

# Norco College

## 2016 Clery Report

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Based on 2013-2015 Summary Data



### ***Message from the College President....***

Norco College is a community of individuals dedicated to teaching and learning. We are committed to ensure that the environment within which our students study and our faculty and staff work be as safe and secure as possible. We are committed to providing a learning environment that is secure and appropriate for higher education.

The information contained in this report is made available to you in compliance with the Jeanne Clery Disclose of Campus Security Police and Campus Crime Statistics Act, referred to as the Clery Act. This act requires that all Title IV institutions prepare, publish, and distribute an annual security report which contains, among other information, three years of the institution's crime statistics and current security policies. The report is available at [www.norcocollege.edu](http://www.norcocollege.edu). The crime report covers crimes that are reports on campus.

The Riverside Community College District Police Department strives to promote a safe college environment conducive to academic achievement through the cooperation of students, faculty, and staff. It is important that we are aware of potentially dangerous situations that threaten the safety, health or rights of our college community.

We have a great team on campus. Our Police personnel are well-versed in campus policies and the law. They support a healthy and safe campus culture and provide us with important information that keeps us protected in any number of situations. Please do not hesitate to call on them if you need any assistance or see something suspicious. It is their job to investigate it.

If you have any questions or suggestions about security or law enforcement in the Norco College, please feel free to contact us at (951) 222-8171.

We hope that you find our college to be a safe and secure place of study and work so that you can enjoy the educational journey.

Sincerely,

A handwritten signature in black ink that reads "Monica Green". The signature is written in a cursive, flowing style.

Monica L. Green, Ed. D.

Interim President

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## CRIME STATISTICS

The following crime statistics for Riverside Community College District (RCCD) have been compiled by the RCCD Police Department, in conjunction with local law enforcement agencies surrounding the campuses. Campus crime, arrest and referral statistics include those reported to the Riverside Community College District Police Department, campus security authorities, and local law enforcement agencies.

RCCD has certain mandatory crime reporting obligations under state law. The Child Abuse Neglect and Reporting Act (“CANRA,” Penal Code section 11164 et seq.) requires employees to report known or suspected instances of child abuse or neglect to law enforcement by health care practitioners (such as employees or contractors in the Student Health Center) when they provide medical services to a person they know or reasonably suspect is suffering from wounds inflicted by a firearm or are result of assaultive or abusive conduct.

Campus/Location	Homicide, Negligent						Homicide, Non Negligent						Robbery, Armed					
	Public Prop			On Campus			Public Prop			On Campus			Public Prop			On Campus		
Year	13	14	15	13	14	15	13	14	15	13	14	15	13	14	15	13	14	15
Norco	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Institutional Learning Center Stokoe	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
JFK Middle College HS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Economic Development Corona (NC)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Campus/Location	Robbery, Strong-Arm						Hate Crimes						Aggravated Assault					
	Public Prop			On Campus			Public Prop			On Campus			Public Prop			On Campus		
Year	13	14	15	13	14	15	13	14	15	13	14	15	13	14	15	13	14	15
Norco	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Institutional Learning Center Stokoe	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
JFK Middle College HS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Economic Development Corona (NC)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Campus/Location	Burglary						Motor Vehicle Theft						Arson					
	Public Prop			On Campus			Public Prop			On Campus			Public Prop			On Campus		
Year	13	14	15	13	14	15	13	14	15	13	14	15	13	14	15	13	14	15
Norco	0	0	0	0	3	0	0	0	0	1	0	0	0	0	0	0	0	0
Institutional Learning Center Stokoe	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
JFK Middle College HS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Economic Development Corona (NC)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Campus/Location	Liquor Law Violations						Drug Law Violations						Illegal Weapons Possession					
	Public Prop			On Campus			Public Prop			On Campus			Public Prop			On Campus		
Year	13	14	15	13	14	15	13	14	15	13	14	15	13	14	15	13	14	15
Norco	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	1	0	0
Institutional Learning Center Stokoe	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
JFK Middle College HS	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0
Economic Development Corona (NC)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Campus/Location	Sex Offense, Forcible				Sex Offense, Non Forcible				Sex Offenses, Rape	
	Public Prop		On Campus		Public Prop		On Campus		Public Prop	On Campus
Year	13	14	13	14	13	14	13	14	15	15
Norco	0	0	0	0	0	0	0	0	0	0
Institutional Learning Center Stokoe	0	0	0	0	0	0	0	0	0	0
JFK Middle College HS	0	0	0	0	0	0	0	0	0	0
Economic Development Corona (NC)	0	0	0	0	0	0	0	0	0	0

