

**CAMPUS SECURITY REPORT  
&  
FIRE SAFETY REPORT**



**2011-2013**



**Sonoma County Junior College  
District Police Department  
1501 Mendocino Ave  
Santa Rosa CA, 95401  
(707) 527-1000**

Revised 10/3/2014

## TABLE OF CONTENTS

The Jeanne Clery Act	1
Policy for reporting the Annual Disclosure of Crime Statistics	2
Assistance for Victims of Sexual Assault	3-6
Rape and Sexual Assault Procedures for District Employees	7-8
Information on District Police	9-11
Clery Act Reportable Crime Definitions	12-16
Crime Statistics	17-21
Health and Safety Policies	22-39
Emergency Preparedness	40-41
Missing Student Policy	41
Fire Safety Report for Student Housing Facilities	42-43

## WHAT IS THE “JEANNE CLERY” DISCLOSURE ACT?

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private post-secondary educational institutions participating in federal student aid programs are required to comply with it. The law, originally enacted by Congress in 1990 as the Campus Security Act, was initiated by Howard and Connie Clery after their daughter Jeanne was tragically murdered at Lehigh University in 1986. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery.

The Clery Act requires colleges and universities to publish an annual report every year by October 1<sup>st</sup> that contains 3 years of crime statistics and certain policy statements including sexual assault policies which assure basic victims' rights, the law enforcement authority of campus police, and where the students should go to report crimes. The complete text of the Clery Act and the U.S. Department of Education regulations are available on the Security On Campus, Inc. web site at <http://www.clerycenter.org/>. The Sonoma County Junior College District Police Department is responsible for gathering crime statistics and providing safety information to all students, staff, faculty, visitors, and prospective students and employees of the District.

The annual security report for Santa Rosa Junior College and the entire Sonoma County Junior College District includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the Sonoma County Junior College District, and on public property within, or immediately adjacent to and accessible from the campus. In accordance with mandated reporting requirements, information concerning the monitoring and recording of any criminal activity in which students have engaged, at off campus locations and/or within student organizations that are officially recognized by the District, are gathered from local police agencies. These agencies include any City, County, State, or Federal agencies that may have relevant information and the statistics are published in this disclosure. The report also includes institutional policies concerning campus safety and security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters.

The District Police Department is aware that crimes may go unreported to law enforcement and encourages employees of the District, who have significant responsibility for students and student activities, to report any crimes that they may have become aware of in their daily contact with students to the District Police. Employees such as, Administrators, Deans, Directors, Department Heads, Faculty Advisors and Student Academic Advisors, Student Activities Advisors and Coordinators, and Athletic Coaches are encouraged to report any crime to District Police. Classroom faculty (except for Advisors), Physicians, Psychologists, and most Clerical Staff are examples of employees who are not required to report under the Clery Act. All reports to the District Police can be made confidentially and anonymously in accordance with the reporting person's wishes. Crime prevention and personal safety information and pamphlets are available in the District Police Department and on the Police Department web site at: [www.santarosa.edu/police](http://www.santarosa.edu/police), in Student Health Services, and in various student and staff publications throughout the District.

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

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

Employees and students also receive this same information when completing the application process for admission or employment in person or via the Internet. Additionally, notices regarding the existence of the Security Report, a brief description of its contents, information regarding the availability of the report on the Internet with the electronic address to access the report, and a statement on how to obtain a paper copy, if desired are included in the *Insider*, *BearFacts*, Schedule of Classes, in the Community Education Schedule of Classes, the Course Catalog, and on the Admissions, Records, and Enrollment Development and Human Resources websites to inform students, employees and prospective students and employees about the existence of the Security Report, the electronic address to access the report, and information on how to obtain a paper copy, if desired. Copies of the report may also be obtained at the Sonoma County Junior College District Police Department located in the Pedroncelli Center on the Santa Rosa Campus at 2032 Armory Drive Santa Rosa, CA 95401 or by calling Police Records at 707-527-4963 or Police Administration at 707-524-4922.

## ASSISTANCE FOR VICTIMS OF SEXUAL ASSAULT

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

### Reporting the Sexual Assault

Sexual assaults should be reported to the law enforcement agency having jurisdiction over the location where the crime occurred. Sexual assaults that occur on campus or any District facility should be reported to District Police. When the crime occurs off District property, District Police will assist the survivor by facilitating contact with the law enforcement having jurisdiction over the location where the crime occurred. Reports may be made anonymously.

The following is a list of some of the law enforcement agencies, college departments, or support services that provide a variety of support options and resources for survivors of sexual assault.

<b>On-Campus Support Resources</b>	
Sonoma County Junior College District Police Department	(707) 527-1000
District Compliance Office	(707) 527-4954
Student Psychological Services	(707) 527-4445
Student Health Services	(707) 527-4445
Human Resources	(707) 527-4954
Office of the Vice President of Student Services	(707) 524-1647
Student Counseling and Support Services Dept.	(707) 527-4451

<b>Sonoma County Law Enforcement Agencies</b>	
Sonoma County Junior College District Police Department	(707) 527-1000
Sonoma County Sheriff's Department	(707) 565-2121
Windsor Police Department (SCSO contract)	(707) 838-1234
Santa Rosa Police Department	(707) 528-5222
Petaluma Police Department	(707) 762-2727
Sonoma County Probation Department	(707) 565-2149
Rohnert Park Department of Public Safety	(707) 584-2611
Healdsburg Police Department	(707) 431-3666
Cotati Police Department	(707) 792-4614
Sonoma Police Department (SCSO contract)	(707) 996-3602
Sebastopol Police Department	(707) 829-4400
Cloverdale Police Department	(707) 894-2323

<b>Community Resources</b>	
Verity (formerly United against Sexual Assault)	(707) 545-7270
Sonoma County Victim/Witness Assistance	(707) 565-8250
Sutter Medical Center	(707) 576-4000
Warrack Hospital	(707) 542-9030
Petaluma Valley Hospital	(707) 778-1111
Santa Rosa Memorial Hospital	(707) 546-3210
Sonoma County Mental Health	(707) 576-8181
YWCA (Temporary Restraining Order Clinic)	(707) 546-1234
YWCA 24 hour Domestic Violence Crisis Line	(707) 546-1234
YWCA Emergency Shelter	(707) 546-1234
Sonoma Valley Crisis Line	(707) 938-HELP
Child Protective Services	(707) 565-4300
Child Protective Services 24 hour Emergency Line	(707) 565-4304
Suicide Prevention	1-800-746-8181
MEN (Men Evolving Non-Violently) – Offender Hotline	(707) 528-2626
Legal Aid	(707) 523-8823
Legal Services / Lawyer Referral	(707) 546-2924
Chrysalis Counseling Services	(707) 545-1670
WOMAN, Inc. – Lesbian Services	(415) 864-4777

**College District Rape and Sexual Assault Policy and Response Procedures**

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

**7.18**  
**RESPONSE TO RAPE & SEXUAL ASSAULT**  
ADOPT: JULY 14, 1992  
REVISED: NOVEMBER 14, 1995  
REVIEWED: APRIL 10, 2001  
REVIEWED: MARCH 10, 2009  
ED CODE: 67390 et seq  
CFR 668.46(b) 11

In compliance with the mandate of ECS 67385 and out of concern for the health and safety of District students, employees and visitors, Sonoma County Junior College District shall adopt and implement written procedures to ensure that students, employees and/or visitors who are victims of sexual assault committed on District owned or maintained property and/or while participating in District sponsored or

supervised activities receive appropriate treatment, information and/or referrals to community agencies and medical facilities.

The District Police Department has the primary law enforcement responsibility for the investigation of all reported crimes, to include sexual assaults that are committed on District owned or maintained property. All victims of sexual assault should be encouraged to immediately report the crime to District Police. District Police will make every effort to identify, apprehend and prosecute all offenders.

