

# ANNUAL SECURITY REPORT 2022

*Your Right to Know*



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This project has been produced in accordance with the Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime Statistics Act, and is available in electronic format at <https://www.vcccd.edu/departments/police/annual-security-report>. Hard copies are available at the VCCCD Police Stations at the Moorpark, Oxnard, and Ventura College campuses. For more information about the Clery Act, please visit: <https://www.vcccd.edu/departments/police/crime-prevention-information/jeanne-clery-act>.

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.vcccd.edu](http://www.vcccd.edu).

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# WELCOME MESSAGE

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

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:

<https://www.vcccd.edu/departments/police/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 the Police Services office at [\(805\) 652-7752](tel:8056527752).

Sincerely,



Dr. Rick MacLennan  
Chancellor



Michael Pallotto  
Interim Chief of Police



# ABOUT THE 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. In 2021, the VCCCD served over 31,000 students.

## MOORPARK COLLEGE MISSION STATEMENT

Grounded in equity, social justice, and a students first philosophy, Moorpark College values diverse communities. We empower learners from local, national, and global backgrounds to complete their degree, certificate, transfer, and career education goals. Through the integration of innovative instruction and customized student support, our programs are designed to achieve equitable outcomes.

## OXNARD COLLEGE MISSION STATEMENT

Oxnard College transforms lives by offering equitable access to multiple educational and career pathways. Our academic programs and student services prepare students to enrich their communities and to succeed socioeconomically, professionally, and personally.

## VENTURA COLLEGE MISSION STATEMENT

Ventura College places students at the center of their learning experiences, supporting them in achieving their personal, academic, and career goals in an anti-racist, liberating, and inclusive environment. The College is an

open access educational institution that supports our diverse community helping them transform their own lives by offering degrees, certificates, transfer, and workforce preparation opportunities.



# ABOUT THE POLICE DEPARTMENT

Under authority of Board Policy 7600, 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 Section 830.32 and California Education Code Section 72330. The Police Department adheres strictly to the State of California Commission on Peace 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 college emergencies and reports of criminal activity on campus.

During normal operation, each of the three college 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. on Fridays. During the COVID-19 pandemic, the VCCCD Police Department operates during various hours by station. The Department also has an on-call supervisor available for calls for service 24/7.

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, burglary, larceny, motor vehicle theft, and arson. In some cases, the nature of these crimes exceeds the Department's resources to properly investigate; therefore, the Department maintains Memoranda of Understanding with each of its three neighboring police agencies. Part II crimes, such as misdemeanor assault, drug/alcohol

violations, vandalism, disturbing the peace, and hate crimes are handled by the VCCCD Police, while some cases of sexual assault and hate crimes may be investigated by our neighboring agencies. VCCCD Police Officers work in full uniform and may drive marked or unmarked police vehicles, or patrol on foot, police utility cart, or bicycle. They provide a full range of police services, including but not limited to, emergency response; preventative patrols; preliminary 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 the VCCCD Police Department will be processed in accordance with prevailing practices in Ventura County, which can include a citation and release or booking at the Ventura County Main 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 that take non-court related reports, such as traffic collision or vandalism reports, and assist police officers with visibility in the field; and Police Cadets, who assist with parking, traffic control, vehicle jump starts, and safety escort services for students, employees, and visitors. Police Cadets are student workers who also assist with observing and reporting suspected criminal activity.

## POLICE DEPARTMENT 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 the Ventura County Community College District. We strive to provide a peaceful learning environment in which research, education, and public service can grow.

## POLICE DEPARTMENT 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; and
- 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.

College Police can be reached at the following numbers:

### **Moorpark College Station**

7075 Campus Road  
Moorpark, CA 93021  
(805) 378-1455

### **Oxnard College Station**

4000 South Rose Avenue  
Oxnard, CA 93033  
(805) 678-5805

### **Ventura College Station**

71 Day Road  
Ventura, CA 93003  
(805) 289-6486

The Chief of Police may be reached at the Police Services office:

### **Police Services Office VCCCD Day Road Center**

71 Day Road  
Ventura, CA 93003  
(805) 652-7752





# JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY & 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.

## VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

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.