Campus/Location	Sex Offenses, Fondling		Sex Offenses, Incest		Sex Offenses, Statutory Rape	
	Public Prop	On Campus	Public Prop	On Campus	Public Prop	On Campus
Year	15	15	15	15	15	15
Norco	0	0	0	0	0	1
Institutional Learning Center Stokoe	0	0	0	0	0	0
JFK Middle College HS	0	0	0	0	0	0
Economic Development Corona (NC)	0	0	0	0	0	0

Campus/Location	VAWA - Domestic Violence						VAWA - Dating Violence						VAWA - Stalking					
	Public Prop			On Campus			Public Prop			On Campus			Public Prop			On Campus		
Year	13	14	15	13	14	15	13	14	15	13	14	15	13	14	15	13	14	15
Norco	-	0	0	-	0	0	-	0	0	-	0	0	-	0	0	-	0	0
Institutional Learning Center Stokoe	-	0	0	-	0	0	-	0	0	-	0	0	-	0	0	-	0	0
JFK Middle College HS	-	0	0	-	0	0	-	0	0	-	0	0	-	0	0	-	0	0
Economic Development Corona (NC)	-	0	0	-	0	0	-	0	0	-	0	0	-	0	0	-	0	0

## TIMELY WARNING POLICY

When a crime is reported to the District Police on campus and/ or the campus administration that, in the judgment of the College President, the Vice President, Business Services or the Duty Administrator creates a serious or ongoing threat, a campus-wide “timely warning” will be issued.

The warning will be issued through the following college notification systems to students, faculty and staff:

[www.rccd.edu/administration/board/New%20Board%20Policies/3505BPAP.pdf](http://www.rccd.edu/administration/board/New%20Board%20Policies/3505BPAP.pdf)

- **College Emergency Notification System** - Text messages, emails and phone calls will be made by RCCD’s Emergency Notification System. More information can be found on the web at:
- **Website News post or Message** - The college intranet will post messages on all computer screens throughout the campus warning of any imminent danger.
- **Signage** - Placed in areas of high traffic and closed entrances or buildings.
- **RCCD offers Rave Guardian** - The Rave Guardian mobile phone app enhances safety on campus through real-time interactive features that create a virtual safety network of friends, family, and Campus Safety. RCCD encourages all students, faculty and staff to sign up for this very important feature.
- **Other areas** - To be coordinated with the District Police and other campus departments.

Anyone with information warranting a timely warning should contact the District Police Department by phone at (951) 222-8171 or in person at the Police/Parking office located on each college campus.

## **GUN-FREE CAMPUSES**

The following are policies pertaining to weapons on College property:

[www.rccd.edu/administration/board/New%20Board%20Policies/3530BPAP.pdf](http://www.rccd.edu/administration/board/New%20Board%20Policies/3530BPAP.pdf)

## **HOW TO REPORT CRIME**

To report a crime, please contact the District Police Department at (951) 222-8171 blue emergency telephones located in certain areas of the campus. To use the emergency phones simple press the button on the front of the phone box to be contacted to the Police Department Dispatch.

You may also report crime to the campus officials on the following page that is designated as Campus Security Authorities:

<b>Position</b>	<b>Name</b>	<b>Phone</b>	<b>Location</b>
President (Interim)	Monica Green	(951) 372-7016	Student Services #121
Vice President, Academic Services	Diane Dieckmeyer	(951) 372-7199	Student Services #127/128
Vice President, Business Services	Beth Gomez	(951) 372-7157	Ops Center #103
Vice President, Student Services (Interim)	Koji Uesugi	(951) 372-7082	Student Services #222
Dean of Instruction	Carol Farrar	(951) 372-7017	IT #200D
Dean of Instruction CTE	Kevin Fleming	(951) 739-7880	CACT #14
Dean, Student Life	Mark Hartley	(951) 372-7125	CSS #203
Dean, Student Services	Koji Uesugi	(951) 372-7130	Student Services #221
Dean, Institutional Effectiveness	Greg Aycock	(951) 739-7802	STEM, Room 121
Dean, Technology and Learning Resources	Damon Nance	(951) 372-7041	Library, Room 223
Dean, Grants & Student Equity Initiatives	Gustavo Ocegüera	(951) 739-7885	STEM, Room 102

Employees who are listed above as “Campus Security Authorities” understand that it’s their obligation to forward reports of crime promptly to the District Police Department.

