SADDLEBACK COLLEGE
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Parking Information
- Contest your Citation Online
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Location: Lower Campus [map]
Phone: (949) 582-4585
Fax: (949) 582-4925

Emergency 582-4444

scpolice@saddleback.edu

Office Hours:

Campus Police
Monday - Thursday
7am to 11:00pm
Friday 7am-12pm

Parking Office
Monday - Thursday
7am to 7:00pm
Friday 7am-12pm

Your Right to Know

Crime Reporting Procedures The Federal Student Right-to-Know, Crime Awareness and Campus Security Act is now cited as the, "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." It requires colleges and universities to prepare, publish and distribute a report concerning campus crime statistics and security policies annually through appropriate publications, mailings or computer network to all current students and employees, and to any applicant for enrollment or employment request. This report contains the annual report concerning specific campus arrest and crime statistics as well as information about campus programs and activities intended to promote crime awareness, campus safety and security.

The report complies with the provisions as codified in: (1) United States Code, Title 20, Section 1092(f) and amendments of 1992 1998;(2) United States Code of Federal Regulations, Title 34, Chapter VI, Part 668, Section 668.47; and (3) California Education Code, Sections 67380 through 67385.

This report is printed annually as a brochure for distribution to Saddleback College students and employees. It is also available on the college's web page at /csafe/index.html.

Working together, security at Saddleback College is everybody's business. No community, of course, can be totally risk-free in today's society. Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive for learning.

Saddleback College maintains a Campus Police Department with duly sworn police officers available 24-hours a day, throughout the year. A person may report any unlawful activity or any emergency at any time -- day or night -- by calling 949-582-4585 or for emergencies 949-582-4444. Direct access to Campus Police is available through the Emergency Phones located in lots 1, 1A, 1B, 4A, 5, 5A, 5B, 7, 9 N, 9 S, 10 N, 10 S, 12, 13, and 14. The Emergency Phones announce the location of the phone to Campus Police when the silver talk button is pressed. Then all the caller has to do in press the button to talk directly to the responding dispatcher.

Persons may also report a crime by coming to the Campus Police Department located at the southeast end of the campus near the Avery Street entrance from 7:00 a.m. to 11:00 p.m., Monday through Thursday, from 7:00 a.m. to 12:00 p.m. on Friday.

Although the college encourages the reporting of on-campus criminal activity to the Campus Police Department, in some instances members of the college community choose to file report(s) with other campus security authorities. For reporting purposes, Saddleback College Security Authorities have been designated as the Saddleback College Police Department, College Vice Presidents and Deans and the Director of Student Affairs.

Access to Campus Facilities

Most campus buildings are open from 6:30 a.m. to 11:00 p.m. Saddleback College students and staff members are required to have identification cards which they may be asked to produce if there is a question about their authorization to be in a specific area.

Students are authorized to access and occupy college classrooms during assigned class periods. During non-class periods, students may remain in classrooms or laboratories only when supervised by a faculty member or an authorized staff member. During non-business hours, or on days when classes are not in session, the supervising faculty or staff member must notify the Campus Police Department or the on-duty Campus Police Officer of the activity.

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During non-business hours, 11:00 p.m. to 6:30 a.m., Monday thru Friday, and 5:00 p.m. to 6:30 a.m. on weekends and holidays, employees who need access to college offices or other facilities for work-related purposes must notify the on-duty Campus Police Officer of their arrival on campus and the location in which they will be working. This notification allows the officer to monitor activity on campus, and helps prevent the accidental activation of facility intrusion alarms. Employees should also notify the Campus Police Officer when they depart the campus. This policy does not apply when events or the use of facilities have been previously approved on the Master Calendar (Board Policy 4055).

KEYS are provided to staff members on a need-to-access basis as determined and approved by the appropriate supervisor. Lost or stolen keys should be reported immediately to one's supervisor and the Campus Police Department. Keys should never be loaned to anyone. Campus Police Officers will confiscate District key(s) that have not specifically been issued to the person in possession of the key (s). Unauthorized duplication of District keys is a misdemeanor (C.P.C. 469).

COLLEGE PROPERTY - No District property may be removed from the campus without expressed written permission from the division Chairperson, Dean, or area supervisor. Unauthorized removal of District property from the campus is a violation of the law and may be prosecuted by the District.