The District provides a sexual assault prevention program which is made available to members of the College community each year. This includes seminars, presentations, pamphlets and information upon request about personal safety, crime prevention, awareness of rape, acquaintance rape, and other forcible and non forcible sex offenses.

## **7.18P**

### **RESPONSE TO RAPE AND SEXUAL ASSAULT PROCEDURES**

BOARD REVIEW: JULY 14, 1992

REVISED: NOVEMBER 14, 1995

REVIEWED: APRIL 10, 2001

REVIEWED: MARCH 10, 2009

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#### 1. Definitions

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

#### 2. Reporting

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

### 3. Legal Reporting:

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

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

### 4. District Services

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

### 5. Case Management

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

### 6. Confidentiality and Requests for Information

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

### 7. Dissemination of Procedure

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

## **RAPE AND SEXUAL ASSAULT RESPONSE PROCEDURES FOR SONOMA COUNTY JUNIOR COLLEGE DISTRICT EMPLOYEES**

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

### **College District Disciplinary Procedure**

If the crime occurs on a campus or any District property and the assailant is a student, in addition to criminal and civil action, campus administrative action may be initiated through the Office of the Vice President of Student Services – 524-1647 and/or the District Compliance Office – 527-4954. The District may sanction/discipline a student charged with sexual assault, which may include, but is not limited to: probation, counseling, suspension, or expulsion.

If the assailant is a faculty or staff member, besides criminal and civil action, they may be subject to disciplinary action under applicable human resources and employment policies or collective bargaining agreements. Report suspected employee misconduct to the Director of Human Resources at 527-4954 and/or the District Compliance Office – 527-4954.

A survivor may request a change in academic arrangements (if living in college housing) after a sexual assault. The District will make every effort to accommodate such requests if the changes are reasonably available. Contact the Vice President of Student Services at 524-1647 and/or the District Compliance Office at 527-4954 for additional information. The District is committed to providing disciplinary proceedings that are supportive, sensitive, expedient, and respectful to each individual's rights. *Both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, and both must be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense.*

For additional information regarding disciplinary proceedings, visit the Student Services web site at: [http://www.santarosa.edu/for\\_students/student-services/](http://www.santarosa.edu/for_students/student-services/)

### **If You Become the Victim of a Sexual Assault**

- ◆ Get to a safe place.
- ◆ Notify the police agency having jurisdiction of the location where the crime or attempted crime occurred.  
For example, if the crime occurred at a residence in the city of Sebastopol, contact the Sebastopol police department.
- ◆ Seek medical attention whether or not you intend to notify the police, even if you have not been seriously physically injured. A medical examination is important to check for sexually transmitted diseases, other infections, injuries, and pregnancy.
- ◆ Help preserve evidence. Physical evidence is paramount in helping to prosecute assailants. Evidence generally must be collected within 72 hours of the assault and only by a certified medical facility

upon the request of a law enforcement agency. To preserve evidence after an attack, you should not change your clothes, bathe, shower, or take any other personal hygiene action before contacting police. If it becomes absolutely necessary that you change your clothes, each item should be packaged separately in a paper bag. If oral contact took place, do not brush your teeth, use mouthwash or smoke. Do not straighten up the crime scene.

### **Sexual Assault Prevention Programs**

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

### **LEGAL OPTIONS**

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

#### **Criminal Prosecution**

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

#### **Civil Prosecution**

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

## **DISTRICT POLICE**

### **Law Enforcement Authority**

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

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

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

### **Facility Access and Security**

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

The campus community is encouraged to report unsafe conditions, safety concerns, or exterior lighting issues to Facilities Operations at 527-4231, Environmental Health & Safety at 527-4803, or to District Police at 527-1000.

### **Press Log Access**

The District Police Department maintains a daily log of officer activity and calls for police service for the most recent 90-day period. The log is open for public inspection during normal business hours of 8:00 a.m. - 5:00 p.m., Monday – Friday. As a courtesy to the public, District Police has included the log on our web site at <http://www.santarosa.edu/administration/college-safety/district-police/press-logs.shtml> <http://www.santarosa.edu/administration/college-safety/district-police/crime-on-campus.shtml>

This log is updated at least weekly.

### **Clery Log Access**

The District Police Department maintains a “Clery Log” available to the public and updated at least every 48 hrs. The log contains Clery reportable crimes and is available for inspection at the police department in hard copy format 24 hrs. a day 7 days a week. As a courtesy to the public, a copy of the Clery Log is available online on our website at: <http://www.santarosa.edu/administration/college-safety/district-police/clery-log.shtml>

### **Reporting Crimes and Emergencies**

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

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

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

**Emergency Call Boxes and Direct-Dial Phones:** Emergency call boxes are strategically located throughout the Santa Rosa Campus and the Public Safety Training Center. These boxes enable anyone to contact Police Dispatch 24 hours a day, 7 days a week for in-progress crimes, fire, and medical emergencies by merely pushing a button. A camera will show the area surrounding the call box as well as give the person direct audio contact with Police Dispatch. These call boxes do not provide access to general telephone services.

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

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

**Emergencies non-campus facilities and off-campus:** The non-campus facilities and off-campus emergency telephone number in Sonoma County is “**9-1-1.**” Use this number for fire, police, and medical services.

### **“Timely Warning” Crime Alert Bulletins**

The District Police Department believes that a well-informed community is an integral component in maintaining the safest campuses and facilities possible. Timely warnings are triggered when an institution determines that a crime for which it must report statistics, such as a homicide, sex offenses or robbery presents a serious or continuing threat to students and employees. It is the policy of District to have the

Police Chief, and/or designee, confer as necessary and applicable with administrators, legal counsel, and surrounding law enforcement agencies, after a violent crime occurs or a crime that is deemed by the Chief of Police and/or designee to represent a continuing threat to students, staff, faculty, or visitors and disseminate “timely warning” crime alert information within 24 to 48 hours, as well as post and disseminate hard copies of crime bulletins, alerting the campus community.

The Santa Rosa Jr. College recognizes the positive effect that technology has in keeping the college community informed of pertinent information. As a result, the District has adopted both Nixle and AlertU systems. Nixle is a privately held U.S. corporation that offers free and paid notification services for local police departments, county emergency management offices, municipal governments and their agencies. AlertU is a hosted emergency mass notification system that provides institutions with a web-based SMS platform that both communicates information *outbound* during an emergency and receives tactical information *inbound* from the crisis zone. All in real-time. Nixle and AlertU have become the preferred method of mass communication from the District Police department but Intranet electronic mail system throughout the District, the Police Department web site, the *Bearfacts*, the *Insider*, and the *Oakleaf* newspaper are all additional resources utilized by the District Police Department for dissemination of “timely warning” crime information bulletins, crime prevention tips, and newsworthy information. Bulletins also include prevention information to assist members of our educational community from becoming a victim of a similar crime. Bulletins shall include, but are not limited to, those crimes that are listed in the Clery Act.

#### **Public Information about Registered Sex Offenders on Campus**

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

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

For further crime prevention and public information about registered sex offenders on campus, within Sonoma County, or laws regarding sex offender registration, please visit our police department web site at <http://www.santarosa.edu/administration/college-safety/district-police/crime-on-campus.shtml> or call the Investigations Unit at our Police Department at (707) 521-4922

## CLERY ACT REPORTABLE CRIME DEFINITIONS

Please note that the Clery Act only requires reporting of the crimes as defined below:

**Murder:** The willful (non-negligent) killing of a human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

**Manslaughter:** the killing of another person through gross negligence. Gross negligence is the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.

### Forcible 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.

- 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.
- Sodomy (penetration—however slight)
- Oral copulation (vaginal, anal)
- Rape with a foreign object (penetration vaginal or anal—however slight)
- Sexual battery (the touching of the intimate parts sexual organ, anus, groin, or buttocks of any person, or the breast of a female] of another person for the purpose of sexual gratification.)