RCCD does not have procedures allowing victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Police reports are considered public records under state law, and reports of crime cannot be held in complete confidence. However, victims of sexual violence may request to law enforcement that their names not become a matter of public record (Penal Code section 293).

## **SECURITY AND ACCESS TO CAMPUS FACILITIES**

No visitor on campus shall attend a college activity limited to college personnel without prior approval of the college president or his/her authorized representative. Any visitor on campus may attend a college event which is authorized as open to the public:

[www.rccd.edu/administration/board/New%20Board%20Policies/3501BP.pdf](http://www.rccd.edu/administration/board/New%20Board%20Policies/3501BP.pdf)

College premises shall not be used later than 11:00 p.m. except upon special permission from the college president or designee.

RCCD employs the Riverside Community College District Police Department on a full time basis, to provide law enforcement support and emergency response to the colleges. The colleges maintain its premises and security by continuous patrol by the District Police Department. All facilities are secured through locking mechanisms which are either hard key or card key enabled. The campus has established a policy which identifies those individuals who are authorized to be issued hard keys and also established the access allowed by key card entry. Access identification is authorized on a “needed access” basis as submitted by a Department Chair or Vice President and approved by the Vice President, Business Services or the

college President. All facilities are secured during non-business hours and access after business hours is authorized on an approved basis or through the District Police Department. RCCD security is also assisted by a video camera system which records activity in the vicinity of the cameras. The camera system is managed by the District.

## **CAMPUS LAW ENFORCEMENT**



### **Authority of the Riverside Community College District Police Department**

RCCD Police provide law enforcement services to all RCCD properties and colleges. RCCD Police has authority to apprehend and arrest individuals involved in illegal activity on all District owned properties and areas within the immediate vicinities of District owned properties. District Police Officers are peace officers as defined in Penal Code section 830.32 and have peace officer powers throughout the State of California.

Crimes occurring on campus are investigated by the District Police Department. Prosecution of criminal offenses, both felonies and misdemeanors; occur at the Riverside Superior Court (for violations of state law) or the United States District Court, Southern District of California (for violations of federal law). District Police Department personnel work as appropriate with local, state and federal law enforcement agencies, and have access to national crime databases.

The District Police Department maintains a daily crime log of criminal incidents and alleged criminal incidents which are reported to the District Police Department. This log can be viewed by the public during normal business hours and can be found at each police office located on College grounds.

### **Accurate and Prompt Reporting of Crimes to Law Enforcement**

To ensure the safety of everyone on campus, RCCD Police encourages the accurate and prompt reporting of crimes to the District Police Department at (951) 222-8171 Police/Parking office located on each college campus.

### **Professional Counselors**

A professional counselor whose official responsibilities include mental health counseling to members of the community and who is functioning within the scope of his/her license or certification is exempt from disclosing reported offenses to law enforcement, unless there is a legal obligation to disclose. Personal information from counseling records will not be revealed unless disclosure is required by law. However, counselors may encourage victims to make report enforcement.

## **PROGRAMS REGARDING SECURITY PROCEDURES AND PRACTICES**

RCCD maintains a 24/7 security and safety presence on the campus. The District Police Department proactively patrols the campus and engages individuals involved in suspicious or criminal activity. The District Police Department assists students and visitors with safety information and directions to locations and events. In addition to patrol and prevention the District Police department also educates the campus on personal crime prevention and safety. In addition to the District Police Department the campus relies on allied agencies for additional response and support as needed. Emergency services for fire and first aid response are generally provided by the local Fire Departments.

## **PROGRAMS REGARDING PREVENTION OF CRIME**

The District Police Department provides safety and security information as well as information about crimes, crime reporting and general personal safety. Brochures are available in the RCCD police office relating to sexual assault, community policing, terrorist attacks, protecting privacy, child abuse, and hazardous materials.

