

Ventura County Community College District



ANNUAL SECURITY REPORT October 2017

"Your Right To Know"

This report has been produced in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and is available in electronic format at

<http://www.vccd.edu/departments/police/2017-annual-security-report>. Hard copies are available at the VCCCD Campus Police Stations at the Moorpark, Oxnard and Ventura College campuses. For more information about the Act, please visit:

http://www.vccd.edu/departments/police/crime_prevention_and_information/jeanne_clery_act.shtml.

The Ventura County Community College District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. For more information regarding District policies and procedures, please visit www.vccd.edu.

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Welcome Message

Welcome to the Ventura County Community College District!

This report is the collaboration of a work group comprised of administrative personnel, deans, and representatives from the Student Health Centers, Campus Police, Student Life, and Human Resources. Each entity provides updated information on their educational efforts and programs necessary to ensure compliance with the Act. In addition, it includes input regarding crime statistics from the local law enforcement agencies surrounding the three campuses and satellite sites.

The VCCCD Police Department strives to promote a safe campus environment conducive to academic achievement through the cooperation of students, faculty, and staff. With your help in reporting suspicious activities or crimes, we are confident we can achieve this goal. We encourage the prompt reporting of any incident that threatens the safety, health or rights of our campus community.

The information contained in this report is made available to you in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, referred to as the Clery Act. This act requires that all Title IV institutions prepare, publish and distribute an annual security report which contains, among other information, three years of the institution's crime statistics and current security policies. The report is available for download or viewing electronically at:

<http://www.vccd.edu/departments/police/2017-annual-security-report>

and in hard-copy format at any of the three campus police stations on the Moorpark, Oxnard and Ventura campuses. The crime reporting covers the Moorpark, Oxnard and Ventura campuses, the public property immediately adjacent/accessible to those campuses as well as extending a mile around the campuses, and non-campus locations owned and/or controlled by the District.

We remain committed to providing the highest levels of service and safety. On behalf of the District, Colleges, and our officers, thank you for helping to make our campuses safe. If you have questions or concerns, please feel free to contact Chief Justice's office at (805) 652-7751, Monday through Friday.

Sincerely,

Dr. Greg Gillespie
Chancellor

Joel Justice
Chief of Police

Click on link for interactive map: <http://www.moorparkcollege.edu/college-information/directions-maps-and-transportation>



Oxnard College Campus Map. Click on link for interactive map:
<http://www.oxnardcollege.edu/college-information/directions-maps-and->

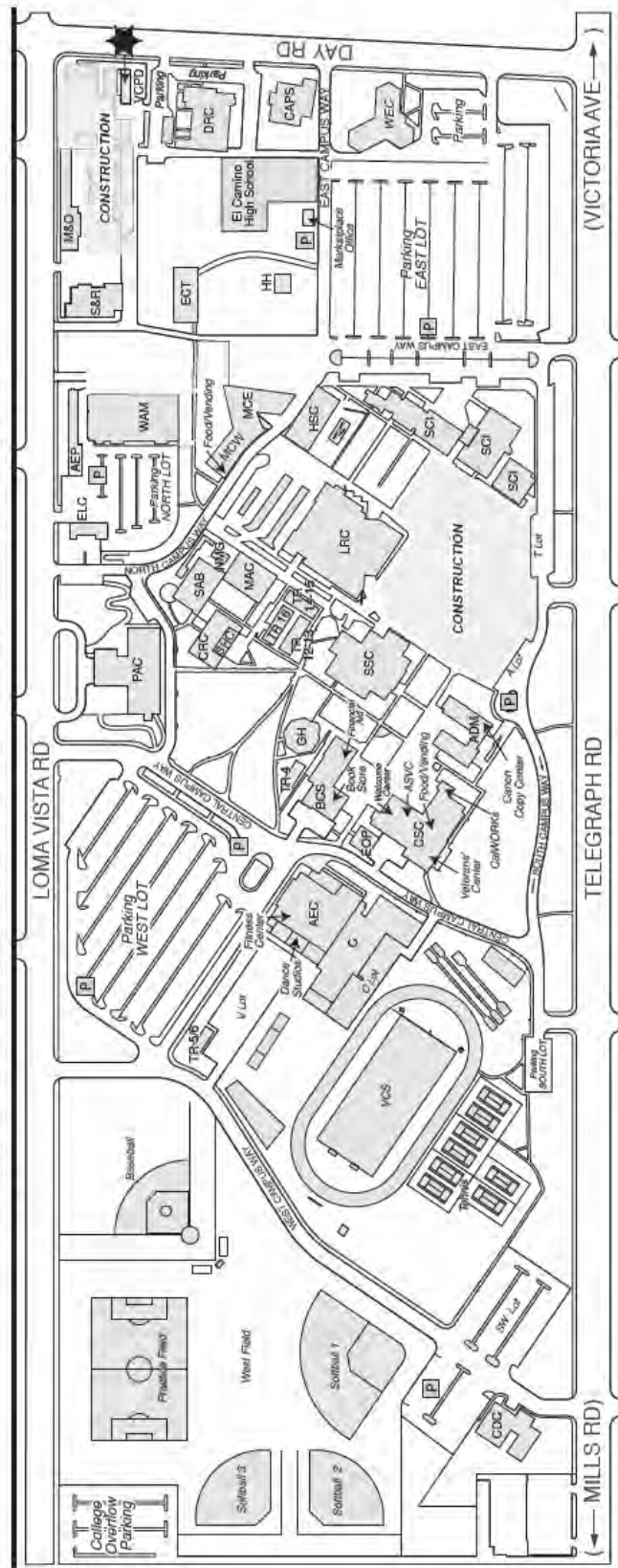
- 1. NORTH HALL
 - 4. LIBERAL ARTS BUILDING
Faculty Offices North and South Wing
Forum (LA-6), Labs and Classrooms (LA 1-20)
 - 5. CONDOR HALL (Under Construction)
 - 6. PHYSICAL EDUCATION
 - 7. CAMPUS POLICE BUILDING (1ST FLOOR)
Campus Police (805-596-5805)
 - 8. ADMINISTRATION BUILDING (2ND FLOOR)
President's Office
Student Learning
Foundation
Institutional Research
Business Services
Civic Center
Fiscal Services
Payroll
Informational Technology
 - 9. AUTOMOTIVE TECHNOLOGY
 - 10. CHILD DEVELOPMENT CENTER
 - 11. MAINTENANCE AND OPERATIONS
 - 12. OCCUPATIONAL EDUCATION BUILDING
Bookstore
Labs and Classrooms (OE 1-12)
Culinary Arts
Division Office of Career and Technical Education
Publications
 - 15. DENTAL PROGRAMS
 - 18. LETTERS AND SCIENCE BUILDING
Faculty Offices
Labs and Classrooms (LS 1-16)
Program for Accelerated College Education (PACE)
 - 19. NORTH HALL - F
Classroom
 - 19A. MCNISH GALLERY
 - 20. CONDOR MIDDLE COLLEGE/
JCC BUILDINGS
 - 24A. ADMINISTRATION ANNEX
Reception/Mailroom/Switchboard
STEM Center
Division Office - Math/Science/Health/PE
Classrooms (AA-102-AA-105)
 - 24B. ADMINISTRATION ANNEX
Associated Student Government (ASG) Offices/
ID Photos
Student Lounge
Classrooms (AA-101, AA-106, AA-107)
 - 28. MAINTENANCE - WAREHOUSE - FACILITIES
 - 29. STUDENT SERVICES AND ADMINISTRATION
Division Office - Student Services Admissions
and Records
Assessment Center
Counseling
Educational Assistance Center (DSP&S)
Financial Aid
Health Center
High Tech Lab
Welcome Center/ Information Outreach and
Recruitment
Student Business Office
Transfer Center
Call/Works
EOPS
Veteran's Center
 - 30. CONDOR CAFE
 - 31. LIBRARY/LEARNING RESOURCE CENTER
LIBRARY
INSTRUCTIONAL TECHNOLOGY
TUTORIAL CENTER
 - 32. PERFORMING ARTS BUILDING
Media Center
OCTV
 - FREE SPEECH AREA
- PARKING LEGEND:**
- ADA
 - Visitor
 - Faculty / Staff
 - General Purpose



Click on link for interactive map: <http://www.venturacollege.edu/college-information/maps-and-parking>