### Non-Forcible Sex Offenses

- **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 (18 years).

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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

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

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another.

### **Campus SaVE Act**

Under the most recent changes to the Clery Act, institutions are also required to compile statistics for crimes where a domestic or dating relationship is present and stalking beginning in the 2013 calendar year.

**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; (1) 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. (2) For the purpose of this definition – (i) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse; (ii) Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:** (1) A felony or misdemeanor crime of violence committed – (i) By a current or former spouse or intimate partner of the victim; (ii) By a person with whom the victim shares a child in common; (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) By a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (v) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws or the jurisdiction in which the crime of violence occurred.

**Stalking:** (1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (i) Fear for the person's safety or the safety of others; or (ii) Suffer substantial emotional distress. (2) For the purpose of this definition – (i) 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. (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. (iii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

### **Clery Act Hate Crimes**

For purposes of Clery Act reporting, Hate Crimes are defined as criminal acts involving one/more of the crimes listed above, the crimes of Theft, Simple Assault, Intimidation or Vandalism, or any other crime involving bodily injury which was motivated by bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation, or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics.

• **Larceny-Theft** (Except Motor Vehicle Theft): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

• **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

• **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

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

### **Clery Act Reportable Arrests/Referrals for Discipline**

The Clery Act only requires institutions to report arrests and disciplinary referrals for the following crimes:

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

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine). (Drug/narcotic violations referred for campus disciplinary action under the Campus Code need not be reported to the Police Department).

**Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. Please note that for Clery Act reporting purposes, drunkenness and driving under the influence are not included in this definition. (Alcohol violations referred for campus disciplinary action under the Campus Code need not be reported to the Police Department).

### **Clery Act Reportable Locations**

To qualify as reportable and to be included in this report, a Clery Act crime must have occurred in one of the following locations:

**On-Campus:** (1) Any building or property owned or controlled by an institution within the core campus (same reasonably contiguous geographic area) and used by the institution in direct support of, or in a manner relating 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), that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

**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 and institution that is 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 the thoroughfares, streets, sidewalks, and parking facilities, that are within the core campus, or immediately adjacent to and accessible to the core campus. Public property does not extend past sidewalks nor does it include businesses or private residences.

### CRIME STATISTICS 2011-2013

The following statistics are being provided as part of the Sonoma County Junior College District's commitment to safety and security on campus and to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the SaVE Act (beginning in the year 2013)

The "crime" and other definitions listed in this report will help you understand these statistics. Hard copies of this information are available upon request from the District Police Department.

<b>Santa Rosa Campus</b>									
Crime Statistics	On Campus			Non-Campus			Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent-Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	1	3	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	1	1	0	0	0	0	0	0
Robbery	1	1	0	0	0	0	0	0	1
Aggravated Assaults	1	1	0	0	1	0	0	0	0
Burglary	1	1	4	0	0	0	0	0	0
Motor Vehicle Theft	0	2	2	0	0	0	0	0	0
Arson	2	0	0	0	0	0	0	0	0
Domestic Violence	n/a	n/a	1	n/a	n/a	0	n/a	n/a	0
Dating Violence	n/a	n/a	1	n/a	n/a	0	n/a	n/a	0
Stalking	n/a	n/a	3	n/a	n/a	0	n/a	n/a	0

<b>Petaluma Campus</b>									
Crime Statistics	On Campus			Non-Campus			Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent-Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assaults	0	0	0	0	1	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Domestic Violence	n/a	n/a	0	n/a	n/a	0	n/a	n/a	0
Dating Violence	n/a	n/a	0	n/a	n/a	0	n/a	n/a	0
Stalking	n/a	n/a	0	n/a	n/a	0	n/a	n/a	0

Public Safety Training Center									
Crime Statistics	On Campus			Non-Campus			Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent-Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assaults	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Domestic Violence	n/a	n/a	0	n/a	n/a	0	n/a	n/a	0
Dating Violence	n/a	n/a	0	n/a	n/a	0	n/a	n/a	0
Stalking	n/a	n/a	0	n/a	n/a	0	n/a	n/a	0

Shone Farm									
Crime Statistics	On Campus			Non-Campus			Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent-Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assaults	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Domestic Violence	n/a	n/a	0	n/a	n/a	0	n/a	n/a	0
Dating Violence	n/a	n/a	0	n/a	n/a	0	n/a	n/a	0
Stalking	n/a	n/a	0	n/a	n/a	0	n/a	n/a	0

**ARRESTS FOR WEAPONS, DRUGS AND LIQUOR LAW VIOLATIONS**

Santa Rosa Campus									
Arrest	On Campus			Non-Campus			Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Category	2011	2012	2013	2011	2012	2013	2011	2012	2013
Weapons	0	3	1	0	0	0	0	0	0
Drugs	4	8	13	0	0	0	0	4	1
Liquor	9	12	13	0	0	0	0	1	0

Petaluma Campus									
Arrest	On Campus			Non-Campus			Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Category	2011	2012	2013	2011	2012	2013	2011	2012	2013
Weapons	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	1	1
Liquor	1	0	0	0	0	0	0	0	0

Public Safety Training Center									
Arrest	On Campus			Non-Campus			Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Category	2011	2012	2013	2011	2012	2013	2011	2012	2013
Weapons	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0
Liquor	0	0	0	0	0	0	0	0	0

Shone Farm									
Arrest	On Campus			Non-Campus			Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Category	2011	2012	2013	2011	2012	2013	2011	2012	2013
Weapons	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0
Liquor	0	0	0	0	0	0	0	0	0

**STUDENT DISCIPLINARY REFERRALS STUDENT DISCIPLINE FOR  
WEAPONS, DRUGS AND LIQUOR LAW VIOLATIONS**

Santa Rosa Campus									
Referrals	On Campus			Non-Campus			Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Category	2011	2012	2013	2011	2012	2013	2011	2012	2013
Weapons	0	0	2	0	0	0	0	0	0
Drugs	0	0	1	0	0	0	0	0	0
Liquor	0	0	2	0	0	0	0	0	0

Petaluma Campus									
Referrals	On Campus			Non-Campus			Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Category	2011	2012	2013	2011	2012	2013	2011	2012	2013
Weapons	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0
Liquor	0	0	0	0	0	0	0	0	0

Public Safety Training Center									
Referrals	On Campus			Non-Campus			Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Category	2011	2012	2013	2011	2012	2013	2011	2012	2013
Weapons	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0
Liquor	0	0	0	0	0	0	0	0	0

Shone Farm									
Arrest	On Campus			Non-Campus			Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Category	2011	2012	2013	2011	2012	2013	2011	2012	2013
Weapons	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0
Liquor	1	0	0	0	0	0	0	0	0

## **HATE CRIMES**

There was 1 (one) Simple Assault hate crime at the Santa Rosa Campus based on disability for the 2012 calendar year.

There was 1(one) Vandalism hate crime at the Santa Rosa Campus based on Race for the 2013 Calendar year.

## **HEALTH AND SAFETY POLICIES**

### **Drug and Alcohol Policies / Drug Free Campus**

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

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

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

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

**6.8.4**  
**DRUG-FREE WORKPLACE**  
ADOPT: JULY 10, 1989  
REVISED: DECEMBER 12, 2000  
REVISED: MARCH 11, 2008  
DRUG-FREE WORKPLACE ACT OF 1988  
(TITLE V-D OF PUB.L. 100-690)  
FEDERAL REGISTER - JANUARY 31, 1989  
ED CODE: 87405, 87009, 87011  
88022, 88123

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

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

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

Federal regulations require that employees convicted of drug violations in the workplace notify their employer of such conviction within 5 days. The District will thereupon notify appropriate federal agencies of such conviction within 10 days. After such notice, the District will have 30 days to take appropriate

personnel action, up to and including termination, or requiring satisfactory completion of an approved rehabilitation program. Failure to complete such steps may result in the suspension or termination of federal grants or payments (see 34 CFR Part 85, Sections 85.615 and 85.620, Drug-Free Workplace Act, 1988).

