KERN COMMUNITY COLLEGE DISTRICT

2019
Annual Campus Security and Fire Safety Report

PORTERVILLE COLLEGE

October 1, 2019

Prepared by Todd Dearmore, Safety & Security Manager

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2019 Annual Campus Security and Fire Safety Report

The Porterville College (PC) Annual Campus Security and Fire Safety Report is published each year to provide crime and fire statistics and information on safety and security related services offered by the college, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report has been modified to include the new requirements imposed by the Violence Against Women Reauthorization Act (VAWA) Campus Sexual Violence Act (SaVe Act) provision, section 304.

This report is prepared with data and information provided by the Porterville College Office of Public Safety (PCOPS), the Office of the Vice President of Student Services, campus security authorities and various law enforcement agencies that provide services to PC properties within their jurisdictions. The report summarizes college and campus safety and security programs and contains policies and procedures designed to enhance personal safety at Porterville College.

The report also offers a resource guide, directing readers to campus safety and security services such as crime prevention, security awareness, fire safety drills, alcohol and substance abuse policies, sexual assault, procedures for reporting a crime, emergency and evacuation procedures, as well as other matters of importance, to the campus community. The report also provides crime prevention and personal safety guidance and strategies to our staff and students.

This report is prepared with data and information provided by the Porterville College Campus Safety Office, the Office of the Vice President, Student Services, campus security authorities and various law enforcement agencies that provide services to Porterville College properties within their jurisdictions. The report summarizes college and campus safety and security programs and contains policies and procedures designed to enhance personal safety at Porterville College.

The 2019 Annual Campus Security and Fire Safety Report is posted on the PCOPS website in PDF format. Crime and disciplinary referral statistics are located at the end of the report. This report has been modified to include the new requirements imposed by the Campus Sexual Violence Act (SaVe Act) provision, Section 304.

For more information regarding campus safety or to request a paper copy of the report contact PCOPS at 559-791-2459, email the Porterville College Safety & Security Office at todd.dearmore@portervillecollege.edu or write to the department at 100 E. College Avenue, Porterville, CA 93257.

The Jeanne Clery Story- Courtesy of the Clery Center for Security on Campus

Focused on advocacy, education and collaboration, the Clery Center for Security On Campus (formerly Security On Campus, Inc.) is a nonprofit 501(c)(3) organization dedicated to safe campus communities nationwide. The organization was founded in 1987 by Connie and Howard Clery following the April, 1986 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 whom Jeanne did not know prior to the attack.

Through their grief, and with strength and courage, the Clery's committed themselves to creating enduring change. They were alarmed by the lack of information provided students and families about the rapid increase of violent and non-violent incidents on campuses; they realized that while crimes were being reported to campus authorities, administrators often failed to provide adequate warnings about those incidents—even more troubling, there were no uniform laws mandating them to do so.

The Clery's took their fight to Capitol Hill. In 1990, three years after the organization's founding, Congress approved the Crime Awareness and Campus Security Act. Later renamed in Jeanne's memory, the Jeanne Clery Act took effect in 1991. It requires colleges and universities to disclose their security policies, keep a public crime log, publish an annual crime report and provide timely warnings to students and campus employees about a crime posing an immediate or ongoing threat to students and campus employees. The

law also ensures certain basic rights for victims of campus sexual assaults and requires the U.S. Department of Education to collect and disseminate campus crime statistics.

A new set of amendments, including updated emergency response and warning procedures and hate crime reporting standards were added to the Clery Act in 2008. A full text of 20 USC 1092(f) can be found at: https://www.niu.edu/generalcounsel/safety/Clery%20Act.pdf

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 - love for the special people in her life, many of whom used the tragedy of her death as motivation to create positive change at colleges and universities nationwide.

"A personal note about Jeannie...she was your typical freshman. She was a good student, well-liked, and a tad shy, but social. She was pretty, athletic, and had an infectious laugh. She was slightly a tomboy, and obviously grew up in a house with two brothers as she didn't take much crap from her guy friends and could have probably beat most of us in an arm wrestle. She was our friend, my occasional date, a great person to hang out with, just one of our group. [She was] special..." - Andy Cagnetta, Friend of Jeanne and Clery Center Board Member

"Jeanne loved Lehigh and she loved her Lehigh friends. I was pleased to see her growing into a mature young woman. Jeanne would tell me stories of her time at Lehigh, like being thrown upside down in a trash barrel, and I would say kiddingly, 'Were you in slacks?' 'Of course I was, Mom.' And she loved going to Phi Sig Fraternity, her favorite fraternity. Jeanne was so sweet and beautiful (more beautiful inside) but also strong and fun loving. She was joy, total joy." - Connie Clery, Jeanne's mother and Clery Center Founder and Chairwoman Emerita.

Introduction and Purpose

In 1998, the federal government passed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or commonly referred to as the Clery Act. This law requires colleges and universities receiving federal funding to publish an annual report disclosing campus security policies and three years of selected crime and fire statistics, to make timely warnings to the campus community about crimes that pose an ongoing threat to students and employees, and to post a public crime log. This document is the annual report.

The 2019 Annual Campus Security and Fire Safety Report details important efforts to prepare for, provide, and enhance the safety needs of the community. The following report meets federal requirements for annual reporting of incidents on campus, including the Higher Education Opportunity Act of 2008 related to the Jeanne Clery Act, emergency notification and fire safety reporting.

Porterville College is a city within a city, complete with a complex network of departments and personnel needed to run smoothly. Porterville College is located at 100 East College Avenue, Porterville, California, at the base of the scenic Sierra Nevada Mountain Range in southeastern Tulare County. The population of the Porterville urban area is approximately 59,000 persons and that of the surrounding service area is 90,000 persons. The 2019 Annual Campus Security and Fire Safety Report details important efforts to prepare for, provide, and enhance the safety needs of the community. The following report meets federal requirements for annual reporting of incidents on campus, including the Higher Education Opportunity Act of 2008 related to the Jeanne Clery Act, emergency notification and fire safety reporting.

A Message from the President

Welcome to this year's Annual Security Report, which is prepared pursuant to the J*eanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.* This 2019 *Annual Security and Fire Safety 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 Safety & Security Department, 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.

Dr. Claudia Habib
President - Porterville College

Message from the Safety and Security Manager

The College's long-standing, strong, and cooperative relationships with our local law enforcement agencies and community partners aid in the ability to provide a proactive safety approach. The Safety Office is dedicated to making data driven decisions to provide high quality public safety services.

One of the most important tools to increasing safety on campus is encouraging our students, faculty and staff to stay informed. The professional application of the campus community's feedback is imperative to implementing safety-related services on campus. We are intentional in our efforts to protect students from all forms of sexual misconduct, sexual violence, dating violence, domestic violence and stalking. Accordingly, we provide programs focused on prevention and advocacy. We emphasize information, preparation, and collaboration. Porterville College strives to create and maintain a positive atmosphere that encourages learning in a safe and responsible environment.

Todd Dearmore
Safety & Security Manager- Porterville College

Clery Act Compliance

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to annually disclose certain information about campus crime and security and fire safety policies. All public and private institutions of postsecondary education participating in Title IV financial aid programs are required to:

- Publish an annual report disclosing campus security policies and three years of selected crime and fire statistics.
- Make timely warnings to the campus community about crimes that pose an ongoing threat.
- Keep a public crime log.
- Uphold basic rights to victims of sexual assault.
- Make accurate crime statistics available to the U.S. Department of Education, which centrally collects and disseminates campus crime statistics at the national level.

Preparation of the Annual Report

The Annual Campus Security and Fire Safety Report (ASR) is released on October 1st of each year, in compliance with state and federal crime awareness and campus security legislation, including the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report reflects the campus' ongoing efforts to refine and clarify student discipline procedures. Additionally, this report reflects the current review of institutional policies that address and prevent campus sexual violence through training pertinent institutional personnel.

The Annual Campus Security and Fire Safety Report is published annually on the Porterville College website home page in the following locations:

- PCOPS website (www.portervillecollege.edu/about-pc/safety-security)
- Admissions website (https://www.portervillecollege.edu/apply)
- Human Resources website (https://www.portervillecollege.edu/human-resources).

This year's report reflects crime statistics that were reported in 2016, 2017, and 2018. There is no reporting of Fire statistics or missing persons as the college does not provide on or off campus living facilities to students.

The ASR is authored and maintained by Porterville College. Beginning in February each year the PCOPS reviews and updates the ASR to ensure compliance with the latest available updates to the Clery, VAWA and SaVE Acts. Statistics are compiled through crimes reported to the PCOPS and requests for reported crimes to the college's law enforcement partners. Once the ASR is updated, the PCOPS inserts statistical information and resources specific to Porterville College before publishing the report on October 1. The report may be viewed on the Porterville College Campus Safety website www.portervillecollege.edu/about-pc/safety-security. To request a paper copy of the report, contact the Porterville College Safety and Security Manager at (559)791-2440 or 100 North College Avenue, Porterville, CA 93257.

In order to comply with the Violence Against Women Reauthorization Act (VAWA), the crime categories were expanded in 2015 to include domestic violence, sexual assault, dating violence and stalking. The report reflects the campus' ongoing efforts to refine and clarify student discipline procedures. Additionally, this report reflects the current review of institutional policies to adopt practices that address and prevent campus sexual violence through training and awareness campaigns for students and employees.

Crime statistics include certain categories of crimes and judicial referrals required for disclosure under the Clery Act which occurred on campus, properties owned or controlled by Porterville College and on public properties immediately adjacent to and accessible from Porterville College campus in compliance with VAWA. Campus crime, arrest and judicial referral statistics include those reported to Porterville College,

campus security authorities (as defined by federal law), and law enforcement authorities in whose jurisdiction Porterville College properties reside. Porterville College discloses all incidents reported to the department that fall into any of the required reporting classifications as a statistic in the annual report.

