

2015 ANNUAL SECURITY REPORT

Saddleback College, Mission Viejo, California



*Clery
Crime
Awareness
and
Campus
Police*

2015 Annual Security Report

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CONTACT INFORMATION

For campus emergencies:

Campus Police: **x4444** (from any college phone)
Location: Lower campus, in parking lot #2 at the end of Lower Campus Drive (see map page #10)

Orange County Sheriff's Department **911**

For non-emergencies:

Campus Police (949) 582-4585, FAX: 582-4925

Orange County Sheriff's Department 770-6011

Counseling Services Division: (949) 582-4572

Student Health Center: (949) 582-4606

Crisis Intervention Team (949) 582-4572

Dean of Counseling (949) 582-4573

Special Services (949) 582-4885

Title IX Coordinator and
Vice Pres. Student Services, (949) 582-4566
Dr. Juan Avalos

Emergency status web pages:

- Saddleback College website <http://www.saddleback.edu/>
- Saddleback Campus Police <http://www.saddleback.edu/police/>
- SOCCCD website <http://socccd.edu>

Campus status messages:

- KSBR Saddleback College Radio – 88.5 FM
- Saddleback College Mobile (iPhone, Android)
- Electronic Signage (all 3 entrances to campus)
- InformaCast Emergency Broadcast

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Message from the Chief

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, I am pleased to present the 2015 Saddleback Annual Security Report. This is intended to report important crime statistics, safety information, and provide valuable information for prospective students and their families in the selection of a college.

This report was compiled by the Saddleback College Police Department. Our motto of “Service, Honor, and Duty” is meant to serve as a daily reminder of our commitment to the safety and security of all who attend this college and for all guests. It is our hope that you will find valuable information in this report and find that Saddleback College is a safe environment to facilitate the educational growth for the students and collaborative environment for staff and faculty towards the college’s mission, *“Saddleback College will be the first choice of students who seek a dynamic, innovative, and student-centered postsecondary education.”*

We expect the contents of this report will answer any questions you may have about the safety of the college and all of the programs and personnel here to provide the environment and atmosphere to further your academic or vocational goals. I appreciate the time you are taking to review this report and welcome any feedback you may have.

Thank you and welcome to Saddleback College!

Patrick M. Higa

Chief of Police

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The Clery Act

In 1990, the Higher Education Act of 1965 (HEA) was amended to include the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). This amendment required all postsecondary institutions participating in the Title IV student financial aid programs to disclose campus crime statistics and security information. In 1998, the act was renamed the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act in memory of Jeanne Clery, a university student who was killed in her dorm room in 1986. More commonly known as the Clery Act, this law requires colleges to:

- Collect, classify, and count crime reports and statistics
- Issue campus alerts
- Publish an annual security report
- Submit crime statistics to the Department of Education
- Maintain a daily crime log
- Disclose missing student notification procedures

Incorporated for 2014

The Campus Sexual Violence Elimination Act or Campus SaVE Act (H.R. 6461). ON March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the HEA, otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security report (ASR's).

The VAWA requires institutions of postsecondary education eligible to participate in federal student aid programs to adopt, and disclose in their annual security report a summary of, a policy regarding sexual assault (an existing requirement of the Clery Act) and other intimate partner violence. The term “intimate partner violence” is defined to mean “any physical, sexual, or psychological harm against an individual by a current or former partner or spouse of the individual.” It includes stalking, dating violence, sexual violence, or domestic violence.

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Victims' Rights Provisions

The VAWA establishes a baseline framework for institutions to respond to sexual assault and other intimate partner violence. SOCCCD, Saddleback College's policy will:

- Provide students and employees who report victimization information in writing of their rights to notify law enforcement and to be assisted by campus authorities in doing so, an explanation of their rights to obtain no contact orders or enforce an order already in existence, and contact information for campus and local advocacy, counseling, health, mental health and legal assistance services.
- Provide notification to students and employees who report victimization options for and assistance in changing academic, living, transportation and working situations if requested and reasonably available.
- Provide for honoring any lawful no contact or restraining order.
- Disclose the range of possible sanctions that may be imposed following an institutional disciplinary procedure.
- Detail procedures victims should follow if a sex offense occurs, including who to contact and information about the importance of preserving physical evidence (an existing provision of the Clery Act).
- Disclose a summary of institutional disciplinary procedures including clear statements that-
 - Accusers shall have the opportunity to request prompt proceedings
 - Proceedings shall be conducted by officials trained on sexual assaults and other intimate partner violence issues, and shall use the preponderance of the evidence standard (which is "more likely than not" and the standard used by civil courts in the United States).
 - Both accuser and accused are entitled to be accompanied to any related meeting or proceeding by an advisor of their choice, and that both must have the same opportunity to have others present during any proceeding (currently institutions may deny both parties an ad advocate or support person).
 - Both accuser and accused are entitled to be informed in writing of the final results within one business day of such outcome being reached.

