



Shasta-Tehama-Trinity Joint
Community College District



Campus Safety 2020-2022

Annual Crime and Fire Report

Jeanne Clery Act

Information for the Main, Health Sciences (Downtown),
Tehama (Red Bluff), Intermountain (Burney) and
Trinity (Weaverville) Campuses.



Shasta College



Shasta College

MISSION STATEMENT, VISION, AND VALUES

MISSION

Shasta College provides a diverse student population with open access to undergraduate educational programs and learning opportunities, thereby contributing to the social, cultural, creative, intellectual, and economic development of our communities. The District offers general education, transfer and career-technical programs, and basic skills education. Shasta College provides opportunities for students to develop critical thinking, effective communication, quantitative reasoning, information competency, community and global awareness, self-efficacy, and workplace skills. Comprehensive student services programs and community partnerships support student learning and personal development.

VISION

Shasta College is a nationally recognized model community college engaging its communities through innovation in student learning and growth.

VALUES

Student Learning and Growth:

Create an academic and cultural environment that provides, promotes, and enhances opportunities for student learning and growth.

Quality Staffing:

Attract, retain, and develop an exceptional group of diverse employees who support student learning and growth.

Fiscal Integrity:

Ensure the fiscal integrity of the District to fulfill its mission.

Community Connection:

Foster the community's awareness, excitement, and appreciation of Shasta College, its students, and programs.

Positive Campus Climate:

Cultivate and embrace an environment that enhances student and employee well-being.

A MESSAGE FROM THE CHIEF OF CAMPUS SAFETY

Dear Friends,

The Shasta College Campus Safety Department is committed to maintaining a safe and secure campus environment. Together, the Department and the community can work to create a learning environment free from the distraction of criminal activity. We all play an important part in keeping ourselves, our fellow Knights, and our campus community safe. This Annual Security and Fire Safety Report (ASR) contains a wealth of information and resources.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, a copy of this Annual Security and Fire Safety Report is available online and in hard copy at the Campus Safety Department.

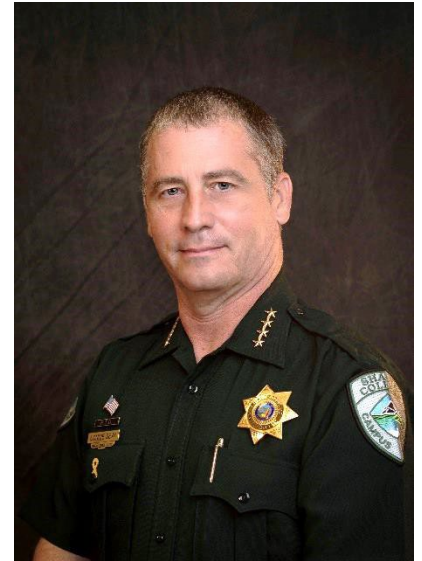
We hope you continue to help us in making Shasta College a safe place to study, work, and visit.

If, after reading this Annual Security and Fire Safety Report, you have any questions, feel free to stop by the Campus Safety Department Headquarters located on the Main Campus in building 6500, or reach us online at campussafety@shastacollege.edu.

Sincerely,

Lonnie Seay

Lonnie Seay
Chief, Campus Safety Department



Annual Crime and Fire Report for 2020-2022
Shasta-Tehama-Trinity Joint Community College District

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Shasta-Tehama-Trinity Joint Community College District

Campus Safety is committed to a safe and secure working and learning environment on all campuses within the District. In all aspects of security and plant operations and maintenance, the safety of students, employees, and visitors is our primary consideration.

In 1990, congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101-542) which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose crime statistics and security information. Amendments to the act were made in 1992, 1998, 2000, and 2013. The 1998 amendment renamed the law **Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act** in memory of a student slain in her dorm room in 1986 and is referred to as the Jeanne Clery Act or Clery Act.

The Violence Against Women Reauthorization Act of 2013 included the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Clery Act and affords additional rights to campus survivors of sexual violence, dating violence, domestic violence, and stalking.

The Clery Act provides students, their families and Shasta College faculty and employees with accurate, complete, and timely information about safety on campuses so that they can make informed decisions. The Family Educational Rights and Privacy Act (FERPA) permits such disclosures. The following web site provides more information about these and other provisions about campus safety: <http://www2.cd.gov/admins/lead/safety/campus.html>

In compliance with relevant provisions of federal law, Shasta-Tehama-Trinity Joint Community College District (Shasta College) is required to make policy and programmatic information available to the campus community as well as to prospective students and employees. The Shasta College Disclosure of Campus Safety Policies and Campus Crime Statistics gives information about these reports and additional material that may be of interest. The data contained in this report is for the calendar year January 1 through December 31, 2022, and includes the two prior years' statistics. This report is available by October 1 each year and can be found on the Campus Safety webpage under the Annual Security Report menu tab or by following the link: www.shastacollege.edu/ASR

Students are notified of the report availability via e-mail, web site, and new student orientations. Faculty and employees receive similar notifications, either by e-mail or through campus mail. The ASR is also available on the Human Resources, Admissions and Records, and Athletics webpages. You may request a printed copy of this report from Campus Safety, Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding holidays. Prospective employees may obtain a copy of this report from the Human Resources office.



