



## Annual Security and Fire Safety Report

2016

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### Welcome

Welcome to College of the Siskiyou. We hope your time spent here will be rewarding and safe. College of the Siskiyou is committed to the safety and well-being of our students, faculty, staff, and community visitors. Although College of the Siskiyou enjoys an idyllic setting and very low crime rate, no community will ever be totally free of risk. Members of the college community, students, faculty, and staff share in the responsibility of maintaining a safe and healthy environment. By reading the information presented in this report, you have taken the first step in becoming a partner in ensuring your own safety. It is only through everyone's cooperation and vigilance that College of the Siskiyou will remain a beautiful and safe environment to learn and work. The information contained in this report was prepared under the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act {20 U.S.C. 1092(f)}. The report presents a description of College of the Siskiyou's security/safety policies and crime statistics for the most recent calendar year and the two preceding years.

### Annual Security Act

REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS College of the Siskiyou receives criminal reports from the Campus Security Reporting Authorities, the public and local law enforcement. The Report includes statistics for the previous three years concerning reported crimes that occurred on-campus, or property owned or controlled by the SISKIYOU Community College District; and on public property within, immediately adjacent to and accessible from, the campus. The report also includes institutional policies and procedures concerning campus security. You can view the annual CRIME STATISTICS REPORT in Appendix A of this report. A copy of this report can be obtained by contacting the Student Services Office at (530)938-5374 or the Human Resource Department at (530)938-5317.

IMPORTANT NOTICE: CALL 911 (9-911 from campus phones) for all crimes currently in process or if any person is in immediate danger. Report directly to the police, for immediate action, when a threat to college property or any person is currently taking place. Siskiyou Joint Community College District relies on the security force of local police and sheriff personnel for immediate response

### Public Safety

AUTHORITY AND JURISDICTION it is the policy of College of the Siskiyou (COS) that individuals have primary responsibility for ensuring their own security and that of their personal effects. District employees, students, and visitors are asked to help maintain a secure campus by locking windows and doors, desks, file cabinets, equipment, residence room doors and windows, and vehicles. The college does not employ security or police personnel nor does it maintain a security department. The City of

Weed Police and City of Yreka Police departments have jurisdiction for crimes on the main campus and Yreka campus respectively. The Siskiyou County Sheriff's department has jurisdiction for crimes within the county of Siskiyou but outside the cities. The College of the Siskiyous Vice President of Student Services maintains the required crime statistics and assists law enforcement when asked.

### **Crime Reporting Procedures and Crime Statistics (AP 3515)**

Members of the College (Weed or Yreka Campus) who are witnesses or victims of a crime should immediately report the crime to the Weed or Yreka Police Department, depending on the campus site. In the event an employee is assaulted, attacked, or menaced by a student, the employee shall notify his or her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the attack or assault to the Weed or Yreka Police Department. The supervisor himself or herself shall make the report if the employee is unable or unwilling to do so.

Reporting a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment. The 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
- 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 Weed or Yreka Police Departments.
- Those that are considered to represent a continuing threat to other students and employees.

In the event that a situation arises, either on or off campus, that, in the judgment of the Vice President, Student Services, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college e-mail system to students, faculty, staff and the campus' student newspaper. The information shall be disseminated by the Vice President, Student Services 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, Student Life may also post a notice on the campus-wide emergency notification system on the District web site at: [www.siskiyous.edu](http://www.siskiyous.edu), providing the community with more immediate notification. The emergency notification system is immediately accessible via computer by all faculty, staff and students.

Anyone with information warranting a timely warning should report the circumstances to the Weed or Yreka Police Departments, by phone (938-5000 or 841-2300) or in person at City Hall/police station.

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.

The District shall annually collect and distribute statistics concerning crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information. The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting 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 the Vice President, Student Services or at the Website address <http://ope.ed.gov/security/search.asp>.

To Report a Crime, contact the Vice President, Student Services Office at (530) 938-5374 and 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 the police department. In addition you may report a crime to the following areas:

- Vice President, Student Services (530) 938-5374
- Vice President, Administrative Services (530) 938-5220
- Associate Dean, Counseling and Student Support Programs (530) 938-5353
- Vice President, Instruction (530) 938-5201
- Associate Vice President, Human Resources (530) 938-5317

The District does not allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. The District may disclose the final results of disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The District may also disclose to anyone the final results of a disciplinary proceeding in which it concludes that a student violated District policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Arson
- Assault offenses
- Burglary
- Criminal homicide – manslaughter by negligence
- Criminal homicide – murder and non-negligent manslaughter
- Destruction, damage, or vandalism of property
- Kidnapping or abduction
- Robbery
- Forcible sex offenses

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

### **Security of and access to campus facilities, including campus residences (AP 3501)**

During business hours, the District, excluding housing facilities, will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all District facilities is by key, if issued, or by admittance via the Weed Police, Yreka Police, or lodging staff. In the case of periods of extended closing, the District will admit only those with prior written approval to all facilities.

