

# **Victor Valley College Police Department Annual Security Report**

**Jeanne Clery Disclosure of Campus Security  
Policy and Crimes Statistics Act  
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# Report Overview

- I. Message from the Chief
- II. Safety on Campus
- III. Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act Compliance
- IV. Timely Warning Policy
- V. Off Site Facilities
- VI. Security Policies and Procedures
- VII. The College Police Department - Community Policing Agency
- VIII. Alcohol, Drugs, and Weapons Policy
- IX. Student Discipline
- X. Sexual Assault Policy (VAWA)
- XI. Sex Offender Registration
- XII. Counseling Services
- XIII. Escort Services
- XIV. Hate Crimes
- XV. Crime Prevention and Prevention of Violence in the Workplace
- XVI. Emergency Response and Evacuation Procedures
- XVII. Campus Crime Statistics

## **I. Message from the Chief**

The objective of this report is to provide crime prevention and safety information to the college community as well as give an overview of the responsibilities of the police department and the entities involved in making Victor Valley College (VVC) a safe environment for our students, faculty, and staff. The College Police Department is operational 24 hours a day, seven days a week. We are staffed by well trained Police Officers, Police Reserve Officers, Public Safety Officers, as well as a great support staff which consists of an Office Assistant and a Campus Police Specialist. As the Police Department develops crime prevention programs and implements much needed public safety services, the information will be documented in the Annual Security Report to keep the campus community informed and safe while on campus. If there are any questions regarding the public safety services, please contact the police department at ext. 2329.

Sincerely,

Leonard Knight  
Chief of Police

## **II. Safety on Campus**

Victor Valley College strives to uplift the diverse communities by teaching, serving and promoting educational excellence, enhancing local prosperity and ensuring environmental leadership. The Police Department participates in delivering the College mission and strives to create a safe environment conducive to academic excellence. Even though the Police Department works closely with neighboring police agencies and employs a variety of measures to reduce and prevent crime, we believe safety is everyone's responsibility and we need your assistance. Victor Valley College is a community of more than 15,926 students, faculty, and staff, located in the city of Victorville within the county of San Bernardino. The College Police Department maintains a collaborative and reporting relationship with police agencies in the surrounding cities. To minimize the number of criminal incidents, a professionally trained police department, students, and members of the wider campus community, participate in a number of shared responsibilities to ensure that the students and their possessions are protected as much as possible.

## **III. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Compliance**

The College Police Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. To comply with the act, we collect crime statistics from local police agencies by providing the addresses of off-site locations or off-campus properties either owned or controlled by the college, as well as public property immediately adjacent to campus. All local police agencies, where VVC property is located or is nearby, provide automated statistics for the property and a radius around the property as requested. Copies of the report may also be obtained at the Campus Police Department at 18422 Bear Valley Road, Victorville, CA 92395. All prospective employees may obtain a copy from Human Resources, located in Building 10 or by calling 760 245-4271, ext. 2386. Copies can also be obtained on the college website.

## **IV. Timely Warning Policy**

The purpose of a "Timely Warning" policy is to alert the campus community to potentially dangerous situations so individuals can take appropriate precautions. All "Timely Warning" alerts shall be approved by the Chief of Police or his/her designee and will be issued by the Police Department. All notifications will be issued within 24 hours of the incident.

A "Timely Warning" will contain the following information:

- Time, location and type of crime
- Information that promotes safety
- Prevention tips to allow individuals to protect themselves

All “Timely Warning” alerts will be posted on the College website (<http://www.vvc.edu>) under campus police. Incidents of sexual assault, domestic violence, dating violence and stalking which present a situation of public safety or an immediate danger to the campus community, a Timely Warning notification will be issued that does not contain any personal information related to a victim.

## **V. Off Site Facilities**

The College Police Department provides random patrol at various off-site locations. All emergencies and crimes should be reported to the local police agencies by dialing 911. The College Police Department should be notified after the local police agencies to ensure you have received the appropriate service. In addition, the College Police shares the emergency radio frequency with the San Bernardino County Sheriff’s Department and will be notified by the local dispatcher when a crime occurs in the cities of Adelanto, Apple Valley, Hesperia and Victorville. Non emergency assistance can be provided by dialing (760) 245-4271, ext. 2555.

## **VI. Security Policies and Procedures**

All buildings will be secured by the College Police Department by 11:00 P.M. We recognize the potential need for after hour and weekend access to buildings. All after hour access will require faculty or staff identification. Anyone working late or during a weekend should notify the Police Department. Students working in a building after hours require authorization by College dean and/or an appropriate faculty member in addition to photo identification. Holiday access scheduling is treated as weekend access.