The District Police Department has a list of safety tips for students and parents that will help prevent problems on campus. Those safety tips are:

- RCCD has an Emergency phone system located in certain areas around campus. Know where these are.
- Have a safety buddy, someone you can call for a ride or help, and create a code word or phrase that means "Come help me out of this" or "I'm in trouble."
- If you are on campus at night and feel uncomfortable walking to your car or the bus station please call the District Police Department at (951) 222-8171 and ask for the escort services to accompany you to your campus destination.
- If you are walking to your vehicle alone (day or night) make sure you have your keys ready when you get to the car. Do not delay in getting into the car and locking the doors for safety
- Always be aware of our surroundings and any suspicious activity in your area. If you are concerned call the District Police Departments at (951) 222-8171 or use an Emergency Call Box.
- Before going to a party, tell a friend where you're going and when you'll be back. Let them know if your plans change.
- Take turns being a designated driver or sober companion. You could save someone's life.
- If a party gets out of hand, leave!
- Never, ever leave your drink alone or with someone you don't know. Date rape drugs are easy to use and men are just as vulnerable as women.
- Don't take drinks or anything else from strangers, even food.
- Don't ride with drunk or drugged drivers.
- Don't offer rides to people you don't know.
- Trust your instinct!

And here's what parents can do:

- Ask the college administrators about campus alcohol policies.
- Talk to your kids about the legal penalties for underage drinking.
- Discuss the possible consequences of drinking, including date rape, violence, and school interference.
- Know your child's roommate and living arrangements.
- Call your son or daughter frequently

The District Police Department provides an escort service available during operating hours to accompany students to their cars or bus stops on the campus periphery. Anyone may report a crime or other suspicious activity anonymously to the District Police Department.



## **MONITORING OF CRIMINAL ACTIVITIES OFF-CAMPUS**

RCCD does not have recognized off-campus locations of student organizations, such as off-campus housing facilities, and does not engage in monitoring of student criminal activity off-campus. However, students engaging in criminal activities off-campus, in conjunction with college-sponsored activities, may be subject to disciplinary action by RCCD.

## **POLICY REGARDING POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES AND ILLICIT DRUGS**

The RCCD is committed to drug-free and alcohol-free campuses. Students and employees are prohibited from unlawfully possessing, using or distributing illicit drugs and alcohol on District premises, in District vehicles, or as part of any activity of the District or colleges of the District.

RCCD Board Policy prohibits the following:

### **Penalties**

Federal and state laws regarding alcohol and illicit drugs allow for fines and/ or imprisonment. Other legal problems include the loss of one's driver's license and limitations of career choices. A summary of federal penalties for drug related offenses is available at: [www.dea.gov/druginfo/ftp3.shtml](http://www.dea.gov/druginfo/ftp3.shtml)

The federal Controlled Substances Act is available at:

[www.deadiversion.usdoj.gov/21cfr/21usc/index.html](http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html)

In addition to criminal prosecution, violators are also subject to disciplinary action by RCCD. Student discipline actions may include the following: warning, reprimand, disciplinary probation, suspension, and/or expulsion.

### **Health Risks**

Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability and death. Both drugs and alcohol may be damaging to the development of an unborn fetus. Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include alienation from and abuse of family members, chronic conflict with authority, and loss of friends, academic standing, and/or co- and extra-curricular opportunities. A description of various drugs and their effects is available at:

[www.justice.gov/dea/druginfo/factsheets.shtml](http://www.justice.gov/dea/druginfo/factsheets.shtml)

### **Drug and Alcohol Prevention Programs**

RCCD uses referral services for Drug and Alcohol prevention and treatment programs. Please refer to the RCCD Student Health webpage on the RCCD website.

### **Resources for Counseling, Treatment and Rehabilitation**

The following counseling, treatment, and rehabilitation resources are available for the treatment of alcohol and drug dependence and abuse.

National Council on Alcoholism and Drug Dependence

[www.ncadd.org](http://www.ncadd.org)

(800) NCA-CALL

Cocaine Anonymous

[www.ca.org](http://www.ca.org)

310-559-5833

California Department of Alcohol and Drug Programs

[www.dhcs.ca.gov](http://www.dhcs.ca.gov)

(800) 879-272

Narcotics Anonymous

[www.na.org](http://www.na.org)

(800) 863-2962

Alcoholics Anonymous

[www.aa.org](http://www.aa.org)

(800) 923-8722

Families Anonymous

[www.familiesanonymous.org](http://www.familiesanonymous.org)

(800) 736-9805

## SEXUAL ASSAULT POLICY

The District's complete sexual assault policy is available in RCCD Board Policies:

[www.rccd.edu/administration/board/New%20Board%20Policies/3540BPAP.pdf](http://www.rccd.edu/administration/board/New%20Board%20Policies/3540BPAP.pdf)

### Educational Programs

RCCD provides the following educational programs through its CARE program to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, displays, videos, and articles and advertisements in college and student publications.