VENTURA COLLEGE

CAMPUS MAP & BUILDING LEGEND





REV. 6-2014

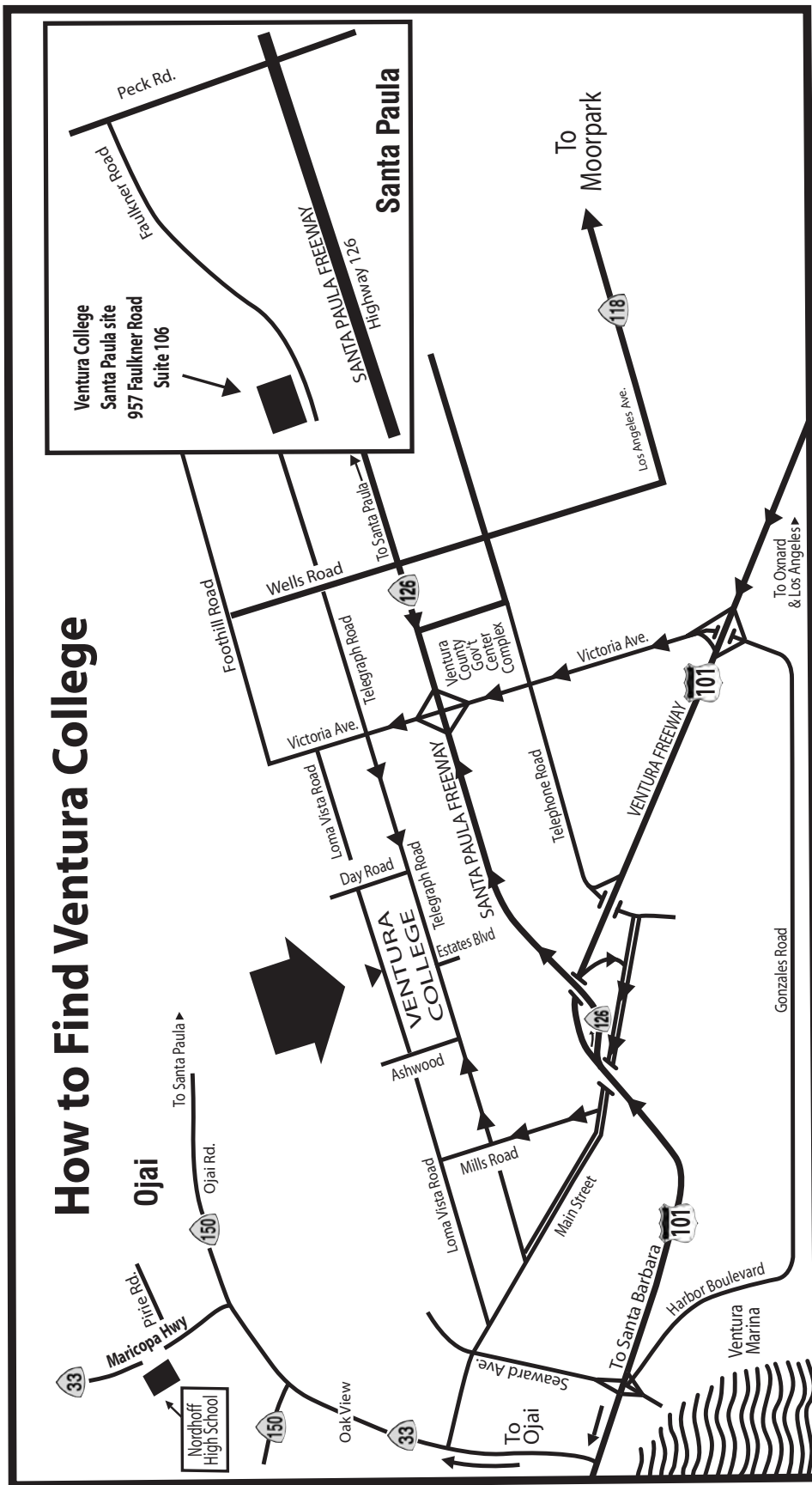
ADM..... Administration (EAC, Canon Copy Center)	EOP..... EOPS	SAB..... Studio Arts Building
AEC..... Athletic Event Center (Large Gym, Fitness Ctr)	GH..... Guthrie Hall	SCI..... Sciences & Mathematics
AEP..... Auto Education Program	HSC..... Health Sciences Center	SSC..... Student Services Center (Admissions & Records, Assessment, Student Business Office, Career Center, Counseling, Registration Office, Transfer Center)
BCS..... Bookstore & Campus Services (Financial Aid)	HH..... Head House	S&R..... Shipping and Receiving
C..... Kinesiology (Small Gym)	LRC..... Library & Learning Resource Center (Assistive Tech Training Ctr, Tutoring)	TR 4..... Classroom
CDC..... Orfalea Child Development Center at Ventura College	MAC..... Media Arts Center	TR 12-15..... Trailer Classrooms (Between MAC & SSC Bldg.)
CRC..... Creative Resources Center (Student Health Ctr)	M&O..... Maintenance & Operations	TR 16..... Nursing Skills Lab (Between MAC & SSC Bldg.)
CSC..... Campus Student Center (Student Activities, Welcome Ctr, CalWORKs, Vending, Veterans' Center)	MCE..... Multidisciplinary Center East	VCS..... Ventura College Sportsplex
DRC..... Day Road Center - 71 Day Road (Foundation, District Econ. Dev., Police)	MCW..... Multidisciplinary Center West (Career & Tech Ed., Vending)	VCPD..... Ventura College Campus Police (Lost & Found)
ECT..... Environmental/Construction Technology	NMG..... New Media Gallery	WAM..... Welding/Auto/Manufacturing
ELC..... English Learning Center (ESL)	PAC..... Performing Arts Center	WEC..... Wright Event Center



 Parking Permit Dispenser
 Campus Police

 NORTH

How to Find Ventura College



About the Ventura County Community College District

The Ventura County Community College District is a public community college district serving residents in Ventura County. The District's three Colleges--Moorpark, Oxnard, and Ventura--offer programs for transfer to four-year colleges and universities, occupational and vocational training, basic skills instruction, as well as economic development and continuing education for cultural growth, life enrichment, and skills improvement. Each of the colleges provides a wide range of general programs and services to students, as well as focusing on its own unique and specialty areas. As of Spring 2017, VCCCD served 30,825 students.

Moorpark College Mission Statement

As a public community college, Moorpark College offers programs and services accessible to the community. Drawing from a student-centered philosophy, Moorpark College creates learning environments that blend curriculum and services in providing to students:

- Introductions to the broad areas of human knowledge and understanding
- Courses required for university transfer and career preparation or advancement
- Skills in critical thinking, writing, reading, speaking, listening, and computing
- Exposure to the values of diversity locally, nationally, and internationally
- Extracurricular activities that promote campus community involvement and personal development
- Preparation for the challenges and responsibilities of life and change in a free society and the global community

Oxnard College Mission Statement

Oxnard College is a learning-centered institution that embraces academic excellence by providing multiple pathways to student success.

Ventura College Mission Statement

At Ventura College, we transform students' lives, develop human potential, create an informed citizenry, and serve as the educational and cultural heart of our community. Placing students at the center of the educational experience, we serve a highly diverse student body by providing quality instruction and student support, focusing on associate degree and certificate completion, transfer, workforce preparation, and basic skills. We are committed to the sustainable continuous improvement of our college and its services.

About the Police Department

Under authority of Board Policy BP7600, the Ventura County Community College District (VCCCD) has established a Police Department that employs sworn police officers who are vested with full arrest authority in the state of California pursuant to California Penal Code 830.32 and California Education Code 72330. The Police Department adheres strictly to the State of California Police Officer Standards and Training (POST) guidelines. The Department is charged with providing general law enforcement, security, and parking/traffic control for students, faculty, staff and

visitors on all properties owned and operated by Ventura County Community College District. The Department is the primary respondent for campus emergencies and reports of criminal activity on campus.

Each of the three Campus Police Stations operates from 6:00 a.m. to 11:00 p.m. Monday through Thursday, and from 7:00 a.m. to 5:00 p.m. Friday. Campus Police can be reached at the following numbers:

Moorpark College (805) 378-1455

Oxnard College (805) 678-5805

Ventura College (805) 289-6486

The Chief of Police, Joel Justice, may be reached at the Police Services Department located at the Day Road Center, 71 Day Road, Ventura, at (805) 652-7752.