Police Officers and the Maintenance & Operations staff regularly test the emergency phones and submit work orders for repair, recommend the trimming of shrubbery for safety reasons, and conduct periodic lighting surveys. Officers report the need for replacement of lights and any other physical hazards they notice. Periodic crime prevention surveys are conducted when a crime trend occurs or upon the physical changes of office space and equipment when requested by an administrator. Many buildings, offices, labs, computer rooms and areas of campus have alarms.

Lighting improvements are constantly being evaluated. Improvements have included the placement of LED (Light Emitting Diode) lights in various locations, such as: building, parking lots, areas with heavy landscaping and trees, and along pathways frequently traveled by students. Emergency telephones are located in Parking Lots No. J1, J3, B1, C and in front of the football field. All emergency telephones are connected directly to the College Police Department.

Students are encouraged to report any problems with the campus environment to faculty, staff and Police Department personnel. The Police Department will accept confidential and anonymous reports of crime for inclusion in the annual statistical report.

## **VII. Campus Police Department - Community Policing Agency**

Campus safety is coordinated by the College Police Department, located on lower campus, Building No. 80, Room 10. The department has one (1) Sergeant, six (6) Police Officers, three (4) Police Reserve Officers, one (1) Public Safety Officers and two (2) support staff. Our police officers are graduates of an approved California Peace Officers Standards Training Academy and undergo continued training to upgrade their skills. Police, Police Reserve, and Public Safety Officers have been trained in first aid, CPR, and are authorized to enforce all regulations on the College campus. The College Police and Police Reserve officers are armed with firearms. They conduct foot, vehicular and bicycle patrols on campus 24 hours a day. The College Police Officers also work very closely with the San Bernardino County Sheriff's Department to assist them with incidents involving campus community members that may occur off campus in the cities of Adelanto, Apple Valley, Hesperia and Victorville.

Potential criminal actions and any emergencies on campus, including medical emergencies, should be reported directly to the Campus Police Department by dialing 9-1-1 or campus extension 2555.

## **VIII. Alcohol, Drugs, and Weapons Policy**

College Police Officers enforce laws regulating the use of alcoholic beverages and underage drinking. VVC is committed to maintaining a safe and healthy environment for the campus community. Alcohol and illicit drugs should not interfere with the College's educational mission. All VVC faculty members, staff members, and administrators are subject to local, state, and federal laws regarding the unlawful possession, distribution, or use of alcohol or illegal drugs.

The unlawful manufacture, distribution, dispensing, possession or use of illegal drugs on the college campus or off campus at any college-sponsored event, is prohibited. No one may use or abuse legal or illegal substances, including alcohol, in a manner which impairs performance of assigned tasks. The Police Department strictly enforces Federal and State laws, as well as the college's zero-tolerance policy of the use and sale of illegal drugs. Violators are subject to discipline and criminal prosecution. Students engaging in the sale of illegal drugs will be expelled. Students found in violation of the College's alcohol, drug and weapons policy may be subject to academic probation, suspension or expulsion.

Firearms and other dangerous weapons of any kind are not permitted on campus. Intentional use, possession, or sale of firearms or any other dangerous weapon is strictly prohibited on campus by State law and/or College policy.

## **IX. Student Discipline**

Students may be arrested, expelled, suspended or placed on probation for committing violent or criminal acts on campus or at campus related events that violate the Student Disciplinary Code. The College will apply the Student Disciplinary Code to any crime committed on campus. For further information, contact the College's Disciplinary Officer at 760 -245-4271 ext. 2377.

## **X. Sexual Assault Policy (VAWA)**

VVC recognizes that sexual assault is a serious issue, and will not tolerate acts of sexual assault on campus. The college will investigate all allegations of sexual assault and take appropriate disciplinary, criminal, or legal action, with prior consent of the victim.

The College Police, with the victim's consent, will immediately conduct a criminal investigation of a reported sexual assault. All complaints will be fully investigated to the fullest extent to ensure that the college makes an appropriate response. Disciplinary actions may be imposed on recognized individual students, student organizations, and/or college faculty and staff found responsible for a sexual assault. College sanctions following campus disciplinary procedures depend on the outcome and may range from suspension to expulsion. According to Federal Crime Reporting Laws, all such crimes shall be included in the public College Crime Statistics and will appear in the Campus Safety Report published every October. Remember that College Police can only protect the community from threats they are aware of, so help protect everyone by reporting crimes to the Police Department.