# HOW TO REPORT AN EMERGENCY

The VCCCD Board of Trustees have established Board Policy 3515 and Administrative Procedure 3515 to establish what steps will be taken in case a crime is committed on campus. These are described below:

**FIRST:** Call 9-1-1 from your cellphone, office phone, or a classroom phone.

**THEN:**

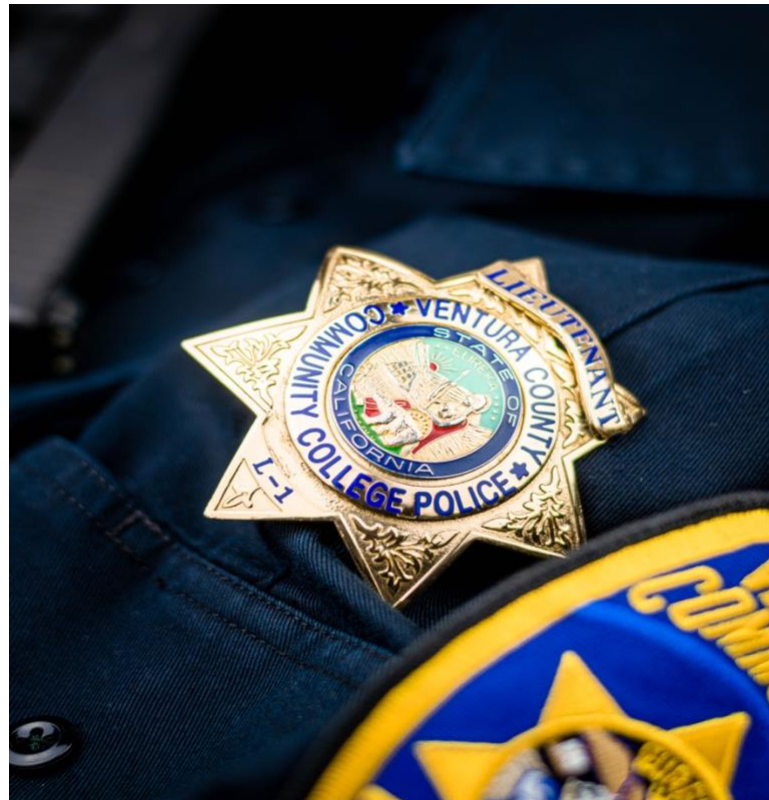
1. Give your name, telephone number, and location (e.g. parking lot, building/room number, vehicle information, etc.).
2. Give clear and accurate information.
3. Be prepared to supply suspect or vehicle description and direction of travel.
4. DO NOT HANG UP! Follow the instructions from the dispatcher.

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.vcccd.edu/departments/police](http://www.vcccd.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, the VCCCD Police Department will respond and take any required action, including investigating an incident or crime, completing an incident or crime report, providing counseling, or making an arrest.

VCCCD Police Department incident reports may be forwarded to the Dean of Students 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, the VCCCD Police Department will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including the VCCCD Police Department, 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 if 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 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

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 regarding 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 crime statistics for the institution.

# CONFIDENTIAL REPORTING AND CAMPUS SECURITY

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

## **Moorpark College**

Student Support  
Vice President  
(805) 553-4136

Student Health & Wellness  
Coordinator  
(805) 378-1413

Director of Athletics  
(805) 378-1448

## **Oxnard College**

Student Development  
Vice President  
(805) 678-5195

Student Health & Wellness  
Coordinator  
(805) 678-5832

Director of Athletics  
(805) 678-5870

## **Ventura College**

Student Affairs  
Vice President  
(805) 289-6113

Student Health & Wellness  
Coordinator  
(805) 289-6346

Director of Athletics  
(805) 289-6121

## **District Human Resources**

Vice Chancellor  
(805) 652-5513

## ANONYMOUS CRIME REPORTING

An anonymous tip line (“Crimestoppers”) is made available to confidentially share information with college police about a crime, a planned crime, or suspicious activity on campus, through your smart phone or computer. Call [1-800-222-TIPS](tel:1-800-222-TIPS) (8477).

You can also leave an anonymous message with the VCCCD Police Department by calling [805-652-7770](tel:805-652-7770). Knowledge of threats or potential acts of violence should be brought to the attention of the VCCCD Police Department, so it can quickly respond to prevent someone from being injured. All information provided will be acted upon. Additional information about Crimestoppers is available through your college police station.

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

- Description or identity of anyone bringing an illegal 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



# CRIME PREVENTION AND SECURITY AWARENESS

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.

## SECURITY 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 it, hide it, keep it! Lock your vehicle and do not leave valuables inside in plain sight.

Report suspicious circumstances, such as persons loitering in parking lots or unoccupied areas. Do not assist strangers — call the Police Department. 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 our campuses.