Notification Process

By October 1, each year, all enrolled students and employees receive an email notification regarding the content and availability of the Annual Campus Security and Fire Safety Report. The email provides information regarding how to access the report. The electronic postcard (see below) is distributed via email to:

- All faculty and staff
- All students (currently enrolled and those who have applied by October 1st)

Notification is also posted in the following locations:

Porterville College Website Home Page https://www.portervillecollege.edu/about-pc/safety-security
Human Resources website (for prospective employees) https://www.portervillecollege.edu/human-resources
Admissions website (for prospective students) https://www.portervillecollege.edu/apply

October 1, 2019

Dear Porterville College Faculty Member, Staff Member, Student, or Prospective Student:

In compliance with federal law, Porterville College prepares an annual report on campus security and fire safety programs and services. The 2019 Annual Campus Security and Fire Safety Report is available online at: https://www.portervillecollege.edu/about-pc/safety-security

The report includes crime statistics for the previous three calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Porterville College; and on public property within or immediately adjacent to and accessible from the campus. No Fire statistics or Missing Person's statistics are included, as Porterville College does not offer student-housing facilities.

The report also includes information and policy statements regarding campus security and safety, for example, crime prevention, security awareness, fire safety drills, alcohol and substance abuse, sexual assault, procedures for reporting a crime and emergency and evacuation procedures, as well as other matters of importance to the campus community. This report has been modified to include the new requirements imposed by the Violence Against Women Reauthorization Act (VAWA) - Campus Sexual Violence Act (SaVE Act) provision, Section 304. Compliance with provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

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.

A Safe Campus Is a Team Effort

The Porterville College Office of Public Safety (PCOPS) is a community-oriented, trust-based Public Safety Department. Our community-oriented approach fully engages our campus community in identifying and addressing problems through a collaborative process.

Porterville College fully supports the national effort of, "If you see something, Say Something". By doing so you will be assisting in keeping our college community safe. You can find more information at https://www.dhs.gov/see-something-say-something.

PCOPS is committed to adopting a problem-solving model, where criminal behavior is addressed at the root causes. The PCOPS is encouraged to incorporate innovative methods in working closely with the college community.

It is the responsibility of each person to contribute to the safety of the entire community by taking action when necessary to prevent crime, particularly crimes of violence by notifying the PCOPS when you see something happen. Campus safety and security is a shared responsibility, which takes a team effort to be effective.

"If you see something, say something."

Members of the campus community are invited to report concerns to the PCOPS. Students may also report concerns to the Office Vice President of Academic Affairs or the Information Desk at 559-791-2330.

Contact numbers

PCOPS Emergency Assistance:	559-310-2143
PCOPS Non-Emergency:	559-791-2440
Porterville Police Department Non-Emergency	559-782-7400
Porterville Police Emergency Number:	9-911 (campus phone) 911 (cell phone)

Office of Public Safety Authority and Jurisdiction

The Porterville College Safety and Security Manager oversees the Campus Safety program The Public Safety Officers are not sworn police officers. Security personnel have been granted administrative authority by the Kern Community College District Board of Trustees and College President to provide safety for persons and property on campus. The City of Porterville Police Officer that is assigned to Porterville College may investigate, apprehend, and arrest anyone involved in illegal acts on campus. If a student commits minor offense involving District/College rules and regulations, the Office of Public Safety may refer the student to the Vice President of Student Services for disciplinary action.

In some cases, Porterville College Public Safety Officers have the authority under the laws of Citizens Arrest, CA Penal Code 837, to make arrests for certain public offenses to maintain a safe and secure learning environment on campus. If an arrest is made the local law-enforcement agency will be notified to respond.
All criminal offenses such as murder, rape, assault, robbery and auto theft are reported to the Porterville Police Department; joint investigative efforts with officers from the Department of Public Safety and the Porterville Police Department may be deployed to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted by the District Attorney through the Superior Court of Tulare County.

The safety and security staff's jurisdiction extends to the boundaries of college owned and operated property. Any crime that occurs outside the boundaries of the college should be reported immediately to the appropriate law enforcement authorities or 9-1-1.

Security of and Access to Facilities

Porterville College Main 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 Safety

When crimes occur on campus, the PCOPS wants the campus community to be well informed. The goal is to keep students, faculty, staff and the campus community aware so that precautions can be taken to avoid becoming a victim of a crime.

Crime Prevention Tips

Personal Safety

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

- If working late, arrange to leave with a co-worker or call PCOPS for Safety Escort assistance. 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. Remember, always immediately report suspicious people or conditions to PCOPS.
- If being followed, go to an office where there are other people.
- When walking to a vehicle or home from work vary the route.
- Be alert to any suspicious persons or vehicles.
- Carry a fully charged cell phone with emergency numbers pre-programmed into the device.
- Pay attention to your surroundings and beyond. Look up and look around!

Office Security

Protection of property begins with the willingness to take a few simple steps:

- Never leave purses, wallets, or other valuables unattended.
- Never leave keys lying around.
- Cash left in plain sight on a desk or in an unlocked drawer is a great temptation to thieves.
- Request authorization from persons asking for confidential information or from delivery or repair people who want to enter an area restricted to employees.

Key Control

- Those responsible for office keys should not leave them unattended, in plain sight on a desk, or in an unlocked top drawer where they could easily be taken or copied.
- Give keys only to those who are authorized and have a legitimate need and make sure they are returned.
- If keys are lost or stolen notify the Porterville College Campus Safety Office staff and the Maintenance and Operations Department immediately.

Property Protection

Theft is always a concern on campus, to reduce the risk of being victimized:

- Engrave personal property, such as electronic or sporting equipment, with your initials or other identifying marks.
- 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 unlocked. It only takes a moment to steal an unlocked bicycle.
- U-lock style locks are best. Cables and padlocks can easily be cut.
- Lock the bicycle frame to a bike rack. Front wheels can easily be removed.

Parking Lot Safety

- Lock vehicles at all times. You should always roll your windows completely up so your vehicle is secure.
- When returning to a vehicle, have the keys out while approaching. Check the interior.
- If suspicious persons are lurking in the parking lot, notify PCOPS immediately.
- Remove all valuables from vehicles. Leave them at home or lock them in the trunk.
- If working late, ask a co-worker for an escort to the parking lot or call PCOPS.

Being an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. Bystanders are “individuals who observe violence or witness the conditions that perpetuate violence. These individuals are not directly involved but have the choice to intervene, speak up, or do something about it.” The College promotes a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Individuals may not always know what to do even if they want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 9-1-1, if a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like he or she could be in trouble or need help, ask if he or she is ok.
- Confront people who seclude, hit on, attempt to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this policy for support in health, counseling, or with legal assistance.

In a Threatening Situation

- The best defense is avoidance and following instincts.
- Decide what to do in various situations before they occur. Try role-playing with a friend.
- If confronted by someone who only wants property, give it to them.
- Try to get an accurate description of the assailant. If a vehicle is involved, get the license number and call the PCOPS staff or dial 9-1-1.

Incident Reporting

- Report all crimes, no matter how minor they may seem. Notify the PCOPS of all suspicious persons or activity.
- If suspicious people or activity is observed, notify the PCOPS immediately.
- Post the local police, fire, and ambulance emergency numbers and the PCOPS phone numbers near the phone.
- Report any broken or flickering lights, dimly lit corridors, doors that don't lock properly, etc. to the PCOPS and the Maintenance and Operations Department. Don't think that someone already has because they may not have.

Safety Tips:

- Stay alert and plan ahead for "What if…"
- Always be aware of surroundings and avoid any situations that are uncomfortable.
- Use the "buddy system" while out and about. There really is "strength in numbers."
- If possible, do not walk or jog alone after dark.
- If going out alone, let someone know where and a return time.
- If suspicious activity is witnessed, call PCOPS at 559-310-2143 or 9-1-1.
- If walking at night, remember the following:
    1. Always carry a fully charged cell phone, with emergency numbers pre-programmed.
    2. Do not wear head phones while walking or jogging.
    3. Avoid isolated or dark areas.
    4. Walk near curbs, away from alleys and doorways.
    5. Walk at a brisk pace; be aware of anyone walking behind or nearby.
- If threatened, attract attention by making loud noises or by screaming. Use of an LED flashlight or a whistle can also attract attention.
- If in a threatening situation, seek out a safe place or a place where there are groups of people like a business. Call 9-1-1 immediately.
- Take appropriate steps to secure personal property.
- Never leave valuables unattended for any amount of time.
- Never leave valuables in plain view inside a vehicle.
- Always lock all doors and windows to your vehicle.
- If using a bicycle, use only a U-Bolt type lock. Steel cable locks can be easily cut in less than three seconds.

"If you see something, say something."

SAFE CAMPUS RESOURCES

Important Phone Numbers	
PC Office of Public Safety Contact Information	
PC Department of Public Safety/Escort	559-791-2440 or 559-310-2143
Disabled Students Programs and Services	559-791-2215
Courtesy Cart	559-791-2215
Parking Information	559-791-2440
Campus Safety	559-791-2440
PCOPS Website	www.portervillecollege.edu/about-pc/safety-security
Porterville Police	
Emergency	9-1-1
Non-Emergency	559-782-7400
Other College Resources	
Office of the Vice President of Student Services	559-791-2218
Manager Human Resources	559-791-2457
Counseling Center	559-791-2329
Student Health and Wellness Center	559-791-2212

Procedures for Accurate and Prompt Crime Reporting

Community members, students, faculty, staff and guests should report all crimes and public safety related incidents to the PCOPS in a timely manner. Prompt reporting assists in the investigation and the apprehension of the suspect(s), aids in providing timely warning notices to the community when appropriate, may aid in the prevention of similar crimes, and ensures inclusion in annual crime statistics. Local law enforcement agencies shall be contacted to investigate a report when it is deemed appropriate, and may forward reports to the District Attorney's Office and or the Office of Student Services for review and potential action.