Victor Valley College is committed to creating and maintaining a community where all individuals who participate in college programs and activities can work together in an atmosphere free of violence, harassment, discrimination, exploitation, or intimidation. Every member of the community should be aware that the college prohibits sexual assault, sexual harassment, domestic violence, dating violence, stalking, and retaliation, and that such behavior violates both law and college policy. The District will respond promptly and effectively to reports of sexual assault, dating violence, domestic violence, stalking and sexual harassment, and will take appropriate action to prevent, to correct and when necessary, to discipline behavior that violates these policies. Suspected violators may also be subjected to arrest and prosecution through the criminal justice system.

The college is required to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 1998 (Clery Act) and the Violence Against Women Act 2013 (VAWA). The Clery Act adds requirements of the college to campus victims of sexual assault, dating violence, domestic violence, stalking and sexual harassment. Any person who is the target of sexual assault, dating violence, domestic violence, stalking or sexual harassment should immediately consult the Title IX Officer for advice, options, and information. All reports and complaints of sexual assault, dating violence, domestic violence, stalking or sexual harassment, made to any college official or Campus Security Authority must be reported to the Title IX

Officer by the person receiving the report, immediately. The Title IX Officer for the District is the Senior Human Resources Analyst, 760-245-4271, ext. 2232. Victims of sexual assault, dating violence, stalking and domestic violence are encouraged to immediately contact Campus Police Department (760-245-4271, ext. 2329) or the Victorville Police Department (760-245-2911). For victims of crimes, it is critical that the crime is reported immediately to the Campus Police Department for care, counseling and evidentiary purposes.

## DEFINITIONS

1. DOMESTIC VIOLENCE is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.
2. DATING VIOLENCE is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
3. STALKING is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety, the safety of others or suffers substantial emotional distress.
4. SEXUAL HARASSMENT is defined as unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment includes sexual violence (see definition below). Victor Valley College will respond to reports of any such conduct in accordance with District Policy on Sexual Harassment.
  - a. Unwanted sexual misconduct which may lead to a complaint of sexual harassment:
    - Electronically recording, photographing, or transmitting intimate or sexual utterance, sounds or images of another person
    - Falsifying a posting on an electronic site involving sex or sexual activity.
5. SEXUAL ASSAULTS
  - a. Rape is an act of sexual intercourse accomplished against a person's will by means of force, violence, duress, menace or fear. Also, where a person is prevented from resisting by any intoxicating or controlled substances or when a person is unconscious.



- b. Sexual battery is unsolicited and unwanted touching of an intimate part (sexual organ, anus, groin, buttocks, and breast of a female) or another person's body. This includes situations where the victim is unable to resist due to alcohol or drug use.
- c. Forcible sodomy is oral or anal sexual intercourse with another person, by force or fear, and against their will. Also when the person is incapable of giving consent because of age or mental or physical incapacity.
- d. Sexual assault with an object is the use of an object or instrument to unlawfully penetrate, however slight, the genital or anal opening of another person, forcibly and against their will or where the victim is incapable of giving consent because of his/her youth or temporary or permanent mental or physical incapacity.

## CONSENT

1. Consent is informed. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity.
2. Consent is voluntary. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.
3. Consent is revocable. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.
4. Consent cannot be given when a person is incapacitated. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment.

## REPORTING

The victims of sexual assaults, domestic and dating violence, stalking and sexual harassment are not required to only report these offenses to the Campus Police Department, the victim may report their incident to any CSA who will ensure an internal investigation is initiated by the college. Additionally, any victim reporting a violation of policy or crime of the aforementioned areas as stated in this policy will be given information about the resources available for them and will receive assistance in notifying law enforcement. However, the victims have the right to decline to notify any such authorities. Reporting an incident to a CSA does not commit the

victim to further legal action. During the investigative or assistance phase of these incidences, Victor Valley College will inform the victims of their rights to have, and the procedures for obtaining an order of protection, a no contact order, restraining order or similar lawful order issued by criminal or civil courts to prevent furthering of behavior mentioned in this policy.

## RETALIATION

Victor Valley College prohibits any retaliation against any individual who report incidents of sexual assault, domestic violence, dating violence, and stalking; or who assists or is involved in the process of responding to or investigating such allegations or crimes. Retaliation is a serious violation of this policy and should be reported immediately to the Title IX Coordinator.