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Prevention and Awareness Programs

The VAWA updated requirements concerning awareness and prevention programming about sexual assault and other intimate partner violence. Each institution would be required to offer:

Primary prevention and awareness programming for all incoming students and new employees that includes:

- The definition of consent in sexual relationships- “Affirmative Consent” is defined as an affirmed, conscious, and voluntary agreement to engage in sexual activity. Under the law, both the lack of protest or resistance nor silence constitutes consent, and consent may be withdrawn at any time. Affirmative consent must be given by all parties to sexual activity.
- Reporting sex offenses
- Bystander intervention- A safe and positive option that may be carried out by an individual or individuals to prevent harm or intervene when there is risk of dating violence, domestic violence, sexual assault or stalking.
- Risk reduction- Actionable items that can be taken to reduce the risk of becoming a victim of sexual assaults, dating violence, domestic violence, stalking or other crimes.
- Ongoing prevention and awareness campaigns- These are continuous campaigns and programs offered throughout the year to assist the college community on prevention and awareness of sexual assaults, dating violence, domestic violence, stalking and how to deal with these situations.

Primary prevention is defined to mean programming and strategies intended to stop sexual and intimate partner violence before it occurs through the changing of social norms and other approaches.

Awareness programming is defined to mean programs designed to communicate the prevalence of intimate partner violence including the nature and number of cases reported at each institution in the proceeding 3 calendar years.

Best Practices Report

The VAWA would provide for the collaboration of the U.S. Departments of Justice and Education to collect and disseminate best practices information about preventing and responding to sexual assault and other intimate partner violence.

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Preparing the Annual Security Report

This annual security report is compiled and prepared by the Saddleback College Police Department. Statistical information for activity that occurs off campus is retrieved from the Orange County Sheriff's Department criminal database. For purposes of making timely warning reports and the annual statistical disclosure required under Clery, the campus community should report all campus crimes to the Saddleback College Police Department.

Law Enforcement Authority

The Saddleback College Police Department is empowered pursuant to the section 830.32(a) of the California Penal Code and Section 72330 of the California Education Code which fully subscribes to the standards of the California Commission on Peace Officer Standards and Training (POST). Saddleback College police officers have the authority to conduct criminal investigations and make arrests anywhere in the State of California. Our sworn police officers receive the same basic training as city and county peace officers throughout the state, plus additional training to meet the unique needs of a campus environment. The primary jurisdiction of the Saddleback College Police Department is the college campus.

The Department handles all patrol, investigation, crime prevention education, and related law enforcement duties for the campus community, and operates twenty-four hours a day, seven days a week.

The Saddleback College Police Department is a member of the Orange County Communications System and has direct radio contact with the local public safety agencies. The Department also has access to local, state, and federal law enforcement telecommunications systems that provide vehicle registration, driver license, and criminal record information.

Law Enforcement Partnership

Pursuant to California Education Code Section 67381, The Saddleback College Police Department and the Orange County Sheriff's Department have adopted and signed a written Memorandum of Understanding that clarifies and affixes operational responsibilities for the investigation of violent and non-violent crimes occurring on college property. Due to the sophisticated investigative resources required to properly investigate certain crimes, the Saddleback College Police Department, by agreement, has arranged in certain circumstances

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for assistance from the Orange County Sheriff's Department. The agreement states that the Saddleback College Police Department will be the primary reporting and investigating law enforcement agency for all crimes occurring on the Saddleback campus, with the exception of Part One crimes of Homicide, Robbery, Kidnapping, Felony Assault, Auto Thefts, Sexual Assaults, Hate Crimes, and crimes against children. The Orange County Sheriff's Department will be the lead reporting and investigating agency. The Orange County Sheriff's Department will be the primary reporting and investigating law enforcement agency for all crimes occurring in the vicinity of the college campus outside the boundaries of the Saddleback College campus and properties. Both agencies will continue to provide mutual aid assistance as appropriate when requested.

OCSD Emergency contact number:

Orange County Sheriff's Department - 911

Non-emergency (toll free) – 770-6011

In addition, the Saddleback College Police Department seeks assistance from federal, state, and city law enforcement agencies as needed. The Saddleback College Police Department is a signatory to the Memorandum of Understanding maintained by the Orange County Sheriff's Department consent pursuant to 830.1 of the California Penal Code, dated August 01, 1973.

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Campus Security Authorities

2011 Clery Handbook: “Even at institutions with a police department on campus, a student who is a victim of a crime may be more inclined to report it to someone other than the college police. For this reason, the Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that Clery considers to be campus security authorities.”

Who is a Campus Security Authority (CSA)?

The South Orange County Community College District has adopted the Title IX definition of “Responsible Employee” as a Campus Security Authority.

Definition: Any District employee:

- who has the authority to take action to redress sexual harassment/misconduct;
- who has been given the duty of reporting incidents of sexual harassment/misconduct or any other misconduct by students/employees to the Title IX Coordinator or other appropriate designee; or
- who a student/employee reasonably believes has this authority or duty.

Responsible employees are required to report incidents of sexual violence to the Title IX Coordinator. Campuses are obligated to respond to reports about which a responsible employee knew or should have known.

Responsible employees must report all known relevant details about the alleged sexual violence to the Title IX Coordinator or designee, including names of anyone involved or present, date, time, and location. Training is provided for responsible employees on the campus sexual violence policies and procedures.

