



# ANNUAL CLERY REPORT · 2020

A GUIDE TO SAFETY & SECURITY IN THE RIVERSIDE COMMUNITY COLLEGE DISTRICT



MORENO VALLEY COLLEGE  
NORCO COLLEGE  
RIVERSIDE CITY COLLEGE

SAFE &  
SECURE



### CAMPUS SAFETY AND THE CLERY ACT

A safe campus is the top priority for the Riverside Community College District. This document is published in compliance with the “*Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.*” The “Clery Act” requires U.S. colleges and universities that participate in any federal student financial aid programs to disclose information about crime on and around their respective campuses. Each participating institution’s annual report must do the following:

- Disclose the institutions campus security policies and three-year’s worth of specified crime and arrest statistics
- Be made available to students, faculty & staff and applicants for employment
- Provide information regarding certain policies and procedures that are related to the Clery Act or the Violence Against Women Act (VAWA)
- Provide information regarding emergency procedures
- Assure campus sexual assault victims of their rights

The U.S. Department of Education centrally collects and disseminates the statistics reported in the Annual Security Report at: [ope.ed.gov/campussafety/](http://ope.ed.gov/campussafety/)

Schools that fail to comply can be penalized by the U.S. Department of Education.

Additionally, this publication is available on the Riverside Community College District’s website at:

[www.rccd.edu/administration/police/Pages/CleryReports.aspx](http://www.rccd.edu/administration/police/Pages/CleryReports.aspx).

### RIVERSIDE COMMUNITY COLLEGE DISTRICT

The Riverside Community College District (RCCD) consists of three main college campuses; Norco College, Moreno Valley College and Riverside City College. Other District and/or college entities include the Ben Clark Training Center, RCC Culinary Arts Academy, Coil School for the Arts, Center for Social Justice and Civil Liberties, and the RCC Rubidoux Annex. The District’s policies and procedures pertaining to campus safety apply to each institution. The District does not currently have any residential facilities.

Relevant crime data from all regional law enforcement agencies are collected through the District Police Records Department, in consultation with college Student Services from each campus. For accuracy and to avoid duplication, the District’s Director of Risk Management as well as the District’s Chief of Police review the data collected.

### **The Riverside Community College District Police Department (RCCDPD)**

The District Police Department operates under the direction of the Chief of Police. District Police operate 24-hours-a-day, seven days a week and may be contacted through Police Dispatch at (951) 222-8171. Police stations are located at:

Norco College  
2001 Third St. Norco, CA 92880  
(951)372-7000

Moreno Valley College  
16130 Lasselle St. Moreno Valley, CA 92551  
(951) 571-6100

Riverside City College  
4800 Magnolia Ave. Riverside, CA 92506  
(951) 222-8000

District Police officers are sworn police officers in accordance with the California Education Code and the California Penal Code. Officers receive the same training as all sworn officers in the State of California and they have the same authority.

The District Police Department ensures that reasonable protection is provided to members of the community while they are at locations owned or controlled by the District by utilizing crime prevention methods that fit within and contribute to the educational philosophy of the Riverside Community College District. District Police provide a full range of public safety services, including responding to all reports of crime, various investigations, medical and other emergency response and traffic control matters. The District Police also enforce laws regulating trespass, underage drinking and the illegal use of controlled substances.

The RCCDPD has a Memorandum of Understanding with both the Riverside Sheriff's Department and the Riverside Police Department detailing certain circumstances under which those entities will provide assistance with the response to incidents on District property that require specialized resources.

**RCCD Non-Discrimination Policy.**

The District is committed to equal opportunity in educational programs,

employment and access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to actual, perceived or association with others' ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, genetic information, ancestry, sexual orientation, or physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

In addition to these protections, the District additionally provides equal employment opportunities to all applicants and employees regardless of gender, medical condition, marital status, or status as a Vietnam-era veteran.

**POLICIES AND PROCEDURES RELATED TO CRIME REPORTING AND EMERGENCY RESPONSE**

The Riverside Community College District encourages all of its community members to report criminal matters, unquestionable or perceived, to the District Police. Such reporting allows District Police to facilitate safety of its stakeholders, including by ensuring that criminal matters are evaluated for whether they should result in the issuance of a campus-wide warning notification.