## ASSISTANCE TO VICTIMS

Victor Valley College is committed to ensuring that the faculty, staff, students, and visitors are treated with sensitivity, dignity and confidentiality. Victims will be provided with counseling services and resource information to support the victim. Every effort is made to ensure that our educational environment promotes and assists prompt reporting and compassionate support services. This service is provided to both men and women. Counseling services and community references are available at the Campus Police Department and the Counseling Department. A community resource list is also available on the Campus Police Department website and at the Campus Police Department station. Harassment/Discrimination complaints can be made to the Senior Human Resources Analyst, 760-245-4271, ext. 2232.

## PREVENTION AND AWARENESS PROGRAMS AND STRATEGIES

To reduce the potential incidents of sexual assaults, domestic violence, dating violence and stalking on campus, annual webinar training will be provided to all the students, faculty and staff of Victor Valley College. The design of the training is based on prevention and education which offers practical guidance for risk reduction, violence prevention, and bystander intervention as well as a portion of the training in which there will be a discussion on the College's policies regarding Violence Against Women Act (VAWA), Title IX, and the Clery Act.

Victor Valley College's prevention and awareness program training consists of online webinars and presentations regarding domestic violence, dating violence, sexual assault and stalking. The presentations and awareness aspect is included during new student orientation as well as new employee orientation and institutional training days. Information regarding domestic violence, dating violence, sexual assault and stalking can be located under the VAWA website link.

This year, Victor Valley College sponsored an annual Women's History month event in which a self-defense class was presented by a police department's self-defense instructor. The class consisted of prevention tips and self-defense techniques against sexual assaults and dating violence. For more information on the presentation contact the Dean of Students Services at (760) 245-4271 ext. 2377.

The College Police Department also provides written literature on domestic violence, sexual assault, stalking and the rights of crime victims. Pamphlets regarding domestic violence, sexual assault, stalking, and the rights of crime victims are available at the College Police Department located on the lower campus, Building No. 80, Room 11. Anonymous help and mental health counseling can be obtained through the Campus Police Department and the Dean of Student Services.

## RISK REDUCTION AND PRIMARY PREVENTION TIPS

- Walk with friends or with others to and from classes. Contact the College Police for an escort at (760) 245-4271, ext. 2555.
- 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/backpack. Check your backseat before entering your vehicle.
- Do not get into person(s) vehicles who may offer you a ride back to your vehicle to take your parking space. Do not pick up person(s) 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.
- Communicate clearly and often to your partner.
- Control your alcohol; don't let it control you. Drink responsibly or not at all. Do not abuse substances that might hinder your ability to think clearly or act quickly.
- Be willing and able to say "No."
- 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.
- Emergency phones are located throughout the campus and parking lots for you to access Campus Safety immediately should you need assistance with any emergency occurrence.

## 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.

- Bystanders should notice the incident taking place and should evaluate the situation to determine whether or not it is an emergency.
- Determine if someone needs assistance.

- 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.

As an employee of the college or as a student, the possibility of you being present and the witness during a domestic and dating violence incident, a sexual assault, a stalking or a sexual harassment incident is a reality. Intervene in these situations only if you believe it is safe and immediately contact a CSA or the campus police department for assistance.

## CAMPUS VICTIMS' RIGHTS

When a student or employee reports to the College that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off-campus, the College will provide the student or employee a written explanation of the student's or employee's rights and options as described below. The written information provided may be a copy of the College's Sexual and Other Assaults Policy, and/or a copy of the most recent Annual Security Report. This information will be provided whether the offense occurred on or off campus.

## 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 direct dial (760) 245-4271 ext. 2329 local area law enforcement (dial 911), the Dean of Student Services (760) 245-4271 ext. 2377, the Dean of Discipline (760) 245-4271 ext. 2377 or the Title IX Officer, ext. 2232.

## PRESERVATION OF EVIDENCE

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.

- Do not wash or clean, change clothes, use the restroom, brush teeth, or drink anything until a medical exam can be provided and evidence collected.

- 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.
- Note names/descriptions of other people who may have witnessed or have knowledge of the assault.

## 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 at 760-245-4271, ext. 2555, 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. The San Bernardino Sheriff's Department (Victorville Station) will be notified of any domestic violence, dating violence, sexual assault or stalking investigation that is reported to have occurred on campus.

