

Saddleback College  
2024 Annual Safety & Security

# REPORT



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# Message from the Chief

## Preparing the Annual Security Report

Safety and Security at Saddleback College is a comprehensive effort to provide our community with the highest level of safety and police services, while respecting human dignity and understanding the needs and values of a diverse campus community, in direct support of Saddleback College's mission of providing excellence in education. This annual security report is prepared and compiled by the Saddleback College Police Department. Our Motto is "Service-Honor-Duty". This motto 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.

The Saddleback College Police Department is responsible for initiating Timely Warnings, Emergency Notifications, Investigation and submission of initial Crime Reports, Maintaining of the Crime Log, Campus Security Authority trainings and the annual statistical disclosure required under the Jean Clery Act. The campus community should report all campus crimes to the Saddleback College Police Department. Campus Police Department and the Office of the Vice President for Student Services collect information on all incidents occurring on campus. A written request for statistical information is made on an annual basis to all Campus Security Authorities and to College Department Heads. The Saddleback College Police Department submits the annual crime statistics published in this document to the Department of Education.

The Orange County Sheriff's Department and jurisdictional law enforcement agencies provides statistical information for Off- Campus criminal incidents that occur outside of On-Campus Clery Geography.

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."**

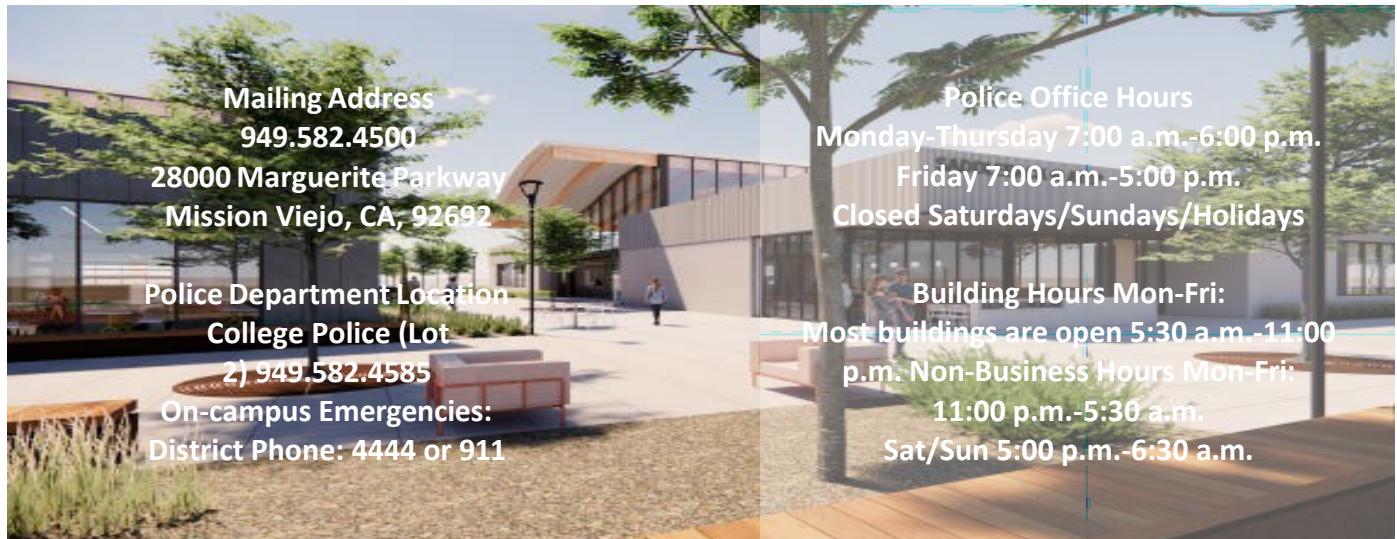
We expect the contents of this report will answer any questions you may have about the safety of the College and all of the programs and personnel here to provide the environment and atmosphere to further your academic or vocational goals. I appreciate the time you are taking to review this report and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

Welcome to Saddleback College!

Chief,  
Richard Nelson



# Access to Campus Facilities Core Campus



Students and staff members are required to have identification cards. Students are authorized to access and occupy college classrooms during assigned class periods with staff present. 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 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 they depart the campus. Previously approved Master Calendar events are exempt from this policy. Hard key locks or access control units secure all campus buildings. Currently, all main campus buildings, have access control security features. A new project is underway to retrofit all existing buildings with access control with video integration. For more information, please visit the website: <https://www.saddleback.edu/police>

## Security Considerations Used in the Maintenance of Campus Facilities

Saddleback College maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. SCPD works closely with Facilities, Maintenance, and Operations (949-582-4880) to address burned out lights promptly as well as malfunctioning door locks or other physical conditions that enhance security. Other members of the College community are helpful when they report equipment problems to SCPD or to Facilities, Maintenance, and Operations.

# 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 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 investigate certain crimes properly, the Saddleback College Police Department, by agreement, has arranged in certain circumstances 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, except 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.

Also, the Saddleback College Police Department seeks assistance from federal, state, and city law enforcement agencies as needed. The Saddleback College Police Department is 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.

The SCPD maintains a strong working relationship with state and local police agencies where the College occupies classrooms, including the Orange County Sheriff's Department, Orange County Fire Authority, and other local law enforcement agencies. Saddleback College does not have any non-campus facilities.

Orange County Sheriff's Department Contact Numbers  
**EMERGENCY-DIAL 911**  
Non-emergency 949.770.6011



# 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 city as county peace officers throughout the state, plus additional training to meet the unique needs of campus environment.

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 week. The Saddleback College Police Department can be reached at 949-582-4585.

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.



# Reporting Crimes

Community members are strongly encouraged to immediately report criminal and suspicious activity occurring on campus, on public property immediately adjacent to the campus, or in other property that is owned or controlled by Saddleback College to the Saddleback College Police Department 949-582-4585.

For purposes of making timely warning reports, immediate notifications, and the annual statistical disclosure required under Clery, the campus community should report all campus crimes to the Saddleback College Police Department. Campus Police Department and the Office of the Vice President for Student Services collect information on all incidents occurring within Saddleback College Clery Geography (Board Policy 3515). We encourage accurate and prompt reporting of all crimes to campus police, including when the victim elects to, or is unable to, make such a report. SCPD officers offer information and guidance to victims when they file a SCPD report. If you choose to report the incident, a SCPD officer will take a statement from you regarding what happened. The officer will ask you to describe the suspect(s) and may ask questions about the scene of the crime, any witnesses, and what happened before and after the incident. You may have a support person with you during the interview. NOTE: Reporting an incident is a separate step from choosing to prosecute. When you file a report, you are NOT obligated to continue with legal proceedings or college disciplinary action. If the assault occurred off-campus, report the incident to the Orange County Sheriff's Department (949-770-6011) or if you unsure who to report to contact SCPD for assistance. The reasons for reporting to SCPD are: 1) to take action which may prevent further victimization, including issuing a Timely Warning Notice to warn the campus community of an impending threat to their safety; 2) to apprehend the suspect; 3) to seek justice for the wrong that has been done to you; and 4) to have the incident recorded for purposes of reporting statistics about incidents that occurred on campus

## Response to a Report

Dispatchers are available at these respective telephone numbers 24 hours a day to answer your calls. In response to a call, SCPD will take the required action, either dispatching an officer or asking the victim to report to SCPD to file an incident report. All reported crimes will be investigated by the College and may become a matter of public record. All SCPD incident reports are forwarded to the Vice President of Student Affairs Office for review and referral for potential action, as appropriate. SCPD Investigators will investigate a report when it is deemed appropriate. If assistance is required from the Orange County Sheriff's Department or other local law enforcement department, or the Orange County Fire Authority, SCPD will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including SCPD, will offer the victim a wide variety of services.

- ❖ In Person: College Police Station (Lot#2)
- ❖ Via Phone: 949.582.4585 (on-campus emergencies x4444) 949.582.4444
- ❖ Online: [Silent Witness Form](#)

## **Reporting option other than to Campus Police**

All Saddleback College Campus Security Authorities (CSA) are required to report crimes (violations of federal, state and local laws) to SCPD. (CSA's) are employees with directed student contact. Students and employees can report crimes to any Campus Security Authority on campus.

Saddleback College has identified the following people as *Primary* Campus Security Authority Administra (CSA), to provide additional reporting options in the event that the reporting party does not want to report a crime directly to SCPD. One of the below listed CSAs can be contacted and the crime can be reported directly to them. All CSAs are required to subsequently notify SCPD of any reported crimes as soon as practicable, to allow for Timely Warnings, Notifications, Investigations and the documentation of crime for statistical purposes.