If assistance is required for a non-emergency, the District recommends

contacting Police Dispatch at (951) 222-8171. A member of the community may always report a crime in progress or other emergency to District Police by dialing 9-1-1.

While the District encourages its stakeholders to report criminal activity, individuals (with the exception of mandatory reporters), including victims of crime, are not required by law to report criminal activity. Members of the District community can report a crime without identifying themselves to Dispatch over the telephone. In the instance of a criminal report, the District Police will take measures to protect the victim's confidentiality when necessary.

#### OTHER AVAILABLE SERVICES

Individuals designated as mental health counsellors and whose job responsibilities include providing psychological counseling to students, may respect a reporting party's wish for confidentiality when the counselor receives a report. This confidentiality must be within the counselor's job description and licensure. These mental health specialists constitute a professional counsellor within the meaning of the Clery Act.

The District does not provide pastoral counselling within the meaning of the Clery Act. Pastoral counselors are those individuals who are associated with a religious order or denomination, are recognized by that religious order or

denomination as someone who provides confidential counseling, and who are functioning within the scope of that recognition as a pastoral counselor.

#### EMERGENCY NOTIFICATIONS

RCCD is committed to a safe educational and work environment for all students, faculty, staff and visitors, as well as the surrounding community. Timely communication in the event of an emergency is a priority. In the event of a serious incident that poses an immediate threat to life or property, the District has various systems in place in order to communicate information to stakeholders quickly.

The District's emergency communication protocol involves the following communication components, any or all of which may be used in an emergency.

- Mass Notifications through Rave
- Rave Guardian mobile application
- Telephone calls to land-lines
- Telephone calls and text messages to cellular telephones
- Email to students, faculty & staff
- Notifications via select social media platforms

To help facilitate receipt of such emergency notifications, RCCD encourages students, faculty & staff to provide updated cell phone numbers and email addresses and

sign-up for the Rave Guardian mobile application for additional notifications.

In the event of a major incident on property owned or controlled by the District, in addition to dispatching District Police personnel, it is the responsibility of the Police Dispatch to notify the appropriate allied agencies. In all circumstances, the District Chief of Police will confirm whether the circumstances constitute a significant emergency or dangerous situation involving an immediate threat to the health and welfare of those on campus. That determination will be considered by the Chancellor, Vice Chancellor of Business and Financial Services, the Vice Chancellor of Strategic Communications and Institutional Advancement, the Director of Risk Management and the affected College President prior to the initiation of the mass notification protocol.

The Vice Chancellor of Strategic Communications and Institutional Advancement or designee will be responsible for the dissemination of the electronic communication to the entire College District. Responsibility for communications, including non-electronic communications, directed toward specific segments of the District community will be apportioned through the appropriate college President or their designee.

The District conducts numerous tests of its emergency communication components

throughout the year. These tests can be publicized or unannounced.

## SPECIFIC EMERGENCY PROCEDURES

### Shelter in Place

Under certain circumstances, the District Police may advise members of the District to shelter in place. In most circumstances, sheltering in place provides protection from external hazards, minimizes the chance of injury and/or provides the time necessary to allow for a safe evacuation. Sheltering in place should be done by selecting a small interior room if possible, with no windows or as few windows as possible. All attempts should be made to identify a sufficient location prior to an emergency event. When authorities issue a directive to shelter in place, take refuge inside as soon as possible; do not walk outdoors.

An order to shelter in place may be issued in response to:

- An active shooter
- Severe storm or weather
- Hazardous materials
- Civil unrest
- A hostage situation
- Any condition that involves a threat outdoors

If a shelter in place order is activated:

- Remain calm

- Select the appropriate space and lock all doors, windows and any other opening to outdoors
- Stay away from doors and/or windows
- Avoid overcrowding by selecting several rooms if necessary

For external chemical, biological or radiological incidents:

- Stay inside and move to an inside corridor or office
- Facilities personnel may need to shut down all building ventilation and air conditioning systems when necessary and appropriate
- Remain alert for instructions and updates as they become available from emergency personnel or college administration

### **Evacuation Procedures, Including in Case of Fire**

At the sound of a fire alarm, or if you are instructed to evacuate, proceed to the nearest exit and leave the building. If you are the first to recognize a fire situation, activate the fire alarm, evacuate to the safest location, and notify the District Police.