Counselors

Exemption for Pastoral and Professional Counselors / Mental Health Therapist

There are two individual employee categories who, although they have significant responsibility for student and campus activities, are not campus security authorities under Clery & Title IX:

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Pastoral counselors: A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

Mental Health Therapist in the Student Health Center: A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. This applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

Additionally, SOCCCD considers *Employees Working in the Student Health Center* as exempt mandatory reporters.

Counseling Services – Student Health Center

Although counselors typically have significant responsibility and involvement in student and campus activities, they are exempt from Clery reporting requirements. They are, however, contracted and encouraged to forward non-identifying information to Saddleback College Police Department on crimes that may be reported through their offices for inclusion in the annual security report.

Crisis Intervention Team (CIT)

The Crisis Intervention Team (CIT) is composed of professional counselors from the Saddleback College Counseling Center and the Student Health Center. The CIT counselors are available to assist when a Saddleback student or staff member experiences a psychological emergency and is in need of immediate help. This service is primarily intended for students and staff. However, the CIT members may be call in for non-student community members visiting on campus who may be referred to the CIT Coordinator, Dean of Counseling Services Division, or the Vice President for Student Services.

What is a crisis?

A crisis is a life event that an individual perceives as stressful to the extent that normal coping mechanisms are insufficient. The CIT members have always been at the forefront of providing personal counseling guidance, and referring students to the most appropriate resources available both on campus and off campus.

<http://www.saddleback.edu/shc/crisis-intervention>

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Call

Counseling Services Division:	582-4572
Student Health Center:	582-4606
Campus Police:	582-4585 (non-emergency) 582-4444 (emergency)

What to do:

Do not hesitate to call Campus Police at (949) 582-4444.

If you think a student may be suicidal, **DO NOT LEAVE THE STUDENT ALONE!** You may be the critical link in assisting the student. Know that whatever the situation is, campus resources are available.

- Listen to what the student is saying.
- Assess the situation for unusual emotions, behavior, and thoughts.
- Refer the student to one of the resources identified **BELOW** for assistance.

Important referral numbers

ON CAMPUS:

Campus Police:	(949) 582-4444
Health Center	(949) 582-4606
Crisis Intervention Team	(949) 582-4572
Vice Pres. Student Services	(949) 582-4566
Dean of Counseling	(949) 582-4573
Special Services	(949) 582-4885

OFF-CAMPUS

Child Abuse Hotline (24 hours)	(714) 940-1000
Rape Crisis Hotline (24 hours)	(949) 831-9110
National Sexual Assault Hotline	(800) 565-4673
Love is Respect	(866) 331-9474
Suicide Prevention Hotline	(800) 784-2433
Suicide Crisis Hotline	(714) 894-4242
National Domestic Violence Hotline	(800) 799-7233
Domestic Violence Hotline	(800) 799-7233, (714) 992-1931
Battered Women	(949) 854-3554
Alcoholic Anonymous	(949) 582-2697 (South County)

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(714) 773-4357 (North County)

(714) 556-4555 (Santa Ana)

Narcotics Anonymous

(714) 776-8581

Voluntary/Confidential Reporting

If you are the victim of a crime, we encourage you to file a crime report. If you would like to maintain confidentiality and do not wish to pursue action within the college or criminal justice system, you are encouraged to consider filing a confidential report for purposes of inclusion in the annual disclosure of crime statistics. These types of reports can be made to the Saddleback College Police Department or with a counselor in the Student Health Center. The information can enhance community safety by allowing the college to keep a more accurate record of crimes, helping to determine whether a pattern of crime exists, and alerting the campus to potential danger.

Security and Access to Campus Facilities

During business hours, the college is open to the community. Most campus buildings are open from 5:30 a.m. to 11:00 p.m. 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 College Police Department or the on-duty College Police Officer of the activity.

During non-business hours, 11:00 p.m. to 5:30 a.m., Monday through 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 College 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 College Police Officer when

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they depart the campus. This policy does not apply when events or the use of facilities have been previously approved on the Master Calendar. (AR-4000.6, BP- 4055)

Timely Warnings

Scope: Narrow focus on Clery Crimes

Why: Timely warnings are triggered by crimes that have already occurred but represent an ongoing threat, issue a timely warning for any Clery crime committed on your Clery geography that is reported to your campus security authorities or local law enforcement agency and is considered by the institution to represent a serious or continuing threat to students and employees.

Where: Applies to crimes that occur anywhere on the campus Clery geography.

When: Issue a warning as soon as the pertinent information is available.

In the event of a situation which, in the judgment of the Chief of Police, constitutes an ongoing or continuing threat of a criminal nature to the campus community, a timely warning will be issued by the Saddleback College Police Department. Events that qualify for timely warnings include, but are not limited to:

Homicide	Manslaughter	Sex Offenses	Robbery
Aggravated Assaults	Arson	Arson	Motor Vehicle Theft
Hate Crimes	Larceny/thefts		

Any crime considered to represent a threat to the public, a warning will be distributed utilizing one or more of the following systems:

Campus e-mail

KSBR College Radio – 88.5 FM

InformaCast Alert Broadcast

Saddleback Mobile

College/Police Department websites

Posted flyers

Emergency Notifications

Scope: Wide focus on any significant emergency or dangerous situation (may include Clery crimes).