### **Saddleback College Primary Campus Security Authorities**

Title IX Officer Jennifer LaBounty (949) 582-4566

Dean of Counseling, Penelope Skaff (949) 582-4573

Director of Student Life, Christopher Hargraves (949) 582-4213

Dean of Kinesiology and Athletics, Daniel Clauss (949) 582-4645

District Vice Chancellor of Human resources, Cindy Vyskocil (949) 582-4699

District Title IX Coordinator Karen Dubert (949) 582-4395

Members of the community are helpful when they immediately report crimes or emergencies to the Saddleback College Police Department or PRIMARY CSA as listed above for purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notices, when deemed necessary.



## **Non-campus Reporting**

Non-campus locations, direct all calls for assistance to the local law enforcement agency. Off-campus incidents are within the operational responsibility of the local jurisdiction in which the crime occurred. In an emergency, dial 911 for immediate assistance. For non-emergency calls, contact the OC Sheriff's Department at 949-770-6011, secondly contact Saddleback College Police Department at 949-582-4444 .Cosmetology and Esthetician Program locations, Saddleback Beauty Academy 23635 El Toro rd. suite J-2 & K, Lake Forest Ca. 92630 / SABA Beauty Academy 23565 Moulton pkwy, Suite B, Laguna Hills CA 92653. Saddleback Nursing Program / Mission Hospital 27700 Medical Center rd. Mission Viejo Ca. 92691

At any other location contact SCPD 949-582-4444 for the appropriate local law enforcement jurisdiction

## **Voluntary/Confidential Reporting**

If you are the victim of 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 to staff a student member of the health center in the Student Health and Wellness Center. The information can enhance community safety by allowing the college to keep accurate records of crimes, helping to determine whether patterns of crime exists, and alerting the campus to potential danger.

## **Exemption for Pastoral and Professional Counselors/ Mental Health Provider 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.

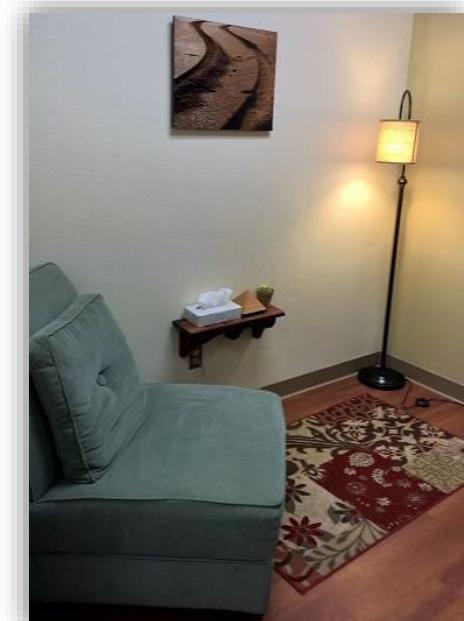
Pastoral counselors: A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor.

Mental Health Provider Therapist in the Student Health and Wellness Center: A person whose official responsibilities include providing mental health therapy services to members of the institution's community and who is functioning within the scope of his or her license or certification.

Additionally, SOCCCD considers employees working in the Student Health and Wellness Center as exempt mandatory reporters.

## **Mental Health Provider Services– Student Health and Wellness Center**

Although mental health providers typically have significant responsibility and involvement in student and campus activities; they are exempt from Clery and Title IX reporting requirements. They are, however, and encouraged to forward non-identifying information to Saddleback College Police Department on crimes that are reported to their offices. Included in the annual security report is this non-identifying information. Although exempt from divulging personally identifiable information of reporting parties, exempted personnel are encouraged to report Clery violations to the Campus Police for statistical purposes only. The SCPD encourages pastoral counselors and professional mental health providers, if and when they deem it appropriate, to inform the persons they are providing mental health services to voluntarily report the incident to the SCPD on a confidential basis for inclusion of the annual disclosure of crime statistics.



## 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 Law101-542). 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 a college to:

- Collect, classify, and count crime reports and statistics
- Issue campus safety alerts and Timely Warnings
- Publish an Annual Security Report
- Submit crime statistics to the Department of Education
- Maintain a daily crime log
- Conduct annual, Safety Trainings, Drills and Exercises.
- Disclose missing student notification procedures
- Training of designated CSA's and maintenance of records
- Statistical Documentation of VAWA and Title IX incidents



## Resources Available To Victims

The following resources below are available to victims of domestic violence, dating violence, sexual assault, and stalking. These resources are not exclusively available to victims of crimes but other on-campus or off campus resources for students or district employees.

If you or someone you know needs help or support submit a CARE report.

[\*\*CLICK TO SUBMIT CARE REPORT\*\*](#)

ON CAMPUS	Type of Services Available	Service Provider	Contact Information
Health	Treatment of Acute Illnesses, Health Education, General Health and Women Health/Immunizations/Prescriptions	Student Health and Wellness Center	949-582-4606
	Short- mental health therapy/Crisis intervention/ LGBTQ support/ alcohol & drug , substance abuse/ Domestic Violence /Sexual assault support		949-582-4606
Visa and Immigration Assistance	F-1 Visa Assistance	International Student Office	949-582-4637
Student Financial Aid	Scholarships, Grants, Work Study, Loans	Financial Aid & Scholarship Office	949-582-4860
Care Corner	Housing & Food Resources LGBT+ Support,	Basic Needs Center	949-348-6410
OFF CAMPUS	Type of Services Available	Service Provider	Contact Information
Counseling	Sexual Assault Victim Services	South Orange County	949-752-1971
Health	Emergency Medical Treatment	Providence Mission Hospital Mission Viejo	949-364-1400
Mental Health	Psychological & Psychiatric Evaluation/Group & Family Therapy	Providence Mission Hospital Laguna Beach	949-499-1311
Victim Advocacy	Victim/Witness Assistance Programs	Community Service Programs, Inc.	949-476-4855
Legal Assistance	Legal Aid Assistance	Community Legal Aid Society of SoCal	714-571-5200

## Victims Protective Orders

In California, a victim of domestic violence, dating violence, sexual assault or stalking has rights to be compensated for medical and mental health provider costs as well as the right to be notified of the status of criminal proceedings. Further, the College complies with California law in recognizing orders of protection, which are called restraining orders, and requests that any person who obtains an order of protection from California or any U.S. State should provide a copy to Campus Police 949-582-4585 and the Title IX Coordinator, VP of Student Services 949-582-4566.

	<b>Elder/Dependent Adult Abuse Protective Order</b>	<b>Domestic Violence Restraining Order</b>	<b>Civil Harassment Restraining Order</b>	<b>Workplace Violence</b>
This Order may be for You if:	<p>You are:</p> <ul style="list-style-type: none"> <li>• A person 60 yrs. or older</li> <li>• A person 18-59 years of age who has a mental health or physical condition that prevents you from carrying out normal activities (a dependent adult)</li> </ul> <p>And you have been:</p> <ul style="list-style-type: none"> <li>• Physically or financially abused</li> <li>• Mentally or emotionally abused</li> <li>• Neglected, abandoned or abducted</li> <li>• Isolated</li> <li>• Deprived by a caregiver of goods or services needed to avoid harm or suffering</li> </ul> <p>* The order may also protect other family or household members.</p>	<p>You have one of the following relationships with the restrained person:</p> <ul style="list-style-type: none"> <li>• Spouse/former spouse</li> <li>• Cohabitant or former cohabitant (with a romantic/close relationship)</li> <li>• Current or past dating relationship</li> <li>• Parent or child</li> <li>• Brother, sister, grandparent or grandchild</li> <li>• Step-parent, step-child, step-brother, step-sister, step-grandchild, step-grandparent (If blood parent of step-parent)</li> <li>• In-laws: Any relationship to a spouse's blood relatives</li> </ul> <p>And you have been:</p> <ul style="list-style-type: none"> <li>• Abused (physical, spoken or written)</li> </ul> <p>*This order may also protect other family or household members.</p>	<p>You and restrained person:</p> <ul style="list-style-type: none"> <li>• Do not have a Domestic Violence case open</li> </ul> <p>And you have been:</p> <ul style="list-style-type: none"> <li>• Stalked</li> <li>• Harassed</li> <li>• Sexually Assaulted</li> <li>• Threatened with Violence</li> </ul> <p>*This order may also protect other family or household members.</p>	<p>You are:</p> <ul style="list-style-type: none"> <li>• An employer of employee (including volunteer or independent contractor who performs services at the worksite, member of the board of directors or public officer)</li> </ul> <p>And employee has:</p> <ul style="list-style-type: none"> <li>• Suffered violence at the workplace</li> <li>• Received threats of violence at the workplace</li> </ul> <p>Note: An employee cannot ask for a workplace violence restraining order. Only an employer may request this type of order.</p> <p>*This order may also protect other family or household members.</p>
If granted, the Court can order someone To:	<ul style="list-style-type: none"> <li>• Not contact you</li> <li>• Stay away from you and your home</li> <li>• Move out of your home</li> <li>• Not own/possess a gun</li> </ul>	<ul style="list-style-type: none"> <li>• Not molest, attack, strike, stalk, assault, batter, threaten, sexually assault, or harass (personally or by telephone) you</li> <li>• Not destroy your personal property</li> <li>• Not come within a specified distance</li> <li>• Move from the home you share</li> <li>• Not own/possess a gun</li> </ul>	<ul style="list-style-type: none"> <li>• No contact order</li> <li>• Stay away orders</li> <li>• No communication order</li> <li>• Adjusted work conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Adjust work conditions</li> <li>• Adjust work requirements</li> <li>• No contact order</li> <li>• Stay away order</li> <li>• No communication order</li> </ul>

