



## **Solano Community College District**

**2017**

# **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

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## A MESSAGE FROM SERVICE AREA MANAGER



Dear Solano College Community:

In compliance with the Jeanne Clery Act Disclosure of Campus Security Policy and Crime Statistics Act, the Solano Community College Campus Sheriff's Office (SCCCSO) is pleased to introduce the 2017 Jeanne Clery Act Annual Security Report. Enclosed you will find information about key institutional policies, personal safety and crime prevention information, how to report suspicious and criminal activities, and required Clery Act crime and fire statistics for the last three calendar years.

Solano Community College is a large multi-campus district with a workforce of 570 and a student body of more than 9,600. The college is located in Solano County where it possesses an inviting mix of rural and suburban lifestyles and easy access to all of the urban amenities associated with two of the nation's most dynamic metropolitan regions. Situated midway between San Francisco and Sacramento, the State capitol, Solano County is home to rolling hillsides, waterfronts and fertile farmland. County residents can enjoy day trips to the San Francisco Bay Area, Lake Tahoe region, Napa and Sonoma Valleys. Thanks to a mild climate, plenty of open space, proximity to lakes, rivers and mountains, residents can enjoy year round outdoor recreational activities like fishing, boating, skiing, hiking and biking.

Solano County is a growing community that reaps the benefits of its ideal location for those who live, work and attend school. The blend of agriculture, corporate business and pleasant lifestyle enhance the attraction of Solano County. The America's Promise Alliance has affirmed this fact five times, naming Solano County as one of the 100 Best Communities for Young People – the only California community with that distinction.

Throughout 2017, Solano Community College continues to strive for academic excellence in education. Safety remains an integral part in reaching our milestones in the first 72 years and continues to be an integral part of our continued success as we move forward.

The Solano Community College District has contracted with the Solano County Sheriff's Office to provide law enforcement service for its campuses. Together we are committed to provide policies, practices, and outreach that supports the safest community possible for all to live, work and learn. Crime prevention and safety takes the cooperation and collaboration of the entire community. The Solano Community College Campus Sheriff's Office appreciates working with and within the Solano College community to maintain a proactive approach to safety.

I wish everyone a successful educational experience and appreciate your on-going support in keeping Solano Community College safe and prosperous.

Sincerely,

Brian Huynh Travis, Lieutenant  
Solano County Sheriff's Office  
Service Area Manager  
Solano Community College

## **WHAT IS THE JEANNE CLERY DISCLOSURE ACT?**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)), as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private post-secondary educational institutions participating in federal student aid programs are required to comply with it. The law, originally enacted by Congress in 1990 as the Campus Security Act, was initiated by Howard and Connie Clery after their daughter Jeanne was killed at Lehigh University in 1986. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery.

The Clery Act requires colleges and universities to publish an annual security report every year by October 1st that contains three years of crime statistics and certain policy statements including sexual assault policies which assure basic victims' rights, the law enforcement authority of university police, and where the students, staff, faculty, and visitors should go to report crimes.

The annual security report for Solano Community College includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain non-campus buildings or property owned or controlled by Solano Community College, and on public property within, or immediately adjacent to and accessible from the campus. In accordance with mandated reporting requirements, information concerning the monitoring and recording of any criminal activity in which students have engaged, at off campus locations and/or within student organizations that are officially recognized by the College, are gathered from local police/sheriff agencies that may include any City, County, State, or Federal agencies that may have relevant information. The report also includes institutional policies concerning campus safety, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

The Campus Sheriff's Office is aware that crimes may go unreported to law enforcement and strongly encourage our students, staff, faculty, and visitors to immediately report any crimes to the Campus Sheriff's Office that have occurred within our community. Those employees of the College who have significant responsibility for students and student activities are designated as Campus Security Authorities (CSA), and they are responsible for the reporting of accurate statistics under the Clery Act. Administrators, Faculty Advisors to student clubs, Student Affairs and Activities Advisors and Coordinators, and Athletic Coaches are all CSA's. Although classroom faculty (except for Club Advisors) and most clerical staff are not CSA's, these individuals are still encouraged to report crimes to law enforcement.

In addition, physicians, psychologists, and clergy are generally exempt from reporting crimes as a result of the privilege that applies to their communications. Crime prevention and personal safety information and pamphlets are available at the Campus Sheriff's Office and on the Campus Sheriff's Office website (<http://www.solano.edu/police/>). The Student Health Center and Counseling Department also maintain related information and pamphlets and this information can also be located in various student and staff publications throughout the campus.

In 2013, the VAWA/SaVE Act was reauthorized to include broader hate crime definitions and the additional crimes of domestic violence.

## **POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS**

The Campus Sheriff's Office compiles this institutional report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our website (<http://www.solano.edu/police/statistics.php>). This report is a collaborative and comprehensive effort that includes the cooperation of departments from all divisions within the institution, and all employees designated as Campus Security Authorities (CSA) under the Clery Act. Each entity is asked to provide crime statistics and/or information on their educational efforts and programs to comply with the Act.

Crime statistics are also collected from law enforcement agencies with concurrent law enforcement jurisdiction or jurisdiction surrounding Solano Community College, and off-site properties or facilities owned or utilized by the college. These law enforcement agencies provide crime statistics they have collected for crimes occurring in the on-campus and non-campus properties, and public property surrounding on-campus property as defined in the Clery Act.

### **DISTRIBUTION OF ANNUAL SECURITY REPORT**

The SCCCSO prepares an annual Solano Community College crime statistics report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report is located on our website at [solano.edu/police](http://solano.edu/police).

To comply with Federal Law and the Clery Act, we also provide crime statistics from all of our local law enforcement departments adjacent to our campuses. At the beginning of each semester, SCCCSO posts the crime statistics on the college website for access by students, faculty and staff. Furthermore, the crime statistics can be accessed by students, faculty, and staff upon request at the main Campus Sheriff's Office located in building 1800 B.

### **LAW ENFORCEMENT AUTHORITY, POLICIES, MEMORANDUM OF UNDERSTANDING, AND MINIMUM TRAINING STANDARDS**

The Solano Community College District has contracted with the Solano County Sheriff's Office to provide law enforcement services for its students, faculty, properties and all those who visit or work on its properties. The Sheriff's Office is a fully accredited law enforcement agency and not a branch of any other law enforcement agency. The Sheriff's Office employs sworn peace officers who are vested with full arrest authority in the State of California, pursuant to California Penal Code section 830.1(a). The Deputy Sheriffs' arrest authority may extend to any place within the State of California and maintain primary law enforcement jurisdiction for all crimes occurring on College properties. Deputy Sheriffs all meet the requirements specified by the California Peace Officer's Standards and Training (POST) Commission, which are mandated for all sworn California law enforcement officers.