## 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 San Bernardino County Superior Court. The nearest San Bernardino County Superior Court location to the Victor Valley College campus is located at 14455 Civic Drive, Victorville, Ca. 92395, (760) 245-6215.
- Criminal Prosecution: A victim may or may not request criminal prosecution. The Victor Valley College 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 San Bernardino County Superior Court (760) 245-6215 for more information.
- Rights of Crime Victims: Information pamphlets regarding the Victims' Bill of Rights Act of 2008: "Marsy's Law" are available in the College Police Lobby.

## VICTIM RIGHTS TO CONFIDENTIALITY

The victim's name/identity of a 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.

The College will complete publicly available record keeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim.

The College will also maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures.

VVC always considers and is committing to maintaining the privacy of the parties involved. However, because there may be circumstances when the college determines it is necessary to investigate and take action even though the victim has requested confidentiality and/or request that no action be taken against the offender, confidentiality cannot be assured.

## ON/OFF CAMPUS SERVICES

The College will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community.

### On Campus Services

Employees of the college as well as students should contact the Dean of Student Services, at (760-245-4271, ext. 2377, the Title IX Officer, (760) 245-4271, 2232 or the campus Police Department, at ext. 2329 for referrals for mental health, counseling and assistance regarding counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims. Student Financial Aid services are available through the Financial Aid Office, Building No. 52, ext. 2271.

### Off Campus Services

- Community Crisis Services (760) 956-2345 (High Desert) and (855) 365-6558 (Morongo Basin)
- Crisis Walk In Clinic 24/7 Victorville, Ca (760) 245-8837
- Center for the Pacific Asian Family: (for Korean, Japanese language) (800) 339-3940
- Victor Valley Behavior Health, Victorville, Ca (760) 995-8300
- Health Services Victor Valley Community Hospital (760) 245-8691
- The California Coalition Against Sexual Assault (916)-446-2520

- RAINN-Rape/Abuse/Incest/National Network Hotline (800) 656-4673
- The National Domestic Violence Hotline (800) 799-7233
- San Bernardino County District Attorney's Victim Assistance Program (760) 552-6947

Other Off Campus Services can be obtain from the Victor Valley Colleges Crisis Intervention Community Resources' flyer from the VAWA website link

#### CHANGES IN ACADEMIC/WORK/LIVING/TRANSPORTATION SITUATION

The College may provide assistance to 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 Victor Valley College does not have housing and while modes of transportation to the campus are generally voluntary, the Title IX Officer and/or the Dean of Students Services 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, change of work locations and/or scheduling etc. To request a student academic change please contact the Dean of Student Services at (760) 245-4271 ext. 2377. To request a work situation change please contact the Title IX Officers at (760) 245-4271 ext. 2232.

#### DISCIPLINARY PROCEEDINGS

Victor Valley College is committed to providing a prompt, fair, and impartial process from the initial investigation to the final result for an institutional disciplinary proceeding of reported domestic violence, dating violence, sexual assault or stalking. These proceedings will be conducted by officials who receive annual webinar training on the issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Victor Valley College officials may not have a conflict of interest or bias for or against the accuser or the accused.

The accuser and the accused may have the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.

The College will simultaneously notify, in writing, both the accuser and the accused of:

- The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking
- The institution's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available
- Any change of the result
- When such results become final.

- The accuser and accused are given timely notice of meetings at which one or the other or both may be present; and
- The accuser, the accused, and appropriate officials are given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings.

A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating or academic dishonesty.

#### TYPE OF DISCIPLINARY PROCEEDINGS

The institution may determine which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking. Disciplinary proceedings may be conducted for both students and employees. The Dean of Student Services is responsible for conducting hearings involving students, while the Director of Human Resources is responsible for conducting hearings involving employees. Student disciplinary proceeding will be conducted in accordance with the Standards of Student Conduct Administrative Regulations 5500. Employee disciplinary proceedings will be conducted in accordance with legal guidelines and established collective bargaining agreements.

#### STANDARDS OF EVIDENCE

The standard of evidence used during an institutional disciplinary hearing will be an Affirmative Consent standard, meaning 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—i.e., greater than 50% likelihood.

In evaluation of complaints involving sexual assault, it is not a valid excuse that the accused believed the complainant consented if: (A) the accused's belief arose from his or her own intoxication or recklessness, or (B) the accused did not take reasonable steps to ascertain whether the complainant affirmatively consented.

#### SANCTIONS

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, this 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.