Residence halls are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock, and will be equipped with a lock separate from the regular key issued to resident students. Some facilities may have individual hours, which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic will have regular periodic security surveys. Administrators from the Student Services Office and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Director of Student Life and Maintenance staff shall meet to discuss campus security and access issues of pressing concern.

### **Monitoring and recording criminal activity at off-campus student organizations**

College of the Siskiyous Community College operates no off campus housing or off campus student organization facilities.

### **Sexual and Other Assaults on Campus (AP 3450)**

Any sexual assault or physical abuse, including, but not limited to, rape, sexual exploitation, domestic violence, dating violence, sexual assault, or stalking, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property; in connection with all the academic, educational, extracurricular, athletic and other programs of the District, whether those programs take place in the District's facilities or at another location; or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization is a violation of District policies and regulations and is subject to all applicable punishment, including criminal

procedures and employee or student discipline procedures. (See also AP 5500, Standards of Student Conduct.)

“Sexual assault” is defined as actual or attempted sexual contact with another person without that person’s consent, regardless of the victim’s affiliation with the College, even if the offense is not related to college activity or attendance and includes but is not limited to, touching another person’s intimate parts without that person’s consent, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

“Sexual exploitation” is defined as a person taking sexual advantage of another person for the benefit of anyone other than that person without that person’s consent, regardless of the victim’s affiliation with the College, including but not limited to prostituting another person, recording images or audio of another person’s sexual activity, intimate body parts, or nakedness if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to the disclosure and objected to the disclosure. Also, viewing another person’s sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s consent, and for the purpose of arousing or gratifying sexual desire.

“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. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

“Domestic violence” includes felony or misdemeanor crimes of violence committed by: a current or former spouse of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse; a person similarly situated to a spouse of the victim under California law; or any other person against an adult or youth victim who is protected from that person’s acts under California law.

“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 to suffer substantial emotional distress.

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. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a 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.

“Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, sexual exploitation, or stalking receive treatment and information. (For physical assaults/violence, see also AP 3500, 3510, and 3515.)

All students, faculty members or staff members who allege they are the victims of domestic violence, dating violence, a sexual assault, sexual exploitation or stalking on District property shall be provided with information regarding options and assistance available to them. Information shall be available from the Human Resources Office, which shall maintain the identity and other information about alleged

sexual assault victims as confidential unless and until the Associate Vice President, Human Resources is authorized to release such information.

### **Crime Prevention and Security Awareness Programs (AP 3450) continued**

The Associate Vice President, Human Resources or the Director, Student Life (depending upon who is approached first and victim preference) shall provide all alleged victims of domestic violence, dating violence, sexual assault, sexual exploitation, or stalking with the following:

- A copy of the District's policy and procedure regarding domestic violence, dating violence, sexual assault, sexual exploitation, or stalking.
- A list of personnel on campus who should be notified of the assault, and procedures for such notification, if the alleged victim consents, including the Associate Vice President, Human Resources, Vice President, Student Services, Director, Student Life, Superintendent/President, and Vice President, Administrative Services (as safety officer).
- Information about the importance of preserving evidence and the identification and location of witnesses.
- A description of available services, and the persons on campus available to provide those services if requested.

Services and those responsible for providing or arranging them include: the Associate Vice President, Human Resources or the Director, Student Life (depending upon who is approached first and victim preference); transportation to a hospital, if necessary; Counseling Office, or referral to a counseling center; a list of other available campus resources or appropriate off-campus resources; The victim's option to: notify proper law enforcement authorities, including on-campus and local police; be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and decline to notify such authorities; The rights of victims and the institution's responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by a court; Information about how the district will protect the confidentiality of victims; and Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. A description of each of the following procedures: criminal prosecution; civil prosecution (i.e., lawsuit); District disciplinary procedures, both student and employee; modification of class schedules; tutoring, if necessary.

The Director, Student Life should be available to provide assistance to local law enforcement unit employees regarding how to respond appropriately to reports of sexual violence.

The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP 3435, regardless of whether a complaint is filed with local law enforcement. All alleged victims of domestic violence, dating violence, sexual assault, sexual exploitation, or stalking on District property shall be kept informed, through the Human Resources Office of any ongoing investigation.

Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault, sexual exploitation, or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality. A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, sexual exploitation, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident,

unless the District determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic honesty.

In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances: The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused. The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented. In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances: The complainant was asleep or unconscious. The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity. The complainant was unable to communicate due to a mental or physical condition.

The District shall maintain the identity of any alleged victim, witness, or third-party reporter of domestic violence, dating violence, sexual assault, sexual exploitation, or stalking on District property, as defined above, in confidence unless the alleged victim, witness, or third-party reporter specifically waives that right to confidentiality.

All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults, sexual exploitation, or stalking on District property shall be referred to the District's Public Relations Office, which shall work with the Human Resources Office to assure that all confidentiality rights are maintained. Additionally, the Annual Security Report will include a statement regarding the District's programs to prevent sexual assault, sexual exploitation, domestic violence, dating violence, and stalking and procedures that should be followed after an incident of domestic violence, dating violence, sexual assault, sexual exploitation, or stalking has been reported, including a statement of the standard of evidence that will be used during any in any District proceeding arising from such a report.

The statement must include the following: A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses; sexual exploitation, domestic violence, dating violence, or stalking; Procedures to follow if a domestic violence, dating violence, sex offense, sexual exploitation, or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported; Information on a student's right to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests, and the right to decline to notify these authorities; Information about how the district will protect the confidentiality of victims, including how publicly-available recordkeeping will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by law; Information for students about existing on- and off-campus counseling, mental health, victim advocacy, legal assistance, or other services for victims; written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement; Procedures for campus disciplinary action in cases of an alleged domestic violence, dating violence, sexual assault, sexual exploitation, or stalking including a clear statement that: Such proceedings shall provide a prompt, fair, and impartial resolution; Such proceedings shall be

conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, sexual exploitation, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability; The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged domestic violence, dating violence, sexual assault, sexual exploitation, or stalking, the procedures for the accused and victim to appeal the results of the disciplinary proceeding, of any chances to the results that occurs prior to the time that such results become final, and when such results become final. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense, sexual exploitation, or stalking and any sanction that is imposed against the accused. A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, sexual exploitation, domestic violence, dating violence, or stalking.

### **Education and Prevention Information**

The Vice President, Student Services, shall: Provide, as part of each campus' established on-campus orientation program, education and prevention information about domestic violence, dating violence, sexual assault, sexual exploitation, and stalking. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations, and shall include the District's sexual assault policy and prevention strategies including empowerment programming for victim prevention, awareness raising campaigns, primary prevention, bystander intervention, and risk reduction. Post sexual violence prevention and education information on the campus internet website regarding domestic violence, dating violence, sexual assault, sexual exploitation, and stalking.

### **Campus Discipline**

Campus discipline for incidents of student rape and sexual assault will be handled according to Board Policy 3540.

### **Reporting**

If you have been a victim of rape or sexual assault, here are numbers to call for help:

- Emergency 911
- Rape Crisis Line (877) 842-4068
- Siskiyou Domestic Violence & Crisis Center (530) 842-6629 or (877) 842-4068
- Designated Administrator (530) 938-5374
- Counseling (530) 938-5353
- Title IX Coordinator (530) 938-5317

### **Emergency Response and Evacuation Policy AP 3505)**

General information about the emergency response and evacuation procedures for the District are publicized each year as part of the District's Clery Act compliance efforts and that information is available on the District web site. All members of the campus community are notified on an annual basis that they are required to notify the Weed or Yreka Police Department of any incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees on campus.

Local police have the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous



situation. In addition, local police coordinating with the Vice Presidents of Administrative Services or designee have a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Upon confirmation or verification by the District that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the District will determine the content of the message and will use some or all of the systems described below to communicate the threat to the campus community or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population. The District will, without delay, take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the campus community, the District has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include network emails, emergency text messages that can be sent to a phone or Personal Digital Assistant (PDA) (individuals can sign up for Everbridge using the link on the District home page), public address system, District website, local radio and television stations. The District will post updates during a critical incident on the District web site at [www.siskiyous.edu](http://www.siskiyous.edu). Individuals can call the District's recorded information telephone line at 530-938-5555 for updates. The District's Vice President of Administrative Services staff will be responsible for the dissemination of emergency information to the larger community through email, cell phone alerts, radio, TV alerts.