- Remain calm
- Exit via the stairs - do NOT use elevators

- Assist the physically impaired when possible
- Proceed to a clear area at least 150 feet from the building
- Keep walkways and driveways clear for emergency personnel and vehicles
- Make sure that everybody is out of the building
- Do not re-enter the building until instructed to do so by emergency personnel or college administrators

### **Mass Notification Notices**

The District or colleges will issue mass notification notice whenever the college administration and/or District Police believe that there may be a serious or continuing threat to students, faculty or staff. The intent of the mass notification system alert is to aid in the prevention of similar crimes and to enable members of the District community to take proactive steps to protect themselves.

The Vice Chancellor of Strategic Communications and Institutional Advancement or designee will review and revise the text of the mass notification emergency messages as necessary, and then transmit the notification containing the notice to the college community. The content of the message will not contain confidential information, such as a victim's name, but will contain the information appropriate to assist members of the

Riverside Community College District in preventing similar incidents. A mass notification will not be transmitted if it is deemed that the notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

At the direction of the Chancellor, mass notifications will only be sent to members of the RCCD community associated with locations or institutions at which it is deemed there is a serious or continuing threat to students, faculty or staff. Updates about any case resulting in a criminal case will be distributed as deemed appropriate.

**POLICIES AND PROCEDURES RELATED TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING**

**Prohibition**

The Riverside Community College District prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as they are defined under the Clery Act:

Domestic Violence: the term “Domestic Violence” means -

- 1) Felony or misdemeanor crime of violence committed by –
  - a. A current or former spouse or intimate partner of the victim;
  - b. A person with whom the victim shares a child in common;

- c. A person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner;
  - d. A person similarly situated to a spouse of the victim under the California law; or
  - e. Any other person against an adult or youth victim who is protected from that person’s acts under California law.
- 2) The term “crime of violence” means an offense that has as an element the use, attempted use, or the threat of use of physical force against the person or property of another; or any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense. (18 USC § 16 )

Dating Violence: the term “dating violence” means violence committed on the basis of sex, by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors:

- 1) The length of the relationship
- 2) The type of relationship

- 3) The frequency of interaction between the persons involved in the relationship.

For the purposes of this definition –

- a. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse
- b. Dating violence does not include acts covered under the definition of domestic violence

Stalking: the term “stalking” means a course of conduct directed at a specific person on the basis of sex that would cause a reasonable person to fear for the person’s safety or the safety of others, or to suffer substantial emotional distress. For the purpose of this definition:

- 1) A course of conduct is two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by an action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- 2) Reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant.
- 3) Substantial emotional distress means significant mental suffering

or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Sexual Assault: an offense that meets the definition of rape, fondling, incest, or statutory rape as defined in the FBI’s Uniform Crime Reporting system. A sex offense is any act directly against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape: penetration, however slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: the touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: nonforcible sexual intercourse between persons who are related to each other within the degree wherein marriage is prohibited by law.



Statutory Rape: nonforcible sexual intercourse with a person who is under the statutory age of consent.

The District also prohibits these crimes as defined in the California Penal Code.

Consent: Affirmative consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout the sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. In California, a minor (meaning a person under the age of 18) cannot consent to sexual activity.

In the evaluation of complaints in any disciplinary process, it shall not be a valid response to alleged lack of affirmative consent that the Respondent believed that the complainant consented to the sexual

activity under either of the following circumstances:

- a. The Respondent's belief in affirmative consent arose from the intoxication or recklessness of the Complainant. Any allegation that alcohol or other drugs were involved in an incident will be reviewed.
- b. The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the complainant affirmatively consented.

It shall not be a valid response that the Respondent believed that the Complainant affirmatively consented to the sexual activity if the Respondent knew, or reasonably should have known, that the Complainant was unable to consent to the sexual activity under any of the following circumstances:

- a. The Complainant was asleep or unconscious;
- b. The Complainant was incapacitated due to the influence of drugs, alcohol, or medication so the Complainant could not understand the fact, nature, or extent of the sexual activity; or
- c. The complainant was unable to communicate due to mental or physical condition.