The District will encourage those programs, lectures, presentations, and resources on its campuses and other District sites that warn of the dangers of drug abuse and promote awareness of the importance of a drug-free workplace.

The District will conform to all regulations set forth in the California Education Code related to employee use of controlled substances.

See Also:

Policy 3.2.4e, Drugs, Tobacco, Alcohol (regarding inspection of school property)

Student Services Procedures Manual 531

Policy 4.12, Terminations

Formerly policy 4.11.2

#### **7.4.2**

### **DRUGS, TOBACCO, ALCOHOL**

ADOPT: APRIL 8, 1985

REVISED: DECEMBER 13, 1994

REVISED: APRIL 10, 2001

RENUMBERED: MAY 12, 2009

CATEGORY 2 REVISION: MARCH 11, 2014

Policy 6.8.4-Drug Free Workplace

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

#### **8.2.8**

### **STUDENT DISCIPLINE**

ADOPT: APRIL 8, 1985

REVISED: NOVEMBER 14, 1995

REVIEWED: NOVEMBER 14, 2000

REVIEWED: MAY 13, 2008

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## **Student Conduct Standards and Due Process**

### **Section 1: Standards of Conduct**

Student shall conduct himself or herself in a manner which reflects their awareness of common standards of decency and the rights of others.

Students shall be disciplined only for good cause, which shall include, but not be limited to, the following categories of misconduct.

- A. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
- B. Forgery, alterations, or misuse of College documents, records, or identification.
- C. Obstruction or disruption of teaching, administration, disciplinary procedures, College activities, or other authorized activities on College premises.
- D. Physical or verbal abuse of any person on College owned or controlled property or at College sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person.
- E. Willful misconduct resulting in injury or death to a student or College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District.
- F. Theft of or damage to property of the College or of a member of the College community or campus visitor.
- G. Willful or persistent smoking in any area on College property where smoking has been prohibited by law or by regulation of the Board of Trustees of Santa Rosa Junior College
- H. Unauthorized entry into College facilities, or unauthorized use of College supplies or equipment.
- I. Violation of College policies or of campus regulations concerning student organization, traffics, the use of College facilities, or the time, place and manner of public expression.
- J. Use, possession, sale or distribution of narcotics, hallucinogenic drugs or substances, or any poison classified as such by Section 4160 of the Business and Professional Code on College property or at any College sponsored event, or appearance on campus or at College sponsored event after illegal use of narcotic, dangerous drug, or any intoxicant (Schedule D Sec.4160 B.P.C.).
- K. Use, possession, or distribution of alcoholic beverages on College property, at any College sponsored event, or appearance on campus or at any College sponsored event after consuming alcoholic beverages.
- L. Disorderly, lewd, indecent or obscene conduct on College owned or controlled property or at College sponsored or supervised functions.
- M. Continued disruptive behavior, failure to comply with directions of College officials acting in the performance of their duties, continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of authority or persistent abuse of College personnel requiring inordinate drains on staff time, resources and supervision.
- N. Possession and use of any deadly weapon, threatening persons on College property or at College sponsored event (P.C.245).
- O. Assault, battery, or any threat of force or violence upon a student or College personnel.
- P. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct (E.C. Sec. 76033).
- Q. Failure to observe precautions which the College deems necessary to insure the safety of the student or others.
- R. Sexual assault or related physical abuse including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, threat of sexual assault, or conduct that threatens the health and safety of another person.

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

No student shall be removed, suspended, or expelled unless the conduct for which the student is disciplined is related to College activity or College attendance. (E.C. Sec.76034).

Any violation or violations of any law, ordinance, regulation, or rule regulating or pertaining to the parking of vehicles shall not be cause of the suspension or expulsion of a student. (E.C. Sec.76034).

The chief administrative employee at a community college shall, prior to the suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the school is situated of any acts of the student which may be in violation of Section 245 of the Penal Code. (E.C. Sec76035).

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

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

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

The use of alcoholic beverages must be in compliance with California State Law and is strictly limited to persons 21 years of age or older. The possession, transportation, and/or consumption of alcohol by individuals under 21 years of age is strictly prohibited. The District Police Department strictly enforces Federal and State laws and the District policies for the use and sale of illegal drugs. Violators are subject to college discipline and/or criminal prosecution. Students, faculty, or staff engaging in the sale of illegal drugs will be subject to college disciplinary procedures up to and including expulsion or termination of employment, arrest, and/or criminal prosecution. Students found in violation of District alcohol, drug and weapons policies may be subject to academic probation, suspension, expulsion, arrest, and/or criminal prosecution. **Parents or guardians may be notified about any disciplinary violation involving alcohol or a controlled substance which has been committed by a student who is under the age of 21.**

## **Workplace Violence**

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

**4.14c**

**WORKPLACE VIOLENCE PREVENTION**

ADOPT: FEBRUARY 12, 2002

REVIEWED: JANUARY 8, 2008

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

29 United States Code, Section 654

6400 California Labor Code

California Code of Civil Procedure, section 527.8

Policy 4.16a Employee Conflict and Crisis Intervention

SEIU Labor Agreement Section 21.5.1.12

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WORKPLACE VIOLENCE PREVENTION

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

Intimidation, disruptions, threats, and acts of violence will not be ignored, condoned or tolerated. Any and all of these acts will be considered serious misconduct and will be the basis of disciplinary action, up to and including dismissal. Acts that constitute criminal behavior will be referred to law enforcement.

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

Formerly Policy 4.22. Ref: see Policy 4.14 as approved by the Board 6-10-03

**WORKPLACE VIOLENCE PREVENTION**

ADOPT: FEBRUARY 12, 2002

REVIEWED: JANUARY 8, 2008

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

29 United States Code, Section 654

6400 California Labor Code

California Code of Civil Procedure, section 527.8

Policy 4.16a Employee Conflict and Crisis Intervention

SEIU Labor Agreement Section 21.5.1.12

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PURPOSE AND SCOPE

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

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

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

DEFINITIONS

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

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

THREAT OF VIOLENCE: Any statement or action which would cause a reasonable person to believe such statement or action is an intent to inflict physical or other harm on any person or property, which is communicated in person, writing, by telephone or electronic correspondence. Includes, but is not limited

to, physical actions short of actual contact/injury (e.g., aggressively moving closer), spoken or written threats to people or property (e.g. "you better watch your back").

ACT OF VIOLENCE: Physical force used against another person or against property. Includes, but is not limited to, any physical assault, with or without weapons; behavior that a reasonable person would interpret as being violent (e.g., throwing things, pounding on a desk or door, or destroying property), and specific threats to inflict physical harm (e.g., a threat to shoot a named victim). The District offers assistance to department chairpersons, managers, supervisors, and other members of the college community through various resources such as the Employee Crisis Assistance Team (ECAT) and The Crisis Intervention Resource Team (CIRT). These teams coordinate investigations of incidents, manage reports of ongoing or reoccurring problems, assist victims, recommend appropriate intervention and/or disciplinary action, and develop strategies for promoting safety and preventing high-risk situations from escalating into emergencies.

#### EMERGENCIES

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

#### NON EMERGENCIES

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

- Human Resources
- District Compliance
- District Police Department

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

- Student Health Services
- Student Psychological Services
- District Police Department
- Disability Resources

#### TRAINING AND PLANNING

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

Formerly Proc 4.22P Ref: see Policy 4.14 as approved by the Board 6-10-03

## Sexual Harassment and Unlawful Discrimination

**Sexual Harassment:** is prohibited on-campus and is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature when submission to the conduct is explicitly or implicitly made a condition of an individual's employment or academic advancement, or the conduct has a negative impact on the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment. While many types of conduct constitute sexual harassment, such behavior may include:

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

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

Violations by employees are subject to disciplinary action ranging from verbal warnings to dismissal from employment. Violations by students are subject to disciplinary action through the Office of the Vice President of Student Services and penalties may range from probation through suspension or expulsion. To make an inquiry or complaint against a college District employee, contact the Director of Human Resources at 527-4821 or The District Compliance Officer at 527-4821. To make an inquiry or complaint against a student, contact the District Compliance Officer at 527-4821.