The VCCCD Police Department contracts with the California State University Channel Islands (CSUCI) Police Department to provide 24-hr dispatch services for each of the three campuses. Dispatchers are POST-certified professionals who answer calls from each of the campuses' direct phone lines, as well as 9-1-1 and all emergency blue phones located on each of the campuses.

The VCCCD Police Department cooperates fully with local, state and federal agencies. This cooperation enables the Department to share information regarding potential threats, as well as to stay informed regarding criminal activity perpetrated in the neighborhoods around the campuses. The Department identifies all crimes in categories of Part I or Part II crimes. Part I crimes include crimes such as murder, rape, aggravated assault, robbery, etc. In most cases, the nature of these crimes exceeds the Department's resources to properly investigate; therefore, the Department maintains Memorandums of Understanding (MOUs) with each of its three neighboring police agencies. Part II crimes, such as misdemeanor assault, drug/alcohol violations, vandalism, disturbing the peace, hate crimes, etc., are handled by the VCCCD police. VCCCD Police Officers work in full uniform and may drive marked or unmarked police vehicles, or patrol on foot, police cart, or bicycle. They provide a full range of police services, including but not limited to: emergency response; preventative patrols; initial investigation of observed, reported, or suspected crimes; enforcement of all applicable laws and administrative regulations; follow-up investigations; crime prevention; community liaison; special event security; traffic enforcement and traffic collision investigation; parking enforcement; and campus escorts for students, employees and visitors. Persons arrested by Campus Police will be processed in accordance with prevailing practices in Ventura County, which can include citation and release or booking at the Ventura County Jail. Criminal investigations are submitted to the Ventura County District Attorney's office for filing consideration.

The Police Department also employs Campus Safety Officers, who are non-sworn officers who take non-court related reports, such as traffic or vandalisms, and assist police officers with visibility in the field; and Police Cadets, who assist with parking, traffic control, vehicle jump starts and escort services for students, employees, and visitors. Police Cadets are students who also assist with observing and reporting suspected criminal activity.

District Police Mission Statement:

We are committed to providing a safe and secure campus environment for our students, faculty, staff and visitors, as well as protecting all facilities, property and assets owned and operated by Ventura County Community College District. We strive to provide a peaceful learning environment in which research, education and public service can grow.

Core Values:

To protect the campus community through proactive policing;

To foster dignity and respect in all interactions;

To develop a community-oriented partnership to resolve issues and problems with our students, faculty and staff;

To endorse the police officers' Code of Ethics, to impartially enforce the law, to respect the rights of individuals, and to encourage voluntary compliance with the rules, regulations, and laws through equal and impartial application of enforcement.



Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (20USC § 1092(f)) (also referred to as "Clery") is the federal law, formerly known as "The Student Right-to-Know and Campus Security Act," that requires colleges and universities across the United States that receive federal funding to disclose reported instances of criminal activity on their campuses. The law specifically requires the reporting of violent crimes, burglary, and motor vehicle theft, as well as a summary of arrests and disciplinary referrals for liquor law, drug abuse, and weapons violations. The Sexual Assault & Violence Education (SAVE) and Violence Against Women Act (VAWA) laws, as well as other changes to Clery, amended the reporting requirements to include stalking, intimidation, dating violence, domestic violence, sexual assault and hate crimes, and the requirement for campuses to provide education and awareness programs.

The Police Services Department, under the supervision of the Chief of Police, is responsible for preparing this report to comply with the Jeanne Clery Act, and reviews and implements all updates from the U.S. Department of Education regarding additions or changes to the Jeanne Clery Act. The Police Services Department also compiles statistics gathered from information maintained by the Police Records Department, information provided by other offices or Campus Security Authorities, and information provided by local law enforcement agencies surrounding each campus. These offices each provide updated policy information and crime data annually. The Campus Police Department distributes statistics on the reported occurrences of offenses at each college campus. These statistics include those crimes that have occurred on the perimeter of each of the campuses, as well as at satellite offices off-campus. These statistics include a three-year comparison.


Please read this report carefully and use the information to help foster a safe environment for yourself and others on campus. VCCCD has been fortunate in experiencing very few serious crimes, but the Police Department is aware of the possibility that a serious event or disaster could occur at any time. We encourage students, faculty and staff to report all suspicious activity and to take responsibility for adopting measures to protect themselves and their possessions.

The Violence Against Women Reauthorization Act 2013 (VAWA)

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA.) This law amended the Clery Act and created statutory changes requiring institutions to compile statistics for certain crimes that are reported to campus security authorities or local police agencies, including incidents of sexual assault, domestic violence, dating violence, and stalking. Additionally, institutions are required to include certain policies, procedures and programs pertaining to these crimes in their Annual Security Reports. These updates have been incorporated in various sections of this Report.

To Report an Emergency:

The VCCCD Board of Trustees have established Board Policy BP3515 and Administrative Procedure AP3515 to establish what steps will be taken in case a crime is committed on campus. These are described below:

 **FIRST - Call Campus Police from your cell phone, a classroom or office phone, or the Emergency Blue Phones located in the parking lots at various locations.**

Moorpark College (805) 378-1455

Oxnard College (805) 678-5805

Ventura College (805)289-6486

Police Services (805) 652-7751

THEN:

- ① Give your name, telephone number and location (parking lot, building number, vehicle information, etc.)**
- ② Give clear and accurate information**
- ③ Be prepared to supply suspect or vehicle description and travel direction**
- ④ DON'T HANG UP! Follow the instructions of the dispatcher**

Report all incidents immediately. If you witness a crime, note a description of the person(s), automobile information if applicable, direction of travel, etc. Do not approach or attempt to apprehend any persons involved in the crime. Provide accurate details to the Police as soon as possible. For more information regarding crime tips and prevention, please visit the Police Department website at www.vccd.edu/departments/police.

Community members, students, faculty, staff, and guests are strongly encouraged to report all crimes and public safety related incidents to the Campus Police Department in a timely manner. Dispatchers are available at the campus police telephone numbers 24 hours a day to answer calls. In response to a call, Campus Police will take any required action, either dispatching an officer or asking the victim to report to the Campus Police Station to file an incident report.

Campus Police incident reports may be forwarded to the Dean of Students office for review and potential action by the Office of Student Discipline. Additional information obtained via investigation will also be forwarded to the Office of Student Discipline. If assistance is required from local law enforcement, Campus Police will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Campus Police, will offer the victim a wide variety of services. This publication contains information about on-campus and off-campus resources. That information is made available to provide community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about "resources" is not provided to infer that those resources are "reporting entities." Crimes should be reported to the Campus Police Department or to a

Campus Security Authority, to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Confidential Reporting and Campus Security Authorities

The District has designated certain administrators and staff as “Campus Security Authorities” (CSA) in recognition that many students, faculty and staff may be hesitant about reporting crimes to the Police Department, and may be more inclined to report incidents to non-law enforcement administrators and staff instead. If a victim does not want a report to go further than notification to the CSA, the CSA will explain that he/she may be required to submit the information for statistical purposes, but it can be submitted without identifying the victim. That said, the CSA will make all good faith efforts to ensure that reports of criminal activity are valid and credible. The law defines “Campus Security Authority” as: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.” An example would be a dean of students who oversees a student center or student extra-curricular activities, and has significant responsibility for student and campus activities. Similarly, a director of athletics, team coach, or faculty advisor to a student group also has significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, except when serving as an advisor to a registered student group. Clerical staff are unlikely to have significant responsibility for student and campus activities.

Campus Security Authorities are charged with reporting to the appropriate law enforcement personnel, either the VCCCD Police Department or local police, or to any official or office which should be informed of the crime or complaint due to the nature of the crime or complaint, those allegations of Clery Act crimes that the CSA concludes are made in good faith. A CSA is not responsible for determining whether a crime took place, as that is the function of law enforcement and its investigatory process. CSA training is handled through the offices of the Dean of Student Services in conjunction with the Clery Coordinator and Student Health Center Coordinator.

The CSA is required to report all allegations to law enforcement personnel, even if the Campus Security Authority was told of a crime in the context of providing emotional support or health care support. The allegations will be reported whether or not the victim chooses to file a report with law enforcement or press charges. A CSA may also provide a victim or witness with assistance in reporting a crime to VCCCD PD or local police, or to any official or office that should be informed of the crime or complaint.