When time is of the essence, information is released to the college community through security alerts on Blackboard as well as through loudspeakers and other communication methods.



### Who to Contact

If you are the victim of sexual assault on campus, you should immediately contact the District Police Department.

RCCD strongly encourages timely reporting of sexual assaults, so that evidence may be collected and preserved. Campus law enforcement and the Campus Violence Response Team can ensure that immediate medical attention is provided, assure the victim that confidentiality will be maintained (unless the victim otherwise consents), inform the victim of legal and disciplinary options, and provide the victim with appropriate referrals.

Within 24 hours of being notified of a sexual assault, campus law enforcement shall, with the consent of the alleged victim, notify the College President of the sexual assault and victim's name per board policy.

Norco College is committed to providing a safe learning and working environment. Norco College has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all members of the Norco College community (students, faculty, and staff) as well as contractors and visitors.

Norco College will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in this Policy, in any form. Such acts of violence are prohibited by Norco College policy, as well as state and federal laws.

### Sexual Assault, Domestic Violence, Dating Violence, and Stalking

**Sexual Assault** refers to any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the survivor is incapable of giving consent, as well as incest or statutory rape.

**Domestic Violence** includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the survivor;
- A person with whom the survivor shares a child in common;
- A person who is or was residing in the same household as the survivor; or
- Any person against someone who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence** refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.

**Stalking** occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

### **Reporting an Incident**

Norco College encourages any member of the college community who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the college community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident to the College.

If a Norco College student, faculty or staff member, visitor, or contractor has experienced a sexual assault, domestic violence, dating violence, or stalking, they should immediately report the incident to the Norco College Police at (951) 222-8171.

Individuals who are on campus can also make an in-person report at Norco College Campus Police. Campus Police will assist all members of the Norco College community by assessing the incident, advising the survivor on how he or she can seek legal protection, and making the survivor aware of medical, counseling, and other support services. If a reported incident did not occur on campus, Norco College Campus Police can assist the survivor in notifying the local police department with jurisdiction over the crime. **In case of an emergency or ongoing threat, a survivor should get to a safe location and call 911.** Calling 911 will put you in touch with local police.

Students who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Dean of Student Services located in the Student Services Building, 2nd Floor at 2001 3rd Street, Norco, CA 92860 or 951-372-7081, or to the District's Title IX Coordinator at 951-328-3874.

Employees who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Offices of Human Resources at 951-328-3874.

These offices will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so.

Survivors are not required to report to area law enforcement in order to receive assistance from or pursue any options within Norco College.

Reporting sexual assault, domestic violence, dating violence, and stalking to the police (including the Norco College Police Department) does not commit the survivor to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate, if the survivor decides to proceed with criminal charges.

### **Written Notification of Right and Options**

Any student or employee, who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options as provided for under this policy.

These rights and options include the right(s) of a survivor to:

- A. Go to court, and to file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace;
- B. Seek a criminal complaint for threats, assault and battery, or other related offenses;
- C. Seek medical treatment (the police will arrange transportation for you to the nearest hospital or otherwise assist you in obtaining medical treatment if you wish);
- D. Request the police remain at the scene until your safety is otherwise ensured;
- E. Request that a police officer assist you by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend's residence; and
- F. Obtain a copy of the police incident report at no cost from the police department.

### **On Campus and Off Campus Resources**

Norco College, the City of Norco, and the County of Riverside, all offer other important resources to the survivors of sexual assault, domestic assault, dating violence, or stalking, including medical treatment, counseling services, and advocacy that survivors may wish to utilize.

The following Norco College employees and on campus offices can assist members of the Norco College community in considering their options and navigating through any resources or recourse they may elect to pursue.