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Why: Emergency notification is triggered by an event that is currently occurring on or imminently threatening the campus. Initiate emergency notification procedures for any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

Where: Applies to situations that occur on the campus.

When: Initiate procedures immediately upon confirmation that a dangerous situation or emergency exists or threatens.

Upon confirmation of a serious or emergency situation that poses an immediate threat to the health or safety of the campus community, a campus wide notice will be disseminated, unless issuing a notification will, in the judgment of the responding authorities, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency events that qualify for emergency notifications include, but are not limited to:

Outbreak of serious medical illnesses	Bomb threat
Extreme weather conditions	Civil unrest
Earthquake	Explosion
Gas leak	Chemical/hazardous spills
Terrorist incident	Aircraft crash
Active shooter/Armed intruder	Fire
Campus utility breakdown (water, gas, etc.)	

The notification will be distributed as soon as possible under the following guidelines:

Authority to activate a public notification will rest with the Chancellor, President, or Chief of Police who may designate agents with the authority to activate a notification. In situations when there is not time for consultation, a Saddleback College Police Officer may initiate a notification.

In matters of a criminal nature, the Saddleback College Police Department will determine whether notifications are appropriate and necessary. The Chief of Police or designee will determine an incident's extent and scope, and whether it meets the criteria for an emergency notification.

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In matters not of a criminal nature, the campus department that has jurisdiction will determine whether notifications are appropriate and necessary. When a campus department that has jurisdiction over an incident is not available to make a determination about notifications, the Chief of Police or designee may determine an incident's extent and scope, and whether it meets the criteria for an emergency notification.

Once requested by a designated authority, notifications will be made as soon as practicable. Notifications will generally be made by a police dispatcher, or designee who has been trained and is authorized to send notifications.

All messages should include the type of situation, the location of the situation, the time and date, instructions for the recipient, and the additional method of the public to obtain information. One or more of the following systems will be used for sending notifications:

Campus e-mail

KSBR College Radio – 88.5 FM

InformaCast Alert Broadcast

Saddleback Mobile

College/Police Department websites

Posted flyers

Electronic signs (3) at each entrance to the campus

Emergency Response and Evacuation Procedures

The campus Emergency Operations Plan provides the framework for an organized response to various human-caused and natural emergency situations including fires, hazardous spills, earthquakes, flooding, explosions, and civil disorder. In addition to campus wide guidelines, each department on campus is encouraged to develop an emergency action plan that identifies hazards unique to their workplace, along with corresponding response strategies that minimize employee exposure to hazardous conditions during an emergency.

The college conducts emergency response exercise each year, such as field exercises, and tests of the emergency notification systems on campus. These exercises are designed to assess and evaluate the emergency plans and capabilities of the college.

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Saddleback College participated in the annual Great California Shakeout in October 16, 2014. This announced simulated state-wide earthquake drill involved all on-campus students, faculty, and staff. Emergency notification procedures were activated, along with deploying Saddleback College Community Emergency Response Team (CERT) teams to assist with the controlled safe evacuation of all buildings. CERT teams participated in the post evaluation of the college's Emergency Evacuation Plan. College Police and Emergency Information website: <http://www.saddleback.edu/police/> evacuation maps evacuation floor plans and Emergency Operations Plan (EOP).

Campus Safety and Crime Prevention Education

The college coordinates and sponsors educational workshops and classes 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. Additionally, each semester, the Campus Police Department presents crime-awareness and crime prevention programs to new District employees and Foreign Language Students (FLS) during their initial orientation.

During the last week of April, the Associated Student Government hosted a Safety and Wellness fair in the main quad which included topics of drug abuse and prevention, mental health issues associated with drug abuse, and stress reduction.

During the Staff/Faculty Development 3rd week of August, Safety and Educational videos were presented to staff and faculty to assist them in preparing, planning, and dealing with emergency situations. Ten separate safety videos have been placed on the college website for ease of access for faculty and staff. The videos cover the topics of:

Power Outages	Threatening Students
Fire Safety	Distress Indicators
Active Shooter	Medical Emergencies
Earthquake Preparedness	Road Rage
Parking Lot Safety	Resources

Throughout the same month Title IX and Clery/VAWA training was provided to Foreign Language Students, Student Athletes, PE Coaches, and the college management team.

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New students must view an orientation video During the Matriculation process, which contains information regarding sexual assaults and sexual harassment issues and how to report them. Campus Police also provided training and information on Clery/VAWA/Title IX information to student athletes. The training included victim rights, reporting procedures, and resource assistance and availability.

While the Campus Police Department may offer advice and assistance regarding campus safety, all members of the campus community are encouraged to take responsibility for their own safety and, when possible, assist others. Always use common sense, be proactive, and take precautions. Report crimes or suspicious circumstances, including unwanted product sales/solicitation, to the campus police department.