Mental health counselors at the colleges are not CSAs and are therefore exempt from disclosing or reporting allegations of crimes and incidents unless a person's life is in danger. However, to be exempt from the Clery Act reporting requirements, the counselor must be acting in their professional role of mental health counselors.

A victim of crime who does not wish to pursue action through the Campus Police or the criminal justice system may consider making a confidential report. With the victim's permission, the Chief of Police, or his designee, can file a report without revealing the victim's identity. The purpose of a confidential report is to comply with both the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of others. With such information, Campus Police 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.

In addition to the Police Department, crimes may also be reported to the following offices:

MC (805) 378-1408 – Dean of Student Services
OC (805) 384-5987 – Vice President of Student Development
VC (805) 289-6113 - Vice President of Student Affairs

Coordinator of Student Health and Wellness:

MC (805) 378-1413
OC (805) 678-7632
VC (805) 289-6346

Director of Athletics:

MC (805) 378-1457
OC (805) 678-5870
VC (805) 289-6328

District Director of Human Resources:

(805) 652-5513

Anonymous Reporting

An anonymous tip line ("TipNow") is made available to confidentially share information with campus police about a crime, a planned crime, or suspicious activity on campus, through your smart phone or computer. You can also leave an anonymous message by calling 805-652-7770. Knowledge of threats or potential acts of violence should be brought to the attention of Campus Police, so they can quickly respond to prevent someone from being injured. All information provided will be acted upon. Additional information about TipNow is available at:

www.vccd.edu/departments/police.

The following are examples of information which should be reported immediately:

Description or identity of anyone bringing a weapon on campus
Description or identity of a student or employee threatening others
Someone who may be suicidal
Violent writings, notes, voicemail, or email that threaten others
Rumors of planned violence or assault on someone
Use of illegal drugs and/or alcohol on campus
Domestic violence on or off campus
Dangerous or illegal activity or conditions
Identity of a criminal suspect
Location of a wanted person
Bullying

If you see something, say something!

Crime Prevention and Security Awareness Presentations

The VCCCD Police Department's primary responsibility is the safety and security of all members of the District. The Department makes every effort to inform students and staff of criminal activity, or any other concern which may be of an immediate threat to the safety and security of the District. Crime Prevention workshops will be offered during the school year to students and staff. It is the responsibility of every member of the campus community to act in ways that promote the safety of self, others, and the protection of District property.

The Police Department participates in both student- and staff-related functions (Student Government meetings, College Club events, District Safety meetings, etc.) The Police Department offers and/or participates in various presentations throughout the year, including Emergency Preparedness, Campus Safety Orientations, Sexual Assault, Domestic Violence, Dating Violence, and Stalking Awareness and Prevention. Contact the Police Department for more information.

Crime Prevention Tips

- Theft can occur anywhere. Watch your property and be observant of persons around you, especially when studying in libraries, working out in public fitness areas, or in the cafeteria.
 - Lock your vehicle! Don't leave valuables inside, in plain sight.
 - Avoid walking alone, especially during late hours. You may call Campus Police and request an escort to your vehicle. Have the local Campus Police phone number handy.
-
- MCPD – 805-378-1455
 - OCPD – 805-678-5805
 - VCPD – 805-289-6486

Report suspicious situations, such as persons loitering in parking areas or unoccupied areas. Don't assist strangers—call the Police. If someone needs help, we will respond to assist. Park legally and drive safely. Citations will be issued to those who do not comply with traffic laws. This is to ensure safety for all students, employees, and visitors on campus.

FAQS (Frequently Asked Questions)

Can I park on campus for the first week without getting cited?

Permits are available online several weeks prior to each semester. There will be a five-day grace period during which Campus Police will not cite for lack of parking permits. All other regulations will remain in force (i.e., no parking in staff, park in authorized stall, no parking in fire lane, etc.) Dates when citing for lack of permit will begin are announced via signage around the campuses.

Can I use a relative's or friend's handicapped placard without getting cited?

Laws regarding use of handicapped placards are very clear; **only the person to whom the placard was issued is entitled to use it.** Unlawful use may result in a citation being issued or loss of placard. **Please note: Students with handicapped placards are still required to obtain a parking permit to park on campus, per Ed Code 72247.**

What should I do if I've lost something?

The Campus Police station at each campus is designated to receive lost or found items. Should you lose an item on campus, contact Campus Police. The officer or cadet will take your information and if the item is recovered, you will be contacted. All unclaimed items are kept for 90 days and then donated to local charities. Please be prepared to present a photo identification to claim your property.

How can I obtain a copy of a police report?

If you need a copy of a police report, please go to the Campus Police station and complete a request form. As all reports are issued from the Office of the Chief of Police at the Day Road Center, we require a few days to process the request. When the report is ready, you will be notified. **PLEASE NOTE:** You will need to provide valid identification to obtain the report.

How can I find out more about parking permits, how to contest citations, or other parking related questions?

For more information related to parking or citations, visit www.vcccd.edu/parking, or contact your local Campus Police station directly. The numbers for the Campus Police stations are: MCPD – 805-378-1455; OCPD – 805-678-5805; VCPD – 805-289-6486. You can also reach the office of the Chief of Police at 805-652-7752.

Campus Safety and Emergency Notification

The Ventura County Community College District's Emergency Notification Plan consists of a series of emergency notification applications that allows each College to notify the campus community in the event of an existing emergency, under Board Administrative Procedure AP3515. The District's emergency plan adheres to ICS (Incident Command System) guidelines and includes operating status parameters; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. Each campus has an Emergency Team consisting of members whose training complies with FEMA (Federal Emergency Management Agency.) Teams perform yearly exercises to recreate possible emergencies that could affect each campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. All notification systems are tested on a regular basis, typically once during Spring break and again in conjunction with the Great California Shakeout, which occurs in October.

When it is determined that an emergency exists, causing an immediate threat to the campus, the first responders to the scene are usually the Campus Police and local law and emergency personnel. They respond and work together to manage the incident. Depending on the nature of the incident, other departments and other local or federal agencies could also be involved in responding to the incident. Meanwhile, **without delay**, the Campus Incident Commander or Chief of Police will activate the EOC (Emergency Operations Center) and begin the process of assessing the emergency with information provided by first responders (police) to determine if the situation requires the immediate notification of the campus community, will determine the content of the notification, and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to Campus Police, the Chief of Police, or local law enforcement who respond through mutual aid memoranda) compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

If it is determined that the emergency is of sufficient gravity as to require campus notification, the Incident Commander will activate one or more of the notification systems described below, depending upon the type and severity of the incident. The Chief of Police is also authorized to initiate a mass notification alert. Content is based upon the nature of the incident; templates have been developed for several scenarios to assist in immediate response. Notification is also made to the local Office of Emergency Services, through the Police Services Department or designee.

General information about the emergency response and evacuation procedures for campuses are publicized each year as part of the VCCCD's Clery Act compliance efforts, and that information is available on the Campus Police web site. Campus Police have the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Campus Police Department has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

In the event of an emergency, students, faculty and staff will be notified via several methods:

Emergency Mass Notification System: The notification system is managed through vendor Blackboard Connect, which allows District personnel to notify those enrolled of possible emergencies via text and voice messages to cell phones; emails; and voice messages to home phones. We strongly encourage all students and staff to sign up for this free service. The Emergency Mass Notification is only used for emergencies; you will never receive "spam" texts or messages from the Police Department. Mass notification testing is conducted annually. To sign up, please visit the MyVCCCD Portal and under the "My Student Records" box, click "Maintain Emergency Alert Information."

On-campus Alert/Siren/System: The system notifies the campus through speaker arrays located on each campus. This assists our overall emergency communication system to immediately alert students, faculty, and staff of existing emergencies. Speaker arrays are mounted at various locations on each campus, and tested on a regular basis.

Campus Portals: Incorporate alert messages posted on all District and campus web pages.

Emergency Email: Email messages will be sent to all individuals who are listed as email recipients.

Police Notification: Campus Police can deliver messages through Public Address Systems located in each emergency vehicle.

Local Media: Media is handled through the District's Director of Communications/Chief of Staff.

Campus Information Boards ("Marquees"): Marquees provide information regarding campus emergencies, closures and updated information.

Evacuation and Shelter-In-Place: Procedures are listed in each classroom and building. Please take a moment to familiarize yourself with the evacuation procedures in all of your classes, as well as common areas, such as the Library, Cafeteria, Bookstore, Student Business Office, meeting rooms, etc. If the order to shelter-in-place is given, remain where you are and gather your personal necessities, in the event you are directed to evacuate.