In criminal proceedings, consent is defined as: *"Positive cooperation in act or attitude pursuant to an exercise of free will. The*

*person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved”* (CA Penal Code 261.6). Under state law, criminal liability may attach when:

- a. A person is incapable of giving legal consent because of a mental disorder or physical or developmental disability, and this is known or reasonably should be known to the person committing the act
- b. It is accomplished against a person’s will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another
- c. A person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused
- d. A person is unconscious of the nature of the act and this was known to the accused
- e. A person submits under the belief that the person committing the act is someone known to the victim other than the accused, and this belief is induced by the accused with intent to induce the belief
- f. It is accomplished against the victim’s will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that

the perpetrator will execute the threat

- g. It is accomplished against the victim’s will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another and the victim has a reasonable belief that the perpetrator is a public official (CA Penal Code 261, 286, 288a, 289).

### **Policies and Procedures for Reporting and Responding to Incidents**

#### **Reporting an Incident Generally**

Members of the college community can report an incident of dating violence, domestic violence, sexual assault, or stalking to law enforcement, to their respective college, the District or none of the above. A report does not need to be made by the victim of an incident but may be reported by a third party.

In the event of a sexual assault a victim wishes to make a report to law enforcement or to the District, the victim may wish to do so as soon as possible in order to aid in the preservation of physical evidence of the assault. To preserve evidence that may assist in proving that the alleged criminal offense occurred, a victim of sexual assault may not wish to bathe, change/laundry clothing, or clean the bed/linens where the assault occurred. The victim may also aid in the collection of evidence by not disposing of any damaged

or stained clothing or other items of evidentiary value. While a victim may ultimately choose not to make a report of sexual assault, nevertheless, the individual may wish to consider preserving evidence as described. In California, evidence may be collected even if a victim does not wish to make a report to law enforcement.

Victims of sexual assault, domestic violence, stalking and dating violence are encouraged to also preserve documentary evidence by saving text messages, instant messages, social networking pages, or other forms of communication. Victims should also save pictures, logs or other copies of documents if they have any evidentiary value to law enforcement or the College District during any administrative proceeding.

#### Reporting to Law Enforcement

An individual may make a report directly to the Riverside Community College District Police by calling (951) 222-8171. District Police will immediately initiate a criminal investigation into any on-campus sexual assaults.

As stipulated in the California Constitution, Article I, Sec 28(b), also known as *the Victims' Bill of Rights* (Marsy's Law) a victim of sexual assault, and all crime victims in general, have safeguards that provide for the victim to be reasonably protected from the defendant and persons acting on behalf of the defendant, and to prevent the disclosure of confidential information or

records to the defendant, the defendant's attorney, or any other person acting on behalf of the defendant, which could be used to locate or harass the victim or the victim's family or which disclose confidential communications made in the course of medical or counseling treatment, or which are otherwise privileged or confidential by law. Crime victims may obtain additional information regarding Marsy's law and local victim witness assistance centers information by contacting the California State Attorney General's Office of Victim's Services at (877) 433-9069.

Per a Memorandum of Understanding (MOU), District Police may contact the Riverside Police Department or Riverside Sheriff's Department if highly specialized resources are needed to complete the investigation.

#### **Riverside Police Department**

4102 Orange Street, Riverside, CA 92501  
(951) 826-5700

#### **Riverside Sheriff's Department**

4095 Lemon St. Riverside, CA 92501  
(951) 955-2400

#### Reporting to the College District

An individual may also make a report to the Riverside Community College District. It is recommended that the individual report an incident directly to the Title IX Compliance

Officer or one of the Title IX Deputy Coordinators.

### Sexual Harassment under Title IX?

Title IX of the Educational Amendments of 1972 states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Sexual harassment under Title IX includes conduct on the basis of sex that reflects one or more of the following:

- A) **Quid Pro Quo Sexual Harassment:**  
When an employee of the District conditions (implicitly or explicitly) the provision of an aid, benefit, or service of the District on an individual’s participation in unwelcome sexual conduct; or
- B) **Hostile Environment Sexual Harassment:** Unwelcome conduct determined by a reasonable person standing in the shoes of the Complainant to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or
- C) Sexual assault, dating violence, domestic violence, or stalking as defined herein.

