

## AP 3515 Reporting of Crimes

### References:

Education Code Sections 212 and 87014;  
Penal Code Section 245;  
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;  
20 United States Code Section 1232g;  
34 Code of Federal Regulations Parts 99.31(a)(13), (14) and 668.46;  
Campus Security Act of 1990

### Reporting of Crime

Members of College of the Canyons who are witnesses or victims of a crime should immediately report the crime to Campus Safety.

In the event an employee is assaulted, attacked, harassed or threatened by a student, or any other person, the employee shall notify his/her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, harassed or threatened shall assist the employee to promptly report the incident to Campus Safety and the Dean of Students. The supervisor himself/herself shall make the report if the employee is unable or unwilling to do so. Reporting a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment as detailed in Board Policy and Administrative Procedure 3430.

### To Report a Crime:

Contact Campus Safety 661/362-3229 Valencia; or 661259-7800 main campus phone number (Valencia); or for the Canyon Country Campus 661/362-3977; or main number at Canyon Country 661/362-3801.

Emergency Contact to the switchboard can be completed by dialing 7 from any classroom phone (Valencia); and 77 from any phone in Canyon Country. Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to Campus Safety.

In addition you may report a crime to the following areas:

*Vice President, Student Services*  
661/362-3292

*Student Health and Wellness*  
661/362-3259

*Human Resources*  
661/362-3427

*Dean of Students*  
661/362-3260

## Confidentiality

While the reporting disclosure of the act of violence itself is mandated, a victim's identity, or the identity of a third party, may not be disclosed to local law enforcement unless the victim, or third party witness, consents to being identified after being informed of his or her right to have identifying information withheld. If a victim does not consent to disclosing his or her identity, the alleged perpetrator's identity may not be disclosed either.

## Victims Rights

Campus Safety, or others who receive such complaints (for example, Human Resources, Student Health, and the Dean of Students), shall notify students and employees complaining of sexual violence of their right to file a sexual discrimination complaint with the District in addition to filing a criminal complaint, and to report incidents of sexual violence to Human Resources, or the Dean of Students if the complainant consents.

## Warnings to the Campus Community

The District shall publish warnings to the campus community about the following crimes:

- Criminal homicide – murder and non-negligent manslaughter;
  - Criminal homicide – negligent manslaughter;
  - Sex offenses – forcible and non-forcible sex offenses;
  - Domestic violence, dating violence and stalking;
  - Robbery;
  - Aggravated assault;
  - Burglary;
  - Motor vehicle theft;
  - Arson;
  - Arrests for liquor law violations, drug law violations, and illegal weapons possession;
  - Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
  - Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury;
  - Those reported to Campus Safety; and
  - Those that are considered to represent a continuing threat to other students and employees.
1. In the event that a situation arises, either on or off campus, that, in the judgment of Campus Safety, the Dean of Students, or the Incident Commander constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college emergency notification system (ENS) and/or college e-mail system to students, faculty, and staff. The information shall be disseminated by the Public Information Officer (PIO), or Incident Commander in a manner that aids the prevention of similar crimes.
  2. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the PIO or Incident Commander may also post a notice in social media, and on the web site; providing the community with

more immediate notification. Anyone with information warranting a timely warning should report the circumstances to Campus Safety, by phone 259-7800 or in person at either the Switchboard or Campus Safety (X8) – Valencia Campus; or Campus Safety 661/362-3977; or Switchboard 661/362-3801, Canyon Country.

3. The District shall not be required to provide a timely warning with respect to crimes reported to a professional counselor.
4. If there is an immediate threat to the health or safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.

#### Agreement with Local Law Enforcement

The District shall enter into written agreements with local law enforcement agencies that clarify operational responsibilities for investigations of Part 1 violent crimes\*, occurring within the District, including designating which law enforcement agency has operational responsibility for the investigation of each Part 1 violent crime and establishing the geographical boundaries of each agency's jurisdiction.

#### Statistical Reporting

The District shall annually collect and distribute statistics concerns crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.

The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years.

The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources and other matters.

In the cases of multiple crimes committed during the same incident, the District will report all of the crimes in its statistics.

In the case of stalking the District will report a crime statistic for each and every year in which the conduct is reported and records each report of stalking as occurring only at the first location within the institution's Clery geography in which a perpetrator engaged in the stalking course of conduct or a victim first became aware of the stalking.

The District shall make the report available to all current students and employees. The District will also provide perspective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting Campus Safety, in building X8, or phone 661/362-3229; or at the [Canyons.edu](http://Canyons.edu) website, search Campus Safety page, go to Clery Disclosures tab.

The District does not allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The District will disclose the final results of disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The District may also disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated District policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses.

The disclosure will only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his/her right to confidentiality.

*\* Part 1 violent crimes are defined in Education Code 67380 as:*

*“Part 1 violent crime” means willful homicide, forcible rape, robbery, or aggravated assault, as defined in the Uniform Crime Reporting Handbook of the Federal Bureau of Investigation.*

**Last Review Date 1/25/16**