Situations for which emergency notifications will be used may include, but are not limited to, potentially life-threatening situations (including those that may exist near or around the campus boundaries) such as an active shooter, bomb threats, or extreme weather (fire, floods, etc.); disasters, natural or otherwise; earthquakes, tsunamis, aircraft crashes, or biological hazards. When it is determined that an emergency no longer exists, an "all clear" message will be sent using one or more of the above methods directed to all students, faculty, and staff and visitors.

Other Campus Safety Measures

Campus Emergency Blue Phones are located throughout each parking lot on the three campuses and enable quick reporting and response to emergencies, through the Police Dispatch services. Maps of the blue phone locations are available in the respective college schedules.

Internal 911 System provides more detailed information when an emergency call is made, assisting police and fire in responding to specific locations during an emergency.

Surveillance Cameras provide Police with the ability to monitor specific locations, such as common areas, parking lots, cafeterias, and bookstores, and greatly assist with overall safety and security.

Fire Safety:

In the event of a fire, exit and move in a safe direction toward the nearest evacuation area. In the event of a fire alarm in a multi-story building, do not use elevators; take the nearest stairwell to exit, and then proceed to the nearest evacuation area. The VCCCD does not have residential facilities.

Other Resources:

The Police Department offers various brochures to members of the campus community regarding crime prevention, identity theft protection, sexual assault, domestic violence and stalking. The brochures are available upon request at the various campus police stations, or at the office of the Chief of Police.

Active Shooter Guidelines

With the increase in concern over active shooter incidents, the following guidelines should be reviewed and shared. Please contact the Police Department if you have any questions.

An Active Shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area. In most cases, active shooters use firearm(s), and there is no pattern or method to their selection of victims. These situations are dynamic and escalate rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This section provides guidance to faculty, staff, and students who may be caught in an active shooter situation.

Guidance

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

- If it is possible to escape the area safely and avoid danger, do so
- Contact 911 and provide your location, if possible
- If escape is impossible, lock all doors and secure yourself in your space
- Close all window blinds and curtains
- Get down on the floor or under a desk and remain silent
- Wait for the “all clear” instruction

Additional information on dealing with an active shooter scenario can be obtained on District, College, and Police websites at: www.vccd.edu/departments/police. Click on and view the video “Shots Fired on Campus – When Lightning Strikes.”



Traffic Safety

The College Police Department is responsible for the enforcement of traffic regulations on campus. Persons violating regulations may receive citations that will be processed according to State law. The College Police Department enforces the California Vehicle Code for traffic related offenses. The speed limit is 15 mph in all campus parking lots. Always obey all traffic signs and watch for pedestrians, bike riders, and motorized wheelchairs. Wear your seatbelt. **Seat belts save lives!** Pedestrians should watch for vehicles and bicycles, and use caution while wearing headphones and walking in crosswalks or in roadways. Please note, use of skateboards is prohibited on all three campuses.

Traffic Collisions:

If you are involved in a traffic collision, stop and check for injuries. If there are injuries, call 9-1-1 or the College Police immediately. If there is property damage only, contact the police if a report is desired by either driver or owner of the property that was damaged. Exchange driver license information, insurance information, and vehicle registration information, per State law requirements.

Hit and Runs:

Hit and run collisions can occur whether a vehicle is moving or parked. If a vehicle strikes your vehicle and causes damage to it, and then leaves the scene without stopping or leaving a note, contact the police immediately. If your vehicle is parked, do not move your vehicle until the police arrive. If you strike a parked vehicle or damage property with your vehicle, attempt to locate the owner. If the owner cannot be located, leave a note in a conspicuous place on the vehicle or property stating your name and contact information. If you need a traffic report, contact Campus Police.

District Policies

SEXUAL HARASSMENT

All forms of harassment and discrimination are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other harassment and discrimination, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or on the basis of these perceived characteristics or based on the association with a person or group with one or more of these perceived characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of unlawful harassment and discrimination without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of unlawful harassment and/or discrimination or for participating in an unlawful harassment and/or discrimination investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he or she has been harassed or retaliated against, in violation of this policy, should immediately report such incidents by following the procedures described in AP 3430. Supervisors are mandated to report all incidents of unlawful harassment and/or retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end, the Chancellor or his/her designee shall ensure that the institution undertakes education and training activities to counter unlawful harassment and/or discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor or his/her designee shall establish procedures that define unlawful harassment on campus. The Chancellor or his/her designee shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding unlawful harassment and/or discrimination, and procedures for students to resolve complaints of unlawful harassment and/or discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. See also Administrative Procedure 3430.

WHISTLEBLOWER PROTECTION

The VCCCD Board of Trustees, under BP 7700, has directed the Chancellor to establish procedures regarding reporting and investigation of suspected unlawful activities by District employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, “unlawful activity” refers to any activity – intentional or negligent – that violates state or federal law, local ordinances, or District policy. Further information is available in AP 7700, Whistleblower Protection.

SUBSTANCE ABUSE POLICY

In accordance with Public Law 101-226, “Drug Free Schools and Communities Act Amendment of 1989,” as well as VCCCD Board Policy BP3550 and Administrative Policy AP3550, the Ventura County Community College District prohibits the unlawful possession, use or distribution of controlled substances, marijuana or alcohol by students, faculty or staff on the premises of any of the colleges, the District Administration Center, or at any VCCCD sponsored or sanctioned event. Such laws are strictly enforced and any student or employee in violation of this policy is subject to disciplinary action, up to and including expulsion from the college or termination from employment for violations of District policy. Regardless of whether a person has a medical marijuana card, it is still a violation of District policy to have, smoke, or be under the influence of marijuana, and persons violating this policy will be subject to arrest, fines, and suspension or expulsion from the college.

ALCOHOL ABUSE AND VIOLATIONS

Possession, use and sale of alcoholic beverages on campus are limited to approved events and locations. Consumption or possession of alcohol by persons under the age of 21 is prohibited on all properties owned and operated by the District.

Laws regarding the use and possession of alcohol are enforced by the VCCCD Police Department. Violators may be subjected to arrest, fine, suspension or expulsion from the college.

SMOKING ON CAMPUS

It is the policy of the Ventura County Community College District not to allow smoking on campus. There are no designated smoking areas at Moorpark College; it is a completely smoke-free campus. Likewise, Ventura College has been smoke free since June 2017. At Oxnard College, smoking is only allowed in the parking lot areas, and the smoker must be in compliance with AB846, CA State Law - 20' Rule. This policy pertains to students, faculty, staff, administrators, visitors, and the general public. This policy shall apply to all owned or leased Ventura Community College facilities and all owned or leased District vehicles. This policy also applies to electronic cigarettes or other imitation cigarette devices. The College Police are authorized by the Board of Trustees to enforce this policy and issue citations consistent with CA Gov. Codes 7596-7598.

SKATEBOARDING/ROLLERBLADING/BICYCLES AND MOTORCYCLES ON CAMPUS

No person shall ride a skateboard, use roller-skates, rollerblades or non-motorized scooters on District property. No person shall operate a bicycle in excess of 5 mph while on District property. Bicycles and motorized bicycles shall not be operated on pedestrian walkways or in buildings. Bicycles and motorized bicycles must park only in designated areas. Motorcycles are not permitted to drive in any area that motor vehicles are prohibited from entering, except designated motorcycle parking areas. Bicycle and motorized bicycle occupants are required to wear appropriate helmets.

ANIMALS ON CAMPUS

The Ventura County Community College District is committed to providing its employees, students, and visitors with a healthy environment in which to work and study. No animals are allowed on campus, except those animals that are individually trained to provide services to individuals with disabilities.

WEAPONS POLICY

It is against the law to bring firearms, knives, or other weapons as identified in Penal Code 12020 P.C. 626.9, onto District or College property. Section 626.9 of the California Penal Code makes it a felony to bring or to possess a firearm or certain knives on the grounds or within buildings of the VCCCD college campuses.

Hate Crimes

“Hate crimes,” California Penal Codes §422.55 and §422.6, and the Higher Education Opportunity Act (Public Law 110-315), are defined as “any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons because of ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political and/or religious beliefs of that person or group.” Incidents of hate violence should be reported to the VCCCD Police Department. The Department does not condone violence and is charged with ensuring that the rights guaranteed by state law and the U.S. Constitution are protected for all people regardless of their ethnicity, race, national origin, religion, sex, sexual orientation, gender identity, disability, or political and/or religious beliefs.