Avoid walking alone, especially during late hours. You may call the VCCCD Police Department and

request an escort to your vehicle. Have your college police station phone number handy:

### Moorpark College Station

7075 Campus Road  
Moorpark, CA 93021  
(805) 378-1455

### Oxnard College Station

4000 South Rose Avenue  
Oxnard, CA 93033  
(805) 678-5805

### Ventura College Station

71 Day Road  
Ventura, CA 93003  
(805) 289-6486



# FREQUENTLY ASKED QUESTIONS

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

Due to the COVID-19 pandemic and lack of in-person instruction, the Ventura County Community College District has not required parking permits. As such, staff and student parking permits are not available for purchase or issuance. The Police Department has also not been conducting parking permit enforcement.

## **Can I use a relative's or friend's handicap placard without getting a parking citation?**

Laws regarding the use of handicap 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 revocation of the placard. Please note, students with disabled placards are still required to obtain a parking permit to park on campus, per Education Code Section 72247.

## **What should I do if I've lost something?**

The college Police Stations at each campus is designated to receive lost or found items. Contact the VCCCD Police Department, should you lose an item at one of the campuses. An 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 or destroyed. Please be prepared to present a government-issued 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 visit a college Police Station and [complete a Request for Records form](#). As all reports are issued from the Police Services office, located 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 government-issued photo 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](http://www.vcccd.edu/parking), or contact your college Police Station directly.

### **Moorpark College Station**

7075 Campus Road  
Moorpark, CA 93021  
[\(805\) 378-1455](tel:(805)378-1455)

### **Oxnard College Station**

4000 South Rose Avenue  
Oxnard, CA 93033  
[\(805\) 678-5805](tel:(805)678-5805)

### **Ventura College Station**

71 Day Road  
Ventura, CA 93003  
[\(805\) 289-6486](tel:(805)289-6486)

# CAMPUS SAFETY AND EMERGENCY NOTIFICATION

The 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.

The Ventura County Community College District's Emergency Notification Plan consists of a series of emergency notification applications that allow each College to notify the campus community in the event of an existing emergency, under Board Administrative Procedure 3515. The District's emergency plan adheres to 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 college has an Emergency Team consisting of members whose training complies with Federal Emergency Management Agency (FEMA) guidelines. Teams perform yearly exercises and 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 VCCCD Police Department, along with local law enforcement 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 may also be

involved in responding to the incident. Meanwhile, without delay, the Campus Incident Commander (CIC) or Chief of Police will activate the Emergency Operations Center and begin the process of assessing the emergency with information provided by first responders, to determine if the situation requires the immediate notification of the campus community. The CIC or Chief of Police 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, college police officers, the Chief of Police, or local law enforcement who respond through mutual aid memoranda), compromise the efforts to assist a victim or 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 Campus Incident Commander or Chief of Police 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 office or designee.

General information about the emergency response and evacuation procedures for campuses are publicized each year as part of the VCCCD's Jeanne Clery Act compliance efforts, and that information is available on the VCCCD Police Department's webpages. The VCCCD Police Department has 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 VCCCD 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 can and will be notified via several methods:

### **EMERGENCY MASS NOTIFICATION SYSTEM**

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

### **WALL-MOUNTED SPEAKER DISPLAYS**

The Emergency Mass Notification System also employs the use of AtlasIED® IP speakers, which allow for audio and visual displays during emergency notifications. Each classroom and many common areas of the campuses are equipped with wall-mounted IP speakers to ensure important emergency information is distributed effectively to students, staff, faculty, and visitors.

### **ON-CAMPUS ALERT SIREN SYSTEM**

This system notifies the campus through speaker arrays located at 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.

### **COLLEGE WEBSITES**

Important alert messages are posted on all District and college websites.

### **EMERGENCY EMAIL**

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

### **EMERGENCY VEHICLE PUBLIC ADDRESS SYSTEMS**

The VCCCD Police Department 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, and meeting rooms, among others. 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 college boundaries) such as an active shooter, bomb threats, 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, staff, and visitors.

### OTHER SAFETY MEASURES

Internal 9-1-1 systems provide more detailed information when an emergency call is made, assisting police and fire in responding to specific locations during an emergency.

Video surveillance cameras provide the VCCCD Police Department with the ability to monitor specific locations, such as common areas, parking lots, cafeterias, and bookstores, which greatly assist with overall safety and security.

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.

### CAMPUS SAFETY RESOURCES

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



# ACTIVE SHOOTER GUIDELINES

Active Shooter Response courses are taught throughout the school year by VCCCD Police Department staff who are specially trained to instruct staff and students on how to respond if they are caught in an active shooter situation. These courses typically are taught at the beginning of the semesters. Contact your college police station to inquire when a class is being held.