Jeanne Clery

PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

The ASR is prepared through a cooperative effort and review process among the Annual Security Report Team – Campus Safety Department.

Authorities – Law enforcement agencies involved in providing statistics may include the following:

[Redding Police Department](#) [Shasta County Sheriff](#) [Trinity County Sheriff](#)
[Red Bluff Police Department](#) [Tehama County Sheriff](#) [Anderson Police Department](#) [Corning Police Department](#)

Campus Safety requests data from these agencies to prepare the ASR and disseminates to the campus community, public, and U.S. Department of Education. Agencies involved in the collection of crime statistics are provided guidance annually regarding the requirements under federal law, including the categorization of criminal activities and tabulation of the locations involved in reported crimes and arrests. Campus Safety, through a cooperative arrangement with the agencies, obtains relevant crime statistics from their databases, including appropriate crime codes, and the nature, dates, times, and locations of crimes committed within their jurisdiction.

Daily Crime Log

Campus Safety maintains a Daily Crime Log. The log includes all crimes reported to Campus Safety and discloses crime information on a timelier basis than the ASR. Campus Safety records log entries within 48 hours of receiving crime information. For current crime information, visit the Campus Safety webpage under the Crime Incident and Fire Log. The college will protect the confidentiality of the victim and reporting parties by not disclosing any personally identifiable information.

AGENCY JURISDICTIONS & MEMORANDUMS OF UNDERSTANDING (MOU) (KRISTIN SMART ACT)

California Education Code 67381 and the Kristin Smart Campus Safety Act of 1998 requires an Memorandum of Understanding (MOU) between California community colleges and local law enforcement agencies designating the agency that has operational responsibility for investigation of Part 1 violent crimes (murder and non-negligent homicide, rape (legacy & revised), robbery, aggravated assault, burglary, motor vehicle theft, larceny-theft, and arson) as defined in the Uniform Crime Reporting (UCR) Program. These MOUs clarify agency jurisdiction and responsibility.

Campus Safety jurisdiction refers to campus arrest authority and its working relationship with local law enforcement for the need of accurate and prompt reporting of all crimes.

Campus Safety has concurrent legal jurisdiction with local law enforcement agencies and authority at each campus, including properties leased by the District that are located off campus.

Shasta-Tehama-Trinity Joint Community College District has interagency protocol agreements at each campus with the following law enforcement agencies:

- Shasta College Main Campus: Redding Police Department (RPD)
- Health Sciences Campus (Downtown): Redding Police Department
- Tehama Campus (Red Bluff): Tehama County Sheriff's Office and Red Bluff Police Department
- Intermountain Campus: Shasta County Sheriff's Office
- Trinity Campus (Weaverville): Trinity County Sheriff's Office

The District contracts with the City of Redding to provide a School Resource Officer (SRO) to enhance the parties' ability to effectively address alleged criminal activity through cooperative effort between the Shasta College Campus Safety and Redding Police Department.

Campus Safety Officers have the authority to ask persons for identification and to determine if individuals have lawful business at the College. Campus Safety has authority under the laws of Citizens Arrest, CA Penal Codes 834 https://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=PEN§ionNum=834 and 837 https://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=PEN§ionNum=837 and the

College Board of Trustees to provide safety for persons and property on campus, respond to emergencies, assist in medical emergencies and other related safety needs, as well as enforce campus parking regulations and issue parking citations. Campus Safety Officers do not have Peace Officer arrest powers. Campus Safety are not sworn peace officers. However, most officers have completed the same Peace Officers Standards and Training (POST) as municipal law enforcement officers.

MONITORING CRIMES OF OFF-CAMPUS ORGANIZATIONS

Shasta College does not currently have officially recognized off-campus student organizations or student organizations with non-campus locations or housing facilities. This applies to each of the five campuses within the District.

The local law enforcement agency with jurisdiction over a location will respond to violations of local, state, and federal laws for off-campus crimes involving Shasta College students.

SHASTA COLLEGE CAMPUS SAFETY DEPARTMENT HOURS OF OPERATION	
MAIN CAMPUS:	Monday - Sunday: 24 hours per day
HEALTH SCIENCES CAMPUS:	Monday - Thursday: 8:00 a.m. to 10:00 p.m. Friday: 8:00 a.m. to 5:00 p.m. Saturday and Sunday: Closed *If there are no classes or campus functions, the campus will close at 5:00p.m.
COMMUNITY LEADERSHIP CENTER	Monday – Friday 8:00 a.m. to 5:00 p.m.
TEHAMA CAMPUS:	Monday - Thursday: 8:00 a.m. to 9:00 p.m. Friday: 9:00 a.m. to 1:00 p.m. Saturday and Sunday: Closed
INTERMOUNTAIN CAMPUS: (BURNEY)	Monday - Thursday: 8:00 a.m. to 9:00 p.m. Friday: 8:00 a.m. to 5:00 p.m. Saturday and Sunday: Closed *Hours listed above may change slightly based on class schedules. Campus Safety Officers are available on call during hours of operation listed above. Shasta County Sheriff is also available for response.
TRINITY CAMPUS: (WEAVERVILLE)	Monday - Thursday: 8:00 a.m. to 9:00 p.m. Friday: 8:00 a.m. to 5:00 p.m. Saturday and Sunday: Closed *Hours listed above may change slightly based on class schedules. Campus Safety Officers are available on call during listed above. Trinity County Sheriff is also available for response.