Suspicious Activity – Any suspicious persons or activity observed in the parking lots or around vehicles or buildings should be reported to PCOPS by calling 559-310-2143, unless a life-threatening situation, then dial 9-1-1 or 559-782-7400

Criminal Activity – Any crime, no matter how small, is important to PCOPS. Public Safety encourages all campus community members to promptly report crimes, which assist in the investigation and the apprehension of the suspect(s), aids in providing timely warning notices to the community when appropriate, may aid in the prevention of similar crimes, and ensures inclusion in annual crime statistics.

Crime Awareness – PCOPS maintains a daily campus crime log which is available in the PCOPS office for public viewing during normal business hours. In the event of an ongoing threat to the safety of the Porterville College community, a PC Alert will be sent out notifying the community via email, voicemail, and text.

Crime Reporting Methods

- Dial 9-9-1-1 or 559-310-2143 for emergencies: Dialing 9-1-1 from any public phone or cellular telephone reaches the Porterville Police Department Emergency Line.
- Dialing x2440 from any campus phone or 559-791-2440 from a cell or home phone reaches the PCOPS emergency line. PCOPS campus officers, Porterville City Police Officers, Fire Department, Paramedics

and Ambulance services are contacted and dispatched from this number. All Public Safety Officers have direct access to Porterville Police Communications Channels via handheld radios.

- Contact PCOPS at 559-791-2440 for non-emergencies, to report a crime not in progress, or to report security related issues.
- Make a report in person at PCOPS located at M&O-2, in the Maintenance and Operations Building.
- Report questionable activity or to report a crime and go to our website under the link, "Report Questionable Activity."

Campus Security Authorities (CSA)

What is a CSA? While Porterville College strongly encourages community members to promptly report all crimes directly to the PCOPS by calling 559-791-2440 or any emergencies by dialing 9-1-1, Porterville College also recognizes that some may prefer to report to other individuals or college offices. The Clery Act recognizes certain college officials and offices as "campus security authorities" (CSAs). The Act defines such an individual as:

- Porterville College Office of Public Safety
- Official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.
- Any individual or organization specified in a statement of the College's security policies as a place to report criminal offenses.

What do CSA's do? The function of a campus security authority is to report to the official or office designated by the college to collect crime information, such as the Public Safety Office, those allegations of Clery Act crimes that he or she concludes were made in good faith.

What shouldn't a CSA do? A campus security authority is not responsible for determining authoritatively whether a crime took place; that is the function of the Office of Public Safety. A campus security authority should not try to apprehend the alleged suspect of the crime. That too is the responsibility of the Department of Public Safety. It's also not a CSA's responsibility to try to convince a victim to contact law enforcement if the victim chooses not to do so.

While there are numerous CSA's at Porterville College the institution officially designates the following offices as places where the college community should report crimes or policy violations (This is not an inclusive list. For additional information, regarding Campus Security Authorities "CSA", please visit the the Clery Center website link at https://clerycenter.org/wp-content/uploads/2017/01/handbook-2.pdf .

Vice President for Student Affairs	559-791-2218
Director of Athletics	559-791-2260
All Campus Safety Office Staff	559-791-2440
Athletics Trainer	559-791-2460
Student Club Advisors	www.portervillecollege.edu/asps/campus-and-student-clubs

Student Academic Counselors, and Health Educators also serve as CSAs.

Confidential Reporting Procedures

As a result of the negotiated rulemaking process, which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors," when acting as such are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

- **Pastoral Counselor** – 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 is functioning within the scope of that recognition as a pastoral counselor.

- **Professional Counselor** – 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 persons who have significant responsibility for campus and student activities and counsel or advice students and employees are not exempt from reporting, even if the counseling is confidential.

Voluntary Confidential Reporting

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

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

Off Campus Criminal Activity

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 enjoy a close working relationship utilizing a cooperative team approach with the local law enforcement when violations of local, state or federal laws occur.

Timely Warnings

According to the Department of Education, in order to keep the campus community informed about safety and security issues on an ongoing basis, an institution must alert the campus community of certain crimes in a manner that is timely and will aid in the prevention of similar crimes.

In the event a situation arises, either on or near the Porterville College campus, that, in the judgment of the Porterville College Office of Public Safety (PCOPS) Manager, PC Public Information Officer or a designee, constitutes a serious or continuing threat to students and employees, a campus wide timely warning will be issued as soon as pertinent information is available.

The PCOPS Program Manager, PC Public Information Officer or a designee will develop timely warning notices to notify members of the College community about serious crimes that occur on or near campus, when it is determined that the incident may pose an ongoing threat to members of the College community. Timely warning notices are usually distributed for Clery reportable crimes: Criminal Homicide, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Hate Crimes, Domestic Violence, Dating Violence and Stalking. Timely warning notices may be distributed for any emergent situation that may cause a threat to the health and safety of the campus community, such as a bomb threat, an active shooter on campus, or a riot. The list above is not inclusive and warnings may be issued for any serious or continuing threat to person, property or campus safety. Each incident is considered on a case-by-case basis, depending on the facts of the case and the information known by PCOPS. For example, if an assault occurs between two known students who have a disagreement, there may be no ongoing threat to other campus community members and in this case, a timely warning notice would not be distributed.

The Program Manager of the Public Safety Office, in collaboration with the PC Public Information Officer will be jointly responsible for determining when a timely warning needs to be disseminated to the campus community.

Once a threat is confirmed, PCOPS and the Public Information Officer will without delay and taking into account the safety of the community; determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of first responders (e.g. PCOPS, Porterville Police Department and/or Porterville Fire Department), compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the situation.

Timely warnings are typically written by the PC Public Information Officer and reviewed by the Manager of PCOPS. A PC ALERT will be activated to phone, text and email to PC College students and employees informing them of the situation.

As additional facts become available, timely warning follow-up information may be disseminated via PC ALERT, the PC website, Twitter, Facebook and via the local media. If you have pertinent information regarding the event, please call PCOPS and provide the information. If you do not have important information to provide PCOPS about the event, do not call the PCOPS Office to ask questions about the ongoing event due to they will be busy working to resolve the situation.

Emergency Response and Evacuation Policy

Porterville College uses the Blackboard Emergency Notification System that allows for the use of text messaging, emails and phone calls to notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff.

Emergency Response – An emergency is an event, expected or unexpected, that poses an immediate threat to the health and safety of students, faculty and staff. College faculty, staff, and students are instructed through both the emergency procedures flipchart and website to call 9-1-1 or PCOPS at 559-310-2143 to report life threatening emergencies and the Office of Public Safety 559-791-2440 for other emergency assistance.

Confirmation of an emergency is determined when an Incident Commander (per the College's Emergency Operations Plan), Public Safety Officer, fire official or local law enforcement agencies have assessed the situation to confirm that there is an emergency. That confirmation will be communicated to at least one of the following: PCOPS Program Manager or Vice President of Student Services.

The Porterville College Crisis Response Plan (CRP) is designed to provide Porterville College with a management tool to facilitate a timely, effective, efficient, and coordinated emergency response. The CRP establishes a Campus Incident Command Center that utilizes the National Incident Management System (NIMS) Incident Command System (ICS) for managing response to emergencies and disaster events and is intended to

be fully NIMS compliant.

Emergency Communication Systems – The College uses the Blackboard Alert System, known as PC Alert, to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

Communication with the Larger Community – One of the following methods will be used to disseminate emergency information to the larger community:

- PC homepage (www.portervillecollege.edu)
- Local emergency response agencies
- Local Media, Facebook, Twitter.

Emergency and Evacuation Procedures – Porterville College publicizes general emergency response and evacuation procedures to the broad campus community through emergency procedures documents. The emergency document includes information on how to respond to various different hazards/threats and also includes general information about evacuation. Additionally, evacuation maps are posted in every campus building and classroom. Evacuation drills occur for all college buildings.

The emergency information is written for use by all Porterville College facilities including those distant from the Porterville College main campus. The telephone numbers listed on the campus map, with the exception of 9-1-1, are telephone numbers for resources located to their specific location. The posters and documents are distributed to the community via PCOPS. Evacuation information is provided for emergency evacuation, non-emergency evacuation, and shelter in place situations.

Emergency Notification System Test – Porterville College teste the Emergency Response annually. The tests may be announced or unannounced. The college's emergency notification system (PC ALERT) is tested at the beginning of every semester.

Announced test of a campus wide evacuation and first responder activation simulation of Earthquake.

- April 9, 2018 - Porterville College held a campus evacuation.
- October 18, 2018 - Porterville College participated in the Great California Shakeout. PC simulated an earthquake evacuation drill of all buildings on campus.
- December 10, 2018 - Porterville College held an evacuation drill of the Academic Center Building.

PORTERVILLE COLLEGE

Safety & Emergency Services Campus Map

Porterville College

Campus Directory

What to do if Sexually Assaulted

The Kern Community College District and Porterville Community College do not condone nor tolerate 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, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

All victims of these forms of assault or abuse will be provided assistance by the college to seek medical treatment and if they so choose, they will be assisted with contacting local law enforcement to file a police report. The Title IX Coordinator will also provide Information for internal college assistance and assistance within the victim's local community.

Procedures to follow: If Stalking, Dating Violence, Domestic Violence or Sexual Assault or any form of Sexual Harassment Happens to you.

