



# **ADMINISTRATIVE** **PROCEDURE**

**3515**

**DESERT COMMUNITY COLLEGE DISTRICT**

## **REPORTING OF CRIMES**

Faculty, Staff and Students of College of the Desert who are witnesses or victims of a crime should immediately report the crime to campus security.

In the event an employee is assaulted, attacked or menaced by a student, the employee shall notify his or her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted or menaced shall assist the employee to promptly report the attack or assault to the campus security. 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.

The college shall publish warnings to the campus community about the following crimes:

- Criminal homicide – murder and non-negligent manslaughter
- Criminal homicide – negligent manslaughter;
- Sex offenses – forcible and non-forcible sex offenses;
- Robbery;
- Aggravated assault;
- Arson;
- Arrests;
- 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 Campus Security and Law Enforcement, if the victim wishes this done; 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 Director of Security, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the appropriate channels; college e-mail system to students, faculty, staff, Alert U, Berber System, and campus phones. The information shall be disseminated by campus security in a manner that aids the prevention of similar crimes.

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

The college shall publish an Annual Security Report (Clery Report) every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting o crimes, sexual assault, victims' assistance program, student discipline, campus resources and other matters. The college shall make the report available to all current students and employees. The college will also provide perspective 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 the campus security office or access it online at <http://www.collegeofthedesert.edu/students/security/Pages/CLERY.aspx>.

To report a crime:

Contact *Campus Security Office* at (760) 341-2111. Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to campus security.

If you are the victim of a crime and do not want to pursue action within the District's System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus Security Office can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the District 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, method, 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.

The Campus Security Office encourages anyone who is the victim or witness to any crime to promptly report the incident to the security office.

The District does not allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The college may disclose the final results of disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The college may also disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated school policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Arson;
- Assault offenses;
- Criminal homicide – manslaughter by negligence;

- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The college shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his or her right to confidentiality.

***References: Penal Code Section 245; Education Code Section 212; 87014; Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act of 1998; 20 U.S.C. § 1232g; 34 Code of Federal Regulations parts. 668.46; 99.31(a)(13), (14); Campus Security Act of 1990***

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