All criminal acts or emergencies can be reported to the Campus Police through any of these means:

- Phone: 582-4585 (non-emergency)
 582-4444 (emergency, 4444 on any campus land line)
 911 (emergency off-campus locations)
- Online: Silent Witness <http://www.saddleback.edu/police/silent-witness-form>
 (non-emergency)
- In-person: Campus Police Department, Village 02, lower campus on Lower
 Campus Drive

Firearms and Weapons

The following are laws pertaining to firearms, weapons, or destructive devices on college property:

It is unlawful for any person to bring or possess any firearm (loaded or unloaded) upon the campus of, or building, owned or operated for student teaching, research or administration by a public or private college (certain exceptions apply). (AR-2125, California Penal Code 626.9(h) & (i))

It is unlawful for any person to bring or possess any dirk, dagger, ice pick or knife having a fixed blade longer than 2.5 inches upon the grounds of, or within the California Community Colleges (certain exceptions apply). (AR-2125, Calif. Penal Code 626.10(b))

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It is unlawful for any person, except in self-defense, to draw or exhibit an imitation firearm, “BB” device, toy gun or a replica of a firearm in a threatening manner against another in such a way as to cause a reasonable person apprehension or fear of bodily harm. (Calif. Penal Code 417)

It is unlawful for any person to bring or possess a less than lethal weapon as defined in California Penal Code Section 16780, or stun gun as defined in California Penal Code Section 17230, upon the grounds of or within a public or private college (certain exceptions apply).(Calif. Penal Code 626.10(i))

It is unlawful for any person to possess for any reason any explosives, pipe bomb, grenade, destructive device or dry ice bomb. (Calif. Penal Code 18710)

It is unlawful for any person to possess any type of cane gun, wallet gun, any undetectable or camouflaged firearm, ballistic knife, belt buckle knife, leaded can, zip gun, lipstick case knife, writing pen knife, practice hand grenade, Billy club, sand club, sap, metal or composite knuckles, shuriken, nunchaku, or blackjack. (Calif. Penal Codes 19200(b), 20310, 20410, 20610, 21110, 21710, 21810, 22010, 22210, 22410, 24310, 24410, 24710 and 33600)

Missing Persons

If a member of the college community has reason to believe that a student who attends Saddleback College is missing, he or she should immediately notify the Campus Police Department at (949) 582-4585. The Campus Police Department will generate a missing person report and initiate an investigation. Should the Campus Police Department determine that the student is missing; notifications will be made to the following within twenty-four hours of the determination:

- The student’s parent or legal guardian, if under the age of eighteen and not emancipated
- Surrounding law enforcement agencies
- In addition to the notification mentioned above, once an investigation is launched it may include contacting any or all of the following:
 - The student’s parents

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- The law enforcement agency that has jurisdiction where the student's permanent residence is located
- Law Enforcement agencies along a route where the student may have likely traveled
- Any other person or entity that may have information as to the whereabouts of the missing student

Alcohol Policy

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. (AR-5401)

Drug Policy

The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Saddleback College Police Department. Violators are subject to college disciplinary action, criminal prosecution, fine, and imprisonment. (AR-5401)

Substance Abuse Education

The college makes available to students and employees a wide variety of programs designed to discourage the use of illicit substances and provide information on legal and responsible alcohol consumption. Abuse of alcohol and drugs can have a dramatic impact on academic, professional, and family life. Members of the community who may be experiencing difficulty with drugs or alcohol are encouraged to seek assistance.

Counseling and Student Health Center provides counseling and referral services to students who suffer from a substance abuse problem. Individual counseling sessions are available to students at no cost. All information regarding any contactor counseling is confidential and

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will be treated in accordance with college policies, and state and federal laws. A student's decision to seek assistance will not be used in connection with any academic determination or as a basis for disciplinary action. (AR-5650)

Sexual Assault Prevention and Response

Saddleback College does not tolerate sex offenses in any form, including sexual assault, sexual misconduct, date rape, harassment, exploitation, intimidation and stalking. Reports of sex offenses may be made to the Saddleback College Police Department, Title IX Coordinator, or Counseling Services. Board Policy 5403 states that everyone who participates in programs and activities of the South Orange County Community College District has 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 services to minimize the risk of sexual assault to all individuals who use its facilities. (AR-5404, BP-5404) <http://www.saddleback.edu/shc/sexual-assault>

Affirmative Consent

The South Orange County Community College District enforces the affirmative consent rule, meaning affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

Accordingly, Saddleback College operates a coordinated program dealing with the issue of sexual assault.

The areas of emphasis are education, environment, and services.

Persons who believe that they have been sexually assaulted or were the object of any sex offense should immediately contact Campus Police, either by telephone (949-582-4585) or in person, to initiate a crime report. Students may also contact the Title IX Coordinator or any

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District employee for information on assistance regarding the filing of a criminal complaint or to initiate a complaint under the Saddleback College Student Code of Conduct. (AR-5404)

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.

If you do not wish to make a report to the police, you are still encouraged to seek professional medical advice.

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 (complainant) and the accused (respondent) are entitled to the same opportunities to have others present during a campus disciplinary proceeding, and both shall be informed of the outcome of any campus disciplinary proceeding brought forth alleging a sex offense. (AR-5404)

Sex offenses can be addressed both through college administrative procedures and through the criminal justice system. Any criminal proceeding is entirely separate from administrative proceedings of the college. In addition, students have the option of changing their academic situations after an alleged sexual assault, if such changes are reasonably available.