### Title IX Coordinator

Lorraine Jones, District Compliance Officer  
3801 Market Street, Suite 200, Riverside, CA 92501

Phone: (951) 328-3874

Email: [Lorraine.jones@rccd.edu](mailto:Lorraine.jones@rccd.edu)

### Deputy Title IX Coordinators:

#### **Moreno Valley College**

Silvester Julianne

Senior Human Resources Liaison

MVC Office: 16130 Lasselle Street, Moreno Valley, CA 92551

MVC Phone: (951) 571-6279

District Office Phone: (951) 222-8593

TTY: (951) 776-2037

Video Phone: (951) 801-5712

Email: [silvester.julienne@rccd.edu](mailto:silvester.julienne@rccd.edu)

#### **Norco College**

Shannon Minter, M.S., SHRM-CP

Senior Human Resources Liaison

Norco Office: 2001 Third Street, Norco, CA 92860

Norco Phone: (951) 739-7801

District Office Phone: (951) 222-8356

TTY: (951) 776-2037

Video Phone: (951) 801-5712

Email: [Shannon.minter@rccd.edu](mailto:Shannon.minter@rccd.edu)

#### **Riverside City College**

Danielle Sanders, PHR

Senior Human Resources Liaison

Riverside Office: 4800 Magnolia Avenue, Riverside, CA 92506

Riverside Phone: (951) 328-3703

District Office Phone: (951) 222-8591

TTY: (951) 776-2037

Video Phone: (951) 801-5712

Email: Danielle.sanders@rccd.edu

### **Additional Resources**

Riverside Community College District  
Safety & Police 24-hour Dispatch (951) 222-8171 or 9-1-1

### **Student Health Services**

Moreno Valley College  
(951) 571-6103 or (951) 571-6147

Norco College  
(951) 372-7046

Riverside City College  
(951) 222-8151

### **Community Resources**

Riverside Area Rape Crisis Center  
(951) 686-RAPE (7273)

Rape, Abuse, and Incest National Network  
(RAINN) 1 (800) 656-4673

### **Area Hospitals**

Riverside University Health System Medical Center  
(951) 486-5650 (Emergency Room)  
(951) 486-5670 (Fast Trac)  
(951) 486-4000 (Operator)

Corona Regional Medical Center  
800 S. Main St. Corona, CA 91720  
(951) 736-6241

An individual may make a report to the District. It is recommended that an individual report an incident directly to the Title IX Coordinator, a Title IX Deputy Coordinators, or any Official with Authority (OWA) who will notify the Title IX Coordinator of any reports they receive of dating violence, domestic violence, sexual assault, or stalking. Refer to RCCD Administrative Procedure #5840.

District personnel, including the Title IX Coordinator(s), counselors, and Health Services personnel can and will assist the individual to contact law enforcement if that individual desires to do so. Again, although the District strongly encourages all members of its community to report incidents of dating violence, domestic violence, sexual assault, and stalking to law enforcement, it is the victim's choice whether to make such a report and victims have the right to decline involvement with the police.

When appropriate as a precautionary measure, interim remedy, or non-disciplinary remedy, the District may issue a written directive instructing a student or employee to refrain from communicating with another student or employee or be subject to disciplinary action.

### **Orders of Protection**

An order of protection is a legal order prohibiting a party, such as the aggressor in a dating violence, domestic violence, sexual

assault, or stalking situation, from having contact with a victim. An order of protection may also prohibit the party from appearing at a given location, such as the victim's residence, work, or school.

Examples of orders of protection are:

Emergency Protective Order (EPO); Temporary Restraining Order (TRO); and Permanent Restraining Order (RO). The District complies with California law in recognizing orders of protection, and will assist a protected party in enforcing an order of protection of which it is aware.

Under certain circumstances, District Police may secure a temporary Emergency Protective Order when responding to a domestic violence, dating violence, sexual assault, or stalking situation, but neither District Police nor the District may issue a permanent Restraining Order.

