources

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

State, Community, and National Resources

Emergency	911
Family Services of Tulare County	(559) 732-1970
Sierra View Medical Center	(559) 784-1110
Rape, Abuse, & Incest National Network (RAINN)	1 (800) 656-4693 (HOPE)
Porterville Police Department	(559) 782-7400
Tulare County Sheriff's Office	(559) 782-9650
California Highway Patrol	(559) 784-7444
US Department of Education	1(800) 872-5327
US Department of Health & Human Services, Office for Civil Rights	1(800) 421-3481
US Equal Employment Opportunity Commission	1(800) 669-4000
US Department of Justice Sexual Assault	202-514-2000. TTY/ASCII/TDD: 800-877-8339

Risk Reduction

In order to take proactive measures to prevent sexual harassment and violence toward students, the College provides preventive education programs and make victim resources, including comprehensive victim services, available. The College includes such programs in their orientation programs for new students, and in training for student athletes and coaches. These programs will include discussion of what constitutes sexual harassment and sexual violence, the District's policies and disciplinary procedures, and the consequences of violating these policies. A training program or informational services will be made available to all students at least once annually.

The education programs include information aimed at encouraging students to report incidents of sexual violence to the appropriate College and law enforcement authorities. Since victims or third parties may be deterred from reporting incidents of alcohol, drugs, or other violations of District or campus rules were involved, the College will inform students that the primary concern is for student safety and that use of alcohol or drugs never makes the victim at fault for sexual violence. If other rules are violated, the College will address such violations separately from an allegation of sexual violence.

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.



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 PCOPS. These persons must register within 5 days of enrollment or employment. Registrants are also required to notify PCOPS within 5 days of discontinuing attendance or employment. Registration with PCOPS 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 PCOPS and follow all the same processes, but must complete the [Department of Justice Online Course Registration Form](#).

Domestic Violence Offenses

Policy for Employees, Students, and Members of the Public

Disciplinary Process

Policy for Employees, Students, and Members of the Public

Any sexual assault or physical abuse, including, but not limited to rape as defined by California law, whether committed by an employee, student or member of the public, that occurs on District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures consistent with state and federal law. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The Chancellor shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law. (See AP 4K1, AP&D4A) The procedures shall meet the criteria contained in Education Code Sections 67385, 67385.7, and 67386 and 34 Code of Federal Regulations Part 668.46.

Disciplinary Process

The College's disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within the timeframe specified in the applicable institutional policy. However, procedure allows for time frame extensions for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. College officials involved in the investigation or adjudication of domestic

violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

Helpful [Kern Community College Board Policies & Procedures](#):

- Unlawful Discrimination KCCD 7D4
- Sexual Harassment KCCD 7D2
- Workplace Violence KCCD BP70

Steps in the Disciplinary Process

The KCCD Board of Trustees has established a code of student conduct that reflects the standards of good behavior expected by society and as defined by the Education Code. For student conduct and disciplinary matters, Porterville College adheres to the expected standards of student conduct and administrative processes as prescribed in the Kern Community College District Board Policies and Administrative Procedures section 4F7.

The purpose of this administrative process is to provide a prompt and equitable means to address violations of student conduct and guarantee the student(s) involved their state and federal due process rights. This process is not for purposes of retaliation or intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These administrative procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

The Student Code of Conduct specifies prohibited types of behavior and the sanctions that can be applied. Students may be accountable to both external authorities and to Porterville College for acts, which constitute violations of law and the KCCD Board Policies. Students are expected at all times to act in a manner consistent with the Student Code of Conduct which is set forth in the [Kern Community College District Board Policy: 4F7 Student Conduct](#).

Anticipated Timelines

Each case is handled individually and, while due process is always provided, every procedure outlined in the Student Code of Conduct may not be used in a particular case. All deadlines and time requirements in a case may be extended for good cause as determined by the Hearing Officer or upon the agreement of the Office of Student and the charged student. Requests for extensions of deadlines must be made in writing to the Hearing Officer, and the Hearing Officer will notify parties whether or not the extension is granted, and if an extension is granted, the specific date of the new deadline or event.