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

**2.7P**

### **DISCRIMINATION COMPLAINT PROCEDURES**

REVIEWED: MAY 9, 1995

REVIEWED: NOVEMBER 11, 1997

REVISED: MARCH 13, 2001

REVISED: DECEMBER 10, 2002

REVISED: JUNE 10, 2008

REVISED: MAY 10, 2011

CATEGORY 3 REVISION: JUNE 10, 2014

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The Sonoma County Junior College District has identified the Vice President of Human Resources to the Chancellor of the California Community Colleges (State Chancellor) and to the public as the single District officer responsible for receiving unlawful discrimination including sexual harassment complaints

filed pursuant to this procedure and for coordinating their investigation. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the Vice President of Human Resources is named in the complaint or is implicated by the allegations in the complaint, or when it is otherwise appropriate to delegate the investigation to a third party. Administrators, faculty, classified staff, students and members of the public should direct all complaints of alleged unlawful discrimination or sexual harassment to the Vice President of Human Resources.

### CONFIDENTIALITY

The District recognizes that confidentiality is important to all parties involved in an alleged unlawful discrimination including sexual harassment complaint investigation. To the extent possible, the confidentiality of the complainant, respondent and witnesses will be protected except as necessary to fulfill legal obligations and protect the rights of all parties involved. Employees and/or students interviewed in accordance with these procedures shall assist in maintaining such confidentiality. If a complainant insists that his or her name not be revealed, the Vice President of Human Resources shall take all reasonable steps to investigate and respond to the complaint consistent with the complainant's request as long as doing so does not jeopardize the rights of other students or employees. Persons who are participating in a District investigative or disciplinary process that is related to a charge of discrimination may be protected from tort claims such as defamation. However, persons who make allegations outside of these processes or who discuss their claims with persons outside of the process may expose themselves to tort charges.

Disciplinary action taken against employees is considered confidential. In student disciplinary actions for sexual assault/physical abuse charges, the victim shall be informed of the final results of the disciplinary proceeding, but the victim must keep the information confidential.

### FILING A COMPLAINT

A complaint may be filed with the Vice President of Human Resources by an individual who believes he/she has been unlawfully discriminated against or sexually harassed in violation of District policy in any program or activity of the District or by an individual who learns of such alleged discrimination or harassment in his or her official capacity as an administrator or faculty member. A complaint may be filed by a third party on behalf of the person discriminated against or harassed so long as the alleged victim consents in writing to having the third party act on his/her behalf (if the alleged victim is a minor, then the parent or guardian must consent).

The Vice President of Human Resources will explain both informal and formal options for addressing the issue and the individual's rights and responsibilities under both options.

A representative of his/her choice may accompany the complainant and the respondent at any stage of these proceedings. Any expense of such representative is the sole obligation of the individual who requests the participation of a representative.

The District recognizes that it is in the best interest of all parties that persons who allege that improper conduct occurred seek resolution of their concerns as soon as possible to allow necessary reviews to occur expeditiously.

### INFORMAL/FORMAL COMPLAINT PROCESS

The purpose of the informal resolution process is to allow an individual who believes he/she has been unlawfully discriminated against including sexually harassed to resolve the issue through a mediation process rather than the formal complaint process. The informal or formal process may be invoked when the complainant, or the third party representative, chooses, for whatever reason, not to communicate directly with the individual whose conduct is offensive, or, if such communication is

unsuccessful, and the complainant does not wish to file a formal complaint.

Efforts at informal resolution need not include any investigation unless the Vice President of Human Resources determines that an investigation is warranted by the seriousness of the charges. Efforts at informal resolution may continue after the filing of a formal verbal or written complaint, but informal resolution efforts do not extend the time limitations for filing a formal complaint. To the extent practicable, unlawful discrimination including sexual harassment complaints filed under the informal process shall be investigated, within a maximum of ninety (90) calendar days of receipt. If a formal complaint is filed, a new investigation must be completed within 90 days unless it is voluntarily rescinded by a complainant as a result of a successful informal resolution. After a formal complaint is filed, a complete investigation is required unless the matter is informally resolved and the complainant dismisses the complaint. If a complainant chooses informal resolution or dismisses a formal complaint prior to completion of the process, the Vice President of Human Resources may require a complete investigation if warranted by the seriousness of the allegations. Any efforts at informal resolution after the filing of a written complaint will not exceed the ninety calendar day period for rendering the administrative determination.

For both formal and informal complaints, the Vice President of Human Resources will:

- 1) Assure the complainant that he/she will not be required to confront or resolve problems directly with the person accused of unlawful discrimination.
- 2) Advise the complainant that he/she may file a nonemployment-based complaint or employment-based complaints that are disability related with the Office for Civil Rights (OCR) of the U.S. Department of Education where such complaint is within that agency's jurisdiction
- 3) If the complaint is employment-related, advise the complainant that the complaint may be filed with the Department of Fair Employment and Housing (DFEH) or the U.S. Equal Employment Opportunity Commission (EEOC) where such complaint is within the agency's jurisdiction.

The Vice President of Human Resources cannot offer advice regarding the processes that will be followed by the OCR, DFEH, or EEOC. Complainants and/or their representatives should contact those agencies directly with any questions about their jurisdiction or their processes.

In employment related cases, if the complainant files with the Department of Fair Employment and Housing or with the U.S. Equal Employment Opportunity Commission, a copy of that filing will be sent to the State Chancellor's Office requesting a determination of whether a further investigation under Title 5 is required. Unless the State Chancellor's Office determines that a separate investigation is required, the District will discontinue its investigation under Title 5 and the matter will be resolved through the Department of Fair Employment and Housing or the U.S. Equal Employment Opportunity Commission.

#### FILING OF FORMAL WRITTEN COMPLAINT

If a complainant decides to file a formal unlawful discrimination complaint with the District, he or she may file the complaint verbally, in letter or email format, or on a form prescribed by the State Chancellor's Office. These approved forms are available from the Human Resources Department and also at the Chancellor's Office website.

Verbal or written complaints are to be filed with the Vice President of Human Resources or mailed directly to the State Chancellor's Office, see contact information at the end of this procedure.

If a complaint of unlawful discrimination is presented in another format, such as a verbal complaint, the District may request that the complainant complete a form. If there is a delay in obtaining a completed form, or the complainant refuses to transfer the information or otherwise complete the form but wishes to pursue the formal complaint process, the District may attach a letter to the form and open a formal investigation.

Once a complaint is filed under this process, the individual(s) accused of engaging in prohibited discriminatory conduct shall be advised of the filing and the general nature of the complaint. This will occur in a manner that is appropriate under the circumstances. The District will also advise the accused that the process will remain confidential, that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the accused will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided.