District Police or the Title IX Coordinator will provide a victim with information to enable the individual to obtain an order of protection through the Superior Court of California, County of Riverside. Other Advocacy or Victims' Assistance Organizations.

**Please note:** Neither the employees of the Riverside Community College District nor the Riverside Superior Court are affiliated with the above programs, nor do they endorse, evaluate, supervise, or monitor the programs. Each program is

independently responsible for compliance with applicable state or federal laws.

The Riverside Community College District absolutely prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined by the Clery Act and by the California Penal Code. The District strongly encourages victims to report all such incidents to the District and to law enforcement, but respects a victim's decision to decline to do so. If the District has notice of any such incident, the District will fulfill its obligation to take action to end, prevent, and remedy incidents of sex or gender-based discrimination.

The District has notice of an incident when a responsible employee, meaning District Police personnel, District faculty, managers and supervisors, or personnel who regularly interact with students, is aware or should be aware of the incident. The Title IX Coordinator will coordinate the District's response to all such incidents.

### **Interim Remedies**

The District will always provide victims with written referrals to resources as described above. A victim always has the choice whether or not to make use of these resources. The Title IX Coordinator will also work with the victim and appropriate members of the administration to offer the victim reasonable and appropriate interim remedies and/or accommodations,

examples of which might include, but are not limited to:

- Academic accommodations, such as extra time on assignments, exceptions to attendance policies, online submission of assignments, or tutoring
- Late drops or withdrawals from courses
- Transfer of courses
- Special parking arrangements
- Accommodations related to financial aid
- Alternative work arrangements
- Escorts by District Police officers

Note that the District will not presume when arranging potential course transfers that it is appropriate to transfer a potential Complainant rather than the Respondent. Factors the Title IX Coordinator will consider in determining what accommodations are appropriate include the need expressed by the Complainant, the severity or pervasiveness of the allegation, possible continuing effects on the complainant, and the burden on the District and/or the responding party associated with implementing the arrangements. The Title IX Coordinator will arrange these accommodations while preserving the Complainant's confidentiality to the utmost extent possible. The Title IX Coordinator will not disclose to individuals executing the arranged interim remedies/accommodations the nature of

the incident leading to the accommodations unless it is necessary for that implementation. The Title IX Coordinator will disclose the identity of the individual requesting the accommodation to the minimum number of District personnel necessary to affect the accommodation, and such personnel must maintain strict confidentiality. The Title IX Coordinator will inform the Complainant that such a disclosure may be required to affect the accommodation prior to making the disclosure.

Record-keeping related to reports of dating violence, domestic violence, sexual assault, and stalking is maintained in the District's online Maxient system, with access restricted to members of the Title IX Compliance Office.

When preparing required reporting documents, such as the Annual Security Report, the Title IX Coordinator shall cooperate with District Police and generate reports of incidents without information likely to disclose the identity of any victim, such that District Police can correctly calculate the required information while avoiding duplication. The District does not publish the name of crime victims nor house identifiable information regarding victims in the Daily Crime Log maintained by District Police or online.

**Comprehensive Response**

In response to all notifications of possible sex or gender-based misconduct, including dating violence, domestic violence, sexual assault, or stalking, the Title IX Coordinator will commence a prompt, thorough, fair and impartial inquiry in the matter. While the Title IX Coordinator will attempt to abide by the wishes of the Complainant to the extent possible, the Title IX Coordinator will take the responsive action necessary to end any potential discrimination, prevent its recurrence, and remedy its effects.

Generally, a violent incident, including most incidents of dating violence, domestic violence, and sexual assault will require the District to proceed with a prompt, thorough, and impartial investigation meeting the elements of due process required to take disciplinary action if the allegations are substantiated.

The Title IX Coordinator, along with any individual assisting the Title IX Coordinator in implementing the District's response to a notification of dating violence, domestic violence, sexual assault, or stalking, including the Title IX Coordinator and Title IX Deputies, receive annual training relating to those topics and how to protect the safety of victims and promote accountability.