Timely Warnings

On occasion, you may see timely warning notices describing dangerous incidents. The VCCCD Board of Trustees has created Board Policy BP3515 to authorize the Campus Police to issue timely warning notices as necessary. In the event that a situation arises on or off campus that in the judgment of the Chief of Police constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through District and College websites, the electronic bulletin board *MyVCCCD Portal*, and the campus student newspaper, *The Student Voice*. In such instances, a copy of the notice is posted in each student services building, at the front door of each on-campus building, and at the Children’s Development Center. 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 Campus Police office, by phone or in person at the Campus Police Station.

Sex Offender Registration

Effective October 28, 2002, Section 290.01 of the California Penal Code was expanded and now requires a convicted sexual offender who is enrolled as a student, or employed as a full- or part-time employee, or is carrying on a vocation, in a community college for more than 14 days, or for an aggregate period exceeding 30 days in a calendar year, to register with the **Campus Police Department** within five (5) working days of commencing enrollment or employment. Violation of the above requirement can result in a fine, imprisonment or both. Public information regarding sex offenders in California may be obtained by viewing the Department of Justice Online Megan's Law website at <http://www.meganslaw.ca.gov/>.

Sexual Assault Response and Information

The Ventura County Community College District is committed to providing services, resources and support to the victims of sexual assaults, domestic violence, dating violence and stalking. Any sexual assault or physical abuse, including, but not limited to, rape (as defined by California law) whether committed by an employee, student, or member of the public, that occurs on District property, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures.

Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance. The Board of Trustees has established Board Policy AP3540, a set of administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment and that educational information about preventing sexual violence is provided and publicized as required by law. The procedures for sexual assaults meet the criteria contained in Ed. Code 67385 and 34 C.F.R. Sec. 668.46.

Title IX and 34 Code of Federal Regulations Part 106 require colleges receiving federal funding to take active measures to prevent a hostile campus environment and have processes in place for a prompt and immediate response to a complaint of sexual violence or harassment.

Additionally, our district and its colleges are dedicated to providing protections from the reporting party's exposure to further harassment and ensuring, through various accommodations, that the reporting party does not suffer a loss of educational opportunities, whether in the classroom or during college sanctioned activities.

We accept our responsibility as a District, when the facts of a formal investigation support the Title IX complaint, to take appropriate disciplinary action through the BIT hearing process at each college under the direction of the Title IX coordinator.

****Alcohol and Other Drug Use by the Victim***

California Penal Code §[13823.11](#) states that if testing is done to determine if alcohol or other drugs were associated with an attempted or completed sexual assault as part of a forensic rape exam that "...Toxicology results obtained pursuant to this paragraph shall not be admissible in any criminal or civil action or proceeding against any victim who consents to the collection of physical evidence pursuant to this paragraph. Except for purposes of prosecuting or defending the crime or crimes necessitating the examination specified by this section, any toxicology results obtained pursuant to this paragraph shall be kept confidential, may not be further disclosed, and shall not be required to be disclosed by the victim for any purpose not specified in this paragraph. The victim shall specifically be informed of the immunity and confidentiality safeguards provided herein."

The VCCCD's primary concern is the safety of the survivor and the Campus community. The use of alcohol or drugs never makes the victim at fault for sexual misconduct. If you have experienced sexual misconduct, dating or domestic violence, or stalking you should not be deterred from reporting the incident out of a concern that you might be disciplined for related violations of drug, alcohol or other policies. Except in egregious circumstances, students or employees who are victims of sexual misconduct will not be subject to discipline.

Definitions

Sexual Assault – Defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of

his/her youth. Sexual assault includes, but is not limited to rape, forcible sodomy, penetration with a foreign object, sexual battery or the threat of sexual assault.

Consent in reference to sexual activity – Defined as a voluntary, sober, imaginative, enthusiastic, creative, wanted, informed, mutual, honest, and verbal agreement. It is an active agreement, not a passive nod of the head or smile. Consent cannot be coerced, is never implied, and cannot be assumed, even in the context of a relationship. Just because one is in a relationship does not mean that person has permission to have sex with a partner.

There is legally no consent when either partner:

- is below the legal age of consent
- fears the consequences of not consenting (including use of force)
- feels threatened or intimidated
- is coerced
- says no, either verbally or physically (e.g. crying, kicking or pushing away)
- has disabilities that prevent the person from making an informed choice
- is incapacitated by alcohol or drugs
- lacks full knowledge or information of what is happening
- is not an active participant in the activity

Domestic Violence – Defined as a felony or misdemeanor crime(s) of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws where the violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of California.

Dating Violence – Defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship may be determined by the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

Stalking – Defined by the VAWA Amendment as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

Prevention and Awareness Programs

Throughout the academic year, the colleges of the VCCCD hold various prevention and awareness programs regarding domestic violence, dating violence, sexual assault and stalking. Programs may be presented through in-class presentations, online programs, and during the first weeks of the semester. Information regarding domestic violence, dating violence, sexual assault and stalking is also available in the Student Health Center, the Campus Police stations, and in the new student orientation handbook and new student online orientation.

The College Police Department provides written literature on domestic violence, sexual assault and stalking. Brochures regarding domestic violence, sexual assault, stalking, and the Rights of Crime Victims are also available at the College Police Departments located on campus.

Anonymous help and mental health counseling can be obtained through the Student Health Center as well. The Health Center offers videos relating to the understanding and identifying of “Date Rape/Abusive Relationships.”

Risk Reduction and Prevention Tips

- Walk with friends or with others to and from classes. Contact the college police for an escort.
- Be aware of your surroundings. Do not focus/text on your cell phone while walking.
- Have your car keys ready. Do not focus your attention on searching through your purse or backpack. Check your back seat before entering your vehicle.
- Do not get into an unknown person’s vehicle, who may offer you a ride back to your vehicle to take your parking space. Do not pick up unknown persons to give them a ride back to their parking space.
- During the early stages of dating, consider dating with a group of those you know. Go with a friend and be responsible for each other. Have a pre-planned signal to let your friend know that you want to leave or need help.
- When dating, consider letting a friend know who you are dating, where you are going, and what time you plan to return. For first dates, consider meeting in well-lit and populated public locations.
- Communicate clearly and often to your partner.
- It’s never too late to say “No.”
- Don’t be embarrassed or ashamed to say “No” or ask someone to stop.
- Verbalize your expectations with your date. Talk about boundaries.
- Trust your instincts. Guard your personal space. If someone makes you uncomfortable, remove yourself from the situation.

Bystander Intervention

Bystander intervention focuses on helping individuals understand and become more sensitive to crimes of sexual assault, domestic violence, dating violence, and stalking by providing prevention and interruption skills. The bystander role includes interrupting situations that could prevent an assault before it happens. It involves speaking out against social norms that support sexual assault, domestic violence, dating violence, and stalking. The following are bystander strategies that may be utilized.

If bystanders notice an incident taking place, they should contact Campus Police immediately.

- Assume responsibility. Be ready to intervene, even if others do not.
- Speak up if you see someone intentionally getting someone else drunk.
- Speak up if you see a friend leaving with someone he/she knows is drunk.
- Remind friends that sexual contact with an intoxicated person is against the law.

Attempt to help. This may include helping a person to leave the situation, confront a behavior, diffuse a situation, or call for other support/security.

Approach everyone in a respectful manner. Avoid using violence. Be honest and direct whenever possible. Recruit help if necessary. Keep yourself safe. Call the police any time that you feel it is necessary.

If you choose to intervene, distractions or diversions may be viable strategies that can stop an aggressor from continuing his/her actions.

Campus Survivors' Rights

A student or employee who discloses to the College that he/she has been a victim of domestic violence, dating violence, sexual assault, or stalking shall be provided with a written explanation of the student or employee's rights and options, as described below. The written information may be contained within a copy of the College's most recent Annual Security Report. This will be provided whether the offense occurred on or off campus.