SCCCSO focuses enforcement and prevention efforts in our primary jurisdiction to include all property owned and operated by the College. SCCCSO shares concurrent law enforcement jurisdiction with federal, state and local law enforcement agencies on all adjacent public streets, areas, and in communities surrounding the college properties. SCCCSO cooperates fully and regularly communicates with its law enforcement partner agencies.

SCCCSO actively participates in Community Oriented Policing and utilizes a combination of foot and vehicle patrols to reach all areas of our campus and properties. We remain active and prepared to respond to calls from our community for service and assistance any time of the day or night, every day of the year.

Our non-sworn Sheriff Security Officers (SSO) are assigned to patrol specific areas to help in crime prevention and outreach efforts. They also provide safety escorts and other administrative support functions, and help enhance the safety of the campus by reporting any suspicious activity to Sheriff's Office dispatch.

Our commitment to the Solano Community College campus and the partnerships we maintain within our community help reduce criminal incidents throughout the year and contribute to Solano Community College remaining one of the most desirable community college campuses for students, staff and faculty to learn, play and work.

## **CAMPUS SECURITY AUTHORITIES**

Campus Security Authorities are individuals who have **significant responsibility for students and student activities** and who are required to report Clery Act crimes they may have become aware of in their daily contact with students to the SCCCISO. Any Clery Act crimes reported to these individuals are included in the annual disclosure of statistics. While crimes may be reported to these individuals, the SCCCISO encourages students, staff and faculty to promptly report all crimes to the SCCCISO.

Campus Security Authorities include, but are not limited to the following:

- Vice Presidents
- Deans
- Directors, Supervisors, Confidential staff
- Grounds, Custodial, and Maintenance staff
- Campus/Student Life Coordinator
- Faculty Advisors
- Student Discipline Officer
- Athletic Director
- Coaches/Assistant Coaches
- All employees of the Campus Sheriff's Office

## **PROCEDURES FOR REPORTING CRIMES AND EMERGENCIES**

At Solano Community College, we take any level of crime very seriously. Utilizing a policing modality based on prevention, intervention, and enforcement, we work synergistically with staff, faculty and our students to promote, as much as possible, a crime free environment. Key to the success of any crime reduction effort is one's ability to access police services and, thereafter, a thorough and purposeful crime reporting and investigative process. Our deputy sheriffs' timely awareness of criminal activity or suspicious behavior provides the greatest opportunity to curtail a problem at its onset.

At our main Campus Sheriff's Office in Fairfield, the lobby is open from 9:00 a.m. to 4:30 p.m. Monday through Friday. However, our deputies are available from 7:30 a.m. to 11:30 p.m. Our Sheriff Security officers are also available from 7:00 a.m. to 10:00 p.m. at our Vacaville and Vallejo Centers.

The SCCCSO strongly encourages all members of the campus community who believe they are victims of a crime of any nature or have witnessed a crime to immediately report the incident to any member of the Campus Sheriff's Office including, but not limited to, dispatch, deputy sheriffs, SSOS, community service specialists, or the police agency of jurisdiction where the crime occurred. The main Campus Sheriff's Office is located on the Fairfield main campus in Building 1800 B. However, students, faculty members and visitors can also report crimes to Sheriff Security Officers at the Vacaville and Vallejo Centers during business hours.

### **What is considered an emergency?**

- Medical need
- Fire
- Crime in progress
- Traffic accident
- Disruptive person/group
- Or any other reason that would require an emergency response

### **Why would I need a deputy sheriff dispatched to my location if it is not an emergency?**

- To take a police report for a crime that has already occurred
- To request a safety escort
- To request a funds escort
- To request jump start
- Or for any other reason that would require a deputy to respond to a specific location.

## **PROCEDURES FOR REPORTING CRIMES OR EMERGENCIES OFF CAMPUS**

Solano Community College does not have off campus student housing or student organization facilities. The off-campus emergency telephone number is "911." Use this number for community based fire, police and medical services. Refer to local telephone directories for further information.

## **ESCORTS FOR STUDENTS, FACULTY, AND STAFF**

The SCCCSO provides personal escort and additional building security services during evenings and hours of darkness. Students, faculty members, or staff in need of an escort to their vehicle should call the on-duty Campus Sheriff's deputy or on-duty SSO at (707) 580-6526 for this service. If one reaches only a recorded message, please leave a message and call back after a few minutes. If the call is forwarded to the Sheriff's Office, ask the dispatcher if a Campus deputy sheriff is on duty.



## **SEXUAL, DOMESTIC, OR DATING VIOLENCE AND STALKING**

SCCCSO does not discriminate on the basis of sex in its educational programs, and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited, whether sexually based or not, and include dating violence, domestic violence and stalking. As a result, SCCCSO issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs and procedures that address sexual assault, domestic violence, dating violence and stalking, whether the incident occurs on or off campus and when it is reported to a district official. In this context, SCCCSO prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the SCCCSO community.

### **Definitions**

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions: (1) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress; (2) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or an academic decision affecting the individual; (3) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; (4) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution. Sexual harassment includes sexual violence (see definition below). The SCCCSO will respond to reports of any such conduct in accordance with District Policy.

Sexual harassment may include incidents between any members of the Solano College community, including faculty and other academic appointees, staff, student employees, students, coaches, interns, and non-student or non-employee participants in Solano College programs (e.g., vendors, contractors, visitors). Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same sex or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.

Harassment is defined as unwelcome conduct of a sexual nature that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to Solano College programs or activities that the person is effectively denied equal access to the Solano College's resources and opportunities.

Sexual Violence is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion.

Domestic Violence means a "felony or misdemeanor crime of violence committed by (1) a current or former spouse or intimate partner of the victim, or (2) a person with whom the victim shares a child in common, or (3) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, or (4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of California, or

(5) 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 California.”

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: (a) the length of the relationship; (b) the type of relationship; and (c) the frequency of interaction between the persons involved in the relationship.

Sexual Assault is broader than sexual violence and includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, domestic violence, dating violence, stalking, or threat of sexual assault. Sexual assault is a form of sexual harassment and should be reported to the SCCCSO or other appropriate law enforcement.

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. “Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity.

Consent must be informed. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity.

Consent must be voluntary. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

Consent is revocable. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Consent cannot be given when a person is *incapacitated or otherwise unable or incapable of providing consent*. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment.

For purposes of District Policy, the age of consent is consistent with California Penal Code Section 261.5.

Incapacitation is defined as the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed affects a person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. Being intoxicated by drugs or alcohol does not diminish one's responsibility to obtain consent. The factors to be considered when determining whether consent was given include whether the person accused (respondent) knew, or whether a reasonable person should have known, that the complainant was incapacitated.

Stalking means “engaging 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.”