Upon written request, the college will disclose to the complainant of a crime of violence (as defined under United States Code Title 18, Section 16) or a non-forcible sex offense the report on the results of any disciplinary proceeding. If the complainant is deceased as a result of the alleged crime, the next of kin shall be treated as the complainant for this purpose.

If you are sexually assaulted:

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- Get to a safe place as soon as possible. Your immediate safety is first!
- Call Saddleback College Police Department.
 - Contacting police does not require that you pursue prosecution. If the crime occurred in a different police jurisdiction, Campus Police can assist in notifying the agency of jurisdiction.
- Preserve physical evidence.
 - Do not wash, use the toilet, eat, smoke, drink, or change clothing if at all possible. If you do change clothes, place all clothing you were wearing when the assault occurred in a paper bag. Keep all voicemails, emails, texts or other types of communication between you and the attacker.
- Call the Student Health Center or a friend, family member, or someone you trust for support.
- Get medical attention immediately.
 - This will determine and treat any physical injuries you might have sustained during the assault; determine the risk of sexually transmitted diseases or pregnancy and provide preventative treatment options; and gather evidence that could aid in criminal prosecution of the perpetrator.

REMEMBER: Sexual assault is never your fault!

Victims are not required to pursue prosecution just because they report the crime to a police agency. The reporting of sexual assault to the police agency may prevent others from being victims and safeguard your rights for future prosecution.

Reasons to report the crime to police include:

- Reporting within 72 hours of the assault will allow for valuable evidence to be collected. The sooner you report, the better the chance of physical evidence being collected and not being diminished or destroyed. Should you want to pursue prosecution, this increases the chances of apprehending and successfully prosecuting the suspect.
- Reporting is empowering. It gives survivors a chance to talk about what has happened and gives them back some of their personal control.
- Reporting the crime will ensure that medical expenses, including a forensic medical exam and costs for emergency care, may be paid by public compensation funds.
- Reporting and prosecuting are essential to sexual assault prevention and the protection of other potential victims by stopping or deterring repeat offenders.

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- Reporting attests to the fact that sexual assault really happens, it is never the survivor's fault, and that the survivor's voice is heard and not silenced.
- Reporting can help support the case of another survivor who has previously reported a crime committed by the same perpetrator. The information you provide might be just enough evidence to help close another survivor's case and help them get justice.

Bystander Intervention

To prevent gender-based violence, it is important that people are approached as potential witnesses or bystanders to behaviors related to sexual or dating violence. If you witness these behaviors, there are certain ways you can step up to prevent a risky situation from getting worse.

In order to intervene, first someone has to:

1. Notice the incident. Bystanders first must notice the incident taking place. It's important to become attune to what situations may be risky
2. Interpret the incident as emergency. By "emergency," we mean a situation wherein there is risk of sexual or domestic violence occurring in the near future.
3. Assume responsibility for intervening. It has been found that often, people believe that someone else will help in a situation where there are many people around. However, it is important to realize that others may also be thinking the same thing. If you're unsure if you should do something, ask a friend what they think — it might be the case that they've been thinking the same thing.
4. Have the bystander intervention skills to help. There are a number of different techniques that someone can use to intervene in a risky situation, some of which we've listed below.

Bystander Intervention Techniques (the 4 Ds):

Please remember that your safety is of the utmost importance. When there is a situation that threatens physical harm to yourself or another student, ask someone for help or contact the police.

- **Direct:** Step in and address the situation directly. This might look like saying, "That's not cool. Please stop." or "Hey, leave them alone." This technique tends to work better when the person that you're trying to stop is someone that knows and trusts you. It does not work well when drugs or alcohol are being used because someone's ability to have a

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conversation with you about what is going on may be impaired, and they are more likely to become defensive.

- **Distract:** Distract either person in the situation to intervene. This might look like saying, "Hey, aren't you in my Spanish class?" or "Who wants to go get pizza at the corner?" This technique is especially useful when drugs or alcohol are being used because people under the influence are more easily distracted than those that are sober.
- **Delegate:** Find others who can help you to intervene in the situation. This might look like asking a friend to distract one person in the situation while you distract the other ("splitting" or "defensive split"), asking someone to go sit with them and talk, or going and starting a dance party right in the middle of their conversation. If you didn't know either person in the situation, you could also ask around to see if someone else does and check in with them. See if they can go talk to their friend, text their friend to check in, or intervene.
- **Delay:** For many reasons, you may not be able to do something right in the moment. For example, if you're feeling unsafe or if you're unsure whether or not someone in the situation is feeling unsafe, you may just want to check in with the person. In this case, you can combine a distraction technique by asking the person to use the bathroom with you or go get a drink with you to separate them from the person that they are talking with. Then, this might look like asking them, "Are you okay?" or "How can I help you get out of this situation?" This could also look like texting the person, either in the situation or after you see them leave and asking, "Are you okay?" or "Do you need help?"