An evacuation drill is coordinated by the Safety Committee each year for all facilities on campus. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Local police do not establish locations for evacuation in advance because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, the local police and District staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

Evacuation drills are monitored by the local police and District Administration to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration. The District conducts announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. The Safety Committee and District Administration coordinate announced and unannounced evacuation drills each year, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. For each test conducted, the Director of Student Life will document a description of the exercise, the date, time, and whether it was announced or unannounced. The District will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

### **Emergency Response Plan**

The Emergency Response Plan is the District's planned response to all hazards on or affecting the campus or surrounding community. The plan will be activated by the District Superintendent/President or his/her delegated representative. The Emergency Response Plan details actions and responsibilities for all employees of the District including those on the Incident Management Team. The Emergency Response Plan is found on the District Safety Committee web page and in printed copy in the President's Office.

### **Missing Student Policies (AP 3503)**

If a member of the campus community has reason to believe that a student who resides in on-campus housing is missing, he/she should immediately notify the Vice President of Student Services, Director of Student Life, and the Weed Police Department at (530) 938-5000. The Weed Police Department will generate a missing person report and initiate an investigation. In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the District in the event the student is determined to be missing for more than 24 hours.

If a student has identified such an individual, the District will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the Student Services Office. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should the District determine that the student has been missing for 24 hours, the District will notify the Weed Police Department unless the Weed Police Department was the agency that determined the student was missing, and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the District will notify the student's parent or legal guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

### **Alcohol and Other Drug Policies**

**TOBACCO (AP 3570)** All buildings and grounds of the College are designated "clean air" facilities. Smoking and the use of smokeless tobacco are, therefore, prohibited in all campus buildings. Smoking is allowed inside personal vehicles and in clearly marked designated smoking areas only.

**TOBACCO USE IN LODGES** Smoking or use of smokeless tobacco is NOT permitted anywhere in the Lodges. **ENCLOSED OFFICES** Smoking is prohibited in all common areas and enclosed offices. Use of smokeless tobacco is prohibited in all common areas and all offices. **DISPOSAL OF SMOKELESS TOBACCO** In areas where smokeless tobacco is permitted, disposal of smokeless tobacco in any receptacle which is emptied by a College employee is permitted only if the substance is enclosed and tied-off in a sealed plastic bag.

**ALCOHOL (AP 3560)** In accordance with the California Education Code, alcohol is not allowed on community college campuses at any time. Any student found under the influence of, consuming, or in possession of alcoholic beverages on the campus or at any College sponsored function is subject to disciplinary action.

DRUGS (AP 3550) According to the California Education Code, the use, sale or possession on campus of, or your presence on campus under the influence of any controlled substance or illegal drug is forbidden. Anyone committing such an offense is subject to disciplinary action.

### **Campus and Workplace Violence (AP 3510 )**

Siskiyou Joint Community College District is committed to providing a safe work environment that is free of violence and the threat of violence.

#### **Responding to Threats of Violence**

The top priority in this process is effectively handling critical workplace incidents, especially those dealing with actual or potential violence. Violence or the threat of violence against or by any employee of the District or any other person is unacceptable. Should a non-employee on District property demonstrate or threaten violent behavior, he/she may be subject to criminal prosecution. Should an employee, during working hours, demonstrate or threaten violent behavior he/she may be subject to disciplinary action.

The following actions are considered violent acts:

- Striking, punching, slapping, or assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise.
- Engaging in dangerous, threatening, or unwanted horseplay.
- Possession, use, or threat of use, of a firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, on District property, including parking lots, other exterior premises, District vehicles, or while engaged in activities for the District in other locations, unless such possession or use is a requirement of the job.
- Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.
- Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2½ inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his or her employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of his or her duties.

Any employee who is the victim of any violent threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a District employee or a non-employee, shall immediately report the incident to his/her supervisor or other appropriate person:

- Associate Vice President, Human Resources (530) 938-5317
- Vice President, Administrative Services (530) 938-5220
- Vice President, Instruction (530) 938-5201
- Vice President, Student Services (530) 938-5374
- Director, Student Life (530) 938-5374
- Local Police Department (Weed PD – 938-5000) (Yreka PD – 841-2300)

No one, acting in good faith, who initiates a complaint or reports an incident under this policy, will be subject to retaliation or harassment. Any employee reported to be a perpetrator will be provided both due process and representation before disciplinary action is taken. In the event the District fears for the safety of the victim, perpetrator, or the safety of others at the scene of the violent act, the Weed Police Department (if in Weed) or Yreka Police Department (if in Yreka), will be called.