- Contact the Porterville Police Department or PC Public Safety for assistance and information or to report the incident. Reports of all domestic violence, dating violence, sexual assault and stalking made to PC Public Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges. The PC Public Safety Department, Title IX Coordinator, Office of Student Conduct or Human Resources, will assist the survivor in contacting the correct law enforcement agency, if requested. Furthermore, victims have the right to decline to notify law enforcement.

- After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible. Go to the hospital nearest you. A qualified physician or nurse will examine you for injuries and collect physical evidence that could be used in judicial proceedings, if you decide to prosecute.

- If possible, do not change your clothes, shower, eat or drink between the rape and the trip to the emergency room. Preserving evidence is critical and can assist in prosecution. Bring a change of clothes with you because the police will need the clothes you were wearing for evidence. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to college adjudicators/investigators or police.

- Even if you do not wish to prosecute, it is important that you have a physical exam after the attack. Besides bruises or other physical injuries, the perpetrator might have passed on a sexually transmitted disease that requires treatment. An HIV/AIDS test may also ease your mind, although six months must elapse after an attack to accurately detect the presence of HIV, the virus that causes AIDS.

- The PC Title IX Coordinator can assist you with setting up counseling appointments or you could seek out a private counselor. All these services are free of charge (except private counseling) and CONFIDENTIAL. If you are not comfortable talking with a counselor, consider talking with a trusted friend or family member. Although there are statutes of limitation on criminal cases, they are often longer than you think. You also have the option of campus and civil charges
- If the assault and its aftermath are interfering with your ability to complete your work or academic performance, you can get assistance from the Director of Student Services or the Title IX Coordinator, or the academic dean. They will also assist in changing academic situations after an alleged sexual assault incident, should the survivor request such assistance and such changes are reasonably available, regardless of whether a report is filed with the PC Public Safety Department or the Porterville Police Department or local law enforcement in your area.
- Remember that it is never too late to deal with a sexual assault, and that you can heal from this significant trauma. People are ready and able to help you, but the y cannot if you do not ask.

Medical Care

As mentioned above, survivors of very recent assaults should go to the emergency room of the hospital nearest to you for a physical exam and the collection of evidence. An official from PC can take you if you would feel more comfortable. All survivors, past or present, should be seen by a qualified physician or nurse to check for sexually transmitted diseases, physical trauma, and possible pregnancy. Female survivors may prefer to see a female physician and should request one if that will increase their comfort, though in the emergency room that may not always be possible.

Counseling Options

The Title IX Coordinator or the Director of Student Services can assist you in obtaining counseling. Counseling is often crucial to the recovery process, and survivors should be encouraged to seek the assistance of qualified professionals, even if many years have elapsed since the assault. As always, the choice to seek counseling is up to the survivor.

Legal and Judicial Options

Sexual assault survivors have three options from which to choose: filing criminal charges, filing a report with the Title IX Office, which works closely with the Office of Student Conduct and Public Safety, and filing a civil suit for monetary damages. Survivors are not limited to

just one of these options but can choose any combination including filing all three types of charges. Below is a brief description of each type of judicial process.

Criminal

A police report must be completed before an investigation can begin and charges can be filed. The location of where the assault occurred will determine the jurisdiction of the investigating authority.

The Porterville Police Department investigates all Felony crimes on campus. If the assault occurs anywhere on PC owned, leased or rented property, the PC Public Safety Department will assist the student in notifying these authorities, if the student requests assistance.

Many survivors believe that if they do not file criminal charges immediately, they lose that option. This may not be the case. There are statutes of limitations for filing criminal charges, but they are typically several years in duration. Certainly, it is best to go to the police as soon as possible after an assault, in order to preserve as much evidence as possible. However, even if some time has elapsed, the police still encourage survivors to come forward. Criminal charges are prosecuted by the State of California, not the individual survivor. A local prosecutor will argue the case at no cost to the survivor. The survivor serves as the primary witness to the crime, and his or her testimony is crucial to the case. Criminal cases may take considerable time to proceed through the justice system. Typically, the press protects the identity of the survivor, although the identity of the accused perpetrator is not protected.

Assistance for Victims: Rights and Options

Regardless of whether a victim is a student or employee, elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the college will assist survivors of sexual assault, domestic violence, dating violence, and stalking by providing them with written information and assistance regarding existing counseling, health, mental health, victim advocacy, legal assistance and other services available for victims both within the institution and in the community.

Confidentiality

Survivors may request that directory information on file with the college be withheld by request through Admissions and Records office. Personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures.

By only sharing personally identifiable information with individuals on a need-to-know basis, the institution 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.

"Upon receipt of a report of sexual assault, the college will initiate a review of the circumstances and notify the law enforcement agency responsible for the jurisdiction where the incident occurred if the survivor agrees to the notification to local law enforcement. The review will occur immediately after receiving the initial report. Personal Identifying Information may be released to either agency if it is determined that the release is necessary to protect the health or safety of the student or other individuals.

Sexual Assault Resources

Sexual Assault Resources	
On Campus	
Office of the Vice President of Student Services	559-791-2218
Title IX Coordinator	559-791-2457
PCOPS Safety & Security Program Manager	559-791-2459
Off Campus	
Sexual Assault Hotline	1-800-273-7713 & 1-800-656-4673
Sierra View Hospital	559-784-1110

Sex Offender Registration Information

The Campus Sex Crimes Prevention Act (Section 1601 of Public Law 106-386), a federal law enacted on October 28, 2000, provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education or working or volunteering on campus. The act amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act to require sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. It requires that state procedures ensure this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions are located and that it is entered into appropriate state records or data systems.

These changes took effect October 28, 2002. The act also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in addition to other disclosures required under that act, to advise the campus community where to obtain law enforcement agency information provided by a state concerning registered sex offenders. These changes took effect October 28, 2002 and this notice has been a requirement beginning with the annual security report due October 1, 2003.

Megan's Law

In 1994, seven year old Megan Kanka was tricked into Jesse Timmendequas' house in Hamilton Township, New Jersey. Jesse Timmendequas, the neighbor, was a convicted sex offender with two prior convictions for sexual abuse of a child, but no one in the neighborhood knew that. Once Megan was inside, Timmendequas raped and murdered her. Eventually, Timmendequas was convicted for the murder of Megan Kanka.

Following Megan's death, a grass roots movement led to the removal of the prohibition of law enforcement notifying the public of the presence of serious and high-risk sex offenders living in their community. On May 17, 1996, President Clinton signed the Federal "Megan's Law". This law permitted law enforcement to release relevant information to protect the public from sexually violent offenders.

For the past fifty plus years, California has maintained a record of those individuals convicted of sexually related crimes. In 1995, California instituted the Child Molester Identification Line, which was expanded in 1996 with the passage of California's Megan's Law. This law allows for the first time public access to information on serious and high-risk sex offenders.

In California, sexual offenders are classified by the Department of Justice into one of three sexual offender categories, High Risk, Serious, or Other. The criteria for each of the categories are defined in the California Penal Code.

In summation, a High-Risk registrant is a serious sex offender who has been convicted of a combination of offenses including a violent sex offense and other crimes. High-Risk status must be determined and verified by the Department of Justice. Generally, these "High-Risk" sex registrants pose a greater threat of re-offending based on their prior criminal acts.

A Serious Sex Offender is required to register with law enforcement if they have been convicted of:

- Assault with intent to commit specified sex offenses
- Rape
- Sodomy
- Lewd and lascivious conduct with a child or dependent adult
- Oral copulation
- Continuous sexual abuse of a child
- Foreign object penetration
- Child molestation
- Kidnapping with intent to commit specified sex offenses
- Felony sexual battery
- Felony enticement of a child for purposes of prostitution
- Abduction of a child for purposes of prostitution

The other sexual offender categories consist of persons convicted of possession of child pornography, spousal rape, indecent exposure, or misdemeanor sexual battery - OR - juveniles adjudicated in juvenile court. Persons falling within the other category are NOT subject to public disclosure.

The law is not intended to punish the offender and specifically prohibits using the information

to harass or commit any crime against the offender. It recognizes that public safety is best served when registered sex offenders are not concealing their location.

It is imperative that pro-active efforts are taken by each citizen to educate and protect themselves and loved ones against crime. The Attorney General now provides the public with Internet access to detailed information on registered sex offenders.

This expanded access allows the public for the first time to use their personal computers to view information on sex offenders required to register with local law enforcement under California's Megan's Law.

The Campus Safety Office encourages all Staff and Students to educate themselves on registered sex offenders in their area. Please visit the California Department of Justice listing at: http://www.meganslaw.ca.gov/

Sex Offense Reporting

When a sex offense is committed, it is imperative that a report is filed as soon as possible with the local law enforcement agency and with the Porterville College Campus Safety Office staff. Victims and witnesses may call 9-1-1, or to report the incident to PCOPS 559-782-2440. If assistance is needed in notifying authorities, college personnel will assist with the process.

For support services, the PCOPS coordinates with the Office of the Vice President of Student Services, the Office of Human Resources, and other campus and community resources.

After an assault, the PCOPS can arrange appropriate academic changes, counseling services, employee assistance programs and support from the victims' assistance program at the District Attorney's office.

To help ensure compliance with Porterville College's obligations under Title IX, as clarified by the Department of Education, Campus Security Authorities (CSA's) are required to notify any College student or staff member who is a victim of sexual assault by another College student or employee of their right to file a Title IX sex discrimination complaint with the College. Sexual assault constitutes an extreme form of sexual harassment which is prohibited by and actionable under Porterville College policy. Victims of sexual assault should be referred to the Title IX Coordinator 661-336-5141, or the Porterville College Title IX Investigator at 559-791-2457.