Links for additional information on Bystander Intervention topics:

<http://www.cccd.edu/employees/hr/titleix/Pages/Bystander-Intervention>

<http://itsonus.org>

<https://www.youtube.com/watch?v=wNMZo31LziM>

Sex Offender Registration Information

The Federal Campus Sex Crimes Prevention Act requires institutions of higher learning to issue a statement in their annual security report detailing where members of their campus community can obtain information concerning registered sex offenders. It also requires sex offenders who are required to register under state law, to provide notice of their enrollment or employment at any institution of higher learning in the state where he/she resides. In

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addition, California law requires sex offenders who attend a campus, and all campus affiliated sex offenders, to register with campus law enforcement.

Members of the public may access sexual offender information at the Megan's Law website maintained by the Department of Justice (www.meganslaw.ca.gov). For information concerning offenders who have registered with the Saddleback College Police Department, call (949)582-4585.

Sources for Crime Statistics

This report contains crime statistics compiled for the 2015 calendar year, plus the previous two calendar years. The information was compiled from reports received by the College Police Department, the Orange County Sheriff's Department, and the Vice President for Student Affairs.

Under federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Saddleback College annually reports statistics on occurrences of the following offenses to the U.S. Department of Education.

Homicide	Manslaughter
Robbery	Aggravated Assault
Sex Offenses	Burglary
Motor Vehicle Theft	Arson
Hate Crimes/Incidents	Domestic Violence
Dating Violence	Stalking

Statistics for the above mentioned offenses within Saddleback College are made available through the Department of Education's Office of Post-Secondary Education. Statistics are available on-line at: <http://ope.ed.gov/security/>

Daily Crime Log Access

The Saddleback College Police Department maintains a daily crime log of all crimes investigated or reported to the department for the calendar year. The log is available for public inspection in the Police Department lobby during normal business hours of 8:00 A.M. – 6:00 P.M. Monday – Thursday and 8:00 A.M. – 3:00 P.M. on Fridays. Log entries

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older than the current year can be obtained by request and will be available within two business days.

Offense Definitions

Per the Clery Act, crimes are classified based on the Federal Bureau of Investigation's (FBI) Uniform Crime Reporting Handbook (UCR). For sex offenses only, the definitions used are from the FBI's National Incident-Based Reporting System (NIBRS) edition of the UCR. Hate crimes are classified according to the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection. Although the law states that institutions must use the UCR for defining and classifying crimes, it doesn't require Clery Act crime reporting to meet all UCR standards.

Murder and Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: the killing of another person through gross negligence.

Sex Offenses (Forcible)- 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.

- **Forcible Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, oral penetration by a sex organ of another person, without the consent of the victim.
- **Sexual Assault with an object:** is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.
- **Fondling:** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where

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the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Sex Offenses (Non-Forcible)- Incidents of unlawful, non-forcible sexual intercourse.

- **Incest:** is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** is non-forcible sexual intercourse with a person who is under the statutory age of consent. If force was used or threatened, or the victim was incapable of giving consent because of his/her youth, or temporary or permanent mental impairment, the offense should be classified as forcible rape, not statutory rape.

Robbery: the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary: the unlawful entry of a structure to commit a felony or theft. The UCR classifies offenses locally known as Burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses as Burglary.

Motor Vehicle Theft: the theft or attempted theft of a motor vehicle.

Arson: any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crimes: any of the aforementioned offenses, larceny, simple assault, intimidation and vandalism reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Categories of bias are:

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics (color of skin, eyes, and/or hair, facial features, etc.)

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genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (Asian, Afro-Americans, Whites, etc.)

- **Gender:** A preformed negative opinion or attitude toward a group of persons because those person are male or female. Gender bias is also a Clery Act-specific term, not found in the FBI's Hate Crime Data Collection Guidelines.
- **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (Catholics, Jews, Protestants, atheists, etc.)
- **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (gays, lesbians, heterosexuals, etc.)
- **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that "race" refers to grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.
- **National Origin:** A preformed negative opinion or attitude toward a group of person of the same race or national origin who share common or similar traits, languages, customs and/or traditions.
- **Disability-**A preformed negative opinion or attitude toward a group of person based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired, accident by heredity, accident, injury, advanced age or illness.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

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Domestic Violence: abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. For purposes of this subdivision, “cohabitant” means two unrelated adult person living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabitating include, but are not limited to, (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use of ownership of property, (4) whether the parties hold themselves out as husband and wife, (5) the continuity of the relationship, and (6) the length of the relationship.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim

Liquor Law Violations: Violations of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Law Violations: Violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use; the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance.

Weapons Law Violations: Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Unfounded Crimes: A crime may be “unfounded” only if sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of the full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Both “founded” and “unfounded” crimes must be reported in the Clery Annual Security Report.

Other Definitions:

BP- South Orange County Community College District Board Policy

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AR- South Orange County Community College District Administrative Regulations

http://www.socccd.edu/about/about_boardpolicynew.html

Geographic Definitions

On Campus:

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Non-Campus Building or Property:

Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property:

All public property (including thoroughfares, streets, sidewalks, and parking facilities) that is within the campus, or immediately adjacent to and accessible from the campus. Clearly public property category consists solely of two limited areas.

The first is public property within the campus. An example is a public road or public bike path that runs through the campus.