## PROCEDURES FOR REPORTING A COMPLAINT

The SCCCSO has procedures in place to support those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as written notification concerning the availability of resources such as counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus. Remedies to prevent contact between a complainant and the respondent (such as academic and work accommodations) may be requested and will be offered, if reasonably available. The SCCCSO will make such accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the incident to the SCCCSO or local law enforcement.

Each College has a Title IX Officer who is responsible for the coordination and administration of SCCCSO's nondiscrimination and harassment policies. In this role, they are responsible for overseeing the SCCCSO's Title IX compliance efforts and its complaint resolution procedures.

After an incident of sexual assault and/or domestic violence or dating violence, the victim should consider seeking medical attention. Evidence may be collected even if the victim chooses not to make a report to law enforcement. It is important that victims 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 72 hours so that evidence may be preserved that may assist in the investigation 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 disease. 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 that would be useful to law enforcement and/or SCCCSO hearing boards/investigators. Although the SCCCSO strongly encourages all members of its community to report incidents of these crimes to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The SCCCSO will assist any victim with notifying police if they so desire. The SCCCSO may also be reached directly by calling (707) 864-7131.

The SCCCSO will provide resources on campus, off campus or both, to include medical and mental health support, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who commit these offenses. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

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 the SCCCSO or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the SCCCSO, below are the procedures that the SCCCSO will follow as well as a statement of the standard of evidence that will be used during any disciplinary hearing on campus arising from such a report.

The SCCCSO will use a standard of the “Preponderance of the Evidence” when investigating and resolving complaints of sexual assault, stalking, domestic violence, and dating violence.

The SCCCSO will take the following actions upon receiving these complaints:

- Depending on when and where reported, SCCCSO will provide complainant with access to medical care.
- The SCCCSO will assess immediate safety needs of complainant.
- The SCCCSO will assist complainant in contacting the local police if complainant requests AND provide contact information for police.
- The SCCCSO will provide complainant with referrals to on and off campus mental health providers.
- The SCCCSO will assess the need to implement interim or long-term protective measures, such as, changes in class schedule, “No Contact” directive between both parties.
- The SCCCSO will provide a “No trespass” directive to the respondent, if deemed appropriate.
- The SCCCSO will provide resources for victims to apply for a Protective Order.
- The SCCCSO will provide a copy of the discrimination complaint regulation to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution.
- The SCCCSO will inform the complainant of the outcome of the investigation, whether or not the respondent will be administratively charged and what the outcome of the hearing is.
- The SCCCSO will enforce anti-retaliation policies 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.

## **ADJUDICATION OF VIOLATIONS**

Whether or not criminal charges are filed, a person may file a complaint with the SCCCSO. If the perpetrator is a student, the complaint will be investigated in accordance with District Policy. Reports of all domestic violence, dating violence, sexual assault and stalking made to the SCCCSO will automatically be referred to the Title IX Coordinator for investigation regardless of whether the complainant chooses to pursue criminal charges.

The SCCCSO investigatory and disciplinary process includes a prompt, fair, and impartial investigation and resolution process transparent to the complainant and the respondent. Usually, the resolutions of complaints of sexual misconduct are completed within 90 days of the report; however, the timeframe of the proceedings allows for extensions for good cause with notice to complainant and the respondent of the delay and the reason for the delay. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. The SCCCSO policy provides that:

- The fair and impartial investigation will be conducted by a trained employee of SCCCSO who shall consult with the complainant, the respondent, and relevant witnesses, review documents and provide a report of findings as to the determination as to whether the conduct did or did not occur.
- In any subsequent disciplinary proceedings, the complainant and the respondent student each have the opportunity to attend a hearing before a properly trained hearing board that protects the safety of victims and promotes accountability;

- In the disciplinary proceedings, the complainant and the respondent will have timely notice for meetings at which the complainant and the respondent, or both, may be present.
- In the disciplinary proceedings, the institution will allow for timely access to the complainant, the respondent and appropriate officials any information that will be used after the fact-finding investigation but during formal and informal disciplinary meetings and hearings.
- The institutional disciplinary proceedings will not be conducted by officials who have a conflict of interest or bias for or against the complainant and the respondent.
- The institution provides the complainant and the respondent the same opportunities to have others present during an institutional disciplinary proceedings. The complainant and the respondent student each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or proceeding. The advisor's role in any meeting or hearing is limited to quietly conferring with the complainant or respondent through written correspondence or whisper, and the advisor may not address any other participant or the hearing panel.
- The investigation and disciplinary hearing decision is based on the preponderance of evidence standard. A preponderance of the evidence means the evidence, when weighed with the evidence opposed to it, has the more convincing force and the greater probability of truth.
- The complainant and the respondent will be notified simultaneously in writing of the result of any investigation and disciplinary proceeding, as well as any changes to those results or disciplinary proceedings prior to the time that such results become final.
- Both the complainant and the respondent have the right to appeal the results of the investigation and the disciplinary hearings. The complainant has the right to appeal the investigatory findings as to whether the investigator determined the conduct occurred and the respondent has the right to appeal the outcome of the disciplinary hearing.

A person alleging sexual assault, domestic violence, dating violence, or stalking may use the complaint and investigatory procedures set forth in the District Human Resources Discrimination and Harassment Complaint Procedures, and/or Procedures prohibiting Sexual Harassment, Sexual Violence and Workplace Violence. All conduct proceedings against students will be resolved in accordance with District policy. Human Resources phone number is (707) 864-7128.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to Respondent, The SCCCSO's ability to respond to the complaint may be limited.

## **CONFIDENTIALITY**

The SCCCSO will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law, consistent with Solano Community College District Policy within the District's obligations to provide a safe and sexual harassment free environment for its students, faculty and staff, and as previously mentioned in this document.

## **SANCTIONS AND PROTECTIVE MEASURES**

In all cases, investigations that result in a finding of more likely than not that a violation of policy occurred will lead to the initiation of disciplinary procedures against the respondent. Student sanctions including, but not limited to, expulsion, suspension, disciplinary probation, recommended counseling, and/or other educational sanctions may be imposed upon those determined to have violated this policy. Employee sanctions may include written warning, final written warning or suspension, and termination. The SCCCSO may implement protective

measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the following actions: reasonable academic accommodations, a "no contact" order between the complainant and the respondent, transportation and working conditions, if reasonably available. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

## **DISCLOSURE OF STUDENT DISCIPLINE**

The Solano Community College District (SCCD) will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the SCCD will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### **ASSISTANCE FOR PERSONS REPORTING SEXUAL VIOLENCE: RIGHTS & OPTIONS**

Regardless of whether a complainant elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the SCCCSO will assist persons who report sexual assault, domestic violence, dating violence, and stalking and will provide each complainant with a written explanation of their rights and options. A person reporting domestic violence, dating violence, sexual assault or stalking has the following rights:

- to be informed of and to be present at court proceedings of the respondent,
- to be heard at sentencing of the respondent in the manner prescribed by law, and at other times as prescribed by law or deemed appropriate by the court,
- to receive restitution,
- to be given information about the crime, how the criminal justice system works, the rights of victims, and the availability of services for victims,
- to receive information about the conviction or final disposition and sentence of the respondent,
- to receive notification of escape, release, proposed parole or pardon of the respondent, or notice of a reprieve or commutation of the respondent's sentence,
- to present their views and concerns to the Governor or agency considering any action that could result in the release of the respondent, prior to such action becoming effective,
- to confer with the prosecution.