A survivor need not formally report an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or Norco College in order to access the following resources:

<b>Norco College Departments:</b>
Dean of Students Office, Student Services Building, 2 <sup>nd</sup> floor (951) 372-7081
Student Health & Psychological Services, Lower Level Library (951) 372-7046
Title IX Coordinator, Diversity and Human Resources (951) 328-3874

### **Off Campus Resources for Victims of Sexual Assault**

Riverside Area Rape Crisis Center	(951) 686-7273	<a href="http://www.rarcc.org">www.rarcc.org</a>
The Center Against Sexual Assault	(866) 373-8300	<a href="http://www.smedelstein.com">www.smedelstein.com</a>
Rape and Battering Hotlines	(800) 339-7233	<a href="http://www.alternativestodv.org">www.alternativestodv.org</a>
Violence Hotline	(800) 799-SAFE	
National Sexual Assault Hotline	(800) 656-HOPE	

### **Changes to Academic Situation**

RCCD will comply with a victim’s request for an academic situation change following an alleged sex offense, if such changes are reasonably available. For example, RCCD may, consistent with Board policy, provide the option of taking “withdrawal” or “incomplete” grades.

### **Student Discipline for Sex Offenses**

If the alleged perpetrator is a student, he/she may also be disciplined by the college for violating the District’s Code of Conduct. Procedures for campus disciplinary actions are available in RCCD Board Policies

[www.rccd.edu/administration/board/New%20Board%20Policies/3540BPAP.pdf](http://www.rccd.edu/administration/board/New%20Board%20Policies/3540BPAP.pdf)

The accused and accuser may have others present during a campus disciplinary hearing, with the exception of representation counsel (RCCD) Board Rule. Both alleged perpetrator and alleged victim shall be informed of the status and result of any student disciplinary proceedings (RCCD).

Possible sanctions following a disciplinary hearing include, but not are limited to, suspension or expulsion from all of the District’s colleges. These are separate penalties that what may be imposed by a criminal or civil court.

## **INFORMATION REGARDING SEX OFFENDERS**

Registered sex offenders must register with campus law enforcement within five working days of commencing enrollment or employment at RCCD (Penal code section 290).

Information regarding registered sex offenders may be obtained at the California Department of Justice, Office of Attorney General’s “Megan’s Law” website, at: [www.meganslaw.ca.gov/](http://www.meganslaw.ca.gov/)

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES



RCCD will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students and employees occurring on the campus. Such notification will be made during such emergencies as outbreaks, extreme weather conditions, earthquakes, gas leaks, terrorist incidents, armed intruders, bomb threats, civil unrest, explosions, chemical or hazardous waste spills, etc.

To report an emergency, please contact the District Police Department at (951) 222-8171 or use one of the blue emergency phones on the Campus.

### Notification Procedures

In the event of a campus emergency, where it is necessary to notify students and staff of impending danger or critical information Riverside Community College District has developed a protocol to engage as many students and staff as possible, in the shortest amount of time. All current technology and communication modes will be used to distribute information as quickly as possible. Coordination with the President's Office, the campus Police Department office, district personnel and Public Relations needs to

be immediate and ongoing.

Communications checklist for critical information is listed on the Timely Warning Policy on Page 5.

RCCD will, without delay, and taking into account the safety community, determine the content of the notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond, otherwise mitigate the emergency.

The entire campus community will be notified when there is a potential that a very large segment of RCCD is threatened. The President's Office, the RCCD Police Department's office, district personnel, and Public Relations will reassess the situation to determine whether additional notifications or updates need to be made.

### Emergency Response General Procedures

The emergency response policies and procedures for the following incidents are on the RCCD website:

[www.rccd.edu/administration/board/New%20Board%20Policies/3505BPAP.pdf](http://www.rccd.edu/administration/board/New%20Board%20Policies/3505BPAP.pdf)

and a hard copy is maintained in most administrative offices:

- A. Fire
- B. Earthquake
- C. Serious Accident/ Injury
- D. Crime in Progress/ Civil Disturbance
- E. Evacuation of Persons with Disabilities
- F. Chemicals Spills/ Fires
- G. Flooding/ Water Damage
- H. Bomb threat
- I. Utility Failure/ Power Outage
- J. Verbal or Written Threats
- K. Severe Wind

### Testing of Procedures

RCCD conducts both announced and unannounced tests of its emergency response and evacuation procedures. District Risk Management and the RCCD Police Department will monitor all announced tests of its emergency response and evacuation procedures.



RCCD publicizes its emergency response and evacuation procedures by

1. The posting of emergency response and evacuation procedures on the RCCD website
2. Providing emergency information in our School Catalog
3. Providing other emergency notifications and procedures through the college's emergency notification system

RCCD will document each test by recording a description of the test, the date the test was held, the time the test started and ended, and whether the test was announced or unannounced. Copies of test documentation are available from the District Risk Management Office.

