

**BP 3515 REPORTING OF CRIMES**

**Reference:**

Education Code Section 67380

34 Code of Federal Regulations Section 668.46(b)(7)

The Chancellor shall assure that, as required by law, reports are prepared of all occurrences reported to the District police of arrests for crimes committed on each campus or other District locations that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. This includes any criminal activity which students engaged in at off-campus locations of student organizations/clubs, officially recognized by the District, including student organizations with off-campus housing. The Chancellor shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

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Date Adopted: October 17, 2006

Revised: December 11, 2012

## **AP 3515 REPORTING OF CRIMES**

### **References:**

Penal Code Sections 245 and 422.55;  
Education Code Sections 212, 67380, 67383 and 87014;  
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;  
20 U.S.C. § 1232g;  
34 C.F.R. 668.46; 34 C.F.R. 99.31(a)(13), (14) and 668.46;  
Campus Security Act of 1990

### **I. Reporting a Crime**

If any employee of, student of, or visitor to, the Riverside Community College District is attacked, assaulted, or menaced, they shall promptly report the attack or assault to the Riverside Community College District Police (hereinafter referred to as District Police). Any individual who witnesses a crime should also immediately report it to the District Police. This includes any criminal activity occurring at off-campus locations of officially recognized student organizations/clubs.

In the event an employee is assaulted, attacked, or menaced by a student or visitor, the employee shall first notify the District Police and then his/her supervisor as soon as practical after the incident. If requested by the employee, his/her supervisor may assist the employee in reporting the attack or assault to the District Police. The supervisor shall make the report to District Police if the employee is unable or unwilling to do so.

If, in any of the situations mentioned above, it is not immediately possible to contact the District Police, the incident should be reported to the nearest employee, who shall assist the victim in reporting the incident to the District Police, and then to the appropriate administrator(s).

All notifications to the District Police noted above should be made to (951) 222-8171 (non-emergencies). Notification of the incident may also be made by calling 911 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the District Police at (951) 222-8171.

Reporting a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment.

The District will instruct members of the District Police to 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 to report incidents of sexual violence to the Director, Diversity, Equity and Compliance.

## II. Confidential Reporting

If a victim of a crime does not wish to pursue action through the District's administrative system or the area judicial system, a confidential report may be made. With the victim's permission, the Chief of Police, or designee, can file a report of an incident without revealing the victim's identity. The purpose of confidential reporting procedures is to comply with the request to maintain confidentiality while taking steps to ensure the victim's safety and the safety of others. This information will assist the District in maintaining accurate records concerning types of incidents and those involved. Additionally, the District will be able to determine crime patterns revealing particular locations, methods, and suspects. This will aid in developing proactive approaches to prevent potential dangers and providing "timely warnings" to the college community. Confidential reports will be counted and disclosed in the District's Annual Clergy Report.

## III. Timely Warnings

In the event a situation arises either on or off campus that in the judgment of the Chief of Police constitutes an ongoing or continual threat, a District-wide "timely warning" will be issued. Warnings will be posted by the Associate Vice Chancellor, Strategic communications and Relations, and sent to the Board of Trustees, students, faculty, and staff via District e-mail. The college student newspapers (Riverside Viewpoints, Norco Voice, and Moreno Valley Vista) will also be notified to provide additional information about significant threats.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Chief of Police, or designee, may also post a notice on the College and/or District web site providing the community with more immediate notification. The notice will be immediately accessible via computer by all faculty, staff and students. District Police may also post the notification by bulletins put up throughout the District.

Anyone with information warranting a timely warning should report the circumstances to the District Police, by phone at 951-222-8171 or in person at a college police station.

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

- A. Criminal homicide – murder and non-negligent manslaughter;
- B. Criminal homicide – negligent manslaughter;
- C. Sex offenses – forcible and non-forcible sex offenses;
- D. Domestic violence, dating violence and stalking;

- E. Robbery;
- F. Aggravated assault;
- G. Burglary;
- H. Motor vehicle theft;
- I. Arson;
- J. Arrests for liquor law violations, drug law violations, and illegal weapons possession;
- K. 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;
- L. 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;
- M. Those reported to the Police Departments of surrounding cities; and
- N. Those that are considered to represent a continuing threat to other students and employees.

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.

California law (Penal Code Section 11160) also requires prompt, mandatory reporting to the local law enforcement agency by healthcare practitioners (i.e. Student Health Services) when medical services are provided to individuals known or reasonably suspected of suffering from wounds inflicted by a firearm or as a result of an assault or abusive conduct. The Counseling Department and Psychological Services may inform students and staff of procedures for reporting a crime to local authorities or to the District Police on a voluntary or confidential basis if this information is deemed to be in the best interest of the victim.

#### IV. Collection and Distribution of Crime Statistics

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

The District shall publish an Annual Clery Report every year by October 1 that contains statistics regarding crimes committed on each campus and at affiliated locations for the previous three years. The Annual Clery 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 report will be prepared in cooperation with local law enforcement

agencies bordering the Riverside Community College District campuses and off-campus locations.

The District shall make the Annual Clery Report available to all current students and employees. The District will also provide perspective students and employees with a copy of the Annual Clery Report upon request. A copy of the Annual Clery Report can be obtained by contacting the District Police at each of the college sites (Riverside College at 222-8502; Norco College at 372-7046; and Moreno Valley College at 571-6103), by viewing the District web page located at [www.rccd.edu](http://www.rccd.edu), or by reviewing the published information in the current Schedule of Classes. All prospective employees may obtain a copy of the report from the Human Resources Office located at the RCCD Systems Office, 450 E. Alessandro Blvd., Riverside, CA 92506.

Office of Primary Responsibility: Chief of Police

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Date Approved: October 17, 2006

Revised: September 24, 2012

Revised: October 28, 2013

Revised: June 26, 2015 (References only)