Within ten (10) instructional days of the emailing of the written notification of the Hearing Officer's final decision, either the charged student may submit a written appeal to the Vice President for Student Services or his/her designee. When such an appeal is timely submitted by a party, the Vice President or his/her designee must promptly send a copy of the appeal to the other party. Within ten (10) instructional days of receiving the copy, the other party may submit a written response to the Vice President or his/her designee

Standard of Evidence

When determining responsibility, the Hearing Officer will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence. The Hearing Officer may not make credibility determinations based on an individual's status as a Complainant, Respondent, or witness. In evaluating the evidence, the Hearing Officer will use the preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the Hearing Officer will decide whether it is more likely than not that the incident occurred.

Possible Sanctions

In accordance with the provisions of [Education Code Sections 76031 and 76037](#), the Board of Trustees provides for the following sanctions for violations of the Code of Student Conduct, and more than one (1) of the sanctions listed below may be imposed for any single violation:

1. **WARNING:** Verbal notification of the student by a faculty member or administrator that continuation of the conduct may be cause for further disciplinary action;
2. **CENSURE:** A written reprimand or warning to the student by a faculty member or administrator; written referral of the student to a College office or community agency for counseling or rehabilitative treatment;
3. **PROBATION:** Prohibition of the student by the Administration from participating in designated privileges of College activities for a period of up to one (1) semester or other stipulated requirements to conform to specified standards or conduct;
4. **RESTITUTION:** Reimbursement to the College, as directed by the Administration, for repair or replacement of District property misused, misappropriated, or damaged by the student;
5. **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.

Range of Protective Measures Available to a Victims Alleging Misconduct

Remedies and Interim Sanctions

Through the Office of the Vice President of Student Services, the College will take interim steps to protect a complainant and a respondent while the case is pending. Depending on the case and the complainant's wishes, these steps may include class moves, ordering a respondent to not have contact with the complainant, excluding a respondent from parts of campus, or providing an escort to accompany you on campus. Any such adjustments are intended to minimize the burden on the complainant's educational program and provide remedies in cases of policy violations.

Protection from Retaliation

Porterville College has a policy which prohibits retaliation against any employee or student who reports an incident of alleged sexual harassment or sexual violence, or testifies, assists or participates in a proceeding, investigation or hearing related to such allegations. Respondents are informed of this provision, and are encouraged to immediately report any retaliation to the appropriate Deputy Title IX Coordinator or College Safety ([BP7D2A](#)).

Alcohol & Drug Offenses

Policies for Employees

Policies for Students

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. Refer to [KCCD Board Policy 7H](#).

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 ([PC Drug Free & Communities Act](#)).

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](#) 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 KCCCD Board Policy, Porterville College Student Code of Conduct, and [California Education Code Section 76033](#): The unlawful 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 is prohibited.



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

Criminal Offenses	On-Campus ¹			Non-Campus Property ¹			Public Property ¹		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	3	3	1	0	0	0	0	0	0
Motor Vehicle Theft	3	1	2	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	1	2	0	0	0	0	0	0	0
Hate Crimes ²	0	0	0	0	0	0	0	0	0
Liquor Law Violation Arrests	0	0	2	0	0	0	0	0	0
Liquor Violation Disciplinary Referrals	0	0	1	0	0	0	0	0	0
Drug Law Violation Arrests	0	0	5	0	0	0	0	0	0
Drug Violation Disciplinary Referrals	0	0	0	0	0	0	0	0	0
Weapons Law Violation Arrests	0	0	0	0	0	0	0	0	0
Weapons Violation Disciplinary Referrals	0	0	0	0	0	0	0	0	0
Unfounded Crimes ³	0	0	0	0	0	0	0	0	0

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.