Definitions

1. **Sexual Assault**
   Sexual assault includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.
2. **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.

    a. 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.

b. Statutory Rape – Sexual intercourse with a person who is under the statutory age of consent.
c. 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 incapacity.
d. Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

3. 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.

a. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
b. For the purposes of this definition-
    - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    - Dating violence does not include acts covered under the definition of domestic violence.
    - Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

4. Domestic Violence

A felony or misdemeanor crime of violence committed

a. By a current or former spouse or intimate partner of the victim;
b. By a person with whom the victim shares a child in common;
c. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
d. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
e. A person similarly situated to a spouse of the victim under California law; or
f. Any other person against an adult or youth victim who is protected from that person's acts under California law.

5. Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

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

professional treatment or counseling.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

6. Affirmative Consent

Affirmative consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in sexual activity to ensure that he/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.

For Employees and Students who are Assaulted:

Any person can report a violation of the Kern Community College District Sexual and Other Assaults on Campus policy including that of alleged dating violence, domestic violence, sexual assault and stalking to the Vice President of Student Services, Campus Safety Office, Title IX Coordinator and the local jurisdictional law enforcement agency (or any combination of the aforementioned). If the incident is reported to the Vice President of Student Services, the Vice President will process the complaint under the Porterville Community College Student Code of Conduct and also notify the Title IX Coordinator. There will be an investigation and, if applicable, an administrative conference or panel hearing for the accused student/s. In the event of an administrative conference, possible sanctions include disciplinary probation, community service, and loss of privileges, conduct reprimand, and educational activities. In the event of a panel hearing, possible sanctions include the aforementioned and expulsion, suspension, and negative notation on the transcript.

Administrative Complaint Procedures

Porterville Community College complies with the Kern Community College District Board Policy section 4F7 related to student conduct. The College President or Vice President of Student Services determines both status and educational sanctions. Status sanctions refer to the student's status within the college community. Educational sanctions are meant to help students reflect on and learn from their experiences, provide an opportunity for personal growth, and connect students with resources both on and off-campus.

All Porterville Community College students and student organizations are responsible for conducting themselves in a manner consistent with the expectations the college has set forth to help create a fair, just, disciplined college community. As such, the college may take disciplinary action for any act constituting a violation of the law or college policy when the act is contrary to the college's interest as an academic community. Disciplinary action may be taken by the college, irrespective of and separate from action taken by civil authorities. Should the college receive a complaint regarding a student/student organization, the following sanctions may be imposed for a violation of college policy: warning, censure, probation, restitution, temporary removal, suspension and expulsion.

Complaints can be made by anyone regardless of their affiliation with Porterville Community College. In cases involving alleged violent behavior, the complainant has a right to be

informed of the hearing outcome. To help them prepare their response, students or organizational representatives may choose an advisor, who may be present at the formal hearing but may not participate in the proceedings. The advisor's role is specifically limited to conferring with her or his advisee. When the formal hearing involves an assault or any complaint where a student is the referral agent, and/or alleged survivor, the complainant and accused student may have a support person or advisor present throughout the formal hearing, but the support person may not participate in the process.

The following student conduct sanctions may be imposed upon a student or student organization for violation of college policy. These outcomes cover all offenses contained in the Kern Community College District Board Policy but more specifically may be considered for allegations of dating violence, domestic violence, sexual assault, and stalking. More than one of the sanctions listed below may be imposed for any single violation.

- **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; 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 (1) 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. The faculty member shall immediately report the removal to the College President or designee for appropriate action. During the period of removal, a student shall not be returned to the class from which he or she was removed without the concurrence of the faculty member of the class.

  Whenever a minor is removed from a class, the parent or guardian shall be notified in writing by the College President or designee. If the student removed from class by a faculty member is a minor, the College President or designee shall ask the parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the faculty member or the parent or guardian so requests, a College administrator shall attend the conference. During the period of removal, a student shall not be returned to the class from which he/she was removed without the concurrence of the faculty member of the class.

- **Suspension:** Exclusion from any or all classes and activities of the College and from use of any District facilities. The College President or designee may suspend a student for good cause as follows:

  a. From one (1) or more classes for a period of up to ten (10) days of instruction.

b. From one (1) or more classes for the remainder of the school term.
c. From all classes and activities of the College for one (1) or more terms.

In all cases of suspension, the student shall receive official notice from the College President or designee.

No student shall be suspended unless the conduct for which he/she is to be disciplined is related to College activity or campus attendance.

Suspensions of any student from the College shall be accompanied by a prompt hearing unless the charges have been disposed of administratively by mutual consent, or the student sends a written notification to the President of the College or designee indicating that he/she does not want to proceed with the hearing. If an immediate suspension is required in order to protect lives or property and/or to ensure the maintenance of order, a reasonable opportunity shall be afforded the suspended person for a hearing within ten (10) days of the suspension.

During the period of suspension, a student shall not be permitted to enroll in any College in the District.

The College President shall report all suspensions of students to the Chancellor of the District.

Whenever a minor is suspended from a College, the parent or guardian shall be notified in writing by the College President or designee. The parent or guardian of the student shall be asked to a conference regarding the removal; and

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

  No student shall be expelled unless the conduct for which he/she is to be disciplined is related to College activity or campus attendance.

  Expulsion of any student from the District shall be accompanied by a prompt hearing. If an immediate expulsion is required in order to protect lives or property and/or to ensure the maintenance of order, a reasonable opportunity shall be afforded the expelled person for a hearing within ten (10) days of the expulsion.

  In cases of expulsion, the Chancellor or designee shall recommend action to the Board of Trustees after receiving the College President's recommendation and supporting documentation, including the hearing panel's recommendation and the hearing record.

  After Board action, the Chancellor or designee shall notify the student by registered mail, return receipt requested. The expulsion may be for a specified or unspecified time and shall be from all Colleges, programs, and activities of the District.

  In expulsion for an unspecified time, the student may, after a reasonable time, request the College President to remove the expulsion. If the College President approves the request, he/she shall make that recommendation to the Chancellor or

designee who may recommend to the Board that the expulsion be removed. The Chancellor or designee shall notify the student of the Board's action.

Student Complaint Procedures

Porterville Community College complies with Kern Community College District Procedures 4F9(a) regarding the student complaint 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.

1. These procedures apply to student complaints such as:
    - Course content
    - Access to classes
    - Verbal or physical abuse by faculty, staff, or students
    - Faculty member refusal to confer with student(s)
    - Harassment

    These procedures do not apply to student complaints which involve:
    - Unlawful Discrimination
    - Sexual Harassment
    - Assignment of grades

2. The College President will determine and publicize which administrative office will receive and administer student complaints.

3. Any party to a complaint may be represented by one (1) person on the College staff or student body.

4. Filing of complaints against any party is a serious undertaking. Prior to filing a written complaint, and within ten (10) instructional days of the incident leading to the complaint, the student(s) should contact the staff member involved in an attempt to resolve the issue. If this attempt is not feasible or does not resolve the problem, the student(s) may initiate Level I action. Complaints may not be filed after ninety (90) instructional days from the date of the incident leading to the complaint.

5. Notices sent to the last address available in the records of the College and deposited in the United States mail, postage prepaid, shall be presumed to have been received and read.

Level I

a. The student(s) should contact the office of the staff member's immediate

supervisor/designee. At the time of contact, the student(s) should complete and submit a Level I "Initial Student Complaint Form" which will be available in the supervisor's office. The student(s) will be given an appointment to meet with the immediate supervisor/designee at this time. The appointment to meet shall be within ten (10) instructional days of notice of the occurrence to the alleged incident.

b. At the time of the appointment, the student(s) and the immediate supervisor/designee will attempt to resolve the issue in a satisfactory manner. All Level I conferences may be tape recorded with the concurrence of both parties. (These recordings shall be the exclusive property of the College/District and shall become part of the complaint file.)If the complainant fails to appear for the scheduled appointment, the Level I complaint process shall be terminated and the complainant shall have no further recourse.

c. Subsequent to the student(s) meeting with the immediate supervisor/designee, the latter shall meet and confer with the staff member(s) involved in an effort to resolve the complaint. If possible, this meeting shall be within five (5) instructional days of the student(s) meeting with the immediate supervisor/designee.

d. After meeting with student(s) and staff member(s), the immediate supervisor/designee shall notify the parties involved of his/her suggestion for resolution. If this resolution is acceptable to the complainant(s), the immediate supervisor/designee shall complete the Level I "Information/Disposition Form" and submit copies of it to the complainant(s), the staff member(s) and maintain the original in a suitable file.

e. If the immediate supervisor/designee does not resolve the complaint to the complainant's satisfaction, the complainant may, within ten (10) instructional days of the decision, file with the appropriate administrator a request to move the complaint to Level II.

f. At the written request of the student(s), action on the complaint may be delayed until the term of the class is completed. In this event, the appropriate administrator may delay any further action on the complaint until the next semester.

g. In the event of a group complaint, at most two (2) students shall be chosen to carry the complaint forward Level II

Level II

a. Under certain circumstances, and in the interest of fairness to all parties, the immediate supervisor/designee may refer the complaint to Level II immediately. The immediate supervisor/designee shall notify the student(s), staff member(s), and appropriate administrator when the referral has been made to Level II.

b. If the complainant(s) choose(s) to move the complaint to Level II, he/she/they must complete a "Request to Appeal from Level I Recommendation" form.

c. Within ten (10) instructional days of receiving the request (either the immediate supervisor's/designee's referral or the student(s)' appeal), the appropriate administrator shall investigate the allegations and convene a conference of the student(s), the staff

member(s), and the staff member(s)' immediate supervisor/designee. All Level II conferences shall be tape recorded by the appropriate administrator. These recordings shall be the exclusive property of the College/District and shall become part of the complaint file.

d. If a complaint is filed within the last thirty (30) instructional days of the semester or the last ten (10) instructional days of summer school, the appropriate administrator may delay any further action on the complaint until the next academic term. The student(s) bringing the complaint and the staff member(s) being complained against must be present at this conference. Under compelling circumstances this meeting may involve teleconferencing. At this meeting, an attempt will be made to resolve the issue(s) and agree upon the remedy. The Student(s) bringing the complaint and all parties named in the complaint must be present at this conference. If the complainant fails to appear for this conference, except for good cause, the Level II complaint process shall be terminated, and the complainant shall have no further recourse.

e. Following this Level II conference, the appropriate administrator shall, within five (5) instructional days, provide his/her written decision and the basis for the decision. Copies of this decision shall be sent to the student(s), the staff member(s), the immediate supervisor/designee, and the appropriate Vice President.

f. The student(s) bringing the complaint and/or staff member(s) being complained against may challenge the Level II decision by proceeding to Level III.