REPORTING CRIMES AND EMERGENCIES

REPORTING CRIMINAL OFFENSES, INCIDENTS, AND CONCERNING BEHAVIOR

Whether it happens to you, or you are a witness, you have the responsibility to report criminal activity. See section regarding agency jurisdictions and MOUs on page 6.

Please call 9-1-1 for emergencies, to report crimes in progress, or crimes that have just occurred. After calling 9-1-1, the victim or witness of the crime should attempt to contact Campus Safety. Firsthand information is always more accurate and complete. If someone merely gives you the information and leaves the scene, please include this information. There is an “Emergency 9-1-1” phone located in the North parking lot linked to Shasta Area Safety Communications Agency (SHASCOM).

When calling to report a crime or incident, please be ready to give the following information:

- a brief description of what occurred
- where the incident occurred
- when the incident occurred
- did the suspect(s) have a weapon
- where and when was the suspect(s) last seen
- description of the suspect(s) (gender, race, age, height, weight, hair color/length, clothing, facial hair, tattoos/scars)
- any other relevant information

Shasta College encourages individuals to report criminal activity immediately and as accurately as possible to Campus Safety or the jurisdictional law enforcement agency when the victim of crime elects to or is unable to make such a report. This will help to mitigate the risk or danger. With the passage of time, investigations may be hindered and may be considered incomplete or inaccurate.

Campus Safety prefers individuals to report alleged criminal actions that occur on campus through the following means:

- All campuses call Campus Safety at (530) 242-7910, option 3, on main campus go to Campus Safety in building 6500, or contact an officer in uniform on patrol at main, Downtown HSUC, and Tehama Campuses
- Use any emergency blue telephone located throughout the main campus-[Blue Phone Map](#)
- Dial 9-1-1 for emergency services

Campus Safety reviews and/or investigates reports of alleged criminal activity it receives and either dispatches an officer immediately or refers the report for subsequent investigation. This depends upon the nature and seriousness of the offense involved.

Individuals reporting an alleged crime are encouraged to make every effort to preserve evidence that might prove the crime was committed.

Campus Safety responses could include:

- Immediate response to emergencies through dispatch of one or more officers
- Investigation of reports in accordance with procedure
- Detainment or citizen arrest, depending upon the violation, under the authority of California (CA) Penal Codes 834 and 837
- Referring alleged offenders to appropriate campus agencies, such as the Assistant Superintendent/Vice President of Student Services
- Issuing “timely warnings” of crimes that represent a serious or continuing threat to the campus community
- Arranging for victim services as needed or requested

REPORT AN INCIDENT ONLINE

Shasta College also utilizes online forms to report crimes, incidents, and concerning behavior. These forms are located on the following webpages: Human Resources, Campus Safety, Health and Wellness, Student Services, and Student Life.

[File an Incident/Campus Safety Report](#)

This form is used to make a statement of facts about an alleged Civil or Criminal act. This report could initiate a Campus Safety investigation.

[File a Concerning Behavior/Behavioral Intervention Resource Team Report \(BIRT\)](#)

This form is used for faculty, staff, students, and others to refer an individual who may be struggling with academic, personal, or emotional difficulties or who may be exhibiting concerning behavior.

[File Standards of Conduct Violation Report](#)

This form is used to file a violation of the Standards of Conduct such as academic dishonesty.

REPORTING TO A CAMPUS SECURITY AUTHORITY (CSA)

Individuals may also report to a Campus Security Authority (CSA). CSA is a Clery Act specific term that encompasses individuals and organizations associated with an institution that have significant responsibility for student activity. This may include but is not limited to faculty/employee advisors for student clubs or organizations, athletic coaches, or health center nurse. All CSAs must report to Campus Safety when a Clery crime or incident is brought to their attention.

CSAs may report to Campus Safety via the online Anonymous Reporting Form located on the Campus Safety webpage by following this link: https://cm.maxient.com/reportingform.php?ShastaCollege&layout_id=4. This is a reporting system for a CSA or any college employee.

The CSA is to document as much of the requested information on the form regarding the incident and involved parties. CSA reports should include personally identifying information if available. This is important for law enforcement purposes and to avoid double counting crimes. If a victim does not want the report to go any further than the CSA, the CSA should explain that he or she is required to submit the report for statistical purposes, but it can be submitted without identifying the victim.