Further, the SCCCSO complies with California law in recognizing protection orders. Any person who obtains an order of protection from California or any other state should provide a copy to the SCCCSO and the Title IX Coordinator.

A complainant may then meet with the SCCCSO and/or the Title IX Coordinator to develop a Safety Action Plan, which is a plan for the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc. The SCCCSO may issue an institutional no contact order to a SCCCSO affiliate, if deemed appropriate. To the extent of the victim's cooperation and consent, SCCCSO offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal SCCCSO investigation of the complaint.

For example, if reasonably available, a complainant may be offered changes to academic or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating and/or adjudicating the complaint or delivering resources or support services to the complainant. Further, 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 SCCCSO does not publish the name of crime victims nor house identifiable information regarding victims in the SCCCSO Daily Crime Log or online. Victims may also request the removal of directory information on file from public sources, and may also request a FERPA block through Admissions and Records.

## **WARNING SIGNS OF ABUSIVE BEHAVIOR AND FUTURE RISKS**

No person is ever to blame for being assaulted or abused. Unfortunately, a person who has suffered sexual assault, domestic violence or dating violence is more likely to suffer that again. Below are some tips to help reduce your risk, recognize warnings signs of abusive behavior and avoid potential attacks.

### **WARNING SIGNS OF ABUSIVE BEHAVIOR**

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

- Being afraid of your partner.
- Constantly watching what you say to avoid a “blow up.”
- Feelings of low self-worth and helplessness about your relationship.
- Feeling isolated from family or friends because of your relationship.
- Hiding bruises or other injuries from family or friends.
- Being prevented from working, studying, going home, and/or using technology (including your mobile phone).
- Being monitored by your partner at home, work or school.
- Being forced or pressured to do anything you don’t want to do.

### **Help Reduce Your Risk and Avoid Potential Attacks**

- If you are being abused or suspect that someone you know is being abused, speak up or intervene.
- Get help by seeking information and support services from campus and local.
- Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners.
- Consider making a report with SCCCSO and/or the Title IX Coordinator and ask for a “No Contact Order” from the SCCCSO to prevent future contact.
- Consider getting a protective order or a no contact order from the local court. Call SCCCSO for more information.
- Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.

- Trust your instincts—if something doesn't feel right in a relationship, speak up or end it.

### **Sexual Assault Prevention**

- Be aware of rape drugs.
- Try not to leave your drink unattended.
- Only drink from un-opened containers or from drinks you have watched being made and poured.
- Avoid group drinks like punch bowls.
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle.
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible.
- If you suspect you have been drugged, go to a hospital and ask to be tested.
- Keep track of how many drinks you have had.
- Try to come and leave with a group of people you trust.
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours.

### **Walking Around Campus**

- Make sure your cell phone is easily accessible and fully charged.
- Be familiar with where emergency phones are installed on the campus.
- Be aware of open buildings where you can use a phone.
- Take major, public paths rather than less populated shortcuts.
- Avoid dimly lit places and talk to Facilities Management if lights need to be installed in an area.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- Walking very late at night is sometimes unavoidable, so try to walk with a friend.
- Carry a noisemaker (like a whistle) on your keychain.
- Carry a small flashlight on your keychain.
- If walking feels unsafe, contact the SCCCSO for a safety escort. The service is available Monday through Friday from 7:30 a.m. to 11:30 p.m. and Saturday from 7:30 a.m. to 5:30 p.m. by calling the campus deputy sheriff's on-duty phone (707) 580-6526.

## **"MEGAN'S LAW"**

Persons convicted of certain sexual offenses are required by law to register with the law enforcement agency where they live. If the person is attending or employed by the SCCCSO, they are required to register with the SCCCSO also. Please visit the Office of the Attorney General's website at <http://www.meganslaw.ca.gov> to search for registered sex offenders in your area.

## **PROCEDURES FOR SEX OFFENDERS ON CAMPUS**

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by the State concerning registered sex offenders may be obtained.



It also requires Sex offenders MUST register at the SCCCSO at the time of enrollment, employment or volunteer service. This must be done by appointment. Sex offenders MUST notify the SCCCSO upon their decision to not attend, volunteer or not to work for the Solano College. Students and/or Employees required to register MUST contact the SCCCSO of EACH campus they will attend classes at.

The State of California requires sex offenders to register with the police in the Jurisdiction in which they reside, as well as with the Campus Sheriff's Office if they are a student or working or carrying on a vocation on campus. Information on registered sex offenders is available on the Megan's Law website at <http://www.meganslaw.ca.gov>.

## **ALCOHOL POLICY**

The SCCCSO complies with the Drug Free Workplace Act of 1990 and the Higher Education Act Section 120a. Excessive use of alcohol and other drugs is a serious health problem in itself, but alcohol and drug abuse can also contribute to a host of other physical and mental health problems such as unwanted pregnancy, violent behavior, HIV infection and other sexually transmitted diseases and psychological depression. Students found in violation of the district's alcohol, drug and weapons policies may be subject to probation, suspension or expulsion.

Parents or guardians may be notified about any disciplinary violation involving alcohol or a controlled substance which has been committed by a student who is under the age of 21.

The possession, consumption or transportation of alcoholic beverages on Solano College campuses or in district owned facilities is generally prohibited as a matter of institutional policy, however, it is allowed at official functions when appropriate permission and licensing has been obtained. The Solano Community College and the SCCCSO are very concerned about the abuse and over consumption of alcoholic beverages by students. It is the belief of the SCCCSO that education as well as strict enforcement of local, state, and federal laws will help to control the abuse of alcohol on campus. Education regarding the dangers of alcohol abuse will provide students the opportunity to make informed choices regarding its use, while strict enforcement will help to ensure the safety and security of the campus community. It is important to note that the SCCCSO will investigate and prosecute, to the fullest extent of the law, any violation of local, state, or federal laws pertaining to the use, possession, or sale of alcohol. Successful prosecution can lead to fines, incarceration in county jail, or incarceration in state prison, depending on the violation that was committed.

The use of alcoholic beverages must be in compliance with state law and is strictly limited to those persons 21 years of age or older. The possession, transportation, and/or consumption of alcohol by individuals less than 21 years of age is strictly prohibited and enforced. Alcoholic beverages may not be transported or consumed on district property, except as specifically allowed in the District's Policy and Procedures on alcohol. This is formalized in District Policies and Procedures.