#### INVESTIGATION OF A FORMAL COMPLAINT

Once a formal complaint has been filed, it will be reviewed by the Vice President of Human Resources or designee to determine if the complaint meets the following requirements:

- (1) If the complaint is not filed in writing, every effort should be made to have the complaint put in writing to obtain the complainant's signature. However, where a complainant has indicated that he or she wishes to pursue the formal complaint process, a complaint will not be rejected solely based on the failure to file the complaint on the prescribed form.
- (2) The complaint must allege unlawful discrimination prohibited under Title 5.
- (3) The complaint shall be filed by one who alleges that he or she has personally suffered unlawful discrimination or by a third party on behalf of the person allegedly discriminated against so long as the alleged victim of the discrimination consents in writing to having the third party act on his/her behalf (if the alleged victim is a minor, then the parent or guardian must consent) or by one who has learned of such unlawful discrimination in his or her official capacity as a faculty member or administrator.
- (4) In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination.
- (5) In any complaint alleging discrimination in employment, the complaint shall be filed within 180 calendar days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 calendar days following the expiration of that 180 calendar days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of 180 calendar days.
- (6) The investigator will be impartial and will make reasonable efforts to interview individuals who have relevant knowledge regarding the complaint, including, but not limited to, the complainant, the person who was the subject of the discrimination, if different, the person accused of discrimination, anyone who witnessed the reported discrimination and other individuals identified as having relevant information. The investigator will also review any records, notes, memoranda, correspondence or statements relevant to the discrimination. The investigator will be trained regarding how to appropriately conduct investigations of unlawful discrimination or sexual harassment. If a complaint is determined to not meet the requirements of Title V, it will be immediately returned to the complainant with a written explanation of why an investigation will not be initiated under the California Code of Regulations. The notice shall specify why the complaint is defective. A copy of the notice to the complainant will also be sent to the State Chancellor's Office.

## RETALIATION

It is unlawful to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation of a complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

If an individual believes he/she has been subject to such retaliation, the individual may file an additional complaint with the Vice President of Human Resources. The Vice President of Human Resources shall investigate the claim of retaliation in accordance with these procedures.

If the Vice President of Human Resources determines that the complaint of retaliation is valid, in addition to any other remedies which may be appropriate (such as disciplinary action), the Vice President of Human Resources shall take all necessary steps to end the retaliatory behavior as quickly as possible including providing counseling to the person engaging in the retaliatory conduct.

## INVESTIGATIVE REPORT AND ADMINISTRATIVE DETERMINATION

The Vice President of Human Resources reviews the formal complaint, conducts an impartial fact finding investigation of the complaint, and recommends corrective action on behalf of the District.

Corrective action involving a recommendation for staff or student disciplinary action shall be referred to the appropriate vice president(s) for further action. To the extent possible, all unlawful discrimination or sexual harassment complaints filed under this process shall be investigated within a maximum of ninety (90) calendar days of receipt. If circumstances beyond the control of the District prevent the completion of an investigation within 90 calendar days, the Vice President of Human Resources will notify the State Chancellor's Office and the complainant (see "Extensions" below). Upon completion of the investigation, the Vice President of Human Resources will forward a copy of the investigative report to the State Chancellor's Office.

Upon completion of the investigation (not to exceed 90 days) a written notification shall be provided to the complainant and/or target of the alleged unlawful discrimination, including sexual harassment, explaining the District's investigative process, a summary of the factual information gathered, its determination as to whether unlawful discrimination, including sexual harassment, occurred, the reasons for its decisions, and any appeal procedures. If unlawful discrimination, including sexual harassment, is found to have occurred, the written notification will also include any remedial and corrective actions that have been or will be taken to address the unlawful discrimination or sexual harassment and prevent any retaliation or recurrence.

The investigative report shall include at least all of the following:

- (1) A description of the circumstances giving rise to the complaint.
- (2) A summary and analysis of the relevant evidence (documents, data, or witness testimony) on which the determination rests.
- (3) A finding as to whether probable cause exists to believe that discrimination in violation of District policy occurred with respect to each complaint allegation.
- (4) Any other information deemed appropriate by the District.

Upon completion of the investigation, a summary of the investigative report shall be forwarded to the complainant within the allowable 90-day timeframe for investigating the complaint.

The District's administrative determination shall also be sent to the State Chancellor's Office and the complainant, and shall set forth all of the following:

- (1) The determination of the Vice President of Human Resources or his/her designee as to whether there is probable cause to believe that discrimination in violation of District policy occurred with respect to each complaint allegation.
- (2) A description of actions taken, if any, to prevent similar problems from occurring in the future.
- (3) The proposed resolution to the complaint.
- (4) The complainant's right to appeal to the District's Board of Trustees and to the State Chancellor.

The District will keep these documents on file for a period of at least three years after closing the case, and make them available to the State Chancellor upon request.

The District recognizes the importance of and is therefore committed to completing investigations and resolving complaints as quickly as possible, consistent with the requirements for a thorough investigation.

#### COMPLAINANT'S APPEAL RIGHTS

Complainants have appeal rights that they may exercise if they are not satisfied with the results of the District's administrative determination. All appeals must be written and signed. At the time the administrative determination and the summary of the investigative report is mailed to the complainant, the District will notify the complainant of his/her appeal rights as follows:

- (1) First level of appeal: the complainant has the right to file a written and signed appeal to the District's Board of Trustees within 15 calendar days from the date of the administrative determination. The Board of Trustees will review the original complaint, the investigative report, the administrative determination, and the appeal.

The District's Board of Trustees will issue a final District decision on the matter within 45 calendar days after receiving the written and signed appeal. Should the Board of Trustees elect to take no action within 45 calendar days, the original decision in the administrative determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the Board will be forwarded to the complainant and to the State Chancellor's Office.

- (2) Second level of appeal: the complainant has the right to file a written and signed appeal with the California Community College Chancellor's Office in any case not involving employment related discrimination within 30 calendar days from the date that the Board of Trustees issues the final District decision or permits the administrative determination to become final by taking no action within 45 calendar days.

The complainant's appeal to the State Chancellor's Office must be accompanied either by a copy of the Board of Trustees' decision or by evidence showing the date the complainant filed a written appeal with the Board of Trustees and a statement signed under penalty of perjury that the complainant received no response from the Board of Trustees within 45 calendar days from that date. In any case involving employment discrimination, the complainant has the right to file a complaint with the Department of Fair Employment and Housing (DFEH) where the case is within the jurisdiction of that agency.

The Title 5 process provides no corresponding appeal rights to any other parties aside from the complainants.

If a person chooses to pursue a complaint under this policy, he/she has not waived the right to file a complaint with the Equal Employment Opportunity Commission, Department of Fair Employment and Housing, the Office for Civil Rights or the appropriate bargaining agent, and has not waived the right to pursue the matter in a court of law.

#### FORWARD TO STATE CHANCELLOR

Within 150 calendar days of receiving a complaint that does not involve employment discrimination, the District will either:

- 1) Forward the following to the State Chancellor's Office:
  - a) A copy of the final District decision rendered by the Board of Trustees or a statement indicating the date on which the administrative determination became final as a result of taking no action on the appeal within 45 calendar days
  - b) A copy of the notice of appeal rights the District sent the complainant
  - c) Any other information the State Chancellor's Office may require, or
- 2) Notify the State Chancellor's Office that the complainant has not filed a written and signed appeal with the Board of Trustees and that the District has closed its file.

The District will keep these documents on file for a period of at least three years after closing the case, and in any case involving employment discrimination, make them available to the State Chancellor's Office upon request.

#### EXTENSIONS

If, for reasons beyond its control, the District is unable to comply with the 90-day or 150-day deadlines specified above for submission of materials to the complainant and the State Chancellor's Office, the District will file a written request that the State Chancellor grant an extension of the deadline. Where an extension is deemed necessary by the District, it must be requested from the State Chancellor regardless of whether or not the case involves employment discrimination. The request will be submitted no later than 10 calendar days prior to the expiration of the deadlines for completing investigations or for reaching a final District decision as established by Title 5 in sections 59336 and/or 59340 and will set forth the reasons for the request and the date by which the District expects to be able to submit the required materials. A copy of the request for an extension will be sent to the complainant, who will be advised that he or she may file written objections with the State Chancellor within five (5) days of receipt.

The State Chancellor may grant the request unless delay would be prejudicial to the investigation. If the State Chancellor grants an extension of the 90 calendar day deadline the 150-day deadline is automatically extended by an equal amount of time.

#### NOTICE, TRAINING AND EDUCATION FOR STUDENTS AND EMPLOYEES

The Vice President of Human Resources or designee is responsible for providing information and/or training to employees and students on the District's unlawful discrimination and sexual harassment policy and procedures.