With the increase in concern for 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 is actively engaged in killing or attempting to kill people in a populated area. In most cases, active shooters use firearms 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.

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 9-1-1 and provide your location and as much information as possible.
- If escape is impossible, lock all doors and secure yourself in your space
- Close all window, blinds, and curtains.
- Remain quiet and remember to silence your phone and remove buzzing and vibration notifications.
- Wait for the “all clear” notification and subsequent instructions.

Additional information on dealing with an active shooter incident can be obtained on the Police Department webpages.



**This video provides detailed information on what to do in the event of an active shooter incident on campus.**

This video can be accessed via the MyVCCCD portal.



# TRAFFIC SAFETY

The VCCCD Police Department is responsible for the enforcement of all traffic regulations on the colleges. Persons violating regulations may receive citations that will be processed according to State law. The VCCCD Police Department enforces the California Vehicle Code for traffic related offenses. The speed limit is 15 miles per hour on all college streets and 10 miles per hour in the parking lots. Always obey all traffic signs and watch for pedestrians and bicyclists.

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, the use of skateboards, roller skates, and scooters is prohibited on all three colleges.

## 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 VCCCD Police Department immediately. If there is property damage only, contact the VCCCD Police Department if a report is desired by either driver or the owner of the property that was damaged. Exchange driver license information, insurance information, and vehicle registration information, per state law requirements.

## HIT-AND-RUNS

Any person failing to properly identify themselves at a traffic collision, even if the other vehicle is parked and unattended, is committing a crime punishable by imprisonment and fine.

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 VCCCD Police Department 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, or contact the VCCCD Police Department for further information.

# 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 Ventura County Community College 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 Administrative Procedure (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, course grades, academic standing, employment opportunities, scholarships, 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.

## **WHISTLEBLOWER PROTECTION**

The VCCCD Board of Trustees, under Board Policy 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 Administrative Procedure 7700, Whistleblower Protection.

## **SUBSTANCE ABUSE POLICY – “DRUG FREE SCHOOLS AND COMMUNITIES ACT”**

In accordance with Public Law 101-226, “Drug Free Schools and Communities Act Amendment of 1989,” as well as VCCCD Board Policy 3550 and Administrative Policy 3550, 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 to prohibit smoking on all colleges. There are no designated smoking areas at any of the three campuses. This policy pertains to students, faculty, staff, administrators, visitors, and the general public. This policy shall apply to all owned or leased District facilities and all owned or leased District vehicles. This policy also applies to electronic cigarettes or other imitation cigarette devices. The VCCCD Police Department is authorized by the Board of Trustees to enforce this policy and issue citations consistent with CA Gov. Code §§ 7596-7598.

### **SKATEBOARDING / ROLLERBLADING / BICYCLING AND MOTORCYCLING ON CAMPUS**

No person shall ride a skateboard, use roller-skates, rollerblades, or non-motorized scooters 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**

Firearms, knives, explosives, or any other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, are prohibited on any District college or any District center, or in any facility of the District (AP3530).

Activities involving firearms or any other weapons conducted under the direction of District officials or as authorized by an official law enforcement agency shall be reported to the VCCCD Police Department Chief of Police before taking place.

Any person who believes that he or she may properly possess a firearm or other weapon on any District college or any District center, or in any facility of the District, must properly notify the VCCCD Police Department Chief of Police.

Only individuals authorized to possess such weapons in the course of their employment, has been authorized by a District administrator, or is a duly appointed peace officer engaged in the performance of his or her duties may possess such weapons on District colleges, centers, and facilities.

California Penal Code §626.9(a) makes it a felony to bring or to possess a firearm onto the grounds or within buildings of the VCCCD colleges without the written permission of the College President or his/her designee.

California Penal Code §626.10(a) et seq. makes bringing or possessing any dirk, dagger, ice pick, knife having a fixed or locking blade longer than 2 1/2 inches, or stungun upon the grounds a felony, unless the person is authorized to possess such a weapon.

## **HATE CRIMES AND TIMELY WARNINGS**

### **HATE CRIMES**

Hate crimes, as defined by California Penal Code §§ 422.55 and 422.6 and the Higher Education Opportunity Act (Public Law 110-315), are “any act of physical intimidation or physical harassment, physical force, 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 3515 to authorize the VCCCD Police Department to issue timely warning notices as necessary. If 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, the MyVCCCD Portal, and the college websites. 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 by phone or in person to the VCCCD Police Department.