## **CONTROLLED SUBSTANCES POLICY**

The SCCCSO complies with the Drug Free Workplace Act of 1990 and the Higher Education Act Section 120a. The SCCCSO strictly enforces state and federal laws, as well as the District's zero tolerance policy, for the unlawful manufacture, distribution, dispensing, possession or use of illegal drugs on district property or at any district sponsored event off campus. Violators are subject to criminal prosecution and/or disciplinary action. This is formalized in District Policies and Procedures.

## **BIENNIAL REVIEW**

The SCCCSO will conduct biennial reviews of alcohol violations, controlled substances violations, and related fatalities as required by section 485(f) (6) of the Higher Education Opportunity Act (Drug-Free Schools and Communities Act). This will include the number of violations and related fatalities reported to campus officials that occurred on the SCCCSO property or at SCCCSO activities as well as the number and type of sanctions imposed by the SCCCSO.

### **ALCOHOL & CONTROLLED SUBSTANCES ABUSE ASSISTANCE & EDUCATION PROGRAMS**

Visit the campus health and/or counseling office for referral to alcohol abuse prevention programs. The health and/or counseling office provides culturally sensitive information about alcohol and other drugs to our diverse campus community. For information, confidential assistance and referral for alcohol or substance abuse issues, contact the following:

#### **On Campus:**

##### **Counseling Services:**

- Fairfield Main Campus (707) 864-7101
- Vacaville Center (707) 863-7872
- Vallejo Center (707) 642-8188
- Travis Air Force Base (707) 424-2431

## **WEAPONS POSSESSION**

State law prohibits the possession of weapons, all firearms, fireworks, explosives or any dangerous weapons on campus. Violators are subject to criminal prosecution and/or district discipline. The SCCCSO supports the federal guideline (37.007.1 Ed. Code) that prohibits handguns on campus. The possession of a firearm on district property is prohibited and strictly enforced. The only exception is for persons legally authorized to possess firearms on district property. Persons in violation of this regulation will be subject to criminal and/or disciplinary action. This is formalized in District Policies and Procedures. If you observe a firearm or other weapon on campus, contact the SCCCSO immediately at (707) 864-7131 or call "911."

## **WORKPLACE VIOLENCE**

The District is committed to creating and maintaining a working, learning and social environment for all employees that is free from violence. The District has zero tolerance for violence against any member of the workforce, other persons in the workplace, or property. This is formalized in Policies and Procedures.

## **EMERGENCY RESPONSE AND EVACUATION**

### **Emergency Response**

The SCCCSO has a comprehensive emergency management program that includes a formal emergency operations plan for preparing for, responding to and recovering from emergencies. The SCCCSO uses an emergency operations center staffed with trained personnel to coordinate responses to major emergencies.

The SCCCSO conducts training and practical emergency exercises, both announced and unannounced, on a regular basis (at least once per calendar year).

The SCCCSO is part of a regional emergency management system and is in compliance with state and federal standards for managing emergencies. For additional information, visit the SCCCSO Emergency Preparedness Website at <http://www.solano.edu/police/emergencyprep.php> and click on “Incident Response Plan.”

### **Emergency Notification**

The SCCCSO has implemented an emergency mass notification system called Regroup. The system can send simultaneous messages to the affected community by e-mail, telephone, cell phone or text messaging. The system can be used to notify employees and students under the following conditions:

### **Urgent Situations**

Events, expected or unexpected, that threaten life or safety and require immediate action. Some examples are:

- Natural disasters that place the campus in immediate danger.
- Chemical spills or accidents that require evacuation of a campus.
- Hostage or violent situations requiring evacuation, lockdown, or campus closure.
- Natural disasters that do not pose an immediate danger but pose a potential future danger to the campus.
- Local emergencies or events that could eventually lead to evacuation, lockdown, closure, or major disruption on or off campus or other District locations that could affect normal operations.

### **Important Communications**

- Local emergencies or events that do not directly affect normal operations but will likely be visible to the community and external audiences (i.e. media).
- Local emergencies or events that have concluded.

Confirmation of a significant emergency or dangerous situation involving an immediate threat to health and safety on campus may come from many sources, but includes SCCCSO, local law enforcement, local fire agencies, local utilities districts and news outlets. Which campus (es) or part(s) thereof that will be notified will primarily depend on the nature and scope of the emergency or dangerous situation. The content of the message will be formatted to include all pertinent warnings and/or instructions necessary as related to scope of the emergency or dangerous situation. Once the significant emergency or dangerous situation has been confirmed, the scope has been identified and the message created, the Regroup system may be activated and the affected students and employees will be sent the message.

The SCCCSO will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the Regroup system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency. When necessary, information about the significant emergency or dangerous situation may be released to the larger community at the discretion of the responsible authorities. Responsible authorities include:

**Fairfield Campus:**

Superintendent/President, Vice President of Finance & Administration, Vice President of Academic Affairs, Vice President of Student Services

**Vacaville Center:**

Superintendent/President, Vice President of Finance & Administration, Vice President of Academic Affairs, Vice President of Student Services

**Vallejo Center:**

Superintendent/President, Vice President of Finance & Administration, Vice President of Academic Affairs, Vice President of Student Services

**For Students:**

- In order to make sure that you receive any and all emergency notifications that we send out from the college's Emergency Notification System, please make sure your current contact information is on file. The emergency notifications are sent by automated telephone call, text message, and email. Therefore, if you only have a home phone number (landline) on file, you will only receive a phone call to that number and an email, but no phone call or text message to your cell phone. Please note that there is no opt-out option, as we need to be able to get a hold of you in the event of an emergency.

To view/update your contact information: log into My Solano, on the right-hand side, underneath the "Personal Information" header, click on "Update Addresses and Phones" and/or "Update Email Addresses."

If, for some reason, you are unable to update your information using this process, you will need to complete a "Change of Student Record Information" form. To find the form, when you are logged into My Solano, click on the "Student" tab, on the right-hand side underneath the "Student Forms" header, click on "Admissions & Records Forms." Look for "Change of Student Record Information" and print it out. Complete the contact information you need to update and be sure to sign and date the form. PLEASE PRINT CLEARLY! Scan the form, along with a photo ID, and send it to [admissions@solano.edu](mailto:admissions@solano.edu). Or you can take it directly to the Admissions and Records Office in Building 400 on the Fairfield campus, or to any of the Centers (Vacaville, Vallejo, Travis AFB.) Be sure to have a photo ID with you.

