



AP 3515

REQUIRED REPORTING OF CRIMES

References:

Education Code Sections 212 and 67380, 67383, and 87014;
Penal Code Section 245 and 422.55;
Jeanne Clery Disclosure of Campus Security Policy and
Campus Crime Statistics Act of 1998;
20 United States Code Section 1232g;
34 Code of Federal Regulations Parts 99.31(a)(13), (14) and 668.46;
Campus Security Act of 1990

Individuals who witness or are victims of a crime on District property should immediately report the crime to Campus Security. If the crime is witnessed after hours, the crime should be reported to the Santa Barbara Police Department.

Required Reports to Local Law Enforcement Agency

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

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

To Report a Crime

Contact Campus Security at (805) 730-4200 and/or dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to Campus Security.



In the event an employee is assaulted, attacked, or menaced by a student, the employee shall notify the supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the attack or assault to Campus Security or the Santa Barbara Police Department. The supervisor shall make the report if the employee is unable or unwilling to do so.

Victims of a crime who do not want to pursue action through the District or the criminal justice system may still want to consider making a confidential report. Campus Security, with the victim's permission, can file a report on the details of the incident without revealing the identity of the victim. The purpose of a confidential report is to comply with wishes to keep the matter confidential, while contributing to the safety of others. With such information, the District can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Campus Security encourages anyone who is the victim or witness to any crime to promptly report the incident to the Santa Barbara Police Department.

Warnings and Notifications

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.

Pursuant to the Clery Act, the District shall publish warnings to the campus community about the following crimes:

- Criminal homicide – murder and non-negligent manslaughter;
- Criminal homicide – negligent manslaughter;
- Sex offenses – forcible and non-forcible sex offenses;
- Domestic violence, dating violence, and stalking; (also see AP 3540 Sexual and Other Assaults)
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft;
- Arson;
- Arrests for liquor law violations, drug law violations, and illegal weapons possession;



- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
- Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury;
- Those reported to Campus Security or the Santa Barbara Police Department; and
- Those that are considered to represent a continuing threat to other students or employees.

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

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Director of Security may also post a notice on the campus-wide website at the Pipeline login page, providing the community with more immediate notification. The Pipeline login page is immediately accessible via computer by all faculty, staff, and students. Anyone with information warranting a timely warning should report the circumstances to the Director of Security, by phone at (805) 730-4200 or in person at Campus Security.

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

Annual Security Report

The District shall publish an Annual Security Report (pursuant to the Clery Act) every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources, and other matters. The District shall make the report available to all



current students and employees. The District will also provide prospective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting Campus Security situated on the Cliff Drive campus or at the website address (<http://sbcc.edu>).

Daily Crime Log

The District shall maintain a Daily Crime Log (pursuant to the Clery Act) that includes all criminal incidents and alleged criminal incidents reported to Campus Security. The log shall include incidents occurring on campus and on additional geographic locations immediately adjacent to and accessible from the campus. Incidents must be entered into the log within two business days of when they were reported to Campus Security. The log shall be made be available and accessible to the public upon request on all District campuses, and may be maintained in hard copy or electronic format.

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