## **SEX OFFENDER REGISTRATION**

Effective October 28, 2002, California Penal Code (PC) Section 290.01 was expanded and now requires a convicted sex 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 thirty (30) days in a calendar year, to register with the VCCCD Police Department within five (5) working days of commencing enrollment or employment. Violation of the above requirement is a misdemeanor and may 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/>.

## HOW TO REGISTER

Individuals seeking to register with the VCCCD Police Department pursuant to §290.01PC must contact their college's police station and register in person.\* All individuals meeting the above criteria will be required to download, complete, and submit to the VCCCD Police Department the California Department of Justice's Sex Offender Registration Form.

Furthermore, any individual who is required to register as an Internet Identifier, pursuant to §290.024PC, must complete and submit to the VCCCD Police Department the California Department of Justice's Internet Identifier Registration Form.

\*Individuals who are only solely participating in online courses with absolutely no requirement to be present on college grounds at any time and shall not be present at any time on college grounds may register as required by §290.01PC via mail with the California Department of Justice's Online Course Registration Form. Keep in mind, if any component of the online course requires you to be physically on college grounds, you ARE REQUIRED to register IN PERSON using the standard Sex Offender Registration Form.

## 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 3540, Sexual Assaults on Campus, a policy that ensures 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 policy regarding sexual assaults meets the criteria contained in Education 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.

The District ensures the procedures required under Title IX regulations are followed, as codified in Administrative Procedure 33434. Responding to Harassment on Sex Under Title IX, and Administrative Procedure 3435, Discrimination and Harassment Complaints and Investigations

## ALCOHOL AND DRUG USE BY THE VICTIM

California Penal Code Section 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 victim 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** – 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 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.

## SEXUAL ASSAULT PREVENTION AND AWARENESS

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 college police stations, and in the new student orientation handbook and new student online orientation.

The VCCCD 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 VCCCD Police Departments located on campus.

Anonymous help and mental health counseling can be obtained through the Student Health Centers as well. The Student Health Centers offer videos relating to the

understanding and identification of “Date Rape / Abusive Relationships.”

### RISK REDUCTION AND PREVENTION TIPS

1. Walk with friends or with others to and from classes. Contact the VCCCD Police Department for an escort.
2. Be aware of your surroundings. Do not focus/text on your cell phone while walking.
3. 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.
4. 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.
5. 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.
6. 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.
7. Communicate clearly and often to your partner.
8. Know that it is never too late to say “No.”
9. Do not be embarrassed or ashamed to say “no” or ask someone to stop.
10. Verbalize your expectations with your date. Talk about boundaries.

11. 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 and security.

Approach everyone in a respectful manner. Avoid using violence and be honest and direct whenever possible. Recruit help if necessary. Keep yourself safe and 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 District'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 college procedures; and other rights, such as the right to:

- Assistance in notifying the VCCCD Police Department or a local law enforcement agency, if requested.
- Notification of which college 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 college case management procedures.
- Being informed of the right to pursue criminal prosecution and civil litigation.
- Information regarding college 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 that 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 3540 – Sexual and Other Assaults on Campus. For additional information, please contact Dr. Cynthia Herrera, Vice Chancellor of Institutional Effectiveness, at [\(805\) 652-5508](tel:8056525508).



# PROCEDURES TO FOLLOW AFTER AN OCCURRENCE OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

The 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 VCCCD Police Department, the Behavioral Intervention and Care Team, the Student Health Center, and/or local area law enforcement (by dialing 9-1-1). If you are a victim of 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.

The following tips should be taken after any incident of domestic violence, dating violence, sexual assault, or stalking:

- Call someone you trust to be with you, such as 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 and underwear, into a paper (not plastic) bag. Do not bathe, shower, or douche.
- Contact a police department immediately.
- Get medical attention at the hospital or a 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 makeup, 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 VCCCD Police Department or local area law enforcement (or dialing 9-1-1). 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.

## COURT ORDERS

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 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. A Temporary Restraining Orders may be requested by a victim from the Ventura County Superior Court. The VCCCD Police Department may offer assistance in obtaining a restraining order.

## PROSECUTION

A victim may or may not request criminal prosecution. The VCCCD Police Department strongly encourages a victim to prosecute



criminal acts; however, they are under no obligation to do so. 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, the campus community, or in fulfillment of the legal obligations of the College or District.

### **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 person 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 Ventura County Community College District will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### **CHANGES TO ACADEMIC, WORK, LIVING, OR 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, or 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 currently 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, et cetera. To request a student academic change, please contact the Vice President of Student Affairs. To request a work situation change, please contact District Human Resources at (805) 652-5510.