CSAs INCLUDE BUT ARE NOT LIMITED TO:

DEPARTMENT/TITLE	CONTACT NUMBER	CAMPUS LOCATION
Campus Safety Department	(530) 242-7910	Building 6500
<i>Athletic Department:</i> <ul style="list-style-type: none"> Any athletic coach or trainer 	(530) 242-7595	Room 1802 1800 and/or 1900 Buildings
<i>Economic and Workforce Development (EWD):</i> <ul style="list-style-type: none"> Assistant Superintendent/Vice President of EWD Program Director, Step Up 	(530) 395-8534 (530) 242-7639	Room 9310 Room 2803
<i>Health and Wellness:</i> <ul style="list-style-type: none"> College Nurse 	(530) 242-7580	Room 2020
<i>Shasta College Deans:</i> <ul style="list-style-type: none"> Arts, Communications, and Social Sciences (ACSS) 	(530) 242-7730	Room 602
<ul style="list-style-type: none"> Business, Agriculture, & Career Technical Education (BACTE) 	(530) 242-7560	Room 1024
<ul style="list-style-type: none"> Extended Education <ul style="list-style-type: none"> includes the Tehama, Trinity, and Intermountain campuses 	(530) 529-8980	Tehama Campus
<ul style="list-style-type: none"> Health Sciences and University Center (HSUC), Downtown Campus 	(530) 339-3610 (530) 339-3600	HSUC
<ul style="list-style-type: none"> Learning Services, Educational Technology, & Research (LETR) 	(530) 242-7550	Room 2208
<ul style="list-style-type: none"> Development, Athletics, Physical Education & Safety (DAPS) 	(530) 242-7595	Room 1802

<ul style="list-style-type: none"> Science, Language Arts and Mathematics (SLAM) 	(530) 242-7760	Room 935
<ul style="list-style-type: none"> Dean of Extended Education 	(530) 242-7211	Tehama Campus
<i>Student Housing:</i> <ul style="list-style-type: none"> Director of Residence Life Resident Advisors 	(530) 242-7739 (530) 242-7740	Room 3002 Room 3006
<i>Student Services:</i> <ul style="list-style-type: none"> Assistant Superintendent/Vice President of Student Services Office of the Assistant Superintendent/Vice President of Student Services Dean of Student Services Student Services Coordinator 	(530) 242-7669 (530) 242-7656 (530) 242-7799 (530) 242-7570	Room 2313 Room 2312 Room 2309 Room 126
<i>Title IX Coordinator:</i> <ul style="list-style-type: none"> Title IX Coordinator 	(530) 242-7649	Room 121

VOLUNTARY ANONYMOUS REPORTING

The individual wishing to file the report may do so by calling (530) 242-7919 and state that they wish to remain anonymous or by filing a report online by following the link: https://cm.maxient.com/reportingform.php?ShastaCollege&layout_id=4.

The online form is located on the following webpages under the 'Report an Incident Online' tab: [Human Resources](#), [Campus Safety](#), [Health and Wellness](#), [Student Services](#), and [Student Life](#).

These anonymous reports are counted and disclosed in the crime statistics for the College, but, as with all other crimes included in the annual crime report, no personally identifiable information is included.

Where a reporting person requests that their name or other identifiable information not be shared or that no formal action be taken, the College will balance this request with its dual obligation to provide a safe and non-discriminatory environment for all college community members. The College will work to remain true to principles of fundamental fairness that require notice and an opportunity to respond before action is taken. In making this determination, the College may consider the seriousness of the conduct, the respective ages, and roles of the parties involved, whether there have been other complaints or reports of harassment or misconduct against the accused, and the rights of the accused to receive notice and relevant information before disciplinary action is sought.

With such information, Shasta College shall keep an accurate record of the number of incidents involving students, employees, and visitors to determine if a crime pattern exists regarding a particular location, method, or assailant. They may also alert the campus community to potential danger.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

EMERGENCY PROCEDURES

Campus Safety officers and personnel have received training in Incident Command and responding to critical incidents on campus. General information about the emergency response and evacuation procedures for Shasta College are publicized each year as part of the institution's Clery Act compliance efforts and that information is available on the Campus Safety webpage.

Campus Safety has developed a campus Emergency Operations Plan to address various campus emergencies. Campus Safety coordinates with outside sources utilizing the Standardized Emergency Management System (SEMS) for managing response to multi-agency and multi-jurisdiction emergencies. SEMS incorporates the use of the Incident Command System

(ICS), the Master Mutual Aid agreement, existing mutual aid systems, and County operational area concept, and inter-agency coordination. This system, by promoting the use of common terminology and command structure, facilitates better flow of information and coordination between responding agencies.