### **Safety and Emergency Planning**

The safety and security for the students, staff and faculty of the Norco College is a priority. By planning, training and exercising, Norco College will be better prepared to handle these critical incidents.

As members of the community it is our responsibility to prepare at home and at our jobs, so that we can faithfully fulfill our role during a disaster. In support of College safety the College regularly participates in California Shake-Out drills and has established building and floor captains to lead evacuation exercises to practice and to assist in the event of an actual emergency. To further promote safety inside and outside of College buildings and allow for direct communication to the College Police department, emergency phones are strategically deployed throughout campus for immediate emergency communication to the police dispatch center.

## CLERY ACT DEFINITIONS

### Campus Geography

**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, including any building or property that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

**Non-Campus Building or Property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

### Crime Definitions for Reportable Crimes

**Murder/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 Offenses-Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- a. **Forcible Rape** – carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- b. **Forcible Sodomy** – oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- c. **Sexual Assault With An Object** – use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- d. **Forcible Fondling** – touching of the private parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or, not forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sex offenses-Non Forcible:** Unlawful, non-forcible sexual intercourse (limited to incest and statutory rape).

- a. **Incest** –non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- b. **Statutory Rape** – non-forcible sexual intercourse with a person who is under the age of consent.

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

**Aggravated Assault:** Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. Usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary:** Unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. There are three classes of motor vehicles: (1) autos, (2) trucks and buses, (3) and other vehicles.

**Larceny Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**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, or personal property of another, etc.

**Vandalism:** To willfully or maliciously destroy, injure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

**Liquor Law Violations:** The violation 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 Abuse Violations:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in the preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or the importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**Weapon Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or deadly weapons.

### **Violence Against Women Act (VAWA) Definitions**

#### **Domestic Violence**

- (1) A felony or misdemeanor crime of violence committed-
  - a. By a current or former spouse or intimate partner or the victim;
  - b. By a person with whom the victim shares a child or common;
  - c. By a person who is cohabitating with or has cohabitated with the victim a spouse or intimate partner;
  - d. By a person similarly situated to a spouse of a victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
  - e. 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.
- (2) For the purpose 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.

#### **Dating Violence**

- (1) Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- (2) The existence of such a relationship shall be determined 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.
- (3) For the purposes of this definition-
  - a. Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse.
  - b. Dating violence does not include acts covered under the definition of domestic violence.
  - c. For the purpose 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.

#### **Stalking**

- (1) Means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.
- (2) For the purpose 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.



## **Hate Crime Definitions for Reportable Crimes**

**Hate Crime:** A criminal offense committed against a person, property, or society, which is motivated, in whole or part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin: also known as a bias crime.

**Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black's Law Dictionary, 6<sup>th</sup> ed. As "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.")

- a. **Pocket-picking:** The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.
- b. **Purse-Snatching:** The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.
- c. **Shoplifting:** The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.
- d. **Theft From Building:** A theft from within a building which is either open to the general public or where the offender has legal access.
- e. **Theft From Coin Operated Machine or Device:** A theft from a machine or device which is operated or activated by the use of coins.
- f. **Theft From Motor Vehicle:** (Except "Theft of Motor Vehicle Parts or Accessories"); the theft of articles from a motor vehicle, whether locked or unlocked.
- g. **Theft of Motor Vehicle Parts or Accessories:** The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.
- h. **All Other Larceny:** All thefts which do not fit any of the definitions of the specific subcategories of larceny/Theft listed above.

**Source:** Uniform Crime Reporting Handbook, 2004; U.S. Department of Justice

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism of Property (Except "Arson"):** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Source:** Hate Crime Data Collection Guidelines, October 1999; U.S. Department of Justice

## **Fire Safety Definitions**

**Cause of Fire:** The factor or factors that give rise to a fire. The casual factor may be, but not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

**Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire Drill:** A supervised practice of a mandatory evacuation of a building for a fire.

**Fire-related Injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire. The term person may include students, faculty, staff, visitors, firefighters or other individuals.