Level III

a. If the student(s) and/or the staff member(s) challenge(s) the Level II decision he/she/they must file a written appeal (See "Request to Appeal from Level II Recommendation" form) within ten (10) instructional days of notification of the Level II decision. This Level III appeal shall be filed with the appropriate Vice President.

b. The appropriate Vice President must be provided with copies of all written materials, recordings, and any other documents generated regarding the complaint at Levels I and II.

c. The purpose of Level III is to make one last attempt to resolve the issues to the satisfaction of the parties involved. To that end, the appropriate Vice President shall, within ten (10) instructional days of receiving the referral assemble the complainant(s), the staff member(s), the appropriate administrator from Level II, the immediate supervisor/designee. (This meeting shall be tape recorded by the appropriate Vice President. These recordings shall be the exclusive property of the College/District and shall become part of the complaint file.)

d. If the appropriate Vice President is able to resolve the difference(s)/complaint(s), such resolution shall be established in written form and shall be validated by the signatures of all parties involved. This agreement shall become part of the file and copies of same shall be made available to the complainant(s), staff member(s), appropriate administrator, immediate supervisor/designee.

e. If the appropriate Vice President is unable to resolve the difference(s)/complaint(s)

he/she shall assemble the Hearing Panel within ten (10) instructional days of that determination. He/she shall provide the Hearing Panel with the procedure to be used and answer any procedural questions which may arise.

Student Complaint Hearing Procedures

Porterville Community College complies with the Kern Community College District Board Procedure 4F9(b) regarding the student complaint hearing panel.

Basis For Hearing

The Student Complaint Procedures are established so that students can resolve difficulties/problems which they encounter in College related activities. Student complaints are taken seriously. Therefore, the complaint must be of a compelling, substantive, and verifiable nature. 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.

The Hearing Panel

Each College shall appoint a Standing Committee from which a panel will be chosen to hear student complaint appeals beyond Level III of the Student Complaint Procedures. The College standing committee shall be composed of eight (8) members. Members shall be appointed each August to serve through July as follows:

- Two (2) faculty members appointed by the Academic Senate President
- Two (2) classified staff appointed by the CSEA or Classified Senate President
- Two (2) students appointed by the Associated Student Body President
- Two (2) administrators appointed by the College President

Composition of Hearing Panel

The non-voting Chair of the Hearing Panel (not a Standing Committee member) shall be appointed by the College President. The Student Complaint Hearing Panel shall be composed of selected members of the Standing Committee and an ad hoc member as follows: If the complaint is against a faculty member, the Hearing Panel shall consist of:

- Two (2) faculty members
- One (1) student member
- One (1) classified member
- One (1) administrator
- One (1) ad hoc voting member appointed by the Academic Senate President

If the complaint is against an administrator, the Hearing Panel shall consist of:

- Two (2) administrators
- One (1) student member
- One (1) faculty member

- One (1) classified member
- One (1) ad hoc voting member appointed by the College President

If the complaint is against a classified staff member, the Hearing Panel shall consist of:

- Two (2) classified members
- One (1) faculty member
- One (1) administrator
- One (1) student member
- One (1) ad hoc voting member appointed by the CSEA or Classified Senate President

Notifications

When a Student Complaint Hearing Panel is to be convened, the appropriate administrator shall prepare and personally deliver or mail a written notice to the parties involved, including the Hearing Panel members, not less than ten (10) instructional days prior to the hearing. Notices personally delivered shall be evidenced by a signed receipt. Notices sent to the last address available in the records of the College and deposited in the United States mail, postage prepaid, return receipt requested, shall be presumed to have been received and read.

The notice shall specify the date, time, and place of the hearing and shall include all data pertinent to the complaint from Levels I, II and III, the Student Complaint Policies and Procedures, and these Hearing Panel Procedures. The notice shall also include a statement apprising each party of his/her/their right to: (1) self-representation or representation by a member of the College staff or student body, (2) present witnesses, and (3) cross-examine witnesses presented by the opposing party.

Hearing Preparation

The appropriate administrator shall be responsible for making the necessary arrangements for the hearing. Arrangements shall include scheduling a room, providing for a tape recorder, providing notice to the parties as provided above; notifying members of the Hearing Panel, and any other arrangements.

Either the student(s) or the staff member(s) complained against may challenge any member of the Hearing Panel for cause. Grounds for cause include any personal involvement in the situation giving rise to the grievance, any statement made on the matters at issue, or any other act or statement indicating that a person could not act in an impartial manner. Any challenge must be made in writing, not less than five (5) instructional days prior to the hearing. Challenges shall be considered by the appropriate administrator. If a challenge is upheld, the appropriate administrator shall direct that an alternate be appointed to the Hearing Panel.

Right to Representation

The student(s) and the staff member(s) may represent themselves, or may be represented by another student or staff member. Neither the student(s) nor the staff member(s) may be represented by any person not in the College community. Neither the student(s) nor the staff member(s) may be represented by an attorney acting in the role of legal advocate.

Right to Advisor

The student(s) and the staff member(s) have the right to be assisted by any advisor they choose. The advisor may be an attorney. However, the advisor, while permitted to attend the hearing, shall not be permitted to participate directly. In other words, the advisor shall not be allowed to address the Hearing Panel, cross examine witnesses, or make arguments on behalf of his/her advisee.

Guidelines for Student Complaint Hearings

Hearings shall be conducted by the Hearing Panel according to the following guidelines:

a. The Chair of the Hearing Panel shall preside over the Hearing and make decisions regarding procedure. The Chair's procedural decisions shall be final. In hearings involving more than one (1) accused student, the Chair may conduct separate hearings for each student.

b. All proceedings of the hearing shall be recorded using audio and/or audio video recorders. The recording of the Hearing shall be the exclusive property of the College and the Kern Community College District and shall be maintained by the appropriate administrative officers. To protect the integrity and confidentiality of the proceedings, no other recording or transcription shall be allowed.

c. All hearings shall be closed. All witnesses shall be excluded from the hearing except when testifying. Admission of any person to the hearing shall be at the discretion of the Chair.

d. The Chair shall call the hearing to order, introduce the parties, and announce the purpose of the hearing, e.g., "This Hearing meets pursuant to Level III of the Student Complaint Procedures to hear a complaint brought by _____ against _____, and make findings of fact and recommendations for action to the College President.

e. The Chair shall distribute copies of the written complaint to the Hearing Panel members, read the complaint aloud, and ask the parties if they have reviewed the allegations. The Chair shall explain the procedures to be followed during the hearing.

f. The Hearing Panel may consider only allegations filed by the student(s) at Levels I and II of the Student Complaint Procedures.

g. The complainant, the staff member(s) being grieved against, and the Hearing Panel shall have the privilege of presenting witnesses, subject to the right of cross examination. Witnesses shall only be identified at the hearing. The panel Chair shall retain the right to limit the amount of time allowed for the complainant's case, rebutting evidence, argument, examination of witnesses and the number of witnesses. Each side must, however, be granted equal time to present their cases.

h. Each party shall be afforded the opportunity to make an opening statement. This statement may not exceed five (5) minutes in length. After the opening statements, each party shall have the opportunity to present relevant evidence and testimony.

i. Formal rules of evidence shall not apply. All relevant evidence is admissible, including, but not limited to, statements of witnesses and relevant documents. The Chair shall decide on these matters.

j. The student(s) has (have) the burden of proving that the allegation(s) is (are) true. The student(s) will present evidence in support of the allegation(s) first. Subsequently, the staff member(s) may present evidence to refute the allegation(s).

k. Each party shall be afforded an opportunity to make a closing statement. This statement may not exceed five (5) minutes in length. The complainant shall close first. Subsequently, the Hearing Panel shall retire to deliberate with only the members of the panel and the panel chair present.

l. The Hearing Panel shall make its decision and/or recommendation(s) based on the preponderance of evidence presented at the hearing and relevant to the allegations filed at Levels I and II of the Student Complaint Procedures. In situations where a consensus cannot be achieved, the decision or recommendation(s) shall be made by a simple majority vote.

Procedures Subsequent to the Student Complaint Hearing Notifications

a. Within five (5) instructional days of the hearing, the Chair shall deliver to the College President the written recommendation(s) arrived at by consensus or by majority vote of the panel members. Minority opinion(s) may be attached to the majority report. The recommendations to the College President are advisory.

b. Within five (5) instructional days of receiving the Hearing Panel's recommendation(s), the College President shall render a decision. This decision shall be communicated, in writing, to the complainant(s), the parties grieved against, appropriate supervisor(s) and administrator(s), and the Hearing Panel Chair and members. The decision of the College President is final.

Confidentiality of Records

a. All reports, records, transcripts, tapes, etc., which are made a part of the hearing shall be retained in the office of the appropriate Vice President.

b. All such reports, records, transcripts, tapes, etc., shall be held confidential except as required by law.