If you are in immediate danger, you may need an emergency protective order.

<b>Emergency Protective Order</b>	
This order may be appropriate for you if:	You are in immediate danger
If granted, the court can order someone to:	<ul style="list-style-type: none"><li>• Stay away from you, your home ,and your work</li><li>• Immediately move from your residence.</li><li>• Not own/possess a gun</li></ul> <p>The court may also order: Temporary care and control of a minor child to the protected persons.</p>
This order lasts:	Up to 7 days.
You may get help from:	Any Law Enforcement Officer can help you with an Emergency Protective Order. If you need protection for longer than 7 days, you must come to court and ask for another type of restraining order.

**You may get additional help at Superior Court of California, County of Orange County, Self-Help Centers:**

Name	Address
Central Justice Center-Santa Ana	700 Civic Center Drive West, 1 <sup>st</sup> floor Santa Ana, CA 92701 657-622-7577
Harbor Justice Center-Newport Beach	4801 Jamboree Rd, Room #150 Newport Beach, CA, 92660
Lamoreaux Justice Center- Orange	341 The City Drive, 1 <sup>st</sup> Floor Orange, CA 92868
North Justice Center- Fullerton	1275 N. Berkeley Ave, Room #355, Fullerton, CA 92832
Domestic Violence Assistance Program- Lamoreaux Justice Center	341 The City Drive, 1 <sup>st</sup> Floor Orange, CA 92868
Adult Protective Services (APS)- Santa Ana	Social Services Agency- PO Box 22006 Santa Ana, CA 92702

Notes: \*\* A cohabitant is a person who regularly resides in the household. Tenants or roommates subletting rooms in the same house hold not meet the relationship requirement for Domestic Violence Restraining Order unless they have a romantic or close relationship. A close relationship is one where the persons share a common goal and mutual interests beyond that of roommates. Abuse means to hit, kick, grab, choke, hurt, scare, throw things, pull hair, push, follow, harass, assault with a weapon, force to participate in unwanted, unsafe or degrading sexual activity, or threaten to do any of these things.

Employer is defined as the following: Every person engaged in any business/enterprise in this state that has one or more persons in service under any appointment, contract of hire, or apprenticeship, express or implies, oral or written, irrespective of whether such person is the owner of the business or is operating on concessionaire or other basis. Labor Code 350(a). A federal agency, the state, a state agency, a city, county, or district, and a private, public quasi-public corporation, or any public agency thereof or therein. Code of Civil Procedure 527.8(d)

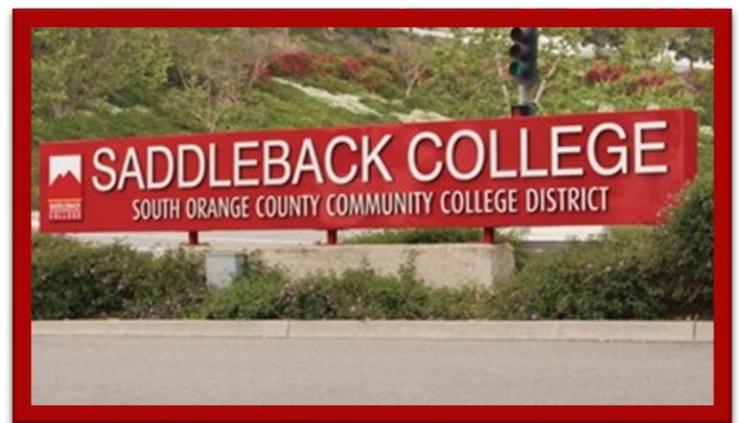
## **Sexual and Gender-Based Harassment and Interpersonal Violence**

Saddleback College does not tolerate sexual assault in any form and adheres to SOCCCD Board Policies (BP) & Administrative Regulations (AR) 3430- Harassment and Discrimination, BP & AR 5500- Student Conduct, and BP& AR 3540- 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. Currently the three policies are being reviewed for update to reflect additional requirements and to provide more consistent and cohesive information for awareness, education, and discipline.

Saddleback College will investigate and address complaints in a prompt, fair, and impartial manner. Saddleback College prohibits any further retaliation against a person who participates in proceedings under its policies. If the assailant was a student, staff, or faculty member of Saddleback College, you are strongly encouraged to notify the Title IX Coordinator. 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 disclosed allegation 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.

**Board Policy 3430 SOCCCD-Unlawful Harassment and Discrimination Prevention and Complaint Procedures:** The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation, including acts of sexual violence and discrimination. It shall also be free of other unlawful discrimination and harassment, including that which is based on any legally protected characteristic including but not limited

to: race, color, religious creed, ancestry, national origin, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age or sexual orientation of any person, or the perception that a person has one or more of the foregoing characteristics. The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to investigate such conduct. Individuals who engage in retaliatory conduct



are subject to disciplinary action, pursuant to California Education Code and Title VII. Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the approved procedures described in Administrative Regulation 3430.

Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention. This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity, even if the activity is off campus. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation. To this end, the Chancellor shall ensure that the institution undertakes education activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment. The Chancellor shall establish procedures that define harassment on campus. The Chancellor shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents. This policy and related approved procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices. Employees and students who violate the policy and procedures may be subject to disciplinary action pursuant to California Education Code and Title VII.

### **Administrative Regulation 3540 SOCCCD-Students Sexual and Other Assaults on Campus**

Any sexual assault or physical abuse, as defined by California law, including, but not limited to, rape, whether committed by an employee, student, or member of the public, occurring on District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures (See also, AR 5401: Student Conduct) The policy may be viewed at SOCCD website (<https://www.socccd.edu/sites/default/files/2023-09/3540>). The policy contains the following definitions among others:

### **Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

#### **Domestic Violence:**

A Felony or misdemeanor crime of violence committed—

By a current or former spouse or intimate partner of the victim;  
By a person with whom the victim shares a child in common;  
By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;  
By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or  
By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.  
For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**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. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition—

Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim if incapable of giving consent."

**Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

**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.

For the purposes of this definition—

A) **Course of conduct** means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

B) **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.

C) **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.



**Affirmative Consent in California:** The state of CA defines consent, in relation to sexual activity, as follows: means 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 the 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. The District utilizes the California definition of affirmative consent in regards to sexual activity.

The District understands that students may be reluctant to file complaints of sexual assault or other violation 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 assault or other violation 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 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.

## **Sexual and Other Assaults on Campus- Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs**

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at Mission Hospital at 27700 Medical Center Rd.) In California, evidence may be collected even if you chose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College adjudicators/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Public Safety or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

### **Involvement of Law Enforcement and Campus Authorities**

Although the College strongly encourages all members of its community to report violations of this policy to law enforcement (including on campus law enforcement and/or local police), it is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the College (Title IX Office, Student Health Center) will assist any victim with notifying law enforcement if the victim so desires. For off campus incidents the Orange County Sheriff's Department may also be reached directly by calling 949-770-6011, or in person at 200 Civic Center, Mission Viejo, CA 92691. Additional information about the Orange County Sheriff's Department-Mission Viejo Police Services may be found online at: <https://cityofmissionviejo.org/departments/police-services>.

### **Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator (Located in the AGB Building), Vice President of Student Services, Located in the AGB building (949-582-4566), by calling, writing or coming into the office to report in person and Campus Police Department (Lot 2) (if the victim so desires.) Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Police Department will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.