## **Fire safety report**

The Student Housing facilities at College of the Siskiyous house 162 occupants and consist of two buildings: Juniper Lodge and Ponderosa Lodge. All student-housing facilities at COS are covered with integrated and redundant fire alarm monitoring system. The system is monitored 24 hours per day, seven days per week by a contractor (Cal-Safety Co.) and the campus fire station operated by Cal-Fire. Each residence is equipped with fire extinguishers and each room is equipped with a smoke detector. Health and Safety inspections are conducted 3 to 4 times per semester. A district employee is on site every day. Fire Prevention inspections are conducted annually. Life Safety inspections are conducted periodically by Cal-Fire personnel. Drills are conducted at the beginning of each the fall and the spring terms.

### **Reporting a Fire**

Students or employees reporting a fire should DIAL 911 after they exit the building. If the fire event is no longer a danger, the Weed City Police Department, Director of Student Housing or the Assistant Director of Student Housing should be contacted as soon as possible and the fire event reported and documented.

- Remain calm
- Answer questions as they are asked by the 911 operator.
- Be prepared to give the location of the Fire (Building number, Room number).
- Be prepared to give your name and the phone number you are calling from.
- Advise of any injuries or people trapped inside.
- Remain on the phone until told to hang up by the 911 operator.

### **Procedures for Student Housing Evacuation**

In the event of a fire or other type of evacuation, the fire alarm will signal the evacuation. Other signals to evacuate could include an emergency message through email, cell phone, telephone, or instructions from a courier/runner.

### **Building Coordinator Responsibilities**

1. Retrieve the emergency red bag.
2. Set the radio to channel one.
3. Put on the blue safety vest and hard hats.
4. Divide into two groups for evacuating the residential halls and common areas.
5. Direct an orderly evacuation of the buildings occupants. Assist the students with physical and/or mobility impairments.
6. Advise occupants to take their belongings, leave the building and go to the designated evacuation site (Juniper parking lot BBQ area).
7. Account for all occupants.
8. Give first priority to persons with disabilities and to those with special needs.
9. Wait with the injured for emergency personnel if possible. Move the injured ONLY if necessary. Exercise extreme care when moving injured persons.
10. Do a cursory search of assigned buildings, looking for suspicious objects/containers.
11. Report status, "Housing Clear", to Incident Command Post.
12. Report to the evacuation site and wait for further instructions or the all clear.

**Statistics and Related to Information Regarding Fires in Residential Facilities for 2016**

Residential Facilities	Total fires in each building	Fire Number	Cause of Fire	Number of Injuries that required treatment at a medical facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Ponderosa Lodge	0	0	N/A	N/A	N/A	N/A
Juniper Lodge	0	0	N/A	N/A	N/A	N/A

Appendix A

Weed Campus

Campus Crime Statistics  
Reported in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998

WEED CAMPUS															
Crime Category	On-campus**			Non-campus buildings			Public Property			Dorm/Residential			Total Crimes		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
<b>Criminal Offenses</b>															
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses-Forcible	0	1	0	0	0	0	0	0	0	0	1	0	1	0	0
Sex offenses-non-forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating violence	0	1	0	0	0	0	0	0	0	0	1	0	1	0	0
Stalking incidents	1	2	0	0	0	0	0	0	0	0	0	0	2	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>															
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests</b>															
Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Disciplinary Actions</b>															
Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violations	17	21	22	0	0	0	0	0	0	17	21	20	17	21	22
Liquor law violations	9	24	38	0	0	0	0	0	0	9	23	21	9	24	38

Data are reported by calendar  
\*\*On-campus includes Dorm/Residential numbers

## Appendix A

### Yreka Campus

Campus Crime Statistics															
Reported in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998															
YREKA CAMPUS															
Crime Category	On-campus**			Non-campus buildings			Public Property			Dorm/Residential			Total Crimes		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
<b>Criminal Offenses</b>															
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0
Sex offenses-Forcible	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0
Sex offenses-non-forcible	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0
Dating violence	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0
Stalking incidents	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0
Burglary	0	0	2	0	0	0	0	0	0	n/a	n/a	n/a	0	0	2
Motor Vehicle Theft	0	0	1	0	0	0	0	0	0	n/a	n/a	n/a	0	0	1
Arson	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0
<b>Hate Crimes</b>															
Race	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0
Gender	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0
Religion	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0
Disability	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0
<b>Arrests</b>															
Illegal weapons possession	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0
<b>Disciplinary Actions</b>															
Illegal weapons possession	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	0	0	0
Data are reported by calendar															
**On-campus includes Dorm/Residential numbers															