### **DISCIPLINARY PROCEEDINGS AND 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 has "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 college policies or laws.
- Review student codes of conduct, state criminal laws, and civil rights laws.
- Report criminal acts to college or local law enforcement.
- Consult the colleges’ Title IX Coordinators 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. To 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 would not say something in person, do not say it online.
- Respect other people and treat them the way you want to be treated.
- Do not contribute to cyberbullying by forwarding or adding to cruel messages.
- Never tell anyone your online passwords or your cell phone password. Never leave your cell phone unattended.

# COMBATING CYBERBULLYING

Stop! Do not respond to the bully, even to the first offense. It only escalates the problem. Print and/or save all messages from bullies. If you are being victimized online, block the person doing it and communicate only with people you know. If the perpetrator is another student, share evidence with the college 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 the VCCCD Police Department. 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.



# IMPORTANT PHONE NUMBERS

## REPORTING

### AGENCY / INSTITUTION    CONTACT NUMBER

#### Emergencies

#### 9-1-1

VCCCD Police Anonymous Tip Line	(805) 652-7770
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Ventura County Crimestoppers	+1 (800) 222-8477
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#### Moorpark College

Police Station	(805) 378-1455
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Student Health Center	(805) 378-1413
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#### Oxnard College

Police Station	(805) 678-5805
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Student Health Center	(805) 678-5832
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#### Ventura College

Police Station	(805) 289-6486
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Student Health Center	(805) 289-6346
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VCCCD Chief of Police	(805) 652-7752
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Oxnard Police Department	(805) 386-7600
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Ventura Police Department	(805) 339-4400
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Santa Paula Police Department	(805) 525-4474
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Ventura County Sheriff's Office	(805) 654-9511
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# IMPORTANT PHONE NUMBERS

## ON AND OFF CAMPUS RESOURCES

AGENCY / INSTITUTION	CONTACT NUMBER
Moorpark College Student Health Center	(805) 378-1413
Oxnard College Student Health Center	(805) 678-5832
Ventura College Student Health Center	(805) 289-6346
Oxnard Police Department	(805) 386-7600
Ventura Police Department	(805) 339-4400
Santa Paula Police Department	(805) 525-4474
Ventura County Sheriff's Office	(805) 654-9511
Safe Harbor East ( <i>Simi Valley</i> )	(805) 526-3900
Safe Harbor West ( <i>Ventura</i> )	(805) 641-4430
Strength United ( <i>CSUN</i> )	(818) 886-0453
Santa Paula Hospital	(805) 933-8600
St. John's Region Medical Center ( <i>Oxnard</i> )	(805) 988-2500
St. John's Pleasant Valley Hospital ( <i>Camarillo</i> )	(805) 389-5800
Ventura County Medical Center ( <i>Ventura</i> )	(805) 652-6000
Coalition for Family Harmony ( <i>Oxnard</i> )	(805) 983-6014
Ventura County Rape Crisis Center ( <i>Ventura</i> )	(805) 656-1111
The Women's Center	(818) 677-2780
Information Hotline	2-1-1
Interface Mental Health Hotline	805-485-6114
Interface Children & Family Services	+1 (800) 339-9597
Coalition Sexual Assault Hotline	+1 (800) 656-1111
National Rape Hotline	+1 (800) 656-4673
National Suicide Hotline	+1 (800) 273-8255
Domestic Violence Hotline	+1 (800) 799-7233

# CRIME STATISTICS AND CRIME LOGS

Statistics, including crimes committed on campus, near the college geography, and college 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:

[www.vcccd.edu/departments/police/crime\\_log/](http://www.vcccd.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 for residential or housing crimes.

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 Federal Bureau of Investigations Uniform Crime Reporting procedures. Crime statistics regarding the three colleges and other colleges may be found on the Department of Education's website:

<https://ope.ed.gov/campussafety/#/>

The crime statistics include information collected from local law enforcement agencies near the college geographical boundaries, as well as statistics from Campus Security Authorities and Behavioral Intervention and Care Teams at each college.



# 2019-2021 CRIME STATISTICS COMPARISON

The following is a three-year comparison of Clery Act crimes occurring on the Moorpark, Oxnard, and Ventura Colleges.