## **Reporting to Law Enforcement**

To report an act of violence that has occurred or is occurring on campus you are strongly encouraged to immediately report it to the Saddleback College Police Department (949-582-4444). If the incident is still occurring at a non-campus or separate campus location dial 911 to reach local law enforcement. Incidents involving sexual and gender-based harassment including domestic and dating violence which may be criminal in nature, and members of the college community who believe they have experienced can file reports with SCPD or local law enforcement authorities. Assistance to file reports is available from SCPD.



## **Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported**

The College has procedures in place that serve to be sensitive to victims (complainant) who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical services, mental health services, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party (respondent), such as changes academic, protective orders, transportation and working situations, if reasonably available. The College will make such accommodations or protective measures, if the victim (complainant) requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to the Campus Police (949-582-4585) or local law enforcement. Students and employees should contact Vice President of Student Services (949-582-4566).

The College's disciplinary proceedings shall provide a prompt, fair, and impartial investigation and final resolution; the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 90 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the Complainant and the Respondent of the delay and the reason for the delay.

- The Complainant and the Respondent will have timely notice for meetings at which the Complainant or Respondent, or both, may be present;
- The Complainant, the Respondent and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
- The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the Complainant or the Respondent;

- The Complainant and the Respondent 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 however there are restrictions on the advisors role; The College will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. However, the role of the advisor is limited to only consultation and to advise his or her advisee, but not allowed to speak for the advisee at any meeting or hearing.

Proceedings will be conducted by annually trained officials. These officials are trained on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

### **Sexual Assault/Harassment Investigations**

The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AR 3430/3433, regardless of whether a complaint is filed with local law enforcement. The District will decide the complaint based on a preponderance of the evidence standard (whether it is more likely than not that the alleged conduct occurred). All alleged victims of sexual assault on District property shall be kept informed, through the Vice President of Student Services, or designee, of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of sexual assault are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality. The President's designee shall:

1. Provide, as part of each campus(s) established on-campus orientation program, education and prevention information about sexual assault. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations.
2. Post sexual violence prevention and education information on the campus internet website. A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking is protected from retaliation.

### **NON-VALID EXCUSES**

In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:

1. The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
2. The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.

In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:

3. The complainant was asleep or unconscious.
4. The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
5. The complainant was unable to communicate due to a mental or physical condition.

## **CONFIDENTIALITY/PRIVACY**

The District shall maintain the identity of any alleged victim or witness, or third-party reporter of domestic violence, dating violence, sexual assault, or stalking on District property, as defined above, in confidence unless the alleged victim or witness specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged sexual assaults on District property shall be referred to the District's Public Affairs office, which shall work with the Vice President of Student Services, or his or her designee, to assure that all confidentiality rights are maintained. Victims may request that directory information on file with the College be withheld by request (Admissions & Records Office).

Regardless of whether a victim has opted-out of allowing the College to share "directory information," personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will 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 institution to provide the accommodations or protective measures.

The College does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

## **Procedures to Address Incidents**

Saddleback College has established specific procedures to address incidents involving prohibited conduct. These procedures involve an intake and an initial assessment followed, as appropriate, by an alternative or disciplinary resolution. These procedures will be administered in a fair and impartial manner by annually trained Title IX Officer/staff who understand the difficult and sensitive issues involved. 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. Even if no criminal charges are pursued, campus disciplinary action can be initiated. 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 at the same time of the outcome of any campus disciplinary proceeding brought forth alleging a sex offense.(AR-3540)

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. Also, students have the option of changing their academic situations after an alleged sexual assault, if such changes are reasonably available.

### **Intake and Initial Assessment**

Any member of the college community may request an intake meeting regarding an incident by contacting the Vice President of Student Service's Office which houses the Title IX Office at 949.582.4566. The intake meeting will be swift, and during the intake meeting the report will be assessed and the immediate safety and emotional well-being of the individual(s) will be addressed. Questions can be asked and answer and all parties will be provided with written resources for on-and-off campus concerning medical or mental health, victim advocacy, legal assistance, and visa and immigration assistance. In addition, an individual's right to file a report with law enforcement, seek a civil protection order, and seek medical treatment, as well as the importance of preserving evidence, will be discussed. The intake meeting will also detail the disciplinary and alternative resolution procedures and the individual's expressed preference for a manner of resolution. If the individual raises concerns/potential barriers to proceeding, the Title IX Office will attempt to address these concerns. Regardless of the individual's decision to pursue a disciplinary resolution, the individual will be provided the option of seeking interim supportive measures.

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, conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the victim is killed as a result of the alleged crime or offense, the next of kin of such victim shall be treated as the complainant for this purpose.

### **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).

### **Protective Measures Available for Victims**

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Saddleback College will provide written notification and general information to students and employees about protective orders.

At the victim's request, and to the extent of the victim's cooperation and consent, College offices will work cooperatively to assist the victim in obtaining changes to academic schedules, working hours, protective measures or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, transportation and/or working situations or protective measures, a victim should contact the Vice President of Student Services Office at 949-582-4566 for arrangements. If the victim wishes to receive assistance in requesting these accommodations, she or he should contact Campus Police at 949-582-4585 for assistance.

### **Assistance for Victims: Rights & Options**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options.

### **Disciplinary Resolution**

As appropriate, the college may proceed with an investigation under the Disciplinary Resolution process, involving a prompt, equitable, and impartial investigation to determine by a preponderance of the evidence (more likely than not) whether a prohibited act has occurred. During a disciplinary resolution, both parties have equitable opportunities, including the opportunity to receive a written notice of investigation; to participate in the investigation; to review and present information as evidence; to be accompanied by an advisor of their choice to any meeting; to timely and equal access to information that will be used in disciplinary proceedings; to timely notice of meetings at which their presence will be requested or required; to simultaneous written notice of the outcome, sanction, and rationale; and to appeal the outcome. Where there has been a finding that sufficient evidence exists to support one or more policy violations, the matter is referred to an appropriate disciplinary authority to determine appropriate sanctions or other remedy. Both parties will have the opportunity to submit impact/mitigation statements for the disciplinary authority to consider prior to a determination of sanction.

### **Disciplinary Sanctions-Adjudication of Violations**

Students/employees 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: Is this the only sanctions

- Verbal or Written Reprimand
- Mental Health Clearance
- Disciplinary Probation
- Suspension
- Expulsion
- Termination
- Days off work

### **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 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 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.

### **College-Initiated Protective Measures**

In addition to those protective measures previously described, the Title IX Coordinator or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a College order of no contact, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved.<sup>1</sup> Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Saddleback College. The college will provide written notification to victims about options for, available assistance in, and how to request changes to academic transportation, and working situations or protective measures. The college will make such accommodations or provide such protective measures if the victim requests the and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

If a report of sexual assault is reported to the College, below are the procedures that the College will follow:

Incident Being Reported	Procedure College Will Follow
Sexual Assault	<ol style="list-style-type: none"><li>1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care</li><li>2. Institution will assess immediate safety needs of complainant</li><li>3. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department</li><li>4. Institution will provide complainant with referrals to on and off campus mental health providers</li><li>5. Institution will assess need to implement interim or long-term protective measures, if appropriate.</li><li>6. Institution will provide the victim with a written explanation of the victim's rights and options</li><li>7. Institution will provide a "No trespass" (626 PC) directive to accused party if deemed appropriate</li><li>8. Institution will provide written instructions on how to apply for Protective Order</li><li>9. Institution will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution</li><li>10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is</li><li>11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation</li></ol>

**REMEMBER: Sexual assault is never your fault!**

## **SEXUAL ASSAULT EDUCATION AND PREVENTION INFORMATION**

### **Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking**

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- A. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- B. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and Saddleback College prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act).

## Campus Safety/Security Awareness 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.

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.



All crime prevention and security awareness programs encourage students and employees are encouraged to be responsible for their own security and the security of others. Participants in these programs are asked to be alert, security-conscious and involved and advised to call SCPD to report suspicious behavior. For additional questions regarding crime prevention, contact the department directly at 949-582-4585.

As part of the department's community-oriented policing philosophy, SCPD offers crime prevention presentations each semester to classrooms, campus clubs and student groups as requested. Topics of these presentations include personal safety awareness, workplace violence/active shooter, and property protection strategies. Anyone interested in having a SCPD Officer speak to his or her classroom or group should contact them at 949-582-4585.