**For Solano Community College Employees:**

- They need to make sure they update their contact information with Human Resources

**CRIME ALERTS (TIMELY WARNINGS)**

The SCCCSO has established a policy for providing timely warnings to address threats to the Solano College community. The campus crime alert is designed to give students, staff, and faculty a timely notification of crimes to heighten safety awareness, and to seek information that will lead to the arrest and conviction of perpetrators who commit violent crimes against persons or major crimes against property. The SCCCSO will issue a Crime Alert Bulletin when a crime is reported to the SCCCSO or a local police jurisdiction notifies the SCCCSO of a crime that represents a serious or continuing threat to the safety of the campus community. To view the most current crime alert bulletins, go to <http://www.solano.edu/police/> and follow the link.

The campus crime alert is designed to give students, staff, and faculty a timely notification of crimes, to heighten safety awareness, and to seek information that will lead to the arrest and conviction of perpetrators who commit violent crimes against persons or major crimes against property. The Solano Community College District will issue a Crime Alert Bulletin when a crime is reported to the SCCCSO or local police jurisdiction that represents a serious or continuing threat to the safety of the campus community.

A threat is defined as any act or potential act that places the campus community in continuing risk or peril, as a result of a crime(s) against persons or serious felony (i.e. threats with a firearm, a bomb threat with specific information, sexual assault, kidnapping, or other egregious acts).

Crime Alerts will be distributed to the campus community using various mediums of communication. The SCCCSO and the Public Information Officer in coordination with campus and District administrators (Vice President of Finance & Administration or designee has primary responsibility) are responsible for assessing the need for and the distribution of the Crime Alerts. Situations will be assessed on a case-by-case basis, with great weight given to the SCCCSO's assessment of the total situation, including the best use of resources. The type of event or situation will be reviewed by the SCCCSO and the Superintendent/President or his/her designee to determine the most effective method to distribute the crime alert information.

When there is a possible public safety-related "threat" to faculty, staff and students on campus, the SCCCSO and the Public Information Officer will make reasonable efforts to notify the faculty, staff and students via one or more of the following methods:

- Crime Alert Bulletins (timely warnings) may be sent to faculty, staff and students via e-mail by SCCCSO.
- Crime Alert Bulletins may be posted on the Campus Sheriff's Office Web site.
- To notify students, faculty may be asked to make announcements in their classes.
- Crime Alert Bulletins may be posted at the entrances to major student-gathering places (i.e., Library, Learning Resource Center, Student Services, Cafeteria, etc.), and/or on buildings that are directly impacted by the event.
- The Campus Sheriff's Office and the Public Information Officer will determine whether the notice of threat will be distributed on campus only or disseminated to off-campus sources.
- The Public Information Officer may notify the media, as appropriate, in order to inform the campus community.

Crime Alert Bulletins will be posted/distributed as soon as practical or within 48 hours of the event, depending on the severity of the event, resources and the factual information gathered. Crime Alert Bulletins will be removed in a timely fashion after the event has subsided or the potential for danger is gone.

Crime Alert Bulletins will contain:

- A succinct statement of the incident (who, what, when, where, how, time reported etc.)
- Any bias motive
- Any connection to previous incidents
- Physical description of the suspect
- If relevant, gender of the victim and student/non student status
- Date and time the bulletin was released
- Safety tips related to the prevention of similar crimes
- Campus/site identifier and associated report number if applicable

## **SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS**

The reason crime happens is well known. Crime happens because there is a **CRIMINAL** to commit the crime, a **VICTIM** who can be victimized by the criminal, and the **LOCATION** or **OPPORTUNITY** for a crime to occur.

You can reduce the likelihood of being the victim of criminal activity if you take away the **OPPORTUNITY** for the criminal to make you his victim.

Students, staff and visitors need to take responsibility for the safety of their persons and property. Everyone should also do their best to help others with this responsibility. The SCCCSO has several ways to help you learn more about safety.

Crime prevention pamphlets are available in the SCCCSO lobby at no charge. The SCCCSO has deputies available for the orientation programs, to inform prospective students and their families of available Sheriff's Office services and programs. Similar presentations are available for new employees and international students as well. Safety talks are provided upon request for any office, organization or classroom, as needed, on campus, based on the availability of a Sheriff's Office presenter.

The college website <http://www.solano.edu/police/safetyaware.php> as well as printed material are used by the SCCCSO for the dissemination of crime prevention tips and newsworthy information.

## **SECURITY AND ACCESS**

The SCCCSO provides patrols of campus buildings, property and parking lots. Deputy Sheriffs investigate crimes, alarms and suspicious incidents and persons, and provide responses to medical and fire incidents on the premises. Campus facilities and buildings are generally open to the campus community, visitors and guests Monday – Friday from 7:30 a.m. – 10:00 p.m., and as certain special events dictate. Staff is encouraged to lock any doors not in use. Custodial and SCCCSO staff regularly check the security of the buildings. Afterhours access is possible with issued keys or contact to the SCCCSO.

Campus shrubbery, trees and other vegetation are routinely trimmed and artificial lighting is maintained with safety issues in mind. The campus community is encouraged to report unsafe conditions, safety concerns, exterior lighting issues or telephone malfunctions to Facilities Management or the SCCCSO. The Solano College District does not have campus or off-campus student housing facilities, nor off-campus student organization facilities.

## **PASTORAL AND PROFESSIONAL COUNSELORS**

The Solano Community College District does not employ pastoral counselors.

## **MISSING STUDENT POLICY**

The Solano Community College District does not have on-campus student housing facilities.

## **FIRE SAFETY POLICY**

The Solano Community College District does not have on campus student housing facilities.

## **FIRE LOG**

The Solano Community College District does not have on-campus student housing facilities.

## **STATISTICAL DISCLOSURE OF REPORTED INCIDENTS**

Incidents reported to the SCCCSO that fall into one of the required reporting classifications will be disclosed as a statistic in the annual crime statistics report published by SCCCSO.

## **DAILY LOG ACCESS**

The SCCCSO maintains a daily incident log of crime reports and other incidents that occur on district property for the most recent 60-day period. The log is open for public inspection during normal business hours of 9:00 a.m. to 4:30 p.m. Monday through Friday. Log entries older than 60 days can be obtained by request within five (5) business days.

## **CRIMINAL INCIDENTS**

Potential criminal or suspicious activity and any emergencies on campus should be reported directly to the SCCCSO by dialing 9-1-1 for life threatening emergencies or the campus deputy sheriff's on-duty phone (707) 580-6526, for all other levels of reportable activity. Upon receipt of a call, the campus deputy sheriffs are dispatched immediately to the site of the incident.

## **SAFETY POLICY FOR THE COLLEGE DISTRICT**

It is the policy of the Solano Community College District that every employee is provided a safe place and safe conditions in which to work. To this end, every effort shall be made in the interest of accident prevention, fire protection, and health preservation.