When the District receives notifications of possible dating violence, domestic violence, sexual assault, and stalking, the District's trained Title IX Coordinator(s) will generally

commence an investigation into the matter to determine whether the Respondent has violated the Student Code of Conduct, the District Nondiscrimination Policy, the Harassment & Retaliation Policy, or the Prohibiting Sexual and other Assaults on Campus Policy. Again, the Title IX Coordinator will conduct this investigation and preserve the victim's confidentiality to the utmost extent possible, while also adhering to the District's legal mandate to end the discrimination.

Throughout the process, both parties may be accompanied to any meeting or proceeding by an advisor of their choice, and this advisor may be an attorney.

At a minimum, the investigation will involve interviewing and collecting information from the Complainant, Respondent, and any witnesses they identify and interviewing and collecting information from any other witness the Title IX Coordinator deems appropriate. Prior to interviewing the responding party, the Title IX Coordinator will provide the responding party with notice that the party is under investigation, including specific information regarding the alleged conduct constituting the alleged violation and applicable District Policy alleged to have been violated. The Title IX Coordinator will interview the responding party and collect information from any other witness identified by the responding party, though the District does not deem character witnesses relevant to Title IX proceedings. Any witness may



decline to meet with the Title IX Coordinator, though the responding party may be found responsible for the alleged violation even though they chose not to meet with the Title IX Coordinator.

The Title IX Coordinator or their designee will create a written summary containing the information collected during the investigation and provide both parties with an opportunity to review the written summary and offer responsive comment and information.

The Title IX Coordinator or their designee creates an investigation report that includes a finding as to whether, by a preponderance of the evidence, the respondent violated District Policy with respect to each allegation made by the Complainant. It is anticipated that the investigation undertaken by the Title IX Investigator will take up to five or six weeks but may take less in more straightforward matters.

The Title IX Coordinator will then approve that determination and, if there has been a finding that the responding party violated District Policy, forward the Investigation Report on for appropriate disciplinary action. For specific guidelines refer to Administrative Policy #6430 and #6430[A], Prohibition of Harassment and Retaliation and Handling of Complaints.

Following the imposition of disciplinary action, or in the event of a finding of non-responsibility, both parties will be provided with written notification of the District's determination. Both parties then have an opportunity to initiate a written appeal to the Title IX Coordinator. Grounds for appeal include bias, improper procedure and new evidence not reasonably available previously. Following the appeal, the Title IX Coordinator will issue written notification to both parties of the outcome of the appeal.

## SAFETY INITIATIVES, CRIME PREVENTION EFFORTS, AND TRAININGS

### Campus Facilities

The Riverside Community College District is a public institution and therefore is open to the public. Many campus rooms and areas are protected by intrusion alarms and require electronic access cards. Before entering any such areas, the District Police dispatch should be notified at (951) 222-8171.

It is the responsibility of those who use rooms, offices and other areas to lock access doors, turn off lights and close windows. Facilities staff and District Police staff will check many of the areas of the campus during off hours, but the primary responsibility for security lies with the user.

Keys are provided to individual staff members on a need-to-enter basis as determined by the appropriate supervisor.

Lost keys must be reported immediately to one's supervisor and to the District Police. Keys must never be loaned to other staff members or students. District Police personnel will confiscate any keys which have not been specifically issued to a particular individual.

No District property may be removed from the campus without written permission from the department chairperson or area supervisor. Unauthorized removal of District property from the campus is a violation of the law and may be prosecuted by the District.

The Facilities Management Department is responsible for maintenance of campus safety features such as lighting and alarms.

### **Education and Prevention Programs**

#### **General Education and Prevention**

It is the philosophy of the District that safety and security is everyone's responsibility. Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive for learning.

It is the goal of the District to inform students and staff in a timely manner of any criminal activity or security problem that may pose a reasonable threat to their safety. Such information will be distributed to students through this document, emergency notifications, and student publications. The

District and/or applicable colleges provide periodic training to faculty leaders regarding primary incident response.

Faculty and staff are informed through in-house memos, bulletins, newsletters and email. Finally, all effective crime prevention programs include people watching out for one another. All staff and students are asked to be alert, security conscious and involved. Call District Police at (951) 222-8171 whenever you see suspicious behavior "See Something, Say Something."