While the Saddleback College Campus Police Department may offer advice and assistance regarding campus safety, all members of the campus community are encouraged to take responsibility for their 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 949-582.4585.

Visit our website to watch safety videos which cover the topics of power outages, fire safety, active shooter, earthquake preparedness, parking lot safety, threatening students, distress indicators, medical emergencies, road rage, and other resources on campus. [Saddleback College Safety Videos](#)

### **How to Report Crimes**

- ❖ In Person: College Police Station (Lot#2)
- ❖ Via Phone: 949.582.4585 (on-campus emergencies x4444) 949.582.4444
- ❖ Online: [Silent Witness Form](#)

### **Monitoring and Recording of Criminal Activity by Students at Non--campus locations of Recognized Student Organizations**

Saddleback College does not have officially recognized student organizations that own or control housing facilities outside of the SC core campus. Therefore, local law enforcement is not used to monitor and record criminal activity since there are Non-campus locations of student organizations.





## Primary Prevention and Awareness Programs

Specifically, the College offered the following **primary prevention and awareness programs** for all **incoming students** in 2023:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Matriculation Orientation	Ongoing	Online	Sexual Harassment DoV, DaV, SA&S

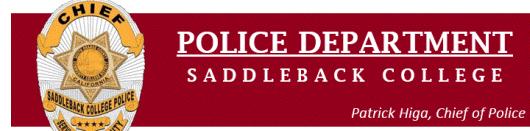
\*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The College offered the following **primary prevention and awareness programs** for all **new employees** in 2023:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Safety Orientation	Quarterly	District Offices	HR, Risk, and Campus Safety Issues DoV, DaV, SA&S
Safety Orientation	Quarterly	SA	SA

Ongoing Prevention and Awareness Campaigns. 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 orientations. New students must view an orientation video during the matriculation process that contains information regarding sexual assault and sexual harassment issues and how to report them. The training includes victim rights, reporting procedures, and resource assistance.



# Timely Warnings

## TIMELY WARNING NOTICE

Timely Warnings focus on Clery Crimes but also include crimes considered to represent a serious or continuing threat to students, employees, and the college community. In the event a crime is reported within the Clery geography (On Campus, Public Property and Non-campus property), a Timely Warning (called Timely Warning Notice) may be issued if in the judgment of the Chief of Police or his designee, if the crime is considered by the institution to represent a serious or continuing threat to students and employees.

Timely Warning Notices are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger SC Community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the Click here to enter text., or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.
- Major incidents of Arson
- Other Clery crimes as determined necessary by the Chief of Police, or his designee in his absence.

Campus Alert Notices may also be posted for other crime classifications and locations, even though that is not required by the law, at the sole discretion of the Chief of Police or his designee. A warning will be issued without delay as soon as the pertinent information is available and when appropriate, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences. In the event of a situation which, in the judgment of the Chief of Police, constitutes a serious or continuing threat of a criminal nature to the campus community, the Saddleback College Police Department will issue a crime alert as soon as possible and when appropriate. Campus Alerts are typically written by the Chief of Police or his designee and are reviewed (time permitting) and are typically distributed by the Office of Communications. If the Office of Communications is unavailable, the crime alert would be sent to the community by the Emergency and Business Continuity Manager. Any crime considered to represent a serious or continuing threat to the campus community, a Crime Alert will be distributed using campus email as the primary method of communication. The College may also post flyers in or on campus facilities, if deemed necessary. The institution is not required to issue a Timely Warning Notice with respect to crimes reported to a pastoral or professional counselor.

# **Emergency (Response / Immediate) Notifications in compliance with Administrative Regulation AR 3505**

Saddleback College has developed a process to notify the campus community in cases of emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident and structural fire. Immediate Notifications focus on any significant emergency or dangerous situation (may include Clery crimes). Issuing of Campus emergency (immediate) notifications occur when an event that is currently occurring on or imminently threatening the campus community. 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. Immediate Notifications apply to situations that occur on the campus. SCPD initiates notification immediately upon confirmation that dangerous situation or emergency exists or threatens.

Notifications are issued without delay upon confirmation of an emergency situation that poses an immediate threat to the health of the campus community. SCPD will take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise the efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Depending on the incident, the Orange County Sheriff's Department will be notified to make notifications to the surrounding community. 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.

In the event of an emergency, Saddleback College will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the College community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employee and visitors.

If the Chief of Police or his designee, in conjunction with other College administrators, local first responders, public health agencies and/or the National Weather Service, confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the SC Community, the SCPD typically determines the content of the message (other administrators or first responder/public health agencies may contribute to the development of that content) and typically the SCPD or the Office of Communications will use some or all of the systems described below to communicate the threat to the SC Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. See specific information below regarding the development of content for and initiation of each system.



# Saddleback Community Notifications

System to Use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender/ Distributor	Backup Message Sender/ Distributor
<b>PRIMARY</b>					
Mass Notification System (email/texts)	SCPD	Office of Communications	SCPD or Office of Communications	SCPD	Office of Communications
Informacast	SCPD	Office of Communications	SCPD or Office of Communications	SCPD	Office of Communications
<b>SECONDARY</b>					
Campus Email Systems/Entrance Electronic Signs	Office of Communications	District Information Technology	Office of Communication	Office of Communications	District Information Technology
College Website	Office of Communications	SCPD	SCPD or Office of Communications	Office of Communications	SCPD
Mobile Electronic Sign Boards	SCPD	N/A	SCPD	SCPD	N/A
Fire Alarms	SCPD	N/A	SCPD	SCPD	N/A

Follow-up information will be distributed using some or all of the identified communication systems (except fire alarm). The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. The larger community can also access emergency information via the Saddleback College homepage and/or social media.

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed. To opt-out for emergency text and voice messaging, students, faculty, and staff can do so through texting, "Stop."

# Emergency Response and Evacuation Procedures

The campus Emergency Operations Plan (AR 3505) provides the frame work 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. Campus emergency management provides resources and guidance for the development of these plans.

The college conducts an emergency response exercises each year, such as tabletop and field exercises, and conducts drills, including tests of the emergency notification systems on campus. These exercises and drills are designed to assess and evaluate the emergency plans and capabilities of the college. Monthly tests of the "Informacast System" are performed at various buildings. This system sends visible and audible messages to all land line phones on the campus.

Saddleback College participates in the annual Great California Shakeout. This test is conducted every year in October. This drill is an announced simulated state-wide earth quake 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.

In conjunction with other emergency agencies, the College conducts emergency response drills and exercises each year, such as table top exercises, field exercises, active shooter scenarios and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution. Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced. The campus publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction



with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

# Emergency Evacuation Procedures

The emergency evacuation procedures are tested at least twice each year. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The SCPD does not tell building occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, SCPD staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At Saddleback College evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.



## General Evacuation Procedures

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify SCPD (949-582-4444) Police Emergency or dial 911.

1. Remain Calm
2. Do **NOT** use Elevators, Use the Stairs.
3. Assist the physically impaired. If he/she unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform SCPD or the responding Fire Dept. of the individual's location.
4. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building.

## Shelter-in-Place Procedures –What it Means to “Shelter-in-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

## **Basic “Shelter-in-Place” Guidance**

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belonging (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

## **How You Will Know to “Shelter-in-Place”**

A shelter-in-place notification may come from several sources, SCPD or other College employees, Orange County Sheriff’s Department or other authorities utilizing the College’s emergency communications tools.

## **How to “Shelter-in-Place”**

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
  - An interior room;
  - Above ground level; and
  - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (College staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (hall staff, faculty, or other staff) to call the list in to SCPD so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.



**College Police and Emergency Information website:** [Police Evacuation Area Maps](#) and [Emergency Operation Plan \(EOP\)](#)

# **Alcohol and Drugs Policy**

In accordance with Public Law 101-226, "Drug-Free Schools and Communities Act Amendment of 1989," the South Orange County Community College District prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees on Saddleback College property, including at any Saddleback College-sponsored or sanctioned activities. Saddleback College does not permit students to use medically prescribed marijuana at any college site or during any college- sponsored activity.

Any student (AR-5500) or employee (AR-3055) in violation of this policy is subject to appropriate disciplinary action in accordance with established policies, regulations, and collective bargaining agreements. Saddleback College enforces California under age driving laws as well as state and federal drug laws.

## **Drug and Alcohol Abuse Programs**

Substance abuse interferes with academic, co-curricular, and extracurricular interest and can lead to health, personal, social, economic, and legal problems. The South Orange County Community College District's Drug and Alcohol Abuse Prevention Program (DAAPP) aims to prevent the abuse or unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees on Saddleback College premises or as part of any of its activities. Please see board Policy and Administrative Regulation 3550 for the full version of the DAAPP.