It shall be the responsibility of management to conduct periodic safety inspections of work areas, communicate the results of those inspections to the areas affected, act on and investigate any written employee safety concerns, and to provide safety training where indicated.

## **MEDICAL EMERGENCIES**

Emergencies on campus, including medical and first aid emergencies, should be reported directly to the SCCCSO by dialing 9-1-1 for life threatening injuries or the campus deputy sheriff's on-duty phone (707) 580-6526, for non-life threatening injuries.

When dialing 9-1-1 from a cellular phone you will be connected to the California Highway Patrol Dispatch Center in Vallejo, California. You will need to provide the dispatcher with the nature of the emergency and the college name and specific location where the emergency response is requested.

## **ON-CAMPUS, NON-EMERGENCIES**

To notify the SCCCSO about a non-emergency or to report a “cold crime” that is not in progress, call the SCCCSO business line at (707) 864-7131.

### **CRIME PREVENTION PRESENTATIONS AVAILABLE**

In addition to periodic “brown-bag” sessions, scheduled during each semester to provide crime prevention and campus safety information, written crime prevention materials and presentations will be provided to students, faculty and staff upon request. Deputy Sheriffs are also available to give presentations, answer questions, and offer crime prevention suggestions/tips.

### **DECISION TO EVACUATE / DISMISS PERSONNEL**

The Chief Administrator of an affected facility/campus is the individual authorized to make decisions regarding the management of emergencies at that facility/campus. The decision as to whether or not to evacuate one or more buildings is typically based on input from the Incident Commander or other professional responders. Decisions to return to a structure after an evacuation shall be made with input and direction from the Incident Commander, Director of Facilities, and the assigned incident Safety Officer.

### **PREPAREDNESS/MITIGATION MEASURES**

To minimize the risk of injuries to persons or damage to property upon or within district facilities and/or buildings as a result of fire, it is crucial to follow established safety practices and procedures. To help in this effort:

- Become familiar with the location and operation of all fire safety alarms and equipment in their respective work areas.
- Become familiar with emergency procedures and posted evacuation plans for their work area.
- Ensure that all emergency exits and fire safety equipment are properly marked, inspected, and maintained in accordance with State and local regulations.
- Ensure that all emergency exits and fire safety equipment are kept clear of obstructions and ready for immediate use.
- Know how to safely utilize a fire extinguisher.

This information can be found at: <http://www.solano.edu/police/safetyaware.php>

### **EVACUATION PROCEDURES**

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in the case of a fire or other emergency. During a drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. The Solano Community College District maintains posted evacuation routes in each classroom (if your classroom is missing this posted information, please contact and inform the SCCCSO).

For additional information on evacuation procedures please visit:

<http://www.solano.edu/police/safetyaware.php>



## **SHELTER IN PLACE PROCEDURES**

In some emergency situations, it is safer to seek shelter than it is to evacuate. Sheltering in place is often the appropriate safety measure when encountering dynamic, quickly changing conditions as a result of criminal activity or hazardous material incident. An emergency alert may be communicated through the use of any or all of the following methods:

- Audible and visual signal or alarms (Alert Siren or Megaphone)
- Emergency Alert System (EAS)
- Public Address System
- Telephonic
- Text Message
- Email / \$All
- Web Page
- Regroup
- Radio (Public Broadcasting Systems)
- Personal notification by runner, messenger, building coordinator, or public safety personnel

When possible, authorized person should alert the college community by all available means. If you are alerted to the existence of an emergency by any of the above methods, follow any official instructions provided or when there are no instructions, immediately shelter in place. When it becomes necessary to shelter in place:

- When possible, avoid becoming directly involved in the situation.
- Quickly access the situation and identify existing/potential hazards.
- If you are outdoors, immediately leave the area and move to a safe indoor location as far away from the incident as possible. Alert others in the immediate area and direct them to safety.
- If you are not in a safe area, move to an area that is safe.
- If there is an emergency in your immediate area, report it to your local police/sheriff's office.
- If the condition is life-threatening, dial 9-1-1 (or 9-9-1-1 from office phones).
- If you do not have access to a phone, and it is safe to do so, send a runner to notify the police/Sheriff's Office of your situation.
- In the event of an active shooter, be prepared to hide, run, and/or fight if necessary.

Please visit our website for more information regarding an active shooter situation:

<http://www.solano.edu/police/safetyaware.php>

### **Emergency and Non-Emergency Phone Numbers for the Campus Sheriff's Office**

In an emergency, remember the following numbers: For Medical or Fire, dial 9-1-1

For non-emergency or urgent business: During business hours (707) 864-7131

After business hours (707) 580-6526 (until 11:30 pm)

**Community Resources**

	<b>Fairfield</b>	<b>Vacaville</b>	<b>Vallejo</b>
<b>Kaiser</b>	Medical Offices 1550 Gateway Blvd Fairfield Ca 94533	Medical Offices 1 Quality Drive Vacaville Ca 95688	Medical Center 975 Serano Drive Vallejo CA 94589
<b>North Bay</b>	Medical Center 1200 B Gale Wilson Blvd Fairfield Ca 94533	VacaValley Hospital 1000 Nut Tree Road Vacaville Ca 95687 (707) 624-7000	
<b>Sutter</b>	Medical Campus 2700 Low Court Fairfield CA 94534	Medical Plaza 770 Mason Street Vacaville CA 95688	Medical Plaza 100 Hospital Drive, 2nd Fl Vallejo CA 94589

Stand Against Domestic Violence Crisis Help Line (888) 215-5555

SafeQuest Solano Inc. 1745 Enterprise Dr., #2D Fairfield CA 94533  
(707) 422-7345

24/7 Crisis Hotline: (866) 487-7233

Bay Area Women Against Rape (BAWAR) 24-hour hotline: (510) 845-RAPE (7273)

Community Violence Solutions-Rape Crisis Support for Victims 24-hour Confidential Crisis Line  
(800) 670-7273 / Accessible from 925, 510, 415, 408, 707, and 650 area codes

Crime Victim Assistance-Solano County Fairfield: (707) 784-6844 Vallejo: (707) 553-5052

Independent Living Resources Serving the Disabled  
470 Chadbourne Road  
Fairfield CA 94534  
(707) 435-8174

Legal Services of Northern California  
1810 Capitol Street  
Vallejo CA 94590  
(707) 643-0054

## Fairfield Main Campus Non-Hate Crime

4000 Suisun Valley Road, Fairfield, CA 94534

Offense Types	On Campus			Non-Campus			Public Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses/Forcible:									
Rape	0	0	0	0	0	0	0	0	0
Sodomy	0	0	0	0	0	0	0	0	0
Sexual Assault w/object	0	0	0	0	0	0	0	0	0
Forcible Fondling	0	1	0	0	0	0	0	0	0
Sex Offenses/Non-Forcible:									
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	1	0	0	0	0	0	0	0
Intimate Partner Offenses:									
Domestic Violence	0	1	1	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	1	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Burglary	2	2	1	0	0	0	0	0	0
Vehicle Theft	0	2	1	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

### SPECIAL ARRESTS

	2014	2015	2016	2014	2015	2016	2014	2015	2016
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Violations	1	0	0	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0	0	0	0

### DISCIPLINARY REFERRALS/NON-ARRESTS

	2014	2015	2016
Liquor Law Violations	0	0	0
Drug Violations	1	0	0
Weapons Possession	0	0	0

### HATE CRIMES

Hate crimes are crimes in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, gender identity, ethnicity, national origin, or disability of the victim. Additionally, hate crimes may include the following: Larceny-theft, simple assault, intimidation, destruction, damage, or vandalism of property.