Survivors (whether student, faculty, or staff) of alleged dating violence, domestic violence, sexual misconduct and violence, and stalking have legal rights granted by the Clery Act ([20 U.S.C. 1092\(f\)](#)), California Education Code [§67380-67385.7](#) and [§67386](#), and Title IX of the Education Amendments of 1972 ([34 CFR Part 106](#)). These rights apply to both on- and off-campus victimizations, and whether or not the crimes are reported to law enforcement; and include notification in writing of procedures survivors should follow if an incident occurs and related campus procedures; and other rights, such as the right to:

- Assistance in notifying Campus Police or a local law enforcement agency, if requested
- Notification of which campus personnel should be notified
- The right to academic assistance; and living, transportation and work accommodations if requested and reasonably available
- Notification regarding the importance of preserving evidence
- Information regarding the Colleges' legal reporting requirements
- Notification of procedures for confidential reporting
- Being informed of on-campus and community victim support services
- Notification of Campus case management procedures
- Being informed of the right to pursue criminal prosecution and civil litigation
- Information regarding campus judicial options and procedures
- Protection against retaliation
- The right to have the same opportunities as the accused individual to have others present during disciplinary proceedings
- The right to be informed of the results of disciplinary proceedings which relate to sexual assaults.
- The accused individual also has this right.

Details regarding these rights are described in the VCCCD Board of Trustee's Administrative Procedure AP3540, Sexual and Other Assaults on Campus. For additional information, please contact Rick Post, Vice-Chancellor of Educational Services, and Institutional Effectiveness at 805-652-5508.

Procedures to Follow After an Occurrence of Domestic Violence, Dating Violence, Sexual Assault, or Stalking:

The first priority for a victim of a domestic violence, dating violence, sexual assault or stalking, is to get to a place of safety. The victim should then obtain necessary medical treatment. These crimes should be reported as soon as possible to the College Police Department, the Behavioral Intervention Team via a BIT referral, the Student Health Center and/or local area law enforcement (by dialing 911.) If you are a victim of a domestic violence, dating violence, sexual assault or stalking, time is also a critical factor for the preservation of evidence that may be helpful for criminal prosecution or for obtaining a protection order.

- Call someone you trust to be with you, like a relative, close friend, or a rape crisis counselor.
- Try to preserve all evidence. Do not wash, use the toilet, or change clothing. If you do change clothes, place all clothing—including outer clothing as well as underwear—into a paper (not plastic) bag. Do not bathe, shower or douche.
- Contact the police department immediately.
- Get medical attention at the hospital, or student health center.
- Talk with rape counselors, who are often available at a hospital, to assist you with the sexual assault examination.
- Do not clean or straighten up the area where the assault occurred.
- Do not attempt to cover up any injuries with make-up, lotions or creams.

Notification to Law Enforcement

A victim of domestic violence, dating violence, sexual assault or stalking has the option to report the offense directly to the college police or local area law enforcement (dialing 911). Or, if the victim prefers, college personnel will assist a victim by notifying the appropriate law enforcement authorities. Filing a police report will not obligate the victim to prosecute. A victim also has the option to decline to notify such authorities. Local law enforcement agencies will be notified of any domestic violence, dating violence, sexual assault or stalking investigation that occurs on campus, in accordance with mutual aid memoranda.

Protective Orders, Criminal/Civil Prosecution and Rights of Crime Victims

Where applicable, a victim may have the right to be notified of protection orders, no contact orders, or similar lawful orders issued by a criminal, civil, or tribal court.

An Emergency Protective Order (EPO) is an order issued by a judicial officer upon request by a peace officer under Family Code Section 6250. The purpose of this order is to provide for immediate and short-term protection.

Temporary Restraining Orders (TRO's) may be requested by a victim from the Ventura County Superior Court. The Police Department may offer assistance in obtaining a restraining order.

Criminal Prosecution: A victim may or may not request criminal prosecution. The Police Department strongly encourages a victim to prosecute criminal acts; however, they are under no obligation to do so.

Civil prosecution: A victim may also pursue civil remedies through the civil court system. You may contact the Ventura County Superior Court Civil Department for more information.

Rights to Confidentiality

The name or identity of a victim of domestic violence, dating violence, sexual assault or stalking crime will be kept confidential upon request of the victim, per Penal Code Section 293 and Government Code Section 6254 (f). To protect the privacy of the individuals involved, the District will not release names without the consent of those involved, unless the release is essential to the health and safety of the victim, or the campus community, or in fulfillment of the legal obligations of the College.

Important Phone Numbers:

Anonymous tip line – 805-652-7770

Emergencies, 24 hours: 9-1-1

Moorpark Campus:

Police – 805-378-1455

Student Health Center – 805-378-1413

Oxnard Campus:

Police – 805-678-5805

Student Health Center – 805-678-5832

Ventura Campus: Police – 805-289-6486

Student Health Center – 805-289-6346

Chief's office: 805-652-7751

On- and Off-Campus Resources

Counseling and community resource referrals are available for victims of domestic violence, dating violence, sexual assault and stalking from the College through the following:

Intake Reception and Counseling Services:

The Health Center at each college of the VCCCD campuses:

Moorpark College	805-378-1413	Moorpark
Oxnard College	805-678-5832	Oxnard
Ventura College	805-289-6346	Ventura
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Coalition Sexual Assault Hotline	800-656-1111	
Safe Harbor East	805-526-3900	Simi Valley

Safe Harbor West	805-641-4430	Ventura
Spanish Speaking	800-300-2181	
Santa Paula Hospital	805-933-8600	Santa Paula
St. John's Regional Medical Center	805-988-2500	Oxnard
Information Hotline	211	
Interface	800-339-9597	
Rape/Sex Assault Treatment	805-485-6114	Camarillo
Valley Trauma Center	818-886-0453	Northridge
The Women's Center	818-677-2780	
Ventura County Rape Crisis Center	805-656-1111	Ventura
Ventura Medical Center	805-652-6000	Ventura
Nat'l Rape Hotline	800-656-4673	
Domestic Violence Hotline	800-799-7233	
Coalition for Family Harmony	805-983-6014	Oxnard
Rape Crisis Center		
Suicide Prevention Center Crisis Line	800-273-TALK (8255)	Also available by text

Disclosures to Alleged Crime Victims of Violence or Non-forcible Sex Offenses

The Ventura County Community College District will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the College District will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Changes in Academic/Work/Living/Transportation Situation

When President Obama signed into law the amendment to the Violence Against Women Act, it also included a provision for colleges to assist a student or employee requesting an academic/work/living/transportation situation change following an alleged report of domestic violence, dating violence, sexual assault or stalking incident. Changes may be made if they are reasonably available. While the VCCCD does not provide student housing, and since modes of transportation to the campus are generally voluntary, the Vice President of Student Affairs may provide assistance to a student or employee to change such things as a change of class, assistance in working with instructors on "make up" assignments or tests, working with other college services on behalf of the student, etc. To request a student academic change please contact the Vice President of Student Affairs. To request a work situation change, please contact the Office of Human Resources at 805-652-5510.

Disciplinary Proceedings/Standard of Evidence

The VCCCD is committed to providing a fair and impartial process for an institutional disciplinary proceeding of reported domestic violence, dating violence, sexual assault or stalking. The standard of evidence used during an institutional disciplinary process will be a preponderance of evidence. This definition is the same as is used in most civil courts, and is not the standard of beyond a reasonable doubt. The preponderance of the evidence means that the offence “more likely than not” occurred. The proceedings will be conducted by officials who receive annual training related to domestic violence, dating violence, sexual assault, and stalking, including training that protects the safety of victims and promotes accountability.

Procedures for Campus Disciplinary Action

The VCCCD has a process for handling disciplinary matters involving reports of domestic violence, dating violence, sexual assault and stalking. The new amendment to the Violence Against Women Act also includes provisions for both the accuser and the accused to have another person be present during the disciplinary hearing. Similarly, the accuser and the accused have the right to be informed of the outcome of any disciplinary proceeding. They both have right to appeal the results. Any changes to the proposed disciplinary action must include notification to the parties that were involved before the final disciplinary action takes place.

Sanctions and Protective Measures

The District may impose sanctions following a final determination of an institutional disciplinary proceeding regarding domestic violence, dating violence, sexual assault, and stalking. For students, that may include but not be limited to suspension or expulsion. For employees, disciplinary action may include but is not limited to a reprimand, suspension, or release from employment.

Bullying

“Bullying” is defined as conduct that places people in reasonable fear of physical harm based on their real or perceived identity in regard to race, sexual orientation or gender identity, among other factors. Although media reports often call unwanted, aggressive behavior among young adults “bullying,” this is not exactly accurate. Many state and federal laws address bullying-like behaviors in this age group under very serious terms, such as hazing, harassment, and stalking.