PUBLIC USE OF FACILITIES is coordinated and approved through the Master Calendar clerk in the Office of Instruction. Campus Police Officers are provided with an approved schedule of facility use during non-routine hours. It is the responsibility of those who use rooms, offices and areas to lock access doors, turn off lights, and close windows. Campus Police Officers inspect many areas on-campus, but the primary responsibility for facility security at the end of the work period lies with the user.

College Safety and Security and Law Enforcement

Saddleback College Police Officers are responsible for the reasonable protection of persons and college property by using methods that fit within and contribute to the educational philosophy and process of the college. In the recruitment and training of the Campus Police Officers, Saddleback College adheres to the standards established by California law regarding peace officers qualifications and to the standards of the California Commission for Peace Officers Standards and Training (P.O.S.T.). Campus Police Officers are also certified in basic first aid and CPR and receive specialized training in educational law enforcement and security operations.

Saddleback College Police Officers are duly sworn peace officers under California Penal Code section 830.32. Campus Police Officers are armed and posses the same authority under the law, as do municipal police officers. Campus Police Officers provide immediate response to all police, fire, medical emergencies and accidents on campus involving vehicles.

Saddleback College Police Department is the primary agency for reporting and investigating criminal activity occurring on campus. The department also has a written agreement with the Orange County Sheriff's Department to investigate crimes that require resources that are beyond what is internally available to Campus Police Investigators.

Crime Prevention

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of Saddleback College to inform students and staff, in a timely manner, of any criminal activity or security problems which may pose a reasonable threat to personal safety. Such information will be distributed through this web site, or specific bulletins, and through student publications such as the Lariat. Other media used will be through in-house memos, E-mail, or bulletins and regularly published newsletters and KSBR radio. The college police department also maintains a public log of all reported campus crimes.

Another essential element of any crime prevention program is training and education. The Campus Police Department in coordination with the other college departments sponsor programs on various topics ranging from sexual assault awareness to substance abuse prevention.

Finally, all effective crime prevention programs include some measure of people watching out for one another. All staff and students are asked to be **ALERT, SECURITY CONSCIOUS,** and **INVOLVED**. Call the Campus Police Department at 949-582-4585, for emergencies call 949-582-4444 whenever you see suspicious behavior or activity.

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Off Campus Crime

The Orange County Sheriff provides Saddleback College with crime data for the areas surrounding the college property. Saddleback College will notify the campus community in a timely manner if a security problem arises.

Substance Abuse

In accordance with Public Law 101-226 "Drug Free Schools and Communities Act Amendment of 1989", the governing Board of Trustees of South Orange County Community College District prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Saddleback College property and as part of any Saddleback College sponsored or sanctioned activity. Any student or employee in violation of this policy is subject to disciplinary action up to, and including, expulsion from Saddleback College, or termination from employment for violations of the standards of conduct as specified in collective bargaining agreements and the California Education Code.

The possession, use and sale of alcoholic beverages by anyone on Saddleback College controlled property is a misdemeanor as per California Business Code 25608 and a violation of the Standards of Student Conduct. The use, sale or possession of any illegal drug is a violation of state law and any person found in violation may be subject to arrest by federal, state, local or campus law enforcement authorities. Criminal prosecution is separate from any administrative discipline that may be imposed by the College or District.

Statistics

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Statistics concerning the following campus crimes will be updated annually at the beginning of the calendar year.

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Year	2007	2008	2009
Criminal Homicide: Murder & Non-negligent Manslaughter	0	0	0
Criminal Homicide: Manslaughter by Negligence	0	0	0
Forcible Sex Offenses	1	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	1	3	3
Vehicle Burglary	2	3	2
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate/Prejudice Crimes	0	0	0
Statistics concerning the number of **incidents/arrests** for the following crimes occurring on campus:			
Liquor Law Violations	2/1	2/0	2/2
Drug-Related Violations	7/6	4/2	9/9
Weapon Possessions	1/0	0/0	0/0

Campus Programs To Prevent Sex Offenses

Board Policy 5404 states that anyone who participate in programs and activities of the South Orange County Community College District have the right to do so under safe conditions without physical or psychological threat. Toward that end, the District, through its two colleges, offers a comprehensive program of education and service to minimize the risk of sexual assault to all citizens who use its facilities.