The decision making process in evaluating complaints and sanctions is conducted by a campus judicial board, comprised of students, faculty members, classified staff members, and one administrator. The Campus Disciplinary Board is authorized to recommend a student's suspension and a permanent expulsion to the Superintendent/President. The Campus Disciplinary shall hold an evidentiary hearing prior to issuing a suspension or expulsion recommendation. The Board of Trustees shall exercise final review and approval of all student expulsions.

## PROTECTIVE MEASURES

All reasonable and available protective measures may be provided if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Protective measures may include but are not limited to safety escorts, adjusting class locations/schedules and or work office locations/schedules. All efforts will be made to minimize the burden on the victim.

## TIMELINE OF COMPLETION

All efforts will made to complete the proceedings in a reasonably prompt time frame. Generally 90 days after receipt of the complaint.

## HOW TO FILE A DISCIPLINARY COMPLAINT

Disciplinary complaints may be filed with:

- Dean of Student Services, (760) 245-4271, ext. 2377
- Title IX Coordinator (760) 245-4271, ext. 2232

## FERPA (Family Educational Rights and Privacy Act)

Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

## ADDITIONAL DEFINITIONS

**Proceeding:** All actives related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

**Result:** Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result may include any sanctions imposed by the institutions.

Awareness programs: Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Bystander intervention: Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene.

Ongoing prevention and awareness campaigns: Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Primary prevention programs: Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe direction.

Risk reduction: Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Prompt, fair and impartial proceeding: A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of time frames for good cause and with written notice to the accuser and the accused of the delay and for the reason for the delay;

Conducted in a manner that:

- Is consistent with the institution's policies and transparent to the accuser and accused;
- Includes timely notice of meeting at which the accuser or accused, or both, may be present; and
- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings ; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

Advisor: Any individual who provides the accuser or accused support, guidance, or advice.

## CRIME STATISTIC DATA

The following crime statistic data has been prepared by the Victor Valley College Police Department. The data collected was reported using the Uniform Crime Reporting procedures as set forth by the Federal Bureau of Investigation and the California Department of Justice. Crime statistics are collected from the College Police Department, Campus Security Authorities (CSA's), and local law enforcement agencies. Crime statistics disclosed are those that were reported to have occurred on Victor Valley College campuses, non-campus property owned or controlled by Victor Valley College, and public property immediately contiguous/adjacent to the Victor Valley College campuses, as required by the Clery Act. Victor Valley College does not have any on-campus student housing facilities.

## UNFOUNDED CRIMES

An institution may withhold, or subsequently remove, a reported crime from its crime statistics. In the rare situations where sworn or commissioned law enforcement personnel have fully investigated a reported crime, and based on the results of this investigation, have made a formal determination that the crime report is false or baseless, the report may be classified as 'unfounded' and subsequently withheld from the crime statistics.

Only sworn or commissioned law enforcement personnel may "unfound" a crime report for the purpose of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and/or the failure to make an arrest do not automatically "unfound" a crime report.

## **XI. Sexual Offender Registration**

VVC has developed a good working relationship with the County Sheriff's Department and the Department of Correction (both state and federal) in an effort to monitor the convicted sex offenders. In fact, the police department has met with the Department of Corrections to develop strong policies and procedures to ensure convicted sex offender compliance. State law requires that all sex offenders attending the College register with the College Police Department within 5 business days of enrollment or employment with the College, in addition to registering with the police department of the city they reside in. Information on registered sex offenders attending the campus may be obtained by viewing the California Department of Justice Online Megan's Law Website at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov), or by calling the California Department of Justice Sex Offender Tracking Program at (916) 227-4974. VVC is required to inform the campus community that a list of sexual offenders is maintained in the campus police office.

## **XII. Counseling Services**

The Police Department has met with members of the Counseling Department to discuss the feasibility of establishing a referral process. The goal of the initial meeting was to begin to work as a team in dealing with sensitive situations, and to make referrals as needed. During the meeting with the counseling staff, it was discovered that members of both the Police Department and the Counselors have received training in threat assessments. Additionally, the Counselors consistently encourage their students to report crimes to the Police Department in an effort to prevent future crimes. Crime information can be forwarded anonymously at the request of the student. Counselors are also available for consultations during business hours and can be reached at 760- 245-4271, ext 2637.

## **XIII. Escort Services**

The College Police Department provides an escort service to all students, faculty, and staff. The service is available upon request. An officer will escort the person to their car or other location on campus. This service is available 24 hours a day, seven days a week. Call (760) 245-4271, ext. 2555.