OFFENSE	YEAR	ON CAMPUS				NON-CAMPUS				PUBLIC PROPERTY				GROSS TOTALS
		MC	OC	VC	TOTAL	MC	OC	VC	TOTAL	MC	OC	VC	TOTAL	
MURDER	2019	0	0	0	0	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0	0	0	0	0
MANSLAUGHTER	2019	0	0	0	0	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0	0	0	0	0
RAPE	2019	0	0	0	0	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0	0	0	0	0
FONDLING	2019	0	0	0	0	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0	0	0	0	0
INCEST	2019	0	0	0	0	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	2019	0	0	0	0	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	2019	0	1	0	1	0	0	0	0	0	0	0	0	1
	2020	0	0	1	1	0	0	0	0	0	0	0	0	1
	2021	0	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	2019	0	1	0	1	0	0	0	0	0	0	0	0	1
	2020	0	0	0	0	0	0	1	1	0	0	0	0	1
	2021	0	0	0	0	0	0	0	0	0	1	0	1	1
BURGLARY	2019	5	2	7	14	0	0	1	1	0	0	0	0	15
	2020	0	11	4	15	0	0	0	0	0	0	0	0	15
	2021	1	10	4	15	0	0	0	0	0	0	0	0	15
MOTOR VEHICLE THEFT	2019	0	0	1	1	0	0	0	0	0	0	0	0	1
	2020	0	0	1	1	0	0	0	0	0	0	0	0	1
	2021	0	0	0	0	0	0	0	0	0	1	0	1	1
ARSON	2019	0	0	1	1	0	0	0	0	0	0	0	0	1
	2020	0	1	0	1	0	0	0	0	0	0	0	0	1
	2021	0	0	0	0	0	0	0	0	0	0	0	0	0

# 2019-2021 CRIME STATISTICS COMPARISON

OFFENSE	YEAR	ON CAMPUS				NON-CAMPUS				PUBLIC PROPERTY				GROSS TOTALS
		MC	OC	VC	TOTAL	MC	OC	VC	TOTAL	MC	OC	VC	TOTAL	
DOMESTIC VIOLENCE	2019	0	1	0	1	0	1	0	1	0	0	0	0	2
	2020	0	0	1	1	0	0	1	1	0	0	0	0	2
	2021	0	0	0	0	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	2019	0	0	0	0	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0	0	0	0	0
STALKING	2019	0	0	0	0	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0	0	0	0	0

LIQUOR LAW ARRESTS	2019	2	2	6	10	0	0	0	0	0	0	0	0	10
	2020	0	1	3	4	0	0	0	0	0	0	0	0	4
	2021	0	2	2	4	0	0	0	0	0	2	0	2	6
DRUG VIOLATION ARRESTS	2019	0	8	6	14	0	3	14	17	1	0	0	1	32
	2020	0	11	6	17	0	9	5	14	0	0	2	2	33
	2021	0	10	7	17	0	4	0	4	0	0	3	3	24
WEAPONS LAW ARRESTS	2019	1	1	0	2	0	0	2	2	0	0	0	0	4
	2020	0	1	2	3	0	0	1	1	0	0	0	0	4
	2021	0	0	0	0	0	0	0	0	0	0	0	0	0

LIQUOR LAW REFERRALS	2019	4	11	4	19
	2020	0	2	2	4
	2021	0	2	0	2
DRUG VIOLATION REFERRALS	2019	3	7	4	14
	2020	0	1	2	3
	2021	0	0	1	1
WEAPONS LAW REFERRALS	2019	3	1	1	5
	2020	0	0	1	1
	2021	0	0	0	0

SEX OFFENDER REGISTRATIONS	2019	1	11	9	21												
	2020	2	3	2	7												
	2021	0	2	1	3												
HATE CRIMES	2019	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	2020	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	2021	0	0	0	0	0	0	0	0	0	0	0	0	0	0		