2016                      No reported hate crimes  
 2015                      No reported hate crimes  
 2014                      No reported hate crimes

## Vacaville Campus Non-Hate Crime

2001 North Village Parkway, Vacaville, CA 95688

Offense Types	On Campus			Non-Campus			Public Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses/Forcible:									
Rape	0	0	0	0	0	0	0	0	0
Sodomy	0	0	0	0	0	0	0	0	0
Sexual Assault w/object	0	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	1	0	0	0	0	0	0
Sex Offenses/Non-Forcible:									
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Intimate Partner Offenses:									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

### SPECIAL ARRESTS

	2014	2015	2016	2014	2015	2016	2014	2015	2016
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0	0	0	0

### DISCIPLINARY REFERRALS/NON-ARRESTS

	2014	2015	2016
Liquor Law Violations	0	0	0
Drug Violations	0	0	0
Weapons Possession	0	0	0

### HATE CRIMES

Hate crimes are crimes in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, gender identity, ethnicity, national origin, or disability of the victim. Additionally, hate crimes may include the following: Larceny-theft, simple assault, intimidation, destruction, damage, or vandalism of property.

2016 No reported hate crimes  
 2015 No reported hate crimes  
 2014 No reported hate crimes

## Vallejo Campus Non-Hate Crime

545 Columbus Parkway, Vallejo, CA 94591

Offense Types	On Campus			Non-Campus			Public Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses/Forcible:									
Rape	0	0	0	0	0	0	0	0	0
Sodomy	0	0	0	0	0	0	0	0	0
Sexual Assault w/object	0	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0	0
Sex Offenses/Non-Forcible:									
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Intimate Partner Offenses:									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	1	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Burglary	0	0	1	0	0	0	0	0	0
Vehicle Theft	0	0	1	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

### SPECIAL ARRESTS

	2014	2015	2016	2014	2015	2016	2014	2015	2016
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0	0	0	0

### DISCIPLINARY REFERRALS/NON-ARRESTS

	2014	2015	2016
Liquor Law Violations	0	0	0
Drug Violations	0	0	0
Weapons Possession	0	0	0

### HATE CRIMES

Hate crimes are crimes in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, gender identity, ethnicity, national origin, or disability of the victim. Additionally, hate crimes may include the following: Larceny-theft, simple assault, intimidation, destruction, damage, or vandalism of property.

2016                      No reported hate crimes  
 2015                      No reported hate crimes  
 2014                      No reported hate crimes

## Travis Air Force Base Campus Non-Hate Crime

530 Hickam Avenue, TAFB, CA 94535

Offense Types	On Campus			Non-Campus			Public Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses/Forcible:									
Rape	0	0	0	0	0	0	0	0	0
Sodomy	0	0	0	0	0	0	0	0	0
Sexual Assault w/object	0	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0	0
Sex Offenses/Non-Forcible:									
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Intimate Partner Offenses:									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

### SPECIAL ARRESTS

	2014	2015	2016	2014	2015	2016	2014	2015	2016
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0	0	0	0

### DISCIPLINARY REFERRALS/NON-ARRESTS

	2014	2015	2016
Liquor Law Violations	0	0	0
Drug Violations	0	0	0
Weapons Possession	0	0	0

### HATE CRIMES

Hate crimes are crimes in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, gender identity, ethnicity, national origin, or disability of the victim. Additionally, hate crimes may include the following: Larceny-theft, simple assault, intimidation, destruction, damage, or vandalism of property.

2016 No reported hate crimes  
 2015 No reported hate crimes  
 2014 No reported hate crimes

## CRIME PREVENTION TIPS

### Personal Safety

- Walk or jog with a friend, not alone.
- Avoid isolated areas.
- Know your limits on dates and communicate them to your partner.
- Know your limits with alcohol and do not accept drinks from others.
- Tell a friend where you are going and when you will return.
- Carry a whistle or noise maker. Do not be afraid to scream if you need help.
- Use the “blue” emergency phone on campus or raise the hood and stay in your car if it breaks down. If people stop to assist, ask them to call the Campus Sheriff’s Office.
- Be aware of your surroundings.

### Protection from Date Rape Drugs

- Never leave your drink unattended. Because they are colorless and odorless, date rape drugs can be slipped into any type of beverage.
- Do not accept drinks from anyone but a bartender or server.
- Try to attend bars or parties with a group of friends, arranging beforehand to watch each other’s drinks.
- If you think your drink has been tampered with, seek medical attention immediately and request the hospital conduct toxicology testing.

### Workplace Safety

- Keep personal items (purses, book bags) locked up.
- Secure the work area when no one is in it.
- Report suspicious people to the Campus Sheriff’s Office.

### Protecting Your Property

- Record the serial numbers of your valuables.
- Engrave valuables with your license number.
- Keep your vehicle locked when it is parked and when you drive.
- Consider installing anti-theft or alarm devices on your vehicle.
- Do not leave textbooks, purses, or book bags unattended
- Do not leave laptop computers unattended.

## CRIMINAL OFFENSE DEFINITIONS

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

NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

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

**Sex Offenses—Forcible** is defined as 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. This includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

**Sex Offenses—Non-forcible:** Unlawful, non-forcible sexual intercourse. This includes incest and statutory rape.

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

**Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding)

**Arson:** The 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 kind.

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Larceny-Theft:** The unlawful taking carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is defined as "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing."



**Simple Assault:** All assaults which do not involve firearms, knife, cutting instrument, other dangerous weapons and in which the victim did not sustain serious or aggravated injuries.

**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:** 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.

**Arrest:** Persons processed by arrest, citation or summons.

**Referred for disciplinary action:** The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

**Hate Crime-Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

**Hate Crime-Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female. Gender bias is also a Clery Act-specific term, not found in the FBI's Hate Crime Data Collection Guidelines.

**Hate Crime-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 (e.g., Catholics, Jews, Protestants, atheists).

**Hate Crime-Sexual orientation:** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, and heterosexuals).

**Hate Crime-Ethnicity/national origin:** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).

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