Saddleback College offers a variety of educational opportunities to discourage the use of illicit substances, provide information on legal and responsible alcohol consumption, and address alcohol and drug-related issues. Cannabis eCHECKUP TO GO, Alcohol e CHECKUP TO GO, and Alcohol101+ anonymous, confidential, and interactive Online programs that provide personalized feedback on alcohol and cannabis use, help identify risk patterns, and offer useful resources to individuals.

In compliance with the Drug Free Schools and Communities Act (DFSCA), Saddleback College publishes information regarding the College's education programs related to drug and alcohol prevention; standards of conduct for students and employees; sanctions for violations of federal, state, and local laws and College policy; health risk associated with alcohol abuse and illicit drug use; and available treatment programs for students and employees. Descriptions of these topics, as provided in the College's annual notification to student and employees, are available Online: <http://www.socccd.edu/node/499>

## **Health Risks Associated with the Use of Illicit Drugs and/or the Abuse of Alcohol**

Substance abuse can lead to serious health and behavioral problems, with both short- and long-term effects on the body and mind. Acute health issues resulting from alcohol and drug use may include heart attack, stroke, and sudden death. Long-term effects may include disruption of normal heart rhythm, high blood pressure, destruction of brain cells, permanent memory loss, infertility, impotence, immune system impairment, kidney failure, cirrhosis of the liver, and lung damage.

## **Counseling, Treatment, Rehabilitation, or Re-Entry Programs**

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. Healthcare professionals are available to assist with alcohol- and drug-related issues. 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 support.

The Student Health and Wellness Center provides mental health and referral services to students struggling with substance abuse. Individual therapy sessions are available to students at no cost. Following College policies and state and federal laws, all information regarding any contact or therapy is confidential in accordance with College policies as well as 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-5500) Medical and Mental Health Services are also available at the Student Health and Wellness Center during regular hours of operation.

## **Disciplinary Action**

Any student or employee who violates the standards of conduct will be subject to appropriate action, up to and including termination of employment, expulsion, and referral for prosecution; or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

## **Legal Sanctions**

Specific ordinances regarding violations of alcohol laws are available from the California Department of Alcoholic Beverage Control. Under California state law, possession of any amount of certain controlled substances is punishable by up to one year of incarceration in a county jail, pursuant to Sections 11054 and 11350 of the Health & Safety Code.

Under federal law, possession of a controlled substance is punishable by up to three years of imprisonment, pursuant to 21 U.S.C. §§ 802 and 844(a).

## Applicable State and Federal Laws and Penalties Drugs/Alcohol

<i><b>State Alcohol Laws</b></i>	<i><b>Description</b></i>	<i><b>Classification</b></i>
<b>Business &amp; Professions Code</b>		
25602(a)	Sales to an intoxicated person	Misdemeanor
25620(a)	Open container in public place	Misdemeanor
25658(a)	Sell/furnish alcohol to minor	Misdemeanor
25661(a)	False ID by minor	Misdemeanor
25662(a)	Minor in possession of alcohol	Misdemeanor
<b>Penal Code</b>		
647(f)	Public intoxication	Misdemeanor
<b>Vehicle Code</b>		
23140(a)	Driving Under the Influence-Minor	Infraction
23152(a) & (b)	DUI	Misdemeanor
23220(a)	Drinking while driving	Infraction
23223(a)	Open container - driver	Infraction
23223(b)	Open container - passenger	Infraction
23224(a)	Driver under 21 w/alcohol	Misdemeanor

<i><b>State Drug Laws</b></i>	<i><b>Description</b></i>	<i><b>Classification</b></i>
	<i><b>Marijuana</b></i>	
<b>Health and Safety Code</b>		
11357(a)	Possession of marijuana <21 years old	Infraction
11362.3	Smoke/Ingest/Possess in Public/Vehicle	Infraction
11358	Cultivation of marijuana	Misd. or Felony
11359	Intent to sell w/out license	Misd. or Felony
23222(b)	Driving with marijuana	Infraction
	<i><b>Other Drugs</b></i>	
<b>Health and Safety Code</b>		
11350	Possession of Controlled Substance	Misdemeanor
11351	Poss. of controlled substance for sale	Felony
11352	Sales/transport of controlled substance	Felony
11377	Possession of Methamphetamine	Misdemeanor
11378	Sales of Methamphetamine	Felony
11379	Transportation of Methamphetamine	Felony
11550	Under influence/using drugs	Misdemeanor

## **Marijuana and Federal Law**

The Federal Controlled Substance Act (CSA) Title 21 of the United States Code

Under the CSA, marijuana is a Schedule 1 hallucinogenic drug. This means the federal government believes it has a high potential for abuse and no currently accepted medical use. The CSA takes precedence over the laws of California. Technically, therefore, when you sell, transport, or give away marijuana, you violate federal law, even if you are abiding by California's medical marijuana law or recreational marijuana legalization law.

### **Possession of Marijuana**

#### **H&S 11357**

(a) Except as authorized by law, possession of not more than 28.5 grams of cannabis, or not more than eight grams of concentrated cannabis, or both, shall be punished or adjudicated as follows:

(1) Persons under 18 years of age are guilty of an infraction and shall be required to:

(A) Upon a finding that a first offense has been committed, complete four hours of drug education or counseling and up to 10 hours of community service over a period not to exceed 60 days.

(B) Upon a finding that a second offense or subsequent offense has been committed, complete six hours of drug education or counseling and up to 20 hours of community service over a period not to exceed 90 days.

(2) Persons at least 18 years of age but less than 21 years of age are guilty of an infraction and punishable by a fine of not more than one hundred dollars (\$100).

(b) Except as authorized by law, possession of more than 28.5 grams of cannabis, or more than eight grams of concentrated cannabis, shall be punished as follows:

(1) Persons under 18 years of age who possess more than 28.5 grams of cannabis or more than eight grams of concentrated cannabis, or both, are guilty of an infraction and shall be required to:

(A) Upon a finding that a first offense has been committed, complete eight hours of drug education or counseling and up to 40 hours of community service over a period not to exceed 90 days.

(B) Upon a finding that a second or subsequent offense has been committed, complete 10 hours of drug education or counseling and up to 60 hours of community service over a period not to exceed 120 days.

(2) Persons 18 years of age or older who possess more than 28.5 grams of cannabis, or more than eight grams of concentrated cannabis, or both, shall be punished by imprisonment in a county jail for a period of not more than six months or by a fine of not more than five hundred dollars (\$500), or by both that fine and imprisonment.

Cultivation, possession with intent to sell, and/or sale of less than 50 pounds or 50 plants: A fine up to \$250,000 and up to (5) years in federal prison.



# Firearms and Weapons

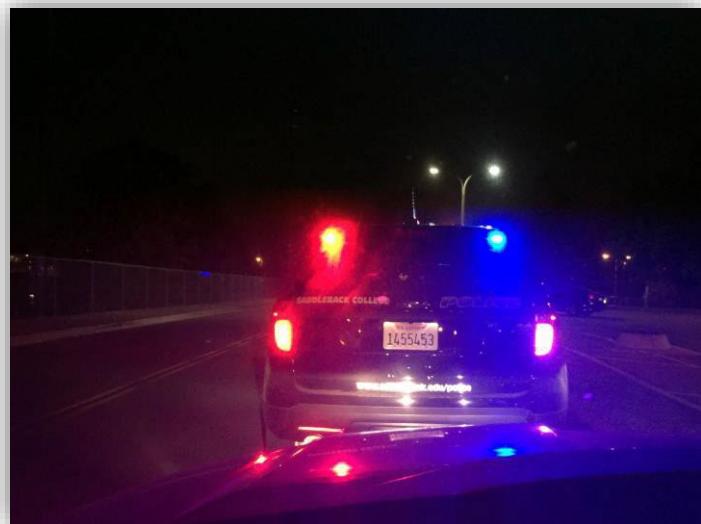
The following are laws pertaining to firearms, weapons, or destructive devices on college property: It is unlawful for any person to bring or possess any firearm (loaded or unloaded) upon the campus of, or building, owned or operated for student teaching, research or administration by a public or private college(certain exceptions apply). (AR-3530, 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-3530, Calif. Penal Code 626.10(b))

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 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).



# Sex Offender Registration Information

The federal Campus Sex Crimes Prevention Act requires institutions of higher learning to issue a statement 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. Also, California law requires sex offenders who attend campus, and all campus affiliated sex offenders, to register with campus law enforcement.