# MOORPARK COLLEGE CLERY GEOGRAPHIC MAP

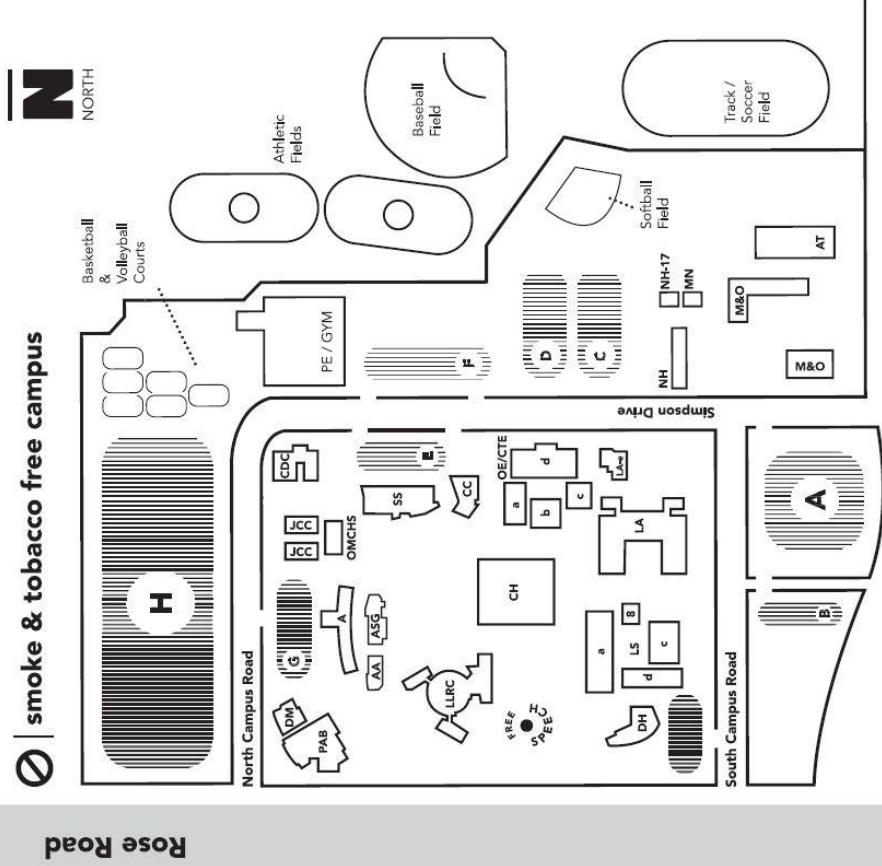


# OXNARD COLLEGE CLERY GEOGRAPHIC MAP

W E L C O M E T O O X N A R D C O L L E G E

BUILDINGS	SERVICES
ADMINISTRATION ADMINISTRATION ANNEX ASSOCIATED STUDENT GOVERNMENT AUTOMOTIVE TECH CHILD DEVELOPMENT CENTER CONDOR CAFE CONDOR HALL (Classrooms + Offices) DIGITAL MEDIA CENTER DIGITAL PROGRAMS JCC BUILDING LETTERS & SCIENCE (Classrooms + Offices) a: 11-16 c: Faculty Office LIBERAL ARTS (Classrooms + Offices) LA: 1-20 LA- Faculty Offices LIBRARY/LEARNING RESOURCE CENTER MAINTENANCE & OPERATIONS MCNISH GALLERY NORTH HALL (Classroom + Offices) OCCUPATIONAL EDUCATION / CTE a: 1-5 b: Faculty Offices c: 10-12 d: 8,9 OXNARD MIDDLE COLLEGE HIGH SCHOOL OMCHS PERFORMING ARTS BUILDING PHYSICAL EDUCATION / GYM STUDENT SERVICES	Admissions & Records <b>SS</b> (Floor 1) Assessment <b>SS</b> (Floor 1) Associated Student Government <b>ASG</b> Business Services (Payroll) <b>AA</b> (Floor 2) Bookstore <b>OE-d</b> CalWORKS <b>SS</b> (Floor 2) Transfer & Career Information Center <b>AA</b> (Floor 1) <b>Campus Police</b>   T: 805.678.5805   <b>AA</b> (Floor 1) Copy Center / Printing Services <b>OE-d</b> Counseling <b>SS</b> (Floor 2) Educational Assistance Center (DSPS) <b>SS</b> (Floor 1) EOPS <b>SS</b> (Floor 2) Financial Aid <b>SS</b> (Floor 1) First Year Experience <b>CH</b> Foundation <b>AA</b> (Floor 2) Free Speech ● Health Center <b>SS</b> (Floor 1) Henri Bistro Cafe <b>OE</b> (Room) Institutional Research <b>AA</b> (Floor 1) Reception / Mailroom <b>AA</b> (Floor 1) STEM / Project Acabado <b>CH</b> Student Lounge <b>ASG</b> Tutoring Center <b>LLRC</b> Upward Bound <b>AA</b> (Floor 1) Veteran's Center <b>SS</b> (Floor 2) Warehouse & Facilities <b>M&amp;O</b> Welcome Center <b>SSSP</b> (Floor 1) Writing & Reading Center <b>LLRC</b>
PARKING	
	

OC | Oxnard College | 4000 South Rose Avenue Oxnard, CA 93033 | [oxnardcollege.edu](http://oxnardcollege.edu) | 805.678.5800



Bard Road



# VENTURA COLLEGE CAMPUS MAP

35

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
**POLICE DEPARTMENT**

71 Day Road  
Ventura, CA 93003  
(805) 652-7752  
[www.vcccd.edu/police](http://www.vcccd.edu/police)



@vcccdpolice



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