**Fire-related Death:** Any instance in which a person:

- (1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or
- (2) dies within one year of injuries sustained as a result of the fire

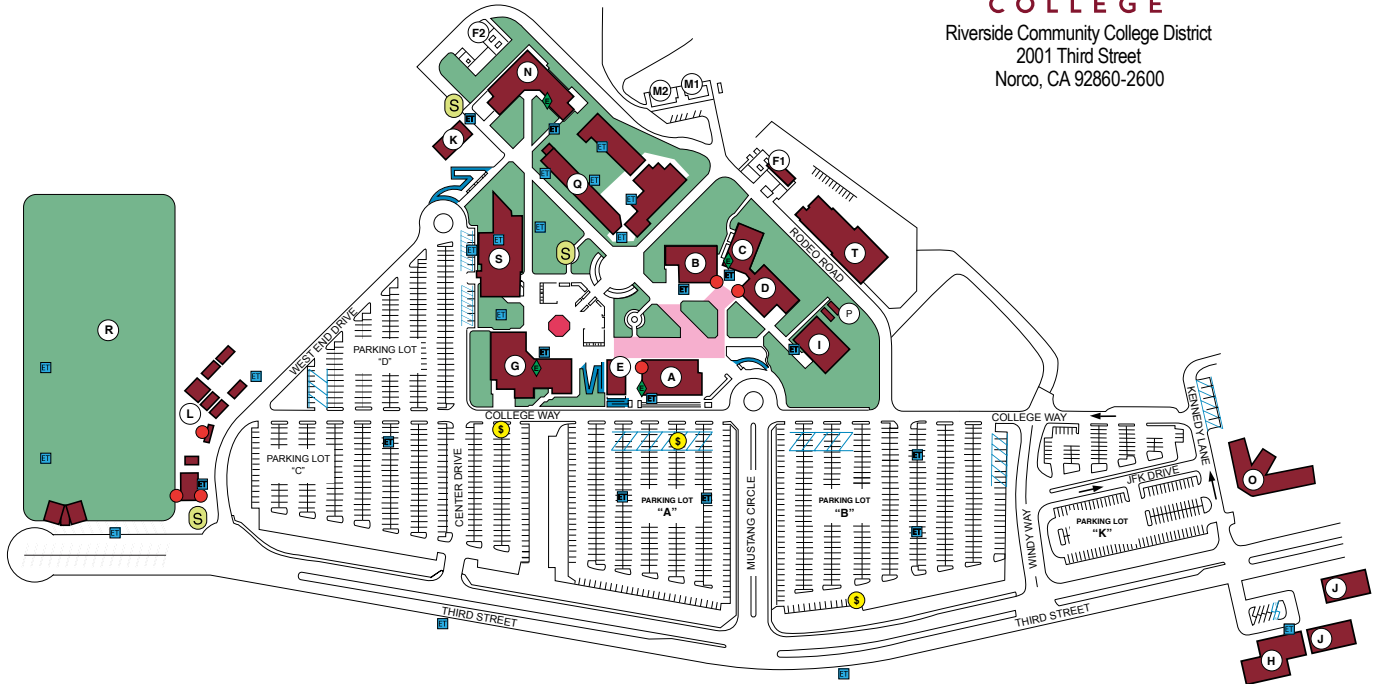
**Fire Safety System:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This system includes sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of fire.

**Value of Property Damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

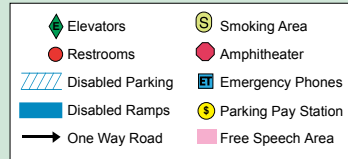
# Appendix A

## NORCO COLLEGE

Riverside Community College District  
2001 Third Street  
Norco, CA 92860-2600



- |                                     |   |
|-------------------------------------|---|
| A Student Services - (SSV)          | K Center for Applied and Competitive Technologies (CACT)    |
| B Science & Technology - (ST)       | L West End Quad - (WEQ)                                     |
| C Theater - (THTR)                  | M Facilities  |
| D Humanities - (HUM)                | N Applied Technology - (ATEC)                               |
| E College Safety and Police         | O John F. Kennedy Middle College High School (JFK)          |
| College Resource Center             | P Portables A & B   |
| F Central Plants                    | Q Industrial Technology (IT)                                |
| G Wilfred J. Airey Library - (LIBR) | R Sports Complex  |
| H STEM Center 100                   | S Brenda and William Davis Center for Student Success (CSS) |
| I Bookstore                         | The Corral (Cafeteria and Dining Room)                      |
| J STEM Center 200 & 300             | T Operations Center (OC)                                    |



updated 02/15

**NORCO**  
**COLLEGE**

**2001 Third Street  
Norco, CA 92860**