Sexual and Other Assaults on Campus

Kern Community College District Board Procedure 4K1 address sexual and other assaults on campus.

Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking, as defined by California law, whether committed by an employee, student, or member of the public, occurring 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 regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures.

"Sexual assault" includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

"Domestic violence" includes felony or misdemeanor crimes of violence committed by:

- a current or former spouse of the victim;
- a person with whom the victim shares a child in common;
- a person who is cohabitating with or has cohabitated with the victim as a spouse;
- a person similarly situated to a spouse of the victim under California law; or
- any other person against an adult or youth victim who is protected from that person's acts under California law.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or to suffer substantial emotional distress.

It is the responsibility of each person involved in sexual activity to ensure that he/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.

"Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity.

These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information.

All students, faculty members or staff members who allege they are the victims of domestic violence, dating violence, sexual assault or stalking on District property shall be provided with information regarding options and assistance available to them. Information shall be available from the Vice Chancellor Human Resource or designee, who shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the Vice Chancellor Human Resource or designee is authorized to release such information.

The Vice Chancellor Human Resource or designee shall provide all alleged victims of domestic violence, dating violence, sexual assault, or stalking with the following:

- A copy of the District's policy and procedure regarding domestic violence, dating violence, sexual assault, or stalking;

- A list of personnel on campus who should be notified and procedures for such notification, if the alleged victim consents; Deputy Title IX Coordinator, College President, Public Safety Office and the Executive Director, Risk Assessment and Management.

- Information about the importance of preserving evidence and the identification and location of witnesses;

- A description of available services, and the persons on campus available to provide those services if requested. Services and those responsible for providing or arranging them include the Deputy Title IX Coordinator. to a hospital, if necessary; transportation referral to a counselor or counseling center; a list of other available campus resources or appropriate off-campus resources.

- The victim’s option to:

    - notify proper law enforcement authorities, including on-campus and local police;
    - be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
    - decline to notify such authorities;

    - Information about the participation of victim advocates and other supporting people;

    - The rights of victims and the institution’s responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by a court;

- Information about how the district will protect the confidentiality of victims; and • Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus safety or local law enforcement.

- A description of each of the following procedures:

    - criminal prosecution;
    - civil prosecution (i.e., lawsuit);

- District disciplinary procedures, both student and employee;
- modification of class schedules;
- tutoring, if necessary.

The Vice Chancellor Human Resources or designee should be available to provide assistance to District public safety employees regarding how to respond appropriately to reports of sexual violence.

The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP 7D4A, regardless of whether a complaint is filed with local law enforcement.

All alleged victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be kept informed, through the District or College Human Resources Office of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic honesty.

In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:

- The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.

- The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented

In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:

- The complainant was asleep or unconscious.

- The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.

- The complainant was unable to communicate due to a mental or physical condition.

The District shall maintain the identity of any alleged victim, witness, or third-party reporter

of domestic violence, dating violence, sexual assault, or stalking on District property, as defined above, in confidence unless the alleged victim, witness, or third-party reporter specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults, or stalking on District property shall be referred to the District's Vice Chancellor Human Resources, which shall work with the General Counsel to assure that all confidentiality rights are maintained.

Additionally, the Annual Security Report will include a statement regarding the District's programs to prevent sexual assault, domestic violence, dating violence, and stalking and procedures that should be followed after an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, including a statement of the standard of evidence that will be used during any in any district proceeding arising from such a report. The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses, domestic violence, dating violence, or stalking;

- Procedures to follow if a domestic violence, dating violence, sex offense, or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported;

- Information on a student's right to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests, and the right to decline to notify these authorities;

- Information about how the District will protect the confidentiality of victims;

- Information for students about existing on- and off-campus counseling, mental health, victim advocacy, legal assistance, or other services for victims;

- Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus safety or local law enforcement;

- Procedures for campus disciplinary action in cases of an alleged domestic violence, dating violence, sexual assault, or stalking including a clear statement that:

  Such proceedings shall provide a prompt, fair, and impartial resolution;

  - Such proceedings shall be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;

  - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and

- Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged domestic violence, dating violence, sexual assault, or stalking, the procedures for the accused and victim to appeal the results of the disciplinary proceeding, of any chances to the results that occurs prior to the time that such results become final, and when such results become final. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused. A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence, or stalking.

Education and Prevention Information

The Vice Chancellor Human Resources or designee shall:

- Provide, as part of each campus' established on-campus orientation program, education and prevention information about domestic violence, dating violence, sexual assault, and stalking. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations, and shall include the District's sexual assault policy and prevention strategies including empowerment programming for victim prevention, awareness raising campaigns, primary prevention, bystander intervention, and risk reduction.

- Post sexual violence prevention and education information on the campus internet website regarding domestic violence, dating violence, sexual assault and stalking.

- https://www.kccd.edu/sites/kccd.edu/files/page/Campus_Safety.pdf

Prevention & Education

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to reduce and eliminate Prohibited Conduct which:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.
- Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity in California and/or using the definition of consent found in this policy;

- Provides a description of safe and positive options for bystander intervention.
  - Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.
  - Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene; Delivers information on risk reduction.
  - Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence; and provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

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 also disseminated to students and employees through videos, press releases, as well as articles and via social media. In 2018, Porterville College provides 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 Campaign. 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

2018 Trainings Offered/Completed at Porterville College

AWARENESS AND PREVENTION CAMPAIGNS FOR STAFF AND STUDENTS IN 2018	
Name of Program	**Month Held**
"Buddy Check" Suicide Awareness Campaign (Veterans Students)	Ongoing
Student Health 101 Porterville College	Ongoing
Central California Family Crisis Center	

Domestic Violence Legal Advocates Staff/Students	Ongoing
Incident Command System Management Team Training	Ongoing
Dating Violence Students	February
FEMA IS 100 - Intro to Incident Command Administrators	March
Rape Aggression Defense Training Campus/Public	April
CPR, First Aid, & AED Training Staff/Students	April
MADD DUI Accident Trailer (On Campus)	April
Mental Health Mini Conference Community	May
Sexual Consent Awareness & Victim Outreach Students	June-August
Clery Act & Title IX Requirements-Webinar Administrators	June
Disaster Service Worker Training Faculty/Staff	June
Red Bag Safety Training Faculty/Staff	June
Minority Mental Health Awareness Campus/Public	July
Campus Wide Staff – Fall Flex Day Safety Awareness Vice President of Student Affairs & Administrative Services Faculty/Staff	August
Student Athlete Orientation Student	August
Suicide Prevention & Awareness Campus/Public	September
Campus Safety Month	September
Substance Abuse Prevention Awareness Campus/Public	October
Mental Health Online Screening Campus/Public	October

The Great California Shakeout Staff/Students	October
Homeless Awareness Campus/Public	November
Sexual Harassment Training Campus Supervisors	November
Rape Aggression Defense Training Campus/Public	November
Initial Action Stand-Down Training (Lockdown Exercise) Staff/Students	December

Alcohol and Illegal Drugs

Porterville College is concerned about the intellectual, physical and psychological well-being of all students and employees. Porterville College is fundamentally opposed to the use of illegal drugs and the abuse of alcohol and other harmful substances. It is the policy of Porterville College to proactively prevent students and employees from injuring themselves through the use and abuse of drugs and alcohol and the college seeks to engage the members of its academic community in the fight to prevent drug and alcohol abuse.

Porterville College Drug and Alcohol Policy for Employees –

For faculty and staff at the College, Human Resources publish a drug and alcohol policy statement establishing Porterville College as a drug-free workplace. A portion of the policy clarifies this as a condition of employment. In addition, Porterville College employees receive a written copy of this policy statement. Faculty and staff at Porterville College must abide by the Porterville College drug and alcohol policy and state and federal drug and alcohol laws.

Drug-Free Workplace – 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 (DFSCA). Accordingly, the District will not tolerate any unlawful activity such as the possession, use, manufacture, distribution and/or dispensation of a controlled substance on District owned or controlled property.

Substances as referred to in this policy statement include any and/or all of the following: Illegal Drugs.

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.

Other mind-altering chemicals, materials or substances. Intoxicating beverages.

A description of the health risks associated with the use of these controlled substances shall be posted on all bulletin boards at the three (3) Colleges and the District Office.

Violation of this prohibition by employees may result in disciplinary action, up to and including dismissal. In addition, violation may constitute an infraction of the California Education Code

and other State laws and may result in immediate suspension without pay in the event criminal charges are filed. As a condition of being employed to work under any federal grant received by this District, employees are required to abide by the terms of this statement. These employees are further required to notify the Campus or District Human Resources Office of any conviction for a criminal drug statute violation occurring in the workplace within five (5) days after such conviction.

In accordance with the District's focus on wellness, the District expects employees to cooperate with supervisors in remedying performance problems associated with drug and alcohol use and to encourage other employees and students to seek help with drug and alcohol problems.

Employees with a substance abuse problem may receive assistance through the District Employee Assistance Program. This service is part of the health care program provided by the Kern Community College District.

In order to encourage a drug-free work force, the Kern Community College District requires that, as a condition of employment, all individuals to fill positions in the following areas take a drug screen test as part of their pre-employment physical examination.

- Child Care
- Custodial
- Maintenance
- Grounds
- Security
- Mechanical Skilled Workers
- Bus Drivers
- Allied Health Instructors

The drug screen will be provided at District expense. Any employee candidate testing positive for drugs will not be hired by the Kern Community College District.

If the Kern Community College District has a contractual arrangement with an outside organization and the outside organization requires drug screening of the Kern Community College District employees in that contractual program, these employees must submit to and pass a drug screen.