The second area is public property that immediately borders and is accessible from the campus without borders.

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SADDLEBACK COLLEGE Disciplinary Actions

Saddleback College will not tolerate sexual assault in any form and adheres to SOCCCD Board Policies (BP) & Administrative Regulations (AR) 4000.5- Harassment and Discrimination, BP & AR 5401- Student Conduct, and BP& AR 5404- Sexual and other Assaults as campus policy in matters related to sexual harassment, to include sexual assault, dating violence, domestic violence, stalking, and sexual harassment. The policies and regulations can be located on the SOCCCD website or by contacting the TITLE IX Coordinator, Campus Police Department, or the Office of the Vice President for Student Services.

The following link has been provided to view all of the District's BP's & AR's:

https://www.socccd.edu/about/about_boardpolicynew.html

If the assailant was a student, staff, or faculty member of Saddleback College, you are strongly encouraged to notify the Title IX Coordinator Dr. Juan Avalos. Your report will be investigated promptly and thoroughly. Even if you or criminal justice authorities choose not to prosecute, the college can pursue disciplinary action against your assailant and provide you with support resources.

Where there is probable cause to believe that a sexual assault has occurred and that a student, faculty, or staff member has violated any District policy or regulation all complaints will be investigated promptly and thoroughly. Even if the victim or criminal justice authorities choose not to prosecute, the college can pursue disciplinary action if the assailant is a student, staff, or faculty member. If the incident involves someone under 18 years old, the appropriate legal guidelines and notifications will be followed. Incidents involving non-members of the college community will be processed according to local and state laws. Procedures for college disciplinary action for Sexual Violence, domestic violence, dating violence, stalking, and sexual harassment including a clear statement that:

- Such proceedings shall provide a prompt, fair, and impartial investigation and resolution;
- The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice;

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- The college will assist the victim in changing academic situations if so requested and if changes are reasonably available. The changes/accommodations include, but are not limited to:
 - Class schedule changes
 - Escorts to and from class
 - Tutoring
 - Instructor assistance with assignments
 - Medical / Psychological treatment
 - Counseling

- Both the accuser and the accused shall be simultaneously informed in writing of:
 - The outcome of any disciplinary proceedings that arises from an allegation of Sexual Violence, Domestic Violence, Dating Violence, or Stalking;
 - The college's procedures to appeal the results of the disciplinary proceeding;
 - Any change to the disciplinary results that occurs prior to the time such results become final; and
 - When disciplinary results become final.

Possible sanctions to be imposed following the final determination of an on-campus disciplinary procedure regarding sexual assaults, dating violence, domestic violence, and stalking may be one or any combination of the following:

- Verbal or Written Reprimand
- Mental Health Clearance
- Disciplinary Probation
- Suspension
- Expulsion

Disciplinary Sanctions Exemption

The District understands that students may be reluctant to file complaints of sexual assault or other violations of this policy when alcohol and/or drugs were used. Whenever possible, the District will respond educationally, rather than punitively, to the use of drugs and/or alcohol so as to promote the reporting of sexual assaults or other violations of this policy. However, the District reserves the right to use other remedies dependent upon the severity of the alcohol or drug use. An individual who participates as a complainant or witness in an

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investigation of sexual assault or other violation of this policy will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the reported 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.

Standard of Proof

A student will be found either responsible or not responsible based on the preponderance of the evidence meaning that is "more likely than not" that the student has violated the District's policy / regulation. The determination shall be based upon the thorough investigation of allegations and the weighing of evidence in totality by the Title IX Coordinator, or his or her designee.

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).

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STATISTICS

20 U. S. C. 1092 F

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

Calendar Year	2012	2013	2014	2015
Criminal Homicide: Murder & Non-negligent Manslaughter	0	0	0	0
Criminal Homicide: Manslaugh ter by neglegence	0	0	0	0
Forcible Sex Offenses:	0	0	0	0
Non-Forcible: Sex Offenses	0	0	0	0
Robbery:	0	0	0	1
Aggravated Assault:	4	1	1	0
Burglary:	9	3	6 8**	5 11**
Motor Vehicle Theft:	1	0	0	1
Arson:	0	0	1	0
Hate/Prejudice Crimes:	0	0	*1	0
Domestic violence: (N/A prior to 2013)		1	0	0
Dating violence: (N/A prior to 2013)		0	0	0
Stalking: (N/A prior to 2013)		2	0	4

Statistics concerning the number of Arrests/Disciplinary Actions

For the following crimes occurring on campus:

Liquor Law Violations:	5/5	1/1	0/0	0/5
Drug-Related Violations:	5/3	14/10	13/25	31/20
Weapons Possessions:	1/1	2/2	1/1	0/2

*Fine Arts flyer vandalized with marker pen drawing of the Star of David and Soviet sickle & hammer.

** Burglary definition for California differs from Clery. Using Clery definition, shoplifting cases were added to statistics
The California definition changed in 2014 so it did not change the statistics for prior years.

Statistics for the above mentioned offenses within the Saddleback College are made available through the Department of Education's Office of Post-Secondary Education. Statistics are available on line at:
<http://ope.ed.gov/security/>