Crime Prevention & Education

A Safe Campus Is a Shared Responsibility

Crime Prevention

Important Numbers

Training Programs

Drugs & Alcohol

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

2020 Awareness & Prevention Campaign

“Buddy Check” Suicide Awareness Campaign	Veteran Students	Ongoing
Student Health 101	Staff/Students	Ongoing
Dating & Domestic Violence (Lunch & Learn)	Students	February
Embrace Your Voice (Spark & Email)	Staff/Students	February
Gender Based Harassment (Spark & Email)	Staff/Students	April
Sexual Assault (Spark & Email)	Staff/Students	April
Sexual Harassment (Spark, Email, & Zoom)	Staff/Students	April
Bullying (Zoom)	Staff/Students	April
Bystander Intervention (Zoom)	Staff/Students	May
Excessive Heat Warning (Spark & Email)	Staff/Students	May
Stalking (Spark, Email, & Zoom)	Staff/Students	May
Earthquake Safety (Spark & Email)	Staff/Students	June
Refuse To Be a Victim (Zoom/PowerPoint)	Staff/Students	June
Face Coverings (Spark & Email)	Staff/Students	July
Quarantine If You Might Be Sick (Spark & Email)	Staff/Students	July
Social Distancing (Spark & Email)	Staff/Students	July
Being Around Others/COVID (Spark & Email)	Staff/Students	July
Human Trafficking (Spark, Email, & Zoom)	Staff/Students	July
Home Isolation (Spark & Email)	Staff/Students	August
Handwashing (Spark & Email)	Staff/Students	August
Coping with Stress COVID (Spark & Email)	Staff/Students	August
Face Coverings & Gloves (Spark & Email)	Staff/Students	August
Health Effects of Wildfire Smoke (Spark & Email)	Staff/Students	August
Extreme Heat (Spark & Email)	Staff/Students	August
Suicide Prevention (Spark & Email)	Staff/Students	September
Coping with Stress for Employees (Spark & Email)	Staff	September
Wildfire Smoke Safety (Zoom)	M&O Staff	September
Prepare Before an Earthquake (Spark & Email)	Staff/Students	October
CA ShakeOut (Spark, Email & Evacuation Drill)	Staff/Students	October
Halloween Safety Tips (Spark & Email)	Staff/Students	October

2020 Awareness & Prevention Campaign (cont)

Dating & Domestic Violence (Spark & Email)	Staff/Students	October
November Holidays Safety Tips (Spark & Email)	Staff/Students	November
Drunk & Drugged Driving (Spark & Email)	Staff/Students	November
Employee Assistance Program (Spark & Email)	Staff/Students	November
College Safety Tips (Spark & Email)	Staff/Students	November
Wellness/Coping Skills (Spark, Email & Zoom)	Staff/Students	November
Depression/Holidays (Spark & Email)	Staff/Students	December
Holiday Safety Tips (Spark & Zoom)	Staff/Students	December

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. Porterville 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 KCCCD Vice Chancellor of Human Resources, the KCCCD 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 KCCCD 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.

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 the Safety & Security Manager at collegesafety@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

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

The Porterville College Evacuation & Drills procedure is currently being revised. Information and updates on this process can be obtained by contacting Safety & Security at 559-791-2440. 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. Due to COVID 19 and the campus closure, Porterville College was able to perform one announced and one unannounced drill during 2020.

Unannounced Drill: On August 13, 2020, a faint smell of gas was reported at the east end of the campus. The buildings in the area were evacuated out of an abundance of caution. A thorough inspection of the campus revealed there was not a gas leak and students and employees resumed their regular duties.

Announced Drill: On October 15, 2020 at approximately 10:15 AM, Porterville College participated in the Great California ShakeOut. The drill consisted of informational emails sent out to the campus community, an on-campus evacuation drill of the Heath Careers classes, and the campus community was invited to participate in a virtual drill ([PC Virtual Drill](#)).

Campus Evacuation Maps

PORTERVILLE COLLEGE Safety & Emergency Services Campus Map



Porterville College

Campus Directory