How you can get help:

- Talk to someone you trust
- Determine if the behavior violates campus policies or laws. Review student codes of conduct, state criminal laws, and civil rights laws.
- Report criminal acts to campus or community law enforcement.

- Consult the College’s Title IX coordinator to help determine if the behavior can be construed as sexual harassment.

Cyberbullying

“Cyberbullying” is the use of internet or other digital devices such as email, instant messaging, text messages, social networking sites, web pages, blogs, chat rooms, or interactive game sites to send negative and harmful messages and images. While the term “cyberbullying” is technically used when the victim or bully is a minor, it is also applied to the cyber harassment of college students.

Protect yourself:

- Never share personal information, such as your home address or phone number, online.
- Never take compromising pictures or videos of yourself or your friends on your cell phone. Even if you just share them among your friends, they can soon spread like wildfire.
- Think before you react to something online.
- If you wouldn’t say it in person, don’t say it online.
- Respect other people and treat them the way you want to be treated.
- Don’t contribute to cyberbullying by forwarding or adding to cruel messages.
- Never tell anyone your online passwords or your cell phone PIN. Never leave your cell phone unattended.

Combat cyberbullying:

- Stop: Don’t respond to the bully, even to the first offense. It only escalates the problem.
- Print and save all messages from bullies.
- If you are being victimized online, block the person doing it from your Facebook page or instant messaging account and communicate only with people you know.
- If the perpetrator is another student, share evidence with the campus authorities – even though 70% of cyberbullying happens at home, it often involves other students at school.

If the cyberbullying contains threats, intimidation, obscene material or sexual exploitation, immediately report it to campus police.

Seek support and professional help for yourself if there is emotional stress reflected in depression, desperation, anxiety or thoughts of self-harm.

Students may be reluctant to seek help for cyber bullying, although they recognize it as a serious issue affecting young adults. You are strongly encouraged to report cyber bullying.

Crime Statistics and Crime Logs

Statistics, including crimes committed on campus, near the campus geography, and campus disciplinary actions, are collected by the office of the Chief of Police. Crime logs are updated every 48 hours and are available for review at the Police Department's website, at www.vccd.edu/departments/police/crime_log/.

These reports are confidential and no identifying information is ever released on the log.

Since the Ventura County Community College District does not have residential facilities on any of its three campuses, no statistics are available.

Crime statistics are reported pursuant to guidelines specified in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Disclosure Act and as defined under the FBI Uniform Crime Reporting procedures. Crime statistics regarding the three campuses and others may be found on the Department of Education's website at www.op.e.d.gov/security/. The crime statistics include information collected from local law enforcement agencies near the campus geographical boundaries, as well as statistics from Campus Security Authorities and Behavioral Intervention Teams at each campus.

For more information regarding campus security or crime statistics, please contact the office of the Chief of Police at (805) 652-7751.

Following is a 3-year comparison of Parts I and II crimes occurring on the Moorpark, Oxnard and Ventura campuses.

3-YEAR COMPARISON OF CRIMES COMMITTED ON CAMPUSES 2014-2016

YEAR	2014				2015				2016			
COLLEGE	MC	OC	VC	TOTAL	MC	OC	VC	TOTAL	MC	OC	VC	TOTAL
PART I OFFENSES												
CRIMINAL HOMICIDE												
Murder	0	0	0	0	0	0	1	1	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
RAPE				0				0				0
Forcible Rape	0	0	0	0	0	0	0	0	0	0	0	0
Attempted Rape	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY				0				0				0
Firearms	0	0	0	0	0	0	0	0	0	0	0	0
Knife/Cutting Instrument	0	0	0	0	0	0	1	1	0	0	0	0
Other Dangerous Weapon	0	0	0	0	0	1	1	2	0	0	0	0
Hands, Fists, Etc.	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT												
Firearms	0	0	0	0	0	0	0	0	0	0	0	0
Knife/Cutting Instrument	0	0	0	0	0	0	1	1	0	0	0	0
Other Dangerous Weapon	0	0	0	0	0	0	0	0	0	0	1	1
Hands, Fists, Etc.	0	0	0	0	0	0	0	0	0	1	0	1
BURGLARY												
Forcible Entry	0	3	3	6	0	0	0	0	0	6	3	9
Unlawful Entry; No Force	0	0	0	0	0	0	0	0	0	2	2	4
Attempted Forcible Entry	0	0	2	2	0	1	0	1	0	2	2	4
Vehicle Burglary	0	1	8	9	0	0	8	8	1	2	1	4
THEFT												
Petty Theft (Under \$950)	9	33	27	69	4	19	17	40	11	20	16	47
Grand Theft (Over \$950)	2	5	5	12	3	0	2	5	1	2	2	5
MOTOR VEHICLE THEFT												
Auto	0	0	0	0	1	0	2	3	0	1	0	1
Truck & Bus	0	0	0	0	0	0	0	0	0	0	0	0
Other Vehicle (MC)	0	0	0	0	0	0	0	0	0	0	0	0
ARSON												
Structural	0	0	0	0	0	0	0	0	0	0	0	0
Mobile	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	1	0	1
Attempt	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	11	42	45	98	8	21	33	62	13	37	27	77

3-YEAR COMPARISON OF CRIMES COMMITTED ON CAMPUSES 2014-2016

YEAR	2014				2015				2016			
COLLEGE	MC	OC	VC	TOTAL	MC	OC	VC	TOTAL	MC	OC	VC	TOTAL
PART II OFFENSES												
MISDEMEANOR ASSAULT	0	0	0	0	0	0	0	0	1	0	2	3
DRUG VIOLATIONS	4	6	10	20	8	0	7	15	12	12	44	68
ALCOHOL VIOLATIONS	0	0	9	9	0	0	0	0	1	0	11	12
VANDALISM	9	22	12	43	15	23	12	50	7	24	8	39
BOMB THREATS	0	0	0	0	0	0	0	0	0	0	0	0
FRAUD/EMBEZZLEMENT	0	0	0	0	0	0	0	0	1	0	2	3
WEAPONS VIOLATION	0	0	4	4	0	0	1	1	0	1	2	3
STOLEN PROPERTY (BUY/REC/POSSESS)	0	0	0	0	0	0	0	0	0	0	0	0
BATTERY	4	3	4	11	2	1	2	5	0	0	0	0
SEX CRIMES												
Battery	2	0	0	2	0	0	0	0	0	0	0	0
Indecent Exposure	0	0	2	2	0	0	2	2	0	0	0	0
Other	0	0	0	0	2	1	0	3	0	0	1	1
FELONY ARREST	0	1	8	9	1	0	1	2	2	1	6	9
MISDEMEANOR ARREST (Traffic Related Included)	1	6	18	25	1	15	44	60	11	4	53	68
RESTRAINING ORDER	0	0	0	0	0	0	0	0	0	0	0	0
HATE CRIMES	0	0	0	0	0	0	2	2	0	0	0	0
STALKING	0	0	0	0	0	1	2	3	0	0	0	0
*Domestic Violence added in 2015							1		1	0	2	3
DUI ARREST	0	0	0	0	0	0	1	1	1	0	2	3
ANNOYING PHONE CALLS	1	1	1	3	0	0	1	1	1	0	0	1
CRIMINAL THREATS	0	0	1	1	0	2	1	3	3	0	0	3
DISTURBING THE PEACE	0	0	2	2	1	0	4	5	0	0	1	1
COMPUTER CRIME	0	0	0	0	0	0	1	1	0	0	0	0
TRAFFIC ACCIDENTS	46	16	32	94	24	11	17	52	21	5	18	44
Hit & Run	2	0	0	2	22	1	4	27	31	4	5	40
MISCELLANEOUS												
ALCOHOL LAW DISCIPLINARY REFERRALS	0	0	0	0	0	0	1	1	0	0	0	0
WEAPONS VIOLATION DISCIPLINARY REFERRALS	0	0	0	0	0	0	1	1	0	0	0	0
SEX OFFENDER REGISTRANTS	5	7	10	22	0	0	0	0	4	11	11	26
MENTAL ILLNESS DETENTION	1	0	0	1	0	1	2	3	1	4	1	6
WARRANT ARRESTS	0	5	12	17	0	1	16	17	0	0	10	10
TOTAL	75	67	125	267	76	57	123	255	98	66	179	343
GRAND TOTAL	86	109	170	365	84	78	156	317	111	103	206	420