### **Options to Safely be an Active Bystander**

Bystanders play a critical role in the prevention of sexual and relationship violence. Bystanders are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it." We want to promote a Culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some options for bystander interventions.

- If you or someone else is in immediate danger, dial 9-1-1.
  - This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, and try to have sexual contact with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.
- Try to avoid isolated areas. It is more difficult to get help if no one is around. Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags, as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have money for transportation.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the event, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.

### **Risk Reduction — Safety Strategies**

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (adapted from the Rape, Abuse, & Incest National Network)

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.

- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.)
- Don't leave your drink unattended. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact local law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

If you need to get out of an uncomfortable or scary situation here are some things that you can try:

- Remember that being in this situation is not your fault. You did not do anything wrong. It is the person who is making you uncomfortable that is to blame.
- Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason.
- Do what feels right to you and what you are comfortable with.
- Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- Lie. If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

### **Alcohol and Illegal Drugs**

District Student Board Policy #1835, prohibits the use, possession, or distribution of narcotics or other controlled substances, including alcohol, while on the college premises or at college athletic contests sponsored by the District. A student may be suspended or expelled for violation of this policy. In enforcing this prohibition, the District and District Police will cooperate to also enforce all federal and state underage drinking and drug laws.

Per Board Policy #5870, the District also prohibits the use of tobacco products and electronic delivery devices on campus or at college/district sponsored events.

Any type of drug use, including alcohol, is dangerous and potentially life threatening. Drugs and alcohol adversely affect the body, mind and behavior. The effects vary from person to person and from usage to

usage. Even low doses of drugs and alcohol can impair judgment and coordination. If you use drugs or alcohol, you risk overdose, accidents, dependence, ill health, as well as legal, financial and personal problems. The federal laws against drugs are divided into two categories: possession and distribution. The penalties are severe depending upon the type of drug, quantity of the drug, and any prior offenses. Possession will earn up to one year in prison and a \$5,000 fine. Distribution will earn up to life in prison and an \$8 million fine. State laws vary and may be more severe.

The District also provides assistance to employees through the Benefits Office or through the Employee Assistance Program (EAP).

Visit or call the Student Health Services at the Colleges for additional information:

### **Student Health Services**

Riverside City College: (951) 222-8151

Norco College: (951) 372-7046

Moreno Valley College: (951) 571-6103

Additional information is available in the District Police Office. For complete information call (951) 222-8171

### **Sex Offender Registration**

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 a State concerning registered sex offenders may be obtained. It also requires sex offenders who are already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vacation, volunteers, or is a student.

Faculty, staff and students of the Riverside Community College District may obtain information on registered sex offenders who are students, employees or volunteers at a specific college or facility within the District by calling District Police at (951) 222-8171 to schedule an appointment.

In California, convicted sex offenders must register with the jurisdiction in which they reside. You can search online for sex offenders in the cities of Norco, Moreno Valley and Riverside by using the interactive map at [www.meganslaw.ca.gov/](http://www.meganslaw.ca.gov/)

The Nation Sex Offender Public Registry is available through the U.S. Department of Justice at [www.nsopw.gov/](http://www.nsopw.gov/)













Campus/Location	VAWA - Stalking					
	Public Property			On Campus		
	Year	17	18	19	17	18
<b>Riverside</b>	0	0	1	1	0	0
Rubidoux Annex	0	0	0	0	0	0
District Office Spruce (NC)	0	0	0	0	0	0
Culinary Academy	0	0	0	0	0	0
RCCDSO (NC)	0	0	0	0	0	0
Distance Education (NC)	0	0	0	0	0	0
CAADO	0	0	0	0	0	0
Institutional Learning Center Stokoe	0	0	0	0	0	0
<b>Moreno Valley</b>	0	0	0	6	1	0
Ben Clark Training Center	0	0	0	0	0	0
<b>Norco</b>	0	0	0	1	0	1
JFK Middle College HS	0	0	0	0	0	0
Economic Development Corona (NC)	0	0	0	0	0	0

- There were two reported hate crimes for 2017 – Bias against Race

NOTE: NC denotes a District property not used for the purposes of instruction.