## **XIV. Hate Crimes**

"Hate violence" as defined in the statute means "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 the ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political/religious beliefs of that person or group." Incidents of hate violence should be reported to the Police Department. The College does not condone hate violence and is charged with ensuring that all rights are protected for all people regardless of their ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political/religious beliefs as set forth by State law and the U.S. Constitution.

## **XV. Crime Prevention and Prevention of Violence in the Workplace**

VVC has established a Crisis Assessment Committee which is a team of individuals assembled to develop the policies, procedures and protocols to assemble, respond and provide training and to prevent or recognize early warning signs of potential violence. The committee consists of the Director of Human Resources, Director of Nursing, Chief of Police, Dean of Student Services, Public Information Officer, Discipline Officer, members from Counseling, the Humanities, Arts and Social Science (HASS), Science Technology, Engineering and Math (STEM), Health, Science, Public Safety and Industrial Technologies (HSPSIT) Departments, as well as student representatives. The committee representation may be expanded to other

departments. Individual consultations, counseling, presentations, and workshops will be offered on an annual basis.

Established procedures for faculty, staff and the police department serve as the mechanisms for resolving situations of violence or threats of violence. Each allegation of violence will be taken seriously. Individuals are encouraged to report acts of violence, threats of violence, or any other behavior which by intent, act or outcome, harms another person.

## **XVI. Emergency Response and Evacuation Procedures**

Upon confirmation by police officers, VVC will utilize available media, the RAVE alert system, Building Emergency Coordinator (BEC) radios, and the recently installed Alertus Emergency Management Notification software, currently on all the faculty and staff computers, to notify the campus community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. When warranted, the police department will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system. Once notified, a police department designee will employ a variety of communication tools such as emails, text alert messages, Alertus computer software, and the Building Emergency Coordinators (BEC) radios. The Public Information Officer is responsible for ensuring that emergency information is disseminated to the local media for release to the surrounding community.

VVC test the emergency response and evacuation procedures on an annual basis through participation in drills, exercises, and appropriate follow-through activities designed to assess and evaluate emergency plans and capabilities. The Campus Emergency Manager will be responsible for documenting the college's efforts in this regard. Procedures regarding evacuations are available to the campus community year-round in the Emergency Operation Plan (available on-line and in select offices throughout the campus), and the Disaster Preparedness Quick Reference Guide (conspicuously displayed in all offices and classrooms). In year 2012, the police department, faculty, staff and students participated in the California Shakeout Exercise. This was a major exercise in which the fire, paramedics and nurses programs simulated injury of students and staff where they were transported and treated. The entire campus participated and it was great exercise for preparation of this type of unusual occurrence. Since year 2012, VVC has participated annually in the California Shakeout Exercise involving the Nursing Program, the Maintenance & Operation Department and Police Department as well as had full participation of the faculty, staff and students.

## **XVII. Annual Security Report Availability**

The Annual Security Report is available on the VVC website under the campus police link. If you would like to receive the Annual Security Report, you can obtain a copy from the Campus Police Department which is located at 18422 Bear Valley Road, Victorville, CA, 92395, or you can request a copy be mailed to you by calling 760-245-4271, ext 2329.

## **XVIII. Campus Crimes Statistics**

The 2017 crime statistics are attached for your viewing.

Reported to the Department of Education. The following are the reports submitted:

## Victor Valley College

Statistics are posted each year, by October 1<sup>st</sup>, and reflects the previous year.

# Criminal Offenses-On Campus

<b>Criminal Offense</b>	2015	2016	2017
Murder/Non negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses-Forcible-Rape	0	0	0
Sex Offenses-Forcible-Fondling	1	0	2
Sex Offenses-Non-Forcible -Incest	0	0	0
Sex Offenses-Non-Forcible-Statutory Rape	0	0	0
Robbery	2	0	1
Aggravated Assault	0	0	0
Burglary	1	0	0
Motor Vehicle Theft	2	5	4
Arson	0	0	0

# Criminal Offenses-Non-Campus

<b>Criminal Offense</b>	2015	2016	2017
Murder/Non negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses-Forcible-Rape	0	0	0
Sex Offenses-Forcible-Fondling	0	0	0
Sex Offenses-Non-Forcible-Incest	0	0	0
Sex Offenses-Non-Forcible-Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