Every nonsupervisory District employee will receive information related to nondiscrimination and a copy of the unlawful discrimination and sexual harassment policies and procedures during the first year of their employment. New supervisory employees shall receive training regarding the District's nondiscrimination policy, including training in sexual harassment prevention within six months of

assuming their supervisory positions. All supervisory employees will receive such training at least once every two years. In years in which a substantive policy or procedural change has occurred all District employees will attend a training update and/or receive a copy of the revised policies and procedures.

A copy of the District's written policy on unlawful discrimination and sexual harassment, as it pertains to students, will be provided as part of any orientation program conducted for new students at the beginning of each semester or summer session. A training program will be made available to continuing students as often as practical. Such informational services shall ensure that students have information on where to obtain rules and procedures for reporting allegations of discrimination and sexual harassment and how to file a District complaint or pursue available remedies.

A copy of the District's written policies on unlawful discrimination and sexual harassment will be displayed in a prominent place in the main administration building, Bailey Hall, and other areas where notices regarding the District's rules, regulations, procedures, and standards of conduct are posted, and shall appear in any District publications that set forth the comprehensive rules, regulations, procedures, and standards of conduct for the District. This includes the District website.

#### DOCUMENT RETENTION

Unlawful discrimination records that are part of an employee's employment records may be classified as Class-1 Permanent records and retained indefinitely or microfilmed in accordance with Title 5.

Unlawful discrimination records of a student that are deemed worthy of preservation but not classified as Class-1 Permanent may be classified as Class-2 Optional records or as Class-3 Disposable records. Class-2 Optional records shall be retained until reclassified as Class-3 Disposable Records. Class-3 Disposable Records shall be retained for a period of three years after being classified as Class-3 Disposable records.

Records related to a student discrimination complaint will be deemed worthy of preservation if, at the end of three years after the case is closed, a complaint on similar grounds has been filed against the same employee. In such cases, the records shall continue to be classified as Class 2 records and shall not be reclassified as Class-3 Disposable Records until complaints against that particular employee have been resolved.

#### ACADEMIC FREEDOM

When investigating unlawful discrimination complaints containing issues of academic freedom, the District will consult with a faculty member appointed by the Academic Senate with respect to contemporary practices and standards for course content and delivery. The Board recognizes that the probing of opinions and an exploration of ideas may cause some students discomfort but does not necessarily constitute unlawful discrimination, including sexual harassment.

AGENCY CONTACT INFORMATION

Vice President of Human Resources  
SANTA ROSA JUNIOR COLLEGE

Mailing Address:  
1501 Mendocino Avenue  
Santa Rosa, CA 95401

Physical Address:  
1988 Armory Drive  
Santa Rosa, CA 95401

Phone Number:  
(707) 527-4954

STATE CHANCELLOR'S OFFICE

Legal Affairs Division  
Chancellor's Office  
California Community Colleges  
1102 Q Street  
Sacramento, CA 95811  
(916) 445-8752

OFFICE FOR CIVIL RIGHTS

U.S. Department of Education  
50 Beale Street, Suite 7200  
San Francisco, CA 94105-1813  
(415) 486-5555

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)

350 The Embarcadero, Suite 500  
San Francisco, CA 94105-1260  
(415) 625-5600

DEPARTMENT OF FAIR EMPLOYMENT & HOUSING (DFEH)

San Francisco District Office  
1515 Clay Street, Suite 701  
Oakland, CA 94612  
(800) 884-1684

## Employee and Student Complaint and Grievance Process

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

**4.14**

### **GUIDE TO COMPLAINT AND GRIEVANCE PROCESSES**

ADOPT: APRIL 8, 1985

REVISED: NOVEMBER 14, 1995

REVISED: APRIL 10, 2001

REVISED: JUNE 10, 2003

REVISED: DECEMBER 9, 2008

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

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

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

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

- SEIU Contract (Service Employees International Union for Classified Staff)
- AFA Contract (The All Faculty Association for Faculty Unit A)
- AFT Contract (The American Federation of Teachers for Faculty Unit B)
- District Policy 2.7 (Discrimination and Complaint)
- District Procedure 2.7P (Discrimination and Complaint)
- District Policy 4.14a (Employee Conduct)
- District Procedure 4.14aP (Employee Conduct)
- District Policy 4.14b (Employee Conflict and Crises Intervention)
- District Procedure 4.14bP (Employee Conflict and Crises Intervention)
- District Policy 4.14c (Workplace Violence Prevention)
- District Procedure 4.14cP (Workplace Violence Prevention)
- District Policy 8.22 (Student Grievance/Complaint)
- District Procedure 8.22P (Student Grievance/Complaint)
- Academic Senate Professional Relations and Ethics Guidelines

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

#### Areas of Grievance or Complaint:

1. Violation of Employee Contract

Classified Staff - Contact SEIU Grievance Officer or SEIU President

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

2. Discrimination or Sexual Harassment

All Employees & Students - Contact the District Compliance Officer

3. Complaints Between Faculty Members - Contact Academic Senate President and the Professional Relations Committee of the Academic Senate

4. Complaints Between Faculty Members and Students - Contact the Department Chair in the appropriate instructional area or the Office of the Vice President for Student Services

- C. Individuals not able to visit the Santa Rosa Campus or Petaluma Campus to use resources listed above are encouraged to contact the appropriate Santa Rosa or Petaluma office or individual by phone or email to receive additional information and/or advice.

**2.6.1**

**FRATERNIZATION IN THE WORKPLACE**

ADOPT: DECEMBER 12, 1995 REVIEWED: MARCH 13, 2001

REVISED: MAY 13, 2008

REVISED: JUNE 14, 2011

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Santa Rosa Junior College is committed to fostering the development of learning and working environments characterized by professional and ethical behavior. The College seeks to eliminate conflicts of interest, potential coercion by individuals who have authority over other individuals, sexual harassment, and unfair favoritism in the educational and working environment.

Romantic relationships between college employees, including instructors, administrators, and staff where one employee supervises, evaluates, or otherwise exercises employment related authority over the other employee are prohibited. Romantic relationships between College employees and students are also prohibited if the employee exercises any academic or employment authority over the student in an instructional or working environment.

Those who teach, counsel, administer programs, and supervise employees and students are in a position of trust and power. This trust is jeopardized by actual or perceived conflicts of interest, coercion, or favoritism. In the event of potential or actual romantic involvement, SRJC will assist such persons to find other teaching or supervisory assignments.

In offering such assistance SRJC will be guided by the following principles: non-gender bias, power neutrality, and non-status bias. When feasible, academic or employment assignments/reassignments will be made to minimize concerns and reasonable efforts at such assignments/reassignments will be attempted prior to disciplinary intervention.

All employees should keep in mind that initial consent to a romantic relationship does not preclude a charge of sexual harassment in the future.

**Weapons Possession**

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

## EMERGENCY PREPAREDNESS

The Sonoma County Junior College District recognizes their responsibility to develop an emergency preparedness program including a response plan for incidents, emergencies and all hazard events. Therefore, the Sonoma County Junior College District has developed an emergency preparedness program which includes an Emergency Operations Plan that meets the National Incident Management System (NIMS) and California Standardized Emergency Management System (SEMS) preparedness standards and guidelines to meet its response and mitigation needs in the event of a natural disaster, hazardous incident, criminal or terrorist activity on or around the District properties.

The Emergency Operations Plan has been developed in accordance with state and federal laws and guidelines and standards established by the Chancellor of the California Community Colleges and shall be reviewed annually for effectiveness and consistency with existing California Office of Emergency Services (Cal OES) policies and guidelines. The Sonoma County Junior College District regularly conducts training sessions and emergency exercises, including table top exercises, field exercises and tests of the emergency notification systems to assess and evaluate the emergency plans and the capabilities of the campus to respond to an emergency. The Sonoma County Junior College District is part of a regional and statewide emergency management system, and it is in compliance with state and federal standards for managing emergencies.