More information on the plan is available to view or print by visiting the Campus Safety webpage under the Emergency Information tab: <https://www.shastacollege.edu/campus-safety/emergency-management/>

THE FOLLOWING TOPICS INCLUDE, BUT ARE NOT LIMITED TO:

- | | |
|-------------------------|----------------------------------|
| • Aircraft Incident | • Landslide |
| • Bio Terrorism | • Law Enforcement Action Nearby |
| • Bomb Threats | • Mass Casualty |
| • Civil Unrest | • National Defense Emergency |
| • Crisis Intervention | • Pandemic Influenza |
| • Earthquakes | • Power Outage/Rolling Blackouts |
| • Emergency Action Plan | • Reporting an Emergency |
| • Explosion | • Severe Weather |
| • Fire on campus | • Shooting, Brandishing a Weapon |
| • Gas Leaks | • Terrorist Acts |
| • Hazardous Materials | • Transportation Accident |
| • Intruder on Campus | • Wildland Fires |

Campus Safety tests the Emergency Operations Plan on an annual basis. The tests may include but are not limited to drills, tabletops, functional exercises, or full-scale simulations. Campus Safety coordinates with Administrative Services and Instructional Services to schedule drills, exercises, and follow-through activities. The drills test Shasta College's INFORMACAST Alert System and VOIP Intercom System, as well as door and lock components, and evacuation procedures.

The community will be notified in advance of these tests through e-mails. The tests are reviewed in an After-Action report which highlights the noteworthy and/or deficient performances of the participants. Shasta College will evaluate the evacuation drills or emergency response to assess the plans and capabilities and publish electronically a summary of its emergency response and evacuation procedures. The summary will include a description of the exercise, the date, and times the exercise was held, and whether the exercise was announced or unannounced. This evaluation summary will be sent out via email to the campus community following the drill or exercise.

When a threatening or dangerous situation is reported to Campus Safety, the Chief of Campus Safety or designee will coordinate a timely assessment of the circumstances surrounding the situation. They will determine if the incident represents an immediate or continuing threat to the health and safety of students and employees that would merit an emergency notification or timely warning.

COLLEGE IMMEDIATE NOTIFICATION OF EMERGENCY

Emergencies may range from inclement weather, to building evacuations, to campus closures, or threats that are more serious. The College has a variety of tools to communicate with the public—both campus and the larger community—in the event of these and other possible emergencies.

Upon analyzing this information and depending on the type of emergency or the confirmation of the significance of the emergency, the Chief of Campus Safety may contact the following individuals: The Shasta College Superintendent/President, the Assistant Superintendent/Vice President of Administrative Services, and the Assistant Superintendent/Vice President of Student Services.

The Chief of Campus Safety and Campus Safety management team will utilize the Immediate Notification Determination Form to assess and evaluate the incident. This form will be used as a guide to determine if an incident poses an immediate threat to members of the college community.

If an immediate notification is appropriate, the Chief of Campus Safety will determine the content of the message that will include a description of the immediate threat. Safety strategies will be included in the notification to assist our community.

The development of the content of the message to the community may be done in consultation with the individuals listed above or can be sent out independently. The only exceptions to this are the sirens and pager system, which are activated directly by Campus Safety in extremely urgent situations where immediate action is required.

Campus Safety and the Office of Administrative Services will, without delay and considering 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.

The College will analyze which segments are affected by the incident and notify the appropriate segment of the community if the threat is limited to a particular location. The College may use some or all the systems described below to communicate the threat and provide follow-up to the Shasta College community or to the appropriate segment of the community.

MASS COMMUNICATION SYSTEMS

- a. **Emergency Information:** The emergency information is updated during actual emergencies or campus closures on the Shasta College webpage: www.shastacollege.edu and social media.
- b. **Campus Television Emergency Announcement System:** Where available, emergency announcements will be made on accessible televisions giving the viewer additional information.
- c. **Text Messaging/Email Service:** The College contracts with a third-party vendor that provides the technological ability to send text messages and emails to members of the campus community.
- d. **Campus Intercom System-Voice over Internet Protocol (VOIP):** The VOIP system will be used for emergencies when the evacuation alarm cannot be utilized.
- e. **Campus Safety patrol car announcements:** Campus Safety patrol cars are equipped with public address systems that officers can use to provide instructions to pedestrians during emergencies.
- f. **Telephone Tree:** The President's office has a telephone tree of department contacts that is activated during an emergency.
- g. Shasta College could contact the local media to communicate an emergency to the larger community or we may issue a press release.

The Chief of Campus Safety in consultation with the Shasta College Superintendent/President or any Assistant Superintendent/Vice President will implement each tool described above. The Chief has at least two reserve people within the Campus Safety management team who can also carry out the communications task. Individuals with electronic communication devices assigned to them have remote access (from their homes, etc.) to those devices.

Shasta College students and employees are automatically enrolled in the INFORMACAST Alert system.

INFORMACAST alerts can be viewed on the "ALERT" link located on the Campus Safety webpage at www.shastacollege.edu/campussafety.

EVACUATIONS

Campus evacuations are issued by an all-campus fire alarm, intercom system (VOIP), phone text (INFORMACAST), email, or courier/runner. Building evacuations are generally indicated by the fire alarm within the affected building. In a large-scale incident, the services of all employees may be needed to ensure the safety of other employees and students.

EVACUATION PROCEDURES

Students, faculty, and employees should refer to the Emergency Evacuation Procedures found in the Emergency Action Guides posted in classrooms and offices. Contact Campus Safety at 530-242-7910 if the Emergency Action Guide is missing.