Accordingly, Saddleback College operates a coordinated program dealing with the issue of sexual assault. The areas of emphasis are education, environment and services. For further info click here.

Reporting Sex Offenses

Persons who believe that they been sexually assaulted or were the object of any sex offense should immediately contact the Campus Police Department, either by telephone 949-582-4585, for emergency call 949-582-4444 or in person, to initiate a crime report. Students may also contact Vice President for Student Services, the Vice President of Instruction, any division Dean, the Director of Student Affairs or any college counselor for information and assistance regarding the filing of a criminal complaint or to initiate a complaint under Saddleback College Student Code of Conduct.

The preservation of criminal evidence is essential to the successful prosecution of a sex offense. Therefore it is essential that in cases of sexual assault, Campus Police should be contacted as soon as possible. Staff counselors are available to assist and to accompany the victim of a sex offense from the initial report to the final resolution of the case.

Saddleback College students and employees suspected of committing a sex offense of any kind are subject to criminal prosecution in addition to disciplinary action under district policies, regulations and collective bargaining agreements. Campus disciplinary action can be initiated even if criminal charges are not pursued.

In addition to criminal prosecution, complaints against students accused of sexual battery, attempted rape, rape, or other sex offenses will be processed in accordance with the procedures in the Saddleback College Student Code of Conduct. The accuser and the accused are entitled to the same opportunities to have others present during campus disciplinary proceeding; and both shall be informed of the outcome of any campus disciplinary proceeding brought forth alleging a sex offense. For further info click here.

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Sexual Harassment

Sexual harassment on the job is a form of workplace discrimination, which is illegal under Title VII of the Civil Rights Act of 1964. Sexual harassment is defined by the South Orange County Community College District as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when, (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other College activity; or (2) submission to a participation or rejection of such conduct by an individual is a basis for evaluation in making academic or personnel decisions affecting an individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive College environment.

College employees who have been subjected to acts of intimidation and/or sexual harassment in the workplace should report the activity to their supervisor, management and/or the Vice President for Student Services or the Director of Human Resources.

Complaints of sexual harassment against staff and faculty members will be investigated and processed in accordance with Board Policy 4000.5.

Education

The college coordinates and sponsors educational workshops and classes provided by local community service programs during each semester which promote the awareness of rape, acquaintance rape, and other sex offenses. Also, Student Services conducts seminars on what women and men should know about date rape in addition to discussion groups focusing on campus sexual assaults and present a mandatory seminar for all athletes during each spring. Additionally, each semester, the Campus Police Department, in cooperation with Orange County Sheriff, present crime awareness and crime prevention programs.

Environment

The Saddleback College Safety Committee conducts annual safety surveys and performs follow-up work to eliminate on-campus personal safety hazards. The Campus Police Department also provides a free 24-hour escort service from classrooms and offices to the parking lots.

SERVICES:
Campus Police Officers or other college officials will call local police and paramedics when any incident occurs that might be construed by them to involve sexual assault.

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REFERRAL AGENCIES:
The following referral agencies provide services FREE of charge.

RESTRAINING ORDER INFORMATION:
(714) 973-0134

DOMESTIC VIOLENCE:
24 Hour Hotline: (714) 834-4317

SEXUAL ASSAULT:
24 Hour Hotline: (714) 957-2737

O. C. SEXUAL ASSAULT NET-WORK/RAPE CRISIS HOTLINE:
24 Hour Hotline: (949) 831-9110

CHILD ABUSE ORANGEWOOD CHILDRENS HOME:
(714) 935-7080

CHILD OR PARENTAL EMERG. SVC.:
24 Hour Hotline: (800) 422-4453

RAPE CRISIS HOTLINE :
24 Hour Hotline: (949) 831-9110

SUICIDE PREVENTION HOTLINE:
(800) 784-2433

This web page is published in accordance with the "Crime Awareness and Campus Security Act of 1990."

FOR FURTHER INFORMATION CONTACT:
Director, Safety and Security/Chief of Police, Saddleback College, 28000 Marguerite Parkway, Mission Viejo, CA 92692. (949) 582-4585.
Questions or comments about this page may be sent to:
scpolice@saddleback.edu

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Accredited by the Accrediting Commission of Community and Junior Colleges, of the Western Association of Schools and Colleges.
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