### **Emergency Notification**

Immediate Emergency Response: The Santa Rosa campus is protected by its own POST certified, armed police agency 24 hour/7 day a week and supported by its own 24 hour/7 day a week POST certified dispatch center. The police department is part of a county wide public safety consortium consisting of adjoining law enforcement agencies, fire and medical response teams using paramedic level teams. Interoperability between the public safety agencies is provided by multi-channel radios in each patrol vehicle along with Mobile Data Computer terminals with GPS mapping and instant cross jurisdictional alert bulletin capability. This communication is further extended through the use of an interconnected Computer Aided Dispatch system that monitors and catalogs all incidents, calls for service and written reports.

The District has implemented an emergency notification system to send mass messages to students, faculty, and staff during emergencies. The system provides faculty, staff and students with timely information and instructions during emergencies or other urgent situations that may directly affect their well-being. In an emergency, the Sonoma County Junior College District Police Chief, District President/Superintendent or their designees are authorized to activate the emergency notification system at their discretion and determine the content of the message. These messages may be delivered to the entire list of registered contacts. Messages are sent by multiple methods to confidential contact information registered by users.

The Sonoma County Junior College District utilizes the cell phone text messaging Alert-U system which allows staff, faculty, students, parents and anyone interested in receiving such emergency notifications to enroll their cell phone on a notification list. Other methods of communication between the district include mass e-mails, network computer desktop "pop ups" and bulletins posted on District websites. The District conducts at least one test of the emergency notification yearly and maintains documentation of each test.

Once notified to evacuate via an emergency notification or by a building fire alarm, students, staff, faculty, and visitors are to evacuate according to the procedures outlined in the Emergency Preparedness Handbook. The Emergency Preparedness Handbook is [available online](#) and printed copies are widely distributed across district campuses. The district conducts yearly evacuation drills to test the evacuation procedures and Emergency Operations Plan.

The redacted Emergency Operations Plan for the District is available in the following locations:

- District Police Department – Santa Rosa and Petaluma
- Superintendent/Vice President Office
- Human Resources Office
- Campus Dean, Windsor Shone Farm Southwest Center
- <http://www.santarosa.edu/administration/college-safety/emergency-preparedness/>

### **Missing Student Notification Policy**

The Sonoma County Junior College District takes the safety and welfare of their students very seriously. To that end, each student living in a campus housing facility has the opportunity to register the name and contact information of a person he or she would like notified if the student is found to be missing and cannot be located through reasonable outreach and investigation. The resident's supervisor will notify District Police in the event of any resident student who is discovered to be missing.

If a member of the campus community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify District Police at (707)527-1000. District Police will generate a missing person report and initiate an investigation. If the missing student is under 18 years of age, and is not an emancipated individual, SRJC will notify the student's parent or legal guardian immediately.

The District Police Department will take any missing persons report which is reported to them without delay regardless of jurisdiction. A missing person report will be given investigative priority over non-emergency property crimes.

When an officer receives a report of a missing person, the officer will determine the category of missing person and complete a report. The reporting officer will ensure that the appropriate information is entered into the California Law Enforcement Telecommunications System (CLETS) as well as sending region wide broadcasts through several law enforcement channels. If the missing person is a student, the reporting officer will also ensure notification is made to the student's emergency contact, if available, within 24 hours of the initial report.

## FIRE SAFETY REPORT

### Description of Sonoma County Junior College District Student Residences

The Sonoma County Junior College District has very limited student housing facilities on its campuses. Currently the only student housing facilities are located on the SRJC Shone Farm in Forestville, CA. The SRJC Shone Farm is comprised of 365 acres; including vineyards, forest, pasture land, multi-use land, and a sustainable horticulture garden. The farm serves primarily as an outdoor laboratory site for agriculture and natural resource classes.

Students selected to live in the Shone Farm dorms and participate in the Shone Farm Resident Program are not charged rent, but will be expected to work a fair amount of equivalent hours per month. The student residents are provided dormitory rooms in multi-use buildings, not dedicated residence halls, at Shone Farm. The current dorm rooms are located at the following locations at Shone Farm:

Building Location	Number of Housing Units	Number of Residents
<b>Beldon Center</b>	<b>1</b>	<b>2</b>
<b>Warren G. Dutton Agriculture Pavilion</b>	<b>1</b>	<b>2</b>
<b>Resident Trailer (S.W. of Beldon Center)</b>	<b>1</b>	<b>1</b>

All residences are equipped with smoke detectors and all buildings have fire extinguishers located in them. The Warren G. Dutton Agriculture Pavilion is the only building with dorm rooms which is equipped with a monitored fire alarm system; fire pull stations are located just outside of the dorm room.

### Fire Evacuation and Fire Safety Training

All student residents have undergone fire safety training including the use of fire extinguishers. All student residents are trained in emergency evacuation procedures and know where the emergency assembly area is for their residence. While detailed evacuation procedures are provided in the publicly available Emergency Preparedness Handbook, residents are trained to leave the building via the nearest stairway or exit. Once outside, residents should go to the designated evacuation assembly area and keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel and are instructed not to return to an evacuated building until instructed that it is safe to do so. Residents are instructed to report fires immediately to District Police and notify Environmental Health and Safety and the Shone Farm Manager. A fire evacuation drill is conducted at least yearly to ensure that student residents are prepared for an evacuation.

### 2010-2012 Fire Statistics

There have been no fires in student residence buildings in this reporting period.

### Fire Log

The Sonoma County Junior College District Environmental Health and Safety maintain a fire log that records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time and general location of each fire. Any entry to the log is required to be made within two business days of the receipt of the information. The fire log for the most recent 60 day period remains open for public inspection during normal business hours. Any portion of the log older than 60 days will be available within two business days after receipt of a request for public inspection.

## **SONOMA COUNTY JUNIOR COLLEGE DISTRICT RESIDENTIAL FIRE POLICIES**

Fire safety is taken very seriously in the residence areas and residents are expected to adhere to the following regulations. For reasons of safety, the Sonoma County Junior College District has imposed restrictions on materials and some electrical equipment. Residents are not permitted to use anything that produces an open flame, such as candles, or has exposed heating elements, such as a space heater, in their residences. The District is a smoke free campus and does not allow smoking on any campus property. Hallways and walkways, as well as building entrance and exit areas, need to be clear at all time. No items should be stored in these areas at any time.

### **Appliances**

Small appliances/equipment (clocks, radios, lamps, personal computers, and televisions, etc.) and medium sized appliances (electric coffee pots, microwaves and small refrigerators, etc.) are permitted to be used in the student residences and public areas of the facilities at any time, provided that the resident ensures the wiring is safe, and that concerns from other residents/staff regarding usage of such appliances/equipment are respected. Appliances such as electric frying pans, toasters, Coleman stoves, toaster ovens, and any items with exposed heating elements or coils are prohibited in residences at all times unless they are District owned appliances approved for resident use. The only exception to the exposed heating element is a clothes iron. Space heaters and other heat producing appliances are a fire safety concern and are prohibited in residential rooms at all times. Students are required to use power strips instead of extension cords to protect their equipment during power outages and for fire safety. All electrical equipment (e.g. televisions, stereos) must be UL approved and in safe operating condition.

The Consumer Product Safety Commission (CPSC) has issued a warning to consumers that the light bulbs in most halogen lamps can reach very high temperatures and could start a fire if they come in contact with curtains, clothes, or other flammable materials. It is because of this increased fire and safety risk that halogen lamps are prohibited in the residences.

### **Flammable/Dangerous Materials**

Open flames, including such items as candles, incense, laboratory burners, stoves, torches, etc. are not permitted inside of the residence rooms. Charcoal lighter fluid, gasoline, solvents and caustic chemicals other than normal household cleaning agents are not permitted in the residential area. No person may use or store fireworks or firecrackers in residences or on campus.