Members of the public may access sex offender information at the Megan's Law website maintained by the Department of Justice ([www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)). Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921).

For information concerning offenders who have registered with the Saddleback College Police Department, call (949)582-4585.



# 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.

## To intervene, first someone has to:

- Notice the incident. Bystanders first must notice the incident taking place. It's important to become attune to what situations may be risky
- Interpret the incident as an emergency. By "emergency," we mean a situation wherein there is risk of sexual or domestic violence occurring shortly.
- 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.
- 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 (the4Ds):** Please remember that your safety is of the utmost importance. When there is 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 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 friends 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 talk to their friend, text their friend to check in, or intervene.

**Delegate:** Delegate the task by looking for persons to back you up when you decide to intervene.

**Delay:** For many reasons, you may not be able to do something right at 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?"

**Bystander Intervention topics:** <http://itsonus.org> , <https://www.youtube.com/watch?v=WNMZo31LziM>

## Risk Reduction:

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment

(Taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))

The following tips may reduce your risk for many different types of crimes, including sexual violence.

Know your resources.

Who should you contact if you or a friend needs help? Where should you go? Locate resources such as the campus health center, campus police station, and a local sexual assault service provider.

Notice where emergency phones are located on campus, and program the campus security number into your cell phone for easy access.

- Stay alert! When you're moving around on campus or in the surrounding neighborhood, be aware of your surroundings. Consider inviting a friend to join you or asking campus security for an escort. If you're alone, only use headphones in one ear to stay aware of your surroundings.
- Be careful about posting your location. Many social media sites, use geolocation to publicly share your location. Consider disabling this function and reviewing other social media settings.
- Make others earn your trust. A college environment can foster a false sense of security. They may feel like fast friends, but give people time earn your trust before relying on them.
- Think about Plan B. Spend some time thinking about back-up plans for potentially sticky situations. If your phone dies, do you have a few numbers memorized to get help? Do you have emergency cash in case you can't use a credit card? Do you have the address to your dorm or college memorized? If you drive, is there a spare key hidden, gas in your car, and a set of jumper cables?

# The Clery Act Reportable Crimes Defined

## **Murder and Non-Negligent Manslaughter:**

The willful (non-negligent) killing of one human being by another.

## **Manslaughter by Negligence:**

The killing of another person through gross negligence.

## **Sex Assault:**

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

## **Rape:**

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

## **Fondling:**

The touching of the private body parts of another person for sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

## **Incest:**

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

## **Statutory Rape:**

Sexual intercourse with a person who is under the statutory age of consent.

## **Aggravated Assault:**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.

## **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, etc..

## **Burglary:**

The unlawful entry of a structure to commit a felony or theft.

## **Motor Vehicle Theft:**

The theft or attempted theft of a motor vehicle.

## **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, violence, and causing the victim fear.

**Hate Crime:**

A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim (race, religion, sexual orientation, gender, gender identity, ethnicity, national origin or disability).

**Categories of Bias:**

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

**Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

**Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

**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. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Domestic Violence:**

Includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse of the victim
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with or has cohabitated with the victim as a spouse; By a person similarly situated to a spouse of the victim of California law; or
- By any other person against an adult or youth victim who is protected from that person's acts under California law

**Stalking:**

Engaging in the course of conduct directed at a specific person that would cause a reasonable person to: Fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

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 the 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.

**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.

# California Definitions of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

## Domestic Violence

The State of California defines domestic violence as follows: California Penal Code section 273.5(a) Any person who willfully inflicts corporal injury resulting in a traumatic condition upon a victim described in subdivision (b) is guilty of a felony, and upon conviction thereof shall be punished by imprisonment in the state prison for two, three, or four years, or in a county jail for not more than one year, or by a fine of up to six thousand dollars (\$6,000), or by both that fine and imprisonment.

(b) Subdivision (a) shall apply if the victim is or was one or more of the following:

- (1) The offender's spouse or former spouse.
- (2) The offender's cohabitant or former cohabitant.
- (3) The offender's fiancé or fiancée, or someone with whom the offender has, or previously had, an engagement or dating relationship, as defined in paragraph (10) of subdivision (f) of Section 243.
- (4) The mother or father of the offender's child.

## Dating Violence

The State of California defines dating violence as follows: California Penal Code section 243(e) (1) When a battery is committed against a spouse, a person with whom the defendant is cohabiting, a person who is the parent of the defendant's child, former spouse, fiancé, or fiancée, or a person with whom the defendant currently has, or has previously had, a dating or engagement relationship, the battery is punishable by a fine not exceeding two thousand dollars (\$2,000), or by imprisonment in a county jail for a period of not more than one year, or by both that fine and imprisonment. If probation is granted, or the execution or imposition of the sentence is suspended, it shall be a condition thereof that the defendant participate in, for no less than one year, and successfully complete, a batterer's treatment program, as described in Section 1203.097, or if none is available, another appropriate counseling program designated by the court. However, this provision shall not be construed as requiring a city, a county, or a city and county to provide a new program or higher level of service as contemplated by Section 6 of Article XIII B of the California Constitution.

## Sexual Assault

The State of California defines sexual assault as follows: California Penal Code section 243.4(a) Any person who touches an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice, and if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars (\$2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars (\$10,000).

## Stalking

The State of California defines sexual assault as follows: California Penal Code section 646.9 (a) Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking, punishable by imprisonment in a county jail for not more than one year, or by a fine of not more than one thousand dollars (\$1,000), or by both that fine and imprisonment, or by imprisonment in the state prison.

## Consent

The State of California defines consent, in relation to sexual activity, as follows: California Education Code Section 67386(a)(1) An affirmative consent standard in the determination of whether consent was given by both parties to sexual activity. "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the 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.



## Daily Crime Log

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 older than the current year can be obtained by request and will be available within two business days. Reported in accordance with the Uniform Crime Reporting Procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

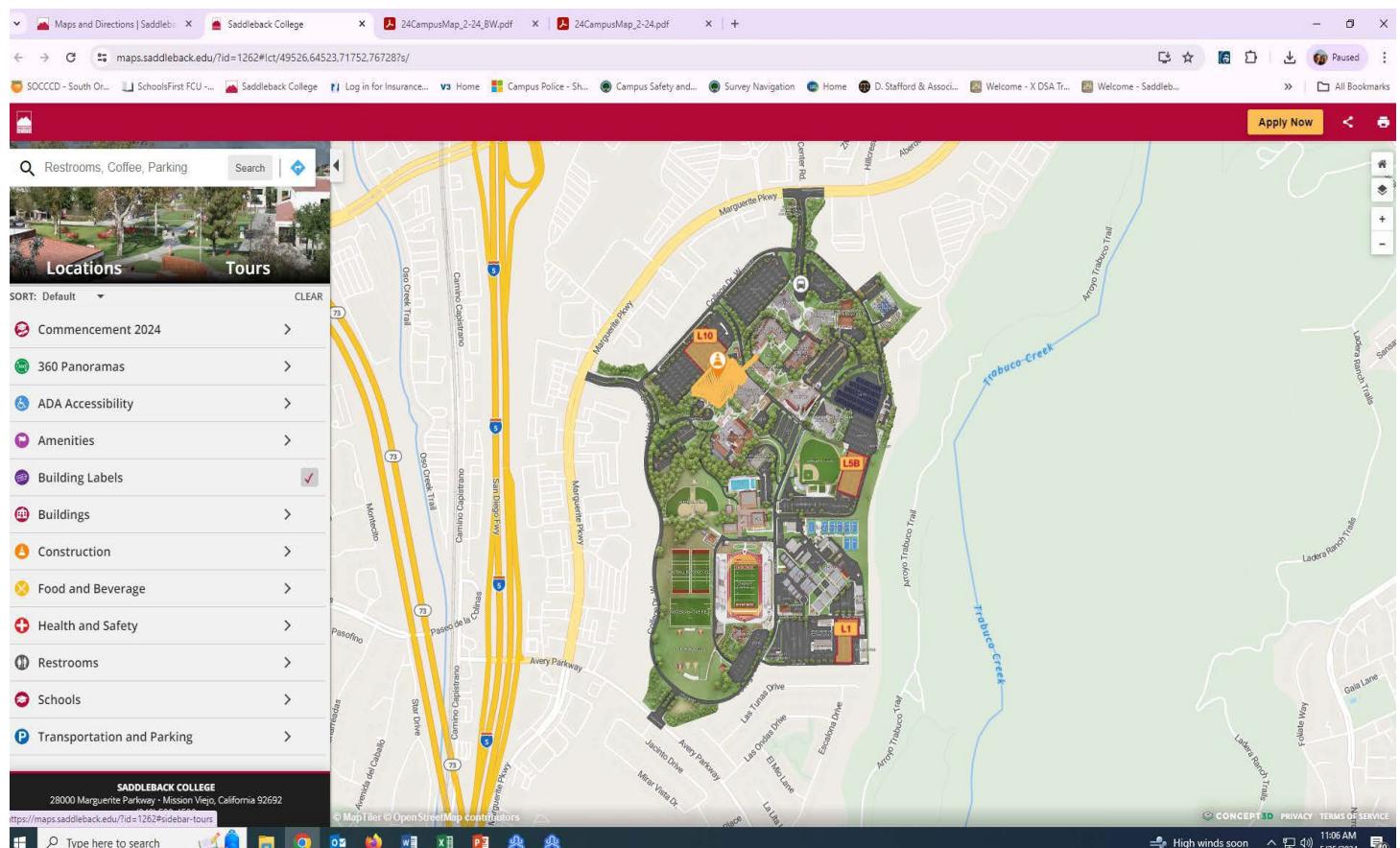
A digital copy of this can be found at: <https://www.saddleback.edu/saddleback-college-police>

