



Origination: 04/2016
Last Approved: 02/2017
Last Revised: 02/2017
Next Review: 01/2023
Owner: Bruce Baron: Document Owner - Chapter 3
Policy Area: Chapter 3 General Institution
References:

AP 3515 Reporting of Crimes

Members of the San Bernardino Community College District who are witnesses or victims of a crime should immediately report the crime to the District Police Department.

In the event an employee is assaulted, attacked or menaced by a student, the employee shall notify his/her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the attack or assault to the District Police Department. 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.

The District will instruct members of the District Police Department to notify students and employees complaining of sexual violence of their right to file a sex discrimination complaint with the District in addition to filing a criminal complaint, and to report incidents of sexual violence to Human Resources/ Vice President of Student Services, if the complainant consents.

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 the District Police Department; and
- Those that are considered to represent a continuing threat to other students and employees.

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Campus Police or President of the College, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be

issued. The warning will be issued through the college e-mail system to students, faculty, staff and the campus' student newspaper. The information shall be disseminated by the Emergency Manager in a manner that aids the prevention of similar crimes.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Emergency Manager may also post a notice on the campus-wide electronic bulletin board on the District website at www.sbccd.org, providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the District Police, by phone 909-384-4491 or in person at the police station at Crafton Hills College or San Bernardino Valley College.

The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

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.

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. 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 the District Police Department or at the Website address published in www.sbccd.org/police.

To Report a Crime:

Contact at and dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the police department. In addition you may report a crime to the following areas:

CHC-Student Health Services 909-389-3271
SBVC-Student Health Services 909-384-8273
SBVC-Title IX coordinator 909-384-8992
CHC Title IX coordinator 909-389-3355
Human Resources 909-382-4041
SBVC Vice President of Student Services 909-384-8992
CHC Vice President of Student Services at 909-389-3355

If you are the victim of a crime and do not want to pursue action within the District's System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the District Police Department can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the District can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular

location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

The District Police Department encourage anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the District Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities as identified below. Confidential reports of crime may also be made to SBVC Vice President of Student Services at 909-384-8992.

To assist Districts comply with this reporting requirement, the California Attorney General's Office and University of California Office of the President, in partnership with the Alameda County and San Bernardino County District Attorney's Offices and San Francisco and Oxnard Police Departments, has published a Model Memorandum of Understanding that Districts may use as a template to help them comply with their reporting requirements. This template, and instructions on how to use the template, are available on the Attorney General's website (<http://oag.ca.gov/campus-sexual-assault>). Districts should still consult with their own legal counsel before finalizing any Memorandum of Understanding between the District and local law enforcement.):

Required Reports to Local Law Enforcement Agency

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault, or hate crime, committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the institution or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of his/her right to have his/her personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency unless the institution determines that both of the following apply, in which case the institution shall disclose the identity of the alleged assailant to the local law enforcement agency and notify the victim of the disclosure:

- the alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and
- the immediate assistance of the local law enforcement agency is necessary to contact or detain the assailant.

References:

Education Code Sections 212, 67380, 67383, and 87014;

Penal Code Sections 245 and 422.55;

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

Attachments:

[AP 3515 Reporting of Crimes - Comments](#)

[AP 3515 Reporting of Crimes - Legal Citations](#)

Approval Signatures

Step Description	Approver	Date
Board of Trustees 2nd reading	Board Board: [SN]	02/2017
Board of Trustees 1st reading	Board Board: [SN]	02/2017
District Assembly 2nd reading	District Assembly District Assembly: [SN]	02/2017
District Assembly 1st reading	District Assembly District Assembly: [SN]	02/2017
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN]	02/2017