

## **CAMPUS SAFETY AND REPORTING OF CRIMES**

A campus safety plan shall be developed and provided to students on the District website and specific locations at each campus. The campus safety plan shall also be included in the Annual Security Report.

Members of the Contra Costa Community College District, whether a student, employee, or member of the public, who are witnesses or victims of a crime on District property should immediately report the crime to District Police Services.<sup>1</sup>

In the event an employee is assaulted, attacked or menaced by a student, the employee shall notify their supervisor immediately after the incident or as soon as practicably possible. The supervisor of any employee who is attacked, assaulted or menaced shall assist the employee to promptly report the attack or assault to District Police Services. The supervisor himself or herself shall make the report if the employee is unable or unwilling to do so. Reporting a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment.

District Police Services shall notify students and employees complaining of sexual violence of their right to file a sex discrimination complaint with the District in addition to filing a criminal complaint and report incidents of sexual violence to the District Chief of Police or Chief Human Resources Officer.

If a person is the victim of a crime and does not want to pursue action within the District's system or the criminal justice system, that person may still want to consider making a confidential report. With permission, the District Police Services can file a report on the details of the incident without revealing the individual's identity. The purpose of a confidential report is to comply with the individual's desire to keep the matter confidential while taking steps to ensure the future safety of the individual and others. With such information, District Police Services can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, methods, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

District Police Services encourage anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, District Police Services cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities as identified at the end of this procedure. Confidential reports of crime may also be made to the District Chief of Police at 925-686-5547.

### **Required Reports to Local Law Enforcement Agencies**

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault, or hate crime, committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the institution or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of their right to have their personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency, unless the institution

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<sup>1</sup>Contact Diablo Valley College Police Services at 925-686-5547 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to District Police Services.

determines that both of the following apply, in which case the institution shall disclose the identity of the alleged assailant to the local law enforcement agency and notify the victim of the disclosure:

- the alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and
- the immediate assistance of the local law enforcement agency is necessary to contact or detain the assailant.

### **Timely Warnings**

The District Chief of Police shall publish timely warnings to the campus community about the crimes listed below. The information shall be disseminated by District Police Services in a manner that aids the prevention of similar crimes.

- criminal homicide – murder and non-negligent manslaughter;
- criminal homicide – negligent manslaughter;
- sex offenses – forcible and non-forcible sex offenses;
- domestic violence, dating violence and stalking;
- robbery;
- aggravated assault;
- burglary;
- motor vehicle theft;
- arson;
- arrests for liquor law violations, drug law violations, and illegal weapons possession;
- persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
- crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury;
- those reported to District Police Services; and
- those that are considered to represent a continuing threat to other students and employees.

In the event that a situation arises, either on or off campus, that, in the judgment of the District Chief of Police, constitutes an ongoing or continuing threat, a campuswide "timely warning" will be issued. The warning will be issued through the college e-mail system to students, faculty, staff and the campus' student newspaper. The information shall be disseminated by the District Chief of Police in a manner that aids the prevention of similar crimes.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the District Chief of Police may also post a notice on the District Police Services website at [www.4cd.edu](http://www.4cd.edu), providing the District community with more immediate notification. The website is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the District Police Services, by phone at 925-686-5547, or in person at any campus District Police Services station.

The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.

## **Annual Security Report**

The District Chief of Police shall annually collect and distribute statistics concerning crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.

The District Chief of Police shall publish an Annual Security Report by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. All occurrences reported to campus police of and arrests for crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence<sup>2</sup> reported to campus authorities. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources and other matters. This District shall make the report available to all current students, employees and the Governing Board. The District will also provide prospective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting District Police Services at the:

Contra Costa College Police Station  
2600 Mission Bell Drive  
San Pablo, CA 94806

Diablo Valley College Police Station  
321 Golf Club Road  
Pleasant Hill, CA 94523

Los Medanos College Police Station  
2700 E. Leland Road  
Pittsburg, CA 94565

or at the website address,

<http://www.4cd.edu/crpa/pd/crimereports/Forms/AllItems.aspx>

Penal Code Section 245; Education Code Section 212;  
87014 Campus Security Act of 1990

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<sup>2</sup> Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.