Procedures can be found on the Campus Safety webpage under the Emergency Information tab:
www.shastacollege.edu/campusafety

1. When notified to evacuate a fire alarm will sound. Inform the occupants/students to take their belonging and to evacuate to a safe location. Evacuation points and routes should be found in the Emergency Action Guides posted in classrooms and offices.
2. Maintain control over your group and ensure that all are evacuating in an orderly manner, avoiding the use of elevators.
3. Provide aid to persons with disabilities or those with special needs.
4. If evacuation is due to fire in your building, close but do not lock doors and windows.
5. If evacuation is campus wide, please close doors and windows if you can.
6. Report to you Building Evacuation Coordinator for instructions and information. Coordinators wear orange vests.
7. **DO NOT REENTER** the building(s) until cleared by the Building Evacuation Coordinator or District Administrator.

TIMELY WARNING NOTIFICATIONS

Shasta College will issue a timely warning for any Clery Act crime that is reported to our Campus Security Authorities or a local law enforcement agency, and that is considered by the institution to represent a serious or continuing threat to students and employees. The Chief of Campus Safety, or a designee, will develop timely warning notices for the Shasta College Community to notify members of the community about serious crimes against people and property that occur either on or off campus. The decision to issue a timely warning notice will be made on a case-by-case basis depending on an assessment of various factors.

These include but are not limited to the nature of the crime, the exact location, the time of the incident, the local law enforcement response and guidance to campus officials, and the potential direct effect on the campus community. The purpose of issuing a timely warning is to alert the campus community to the occurrence of a crime, heightening safety awareness of students and employees in a manner that will aid in the prevention of similar crimes, while maintaining victim confidentiality.

Campus Safety may update the community as information becomes available.

THE DEPARTMENT MAY ISSUE/POST TIMELY WARNING FOR INCIDENTS OF THE FOLLOWING:

- **Murder/Non-Negligent Manslaughter** (or death of any sort if you are not sure if it is a suspicious death or not)
- **Aggravated Assault** (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an on-going threat to the larger Shasta College community)
- **Robbery** involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning, but will be assessed on a case-by-case basis)
- **Sexual Assault** (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by Campus Safety, or local law enforcement)
- **Burglaries and Motor Vehicle thefts**
- Major incidents of **Arson**
- **Hate Crimes**—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias.
- **VAWA Offenses**—Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for Clery Act reporting purposes)

DETERMINING WHETHER A CONTINUED THREAT EXISTS

Issuance of a timely warning must be decided on a case-by-case basis considering all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

Examples of crimes that could constitute a continuing threat include:

- A serial crime that targets certain campus populations such as sex crimes or race-based crimes in which the perpetrator

has not been apprehended.

- A crime in which there is no apparent connection between perpetrator and victim and the perpetrator has not been apprehended.

When a crime is reported to a Campus Security Authority, local law enforcement, or directly to Campus Safety, and it occurred in the Clery Act reportable geographic areas, the Chief of Campus Safety and Campus Safety management team will utilize the Timely Warning Publication Determination Form to assess and evaluate the incident. This form will be used as a guide to determine if a reported crime poses a serious or ongoing threat to members of the College Community and if a Timely Warning is appropriate. The form will be used to document reasons to distribute a timely warning notification or not.

Timely Issuance of the Warnings and Methods of Distribution:

A timely warning notification is distributed as soon as pertinent information is available. Distribution of the warning is carried out in a manner reasonably likely to reach the entire campus community. Timely warnings must be issued in a prompt manner, appropriate for the circumstances, without unnecessary delay. This will differ in cases where it has been determined that issuing a Timely Warning would possibly risk compromising law enforcement efforts.

Depending on the circumstances, the Shasta College Superintendent/President, the Assistant Superintendent/Vice President of Administrative Services, the Assistant Superintendent/Vice President of Student Services, or the Chief of Campus Safety will use some or all the systems described below to communicate the threat to the Shasta College Community.

The most common methods Shasta College utilizes are:

- Emergency Mobile Text and e-mail messages (INFORMACAST)
- Campus-wide e-mails
- Postings to the College and Campus Safety webpages: www.shastacollege.edu; www.shastacollege.edu/campussafety
- Timely Warning notices posted throughout the campuses.

Other methods also utilized are the following:

- Press releases
- Closed circuit television systems where available
- Voice messages over various public address systems (VOIP)

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

During business hours, each campus within the district (excluding housing facilities on the Main Campus) is open to students, parents, employees, contractors, and guests. During non-business hours, access to all college facilities is by key, if issued, or admittance by Campus Safety or Residence employees. In the case of periods of extended closure, the college admits only those with prior written approval to any campus facility. Those who use campus classrooms, offices, and other areas are responsible for locking access doors, turning off lights, and closing windows.