# Criminal Offenses-Public Property

<b>Criminal Offense</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder/Non negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses-Forcible-Rape	0	0	0
Sex Offenses-Forcible-Fondling	0	0	0
Sex Offenses-Non-Forcible -Incest	0	0	0
Sex Offenses-Non-Forcible-Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0



# Hate Crimes – On Campus

<b>Criminal Offense</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder/Non negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses-Forcible-Rape	0	0	0
Sex Offenses-Forcible-Fondling	0	0	0
Sex Offenses-Non-Forcible-Incest	0	0	0
Sex Offenses-Non-Forcible-Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

# Hate Crime-Non-Campus

<b>Criminal Offense</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder/Non negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses-Forcible-Rape	0	0	0
Sex Offenses-Forcible-Fondling	0	0	0
Sex Offenses-Non-Forcible-Incest	0	0	0
Sex Offenses-Non-Forcible-Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

# Hate Crimes- Public Property

Criminal Offense	2015	2016	2017
Murder/Non negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses-Forcible-Rape	0	0	0
Sex Offenses-Forcible-Fondling	0	0	0
Sex Offenses-Non-Forcible- Incest	0	0	0
Sex Offenses-Non-Forcible-Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

## VAWA Offenses-On Campus

Criminal Offense	2015	2016	2017
Domestic Violence	3	1	2
Dating Violence	0	0	1
Stalking	0	1	1

## VAWA Offenses-Non-Campus

Criminal Offense	2015	2016	2017
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

## VAWA Offenses-Public Property

Criminal Offense	2015	2016	2017
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

## Arrest – On Campus

<b>Criminal Offense</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons: Carrying Possessing etc.	0	1	1
Drug Abuse Violations	6	1	3
Liquor Law Violations	0	7	0

## Arrest- Non-Campus

<b>Criminal Offense</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons: Carrying Possessing etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

## Arrest –Public Property

<b>Criminal Offense</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons: Carrying Possessing etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

# Disciplinary Actions-On Campus

<b>Criminal Offense</b>	2015	2016	2017
Weapons: Carrying, Possessing etc.	0	0	0
Drug Abuse Violations	2	1	1
Liquor Abuse Violations	0	3	0

# Disciplinary Actions- Non- Campus

<b>Criminal Offense</b>	2015	2016	2017
Weapons: Carrying, Possessing etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Abuse Violations	0	0	0

# Disciplinary Actions – Public Property

<b>Criminal Offense</b>	2015	2016	2017
Weapons: Carrying, Possessing etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Violations	0	0	0

# Unfounded Crimes

<b>Criminal Offense</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
	0	1	1



**VICTOR VALLEY COLLEGE - CAMPUS POLICE CRIMINAL STATISTICS - 2017**

<b>OFFENSES</b>	<b>jan</b>	<b>feb</b>	<b>mar</b>	<b>apr</b>	<b>may</b>	<b>jun</b>	<b>july</b>	<b>aug</b>	<b>sept</b>	<b>oct</b>	<b>nov</b>	<b>dec</b>	<b>Totals</b>
<b>19. Child Abuse</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>20. Domestic Violence</b>	0	1	0	0	0	0	0	1	0	0	0	0	2
<b>21. Dating Violence</b>	0	0	0	1	0	0	0	0	0	0	0	0	1
<b>22. Missing Persons</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>23. Medical Response</b>	1	2	4	5	0	3	0	1	4	1	6	1	28
<b>24. Traffic Collision PDO</b>	1	1	1	0	1	2	1	1	1	0	1	0	10
<b>25. Student Discipline</b>	0	1	3	0	0	0	0	0	1	1	1	2	9
<b>26. Forgery/Fraud</b>	0	0	0	0	0	1	0	0	0	0	0	0	1
<b>27. Arrests</b>	0	3	4	1	1	1	0	0	1	2	0	1	14
<b>28. Crisis Response</b>	0	0	0	3	0	0	0	0	1	0	0	0	4
<b>29. Trespassing</b>	0	0	1	0	0	0	0	0	0	0	0	0	1
<b>30. Obstruction of Duty</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>31. Incident Report</b>	2	3	3	3	6	3	0	0	1	4	5	1	31
<b>32. Property Found</b>	2	1	6	3	1	3	0	0	2	1	0	3	22
<b>Total Across</b>	<b>9</b>	<b>20</b>	<b>27</b>	<b>17</b>	<b>13</b>	<b>15</b>	<b>2</b>	<b>4</b>	<b>13</b>	<b>14</b>	<b>19</b>	<b>10</b>	<b>163</b>