Procedure of this Manual, to help prevent accidents and injuries resulting from misuse of alcohol or use of controlled substances by District employees who drive commercial motor vehicles. The District requires the following alcohol and controlled substance testing for drivers and applicants. Pursuant to Federal Code of regulations Part 382, Department of Transportation, the Kern Community College District has established policies to comply herewith.

- Pre-employment
- Random
- Reasonable suspicion

No driver found to have an alcohol concentration of .02 or higher or who tests positive for controlled substances shall be allowed to perform safety sensitive functions and may not be allowed to continue employment with the Kern Community College District.

Drug and Alcohol Policy for All Students – Students attending Porterville College must abide by the Student Code of Conduct, published by the Office of the Vice President of Student Services. Porterville College distinguishes its student disciplinary policies from the laws and functions of the larger society. Students, however, are by no means insulated from the law or relieved of the responsibilities of citizenship. Students must also abide by the Porterville College drug and alcohol policy and state and federal drug and alcohol laws.

When a student violates the Student Code of Conduct, the college may initiate disciplinary action, referral for civil prosecution, or both in response to violations of the Code. College sanctions are imposed against any student or student organization found in violation. Disciplinary sanctions may include probation, loss of privileges and suspension or expulsion.

Student Code of Conduct Drug and Alcohol Policy: Prohibited Conduct – By enrolling in Porterville College, 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 do not only apply when on campus or in class. Rather, students can be found to have engaged in misconduct:

- When on campus
- When in a college operated facility
- When off campus, when acting as a student employee or represented of the College
- When participating in College related field trips, club activities, conferences or other College sponsored events. This includes all hours of the day or night while the student is under the supervision of the College

A student may be disciplined for good cause and in accordance with the disciplinary procedures set forth in this handbook. Good cause includes, but is not limited to the offenses outlined in board policy. Discipline can include receiving a warning, censure, probation, restitution, temporary removal, suspension or expulsion. The following misconduct is strictly prohibited by KCCD Board Policy, Porterville College Student Code of Conduct, and California Education Code Section 76037:

The use, sale, possession, or being under the influence of alcohol or any other controlled substance on campus or at any function sponsored or supervised by the College.

Clery Definitions

Clery Geographic Categories

An institution must report statistics for offenses according to their occurrence in the following locations, or geographic categories:

- **On-campus:** (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct

support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of the definition, that is owned by an institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

- **Residential Facilities:** This definition is a subset of the locations that are defined under "on campus." The crime statistics that are reported in this column are also included in the column under "on campus;" they are not additional incidents.
- **Non-campus:** (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.
- **Public Property:** All public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
- **CLERY DEFINITIONS** – Guide available at: https://www2.ed.gov/admins/lead/safety/handbook.pdf

Clery Crime Categories

Under the Clery Act, Porterville College must annually distribute statistics on the reported occurrences of the following offenses:

- **Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. This includes death or injuries received in a fight, argument, quarrel, assault or commission of a crime.
- **Negligent Manslaughter:** The killing of another person through gross negligence.
- **Forcible Sex Offense:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. This includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.
- **Non-Forcible Sex Offenses:** Unlawful, non-forcible sexual intercourse. This includes incest and statutory rape.
- **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. This includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; and safecracking.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.
- **Arson:** Any willful or malicious burnings or attempts to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Hate Crimes:** Defined as any crime that manifests evidence that the victim was selected because of their actual or perceived race; religion; gender; sexual orientation;

ethnicity; or physical/mental disabilities. A hate or bias related crime is the commission of a criminal offense which was motivated by the offender's bias. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, gender, religion, sexual orientation, ethnicity, or disability, the offense is then classified as a hate/bias crime.

- **Domestic/Dating Violence:** California Penal Code section 273.5 defines Domestic Violence as: (a) Any person who willfully inflicts corporal injury resulting in a traumatic condition upon a victim described in subdivision (b) is guilty of a felony, and upon conviction thereof shall be punished by imprisonment in the state prison for two, three, or four years, or in a county jail for not more than one year, or by a fine of up to six thousand dollars ($6,000) or by both that fine and imprisonment. (b)Subdivision (a) shall apply if the victim is or was one or more of the following:

  (1) The offender's spouse or former spouse.

  (2)The offender's cohabitant or former cohabitant

  (3)The offender's fiancé or fiancée, or someone with whom the offender has, or previously had, an engagement or dating relationship, as defined in paragraph (10) of subdivision (f) of Section 243.

  (4)The mother or father of the offender's child

  (c) Holding oneself out to be the husband or wife of the person with whom one is cohabiting is not necessary to constitute cohabitation as the term is used in this section

  (d) As used in this section, "traumatic condition" means a condition of the body, such as a wound, or external or internal injury, including, but not limited to, injury as a result of strangulation or suffocation, whether of a minor or serious nature, caused by a physical force. For purposes of this section, "strangulation" and "suffocation" include impeding the normal breathing or circulation of the blood of a person by applying pressure on the throat or neck.

For offenses including sexual misconduct or other gender based violence, which typically include the crimes of domestic violence, dating violence, sexual harassment, sexual misconduct and stalking, sanctions range from warnings through expulsion. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension, expulsion or termination of employment.

- **Stalking:** Course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others safety, or to suffer substantial emotional distress.
- **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.
- **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.
- **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 incapacity.
- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Non forcible sexual intercourse with a person who is under the statutory age of consent.

Clery Arrests and Referrals

The Clery Act also requires disclosure of statistics for liquor law violations, drug law violations and weapons offenses. Reports of these violations are made differently, and reflect the total number of individuals arrested or referred for campus disciplinary action, rather than total number of incidents.

- **Liquor Law Violation:** 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. This includes: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.
- **Drug Law Violation:** 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. The relevant substances include: opium, or cocaine and the derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics – manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Illegal Weapons Possession:** 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. This classification encompasses weapons offenses that are regulatory in nature. This also includes the manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.
- **Arrest:** Persons processed by arrest, citation or summons. An arrest has occurred when an Officer detains an adult with the intention or seeking charges against the individual for the specific offense(s) and a record is made of the detention. A juvenile should be counted as “arrested” when the circumstances are such that if the individual were an adult, an arrest would have been counted.
- **Referred for Disciplinary Action:** The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Crime Statistics Reporting Policies and Procedures

The PCOPS is responsible for gathering statistics for criminal activity on and near campus, identifying reportable crimes and delivering reports of this data annually. The Clery Act requires these reports be disseminated to the U.S. Department of Education and delivered to members of the campus community.

Statistics that have been compiled are reported in different formats and categories depending

upon legal requirements of each report. The Jeanne Clery Act requires its statistics to be reported from a wide geographic area including property adjacent to the campus that may be public property. The Clery Act also requires reports of student disciplinary referrals in addition to arrests for drug, alcohol and weapons offenses. These offenses are considered “Clery-Reportable.” Even though these statistics are not reportable per local, state, or federal law enforcement guidelines, they are Clery-reportable and will be included in this report.

The PCOPS staff begins in January of each year to collect crime statistics from the previous calendar year by submitting written requests to various reporting entities. When criminal activity occurs outside of the jurisdiction of the PCOPS, a local law enforcement agency follows its own procedures to create a police report for each incident. Upon the request of the PCOPS, the outside agency may then submit its statistics to the campus. The outside agency is not mandated to provide statistics and will sometimes fail or decline to do so. When this data is received, it is reviewed to ensure that there are no duplications in reporting efforts between the PCOPS and the outside reporting agency. Although every effort is made to avoid duplication of reports received from campus security authorities and other police agencies, an individual incident may be reported to campus and the outside agency, and thus counted as a statistic more than once.

When a crime is reported, individual reports may be forwarded to other department and/or agencies for follow up. In some cases involving lesser offenses, the report will be forwarded to the Office of Student Services for adjudication through the campus's disciplinary referral process. These types of incidents that are Clery reportable are listed as Disciplinary Referrals in the Crime Statistics section of this report.

For further inquiries or comments, please contact the PCOPS at 559-791-2440.

Clery Crime Statistics

The crime statistics shown in the following tables are for the last three calendar years, 2016, 2017 and 2018. Crime statistics shown are for the year in which they are reported and not necessarily in the year they occurred. Reported crimes may involve individuals not associated with Porterville College.

The Department of Education allows for presenting hate crime information either in a tabular or in a narrative or descriptive format. In prior years, Porterville College provided this information in tabular format. This year, Porterville College has elected to list hate crime statistics in a descriptive format directly below the crime statistics table for each campus.

The below listed statistics may differ from previous publications of this data from year to year. These differences may be due to revised reporting requirements and updates to the Higher Education Opportunity Act and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. These differences may be noted below each table.

Under the very limited circumstances, Porterville College is required to clarify and identify any reports the college has withheld from the crime statistics section when they were deemed to be “Unfounded” by the local law enforcement agencies. No reports were deemed “Unfounded” during this reporting period.

Crime Statistics

Criminal Offenses	2016	2017	2018
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex offenses - Non-forcible	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	1	0
Aggravated assault	2	1	0
Burglary	2	3	3
Motor vehicle theft	4	4	3
Arson	0	0	0

Hate Crimes	2016	2017	2018
Murder/Non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

VAWA Offenses	2016	2017	2018
Domestic violence	0	0	0

Dating violence	0	0	0
Stalking	0	0	1

Arrests	**2016**	**2017**	**2018**
Illegal weapons possessions	0	0	0
Drug law violations	1	0	0
Liquor Law violations	0	0	0

Disciplinary Actions	**2015**	**2016**	**2017**
Illegal weapons possessions	0	0	0
Drug law violations	0	0	0
Liquor Law violations	0	0	0

Unfounded Crimes	**2016**	**2017**	**2018**
Total Unfounded crimes	0	0	0