MAIN CAMPUS	<p>Faculty and employees are issued keys and/or electronic key cards for entry to the main campus and for individual offices within the buildings.</p> <p>There are only Student Residence Halls on the main campus. No visitors are allowed in Campus Resident Halls during curfew hours Midnight 12:00 a.m. to 8:00 a.m. daily. All residents are issued a traditional key for their room door and a key card for the exterior door to their dormitory. Residents are held accountable for the proper use of these keys, and residents are expected to take an active role towards ensuring adequate security. In the interest of security, the resident should report suspicious persons or activities to the Housing Office or Campus Safety. Any resident putting foreign objects in the doorways to keep them from closing or locking may be held financially accountable for any damage and will be referred for disciplinary action.</p> <p>Campus is closed: Monday through Thursday: 10:00 p.m. to 8:00 a.m. Friday at 5:00 p.m. Saturday and Sunday: Campus is open, except for classrooms and administrative offices</p>
HEALTH SCIENCES CAMPUS	<p>Faculty and employees are issued an electronic key card for entry to the Health Sciences campus and keys for individual offices within the building.</p> <p>Health Sciences building is closed: Monday - Thursday: 10:00 p.m. to 8:00 a.m. Friday at 5:00 p.m., Saturday and Sunday</p>
COMMUNITY LEADERSHIP CENTER	<p>Community Leadership Center is closed Monday – Friday 5:00 p.m. to 8:00 a.m., Saturday and Sunday</p>
TEHAMA CAMPUS	<p>Faculty and employees are issued electronic key cards for entry to the Tehama campus and keys for individual offices within the buildings.</p> <p>Campus is closed: Monday – Thursday: 10:00 p.m. to 8:00 a.m., Friday at 4:30 p.m. Saturday and Sunday</p>
INTERMOUNTAIN CAMPUS	<p>Faculty and employees are issued keys for entry to the Intermountain campus.</p> <p>Campus is closed: Monday – Thursday: 10:00 p.m. to 8:00 a.m., Friday at 4:30 p.m., Saturday and Sunday</p>
TRINITY CAMPUS	<p>Faculty and employees are issued keys for entry to the Trinity campus.</p> <p>Campus is closed: Monday – Thursday: 10:00 p.m. to 8:00 a.m., Friday at 4:30 p.m., Saturday and Sunday</p>

SECURITY CONSIDERATIONS IN MAINTENANCE OF CAMPUS FACILITIES

The Physical Plant maintains the campus facilities. Campus Safety patrols the Main, Health Sciences and Tehama campuses. Officers are available by phone to respond to the Trinity and Intermountain campus as well as local law enforcement. Campus Safety Officers patrol the grounds, buildings, parking lots, and residence halls. Officers make recommendations for repairs, shrubbery trimming for safety concerns, conduct periodic lighting surveys, and report the need for replacement of lights and any other physical or safety hazards to the Physical Plant Director.

Shasta College is exploring opportunities to enhance the emergency notification system. The Physical Plant Division will be installing exterior electronic door access on the Tehama, Burney, and Trinity campuses, so we can achieve an immediate building lock down. Campus Safety seeks feedback to make ongoing security improvements. The enhancing of security measures for all campuses is a continual process.

FIRE SAFETY

The Early Childhood Education Center and the Shasta County Head Start conduct monthly fire drills. Residential housing fire drills were executed in conjunction with campus wide fire and evacuation drills. These drills are performed once per year. Evaluations of the fire systems in student housing are conducted annually. Repairs and upgrades are implemented when issues are identified.

The Student Housing facilities at Shasta College accommodate 126 students and consist of three buildings: Men's Dorm, Women's Dorm, and a Dorm Commons. Additional student housing is located at the college farm and consists of only one building accommodating 8-10 students.

All student-housing facilities at Shasta College 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 (Beacon Alarm 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 three to four times per semester. A district employee is on site every day. Fire Prevention inspections are conducted annually by the Shasta County Fire Prevention Bureau. Fire and Life Safety inspections are conducted periodically by Cal Fire personnel.

Drills and Evacuation Trainings:

- Annual Fire Drill – readiness drill for evacuations
- Emergency Evacuation Coordinator Training – annual training for evacuation coordinators

REPORTING A FIRE

Students or employees reporting a fire should **DIAL 9-1-1** after they exit the building. If the fire event is no longer a danger, contact Campus Safety or the Director of Residence Life as soon as possible to report and document the fire event.

- Remain calm
- Answer questions as they are asked by the 9-1-1 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 9-1-1 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 green CERT bag.
2. Set the radio to channel 1 (Evac/Lockdown).
3. Put on the orange safety vest.
4. Divide into two groups for evacuating the residential halls and common areas.
5. Direct an orderly evacuation of the building's occupants. Assist the students with physical and/or mobility impairments.
6. Direct occupants to take their belongings, leave the building, and go to the designated evacuation zone.
7. Account for all occupants.
8. Give 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 or the on-duty Campus Safety Officer.
12. Report to the evacuation site and wait for further instructions or the "All Clear" alert.

Due to COVID-19, students were not present in the dorms May 2020 through June 2021 semesters.