# Clery Geography Definitions

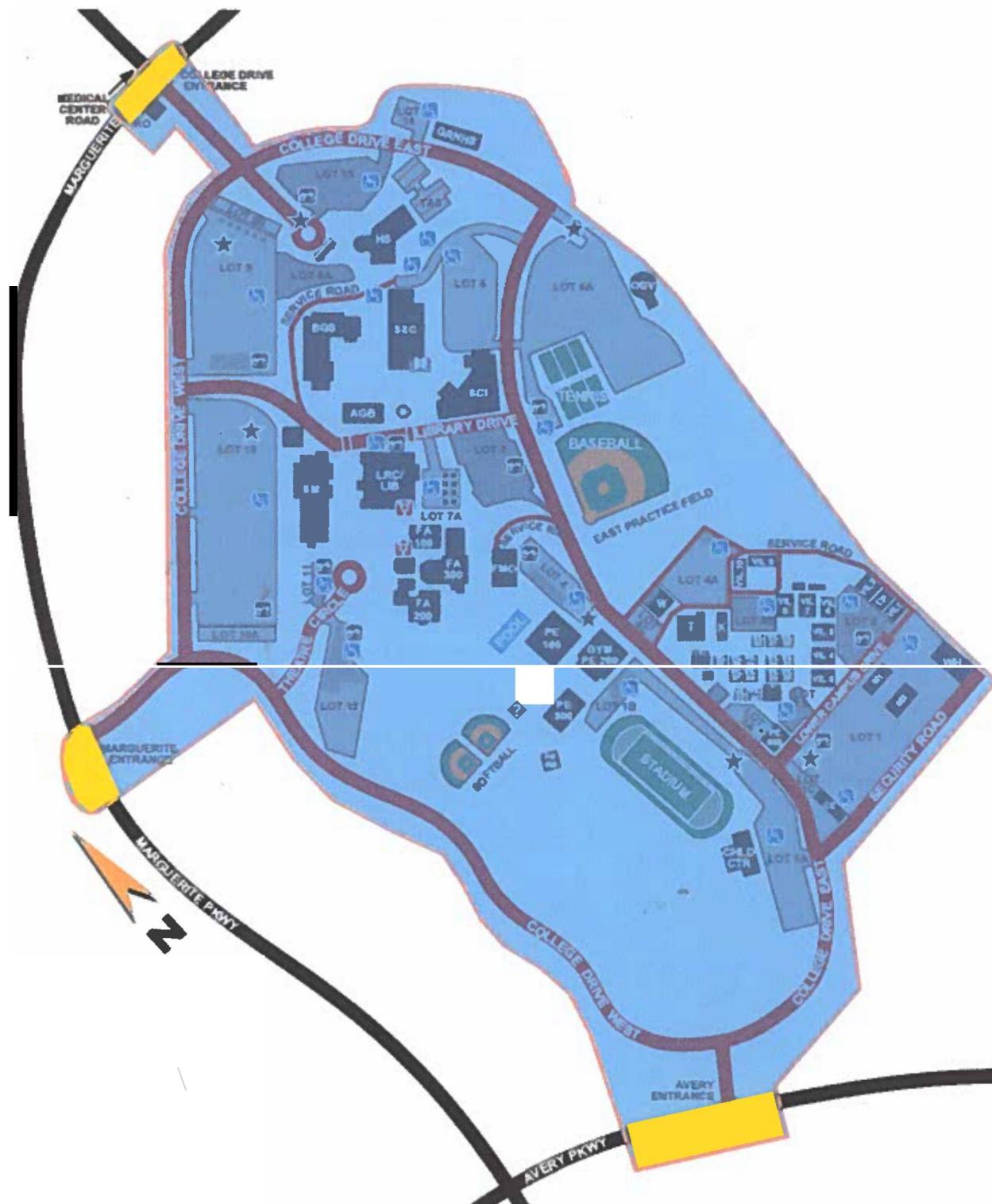
**On Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes. Any building or property that is within or reasonably 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. Saddleback College does not have any non-campus buildings or property.

**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. Clery public property category consists solely of two limited areas.



Saddleback College Campus Clery Geography Map



## Public Property

## On Campus Property

## Saddleback College Police Department

## Police Department

## Student Right To Know Report

## SADDLEBACK COLLEGE

Offense Type	Year	On Campus	Residential	Non-Campus Building &	Public Property	Total	Unfounded*
Murder & Non-negligent Manslaughter	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Negligent Manslaughter	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Any Forcible Sex Offense Total	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	1	0
Rape	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	1	0	0	0	1	0
Fondling	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Any Non-Forcible Sex Offense Total	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Incest	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Statutory Rape	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Robbery	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Aggravated Assault	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Burglary	2022	3	0	0	0	3	0
	2023	1	0	0	0	1	0
	2024	5	0	0	0	5	0
Motor Vehicle Theft	2022	0	0	0	0	0	0
	2023	2	0	0	0	2	0
	2024	0	0	0	0	0	0
Arson	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Any Other Crime Involving Bodily Injury	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
<b>Totals</b>		12	0	0	0	12	0

\* Unfounded counts are not included in other count or total fields in this report other than the total field for the Unfounded column.

**Saddleback College Police Department**  
**Police Department**  
**Student Right To Know Report**  
**SADDLEBACK COLLEGE**

**Number of Incidents for Selected Clery Categories**

	<b>Year</b>	<b>On Campus</b>	<b>Residential Facilities</b>	<b>Non-Campus Building &amp;</b>	<b>Public Property</b>	<b>Total</b>
<b>Domestic Violence</b>	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
<b>Dating Violence</b>	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	4	0	0	0	4
<b>Stalking</b>	2022	7	0	0	0	7
	2023	0	0	0	0	0
	2024	7	0	0	0	7
<b>Totals</b>		18	0	0	0	18

**Saddleback College Police Department**  
**Police Department**  
**Student Right To Know Report**  
**SADDLEBACK COLLEGE**

**Number of Arrests/Referrals for Selected Offenses**

**Arrests** **Judicial Referral**

	Year	On Campus	Resid. Facilities	Non-Camp . Buildings	Public Property	Total	On Campus	Resid. Facilities	Non-Camp. Buildings	Public Property	Total
<b>Drug Violations</b>	2022	3	0	0	0	3	1	0	0	0	1
	2023	0	0	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0	0	0
<b>Liquor Law Violations</b>	2022	1	0	0	0	1	1	0	0	0	1
	2023	0	0	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0	0	0
<b>Weapons Violations</b>	2022	0	0	0	0	0	0	0	0	0	0
	2023	0	0	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>		4	0	0	0	4	2	0	0	0	2

- \* The Saddleback College Police Department had a total of 7,587 calls for service during the 2024 reporting period, resulting in 159 reports filed.
- \* Correction of 2023 ASR, 01-Incident of Motor Vehicle Theft was determined Unfounded.

All Statistical information gathered from the South Orange County Community College District shall comply with Administrative

Regulation AR 3310 South Orange County General Institution, Community College District, Record Retention and Destruction

“Records” means all records, maps, books, papers, data processing output, and documents of the District required by law and regulations to be retained, including but not limited to records created originally by computer and “electronically stored information” (“ESI”), as that term is defined by the Federal Rules of Civil Procedure.