Student Housing 19733 Shasta College Dr. Redding, CA 96003	Fire Detection Systems (Smoke, heat, Ion)	Fire Suppression System	Fire Extinguishers Present	Redundant Monitoring System	Fire Drills Each Year (2022)
Men's Dorm 3300	Yes	No	Yes	Yes	0
Women's Dorm 3100	Yes	No	Yes	Yes	0
Common 3000	Yes	No	Yes	Yes	0
Farm Dorm 4900	Yes	No	Yes	Yes	0

USE OF APPLIANCES AND INCENDIARY DEVICES IN RESIDENCE HALLS

APPLIANCES

Use of small appliances, such as clocks, radios, lamps, personal computers, and televisions are permitted in the student rooms and public areas of the facilities at any time. The resident must ensure the wiring is safe, the items are off when not in use, and that concerns from other residents/employees regarding noise from such appliances/equipment are respected. Medium sized appliances, such as electric coffee pots, microwaves, and small refrigerators (under 4 cubic feet) may be used in student rooms. Appliances such as electric frying pans, toasters, Coleman stoves, toaster oven, and any items with an exposed heating element are always prohibited in Residential Housing. The only exception to the exposed heating element is a clothes iron. Students are required to use power strips instead of extension cords to protect their equipment during power outages and for fire safety. Space heaters and other heat producing appliances are a fire safety concern and are always prohibited in the resident halls.

CANDLES / BARBECUES / OTHER INCENDIARY PRODUCTS

Burning candles in Residential Housing is always prohibited. It is considered a fire hazard. Any candle found with a burnt wick will be confiscated. Candle warmers (a small hot plate) are not allowed and are a fire hazard. Incense burning is not allowed in the buildings. Portable Barbecues may not be used at any time. A public barbecue with natural gas is provided for student use. Residents assume responsibility for any damages or problems caused because of this activity. Flammable liquids such as gasoline or charcoal starter may NOT be in any Residential Housing facility.

TOBACCO USE

The Shasta-Tehama-Trinity Joint Community College District is a smoke and tobacco-free environment. Smoking, vaping, and the use of tobacco products is always prohibited on all District property. This administrative procedure applies to students, faculty, staff, administrators, visitors, and general members of the public. Refer to BP 3570 and AP 3570 <http://www.shastacollege.edu/President/Board%20of%20>

CRIME PREVENTION, SECURITY AWARENESS, EDUCATIONAL PROGRAMS AND PERSONAL SAFETY MEASURES

Campus Safety participates in delivering the College's mission and strives to create a safe environment conducive to academic excellence. While we employ security measures to reduce and prevent crime, safety and security is everyone's responsibility.

SAFETY MEASURES THAT STUDENTS AND EMPLOYEES COULD TAKE TO PROTECT THEMSELVES AND THEIR PROPERTY

- In case of emergency, dial 9-1-1.
- Program the Campus Safety phone number into your cell phone: (530) 242-7910.
- Contact Campus Safety at the number listed above, Option 3, for a "Safe Walk" any time you feel unsafe.
- Know the location of the blue emergency phones. Follow the link for locations: [Blue Phone Map](#)
- Always lock your vehicle. Place valuable items in a trunk, locker, or cabinet you can lock.
- Always make sure your keys are in your hand well before you reach your vehicle.

- Never leave your valuables unattended.
- Always be alert and aware of your surroundings and personal safety.
- Report all safety-related maintenance concerns to the Physical Plant Division (530) 242-7920. This includes light bulbs that need replacing, over-grown shrubbery in walkways, or any unsafe conditions.
- Do not lend your keys or key card to anyone. Report lost or stolen campus keys to Campus Safety immediately.
- Keep dorm rooms always locked and do not leave doors propped open.
- Become familiar with each building and rooms' Emergency Action Guides. The guides are posted inside classrooms and offices and describe several emergencies and evacuation plans.
- Be aware of local crime trends.
- Take part in personal safety, prevention, or awareness programs that are continually being offered on campus and in the local community.

A critical element of safety awareness is training. Shasta College takes a proactive position on crime prevention, and personal health and safety by implementing monthly and annual programs and trainings for students and employees. These programs and trainings include elements of campus security procedures and practices, personal health considerations, community, and social issues, as well as strategies for preventing crime.

Additionally, Campus Safety continually provides information on crime prevention and awareness and a variety of safety related topics.

For event information and updates, visit our social media.

Shasta College requires the following trainings to all new employees through Keenan & Associates Online Training:

- Drug Free Campus Program material
- Drug Free Workplace brochure
- Blood Borne Pathogens
- Material Safety Data Sheets
- FERPA Compliance
- The Hazmat Compliance Specialist conducts training in hazardous materials and hazardous waste handling and disposal, Occupational Safety and Health Administration (OSHA) Hazard Communication and Spill Prevention Controls and Counter measures Plan requirements.

Shasta College employees receive the following information on an annual basis:

- Drug Free Workplace brochure
- Lockdown-ALICE protocol drill
- Fire evacuation procedures
- Emergency Operations Plan (EOP)

Shasta College offers the following crime prevention, security, and safety awareness programs and trainings for students and employees:

- Self-Defense workshops are offered 2-3 times throughout each semester – simple and effective techniques used to deter an attacker.
- A.L.I.C.E (Alert, Lockdown, Inform, Counter, Evacuate) Training – ongoing online and in-person interactive training on armed intruder/active shooter preparedness.
- Annual Lockdown Drill-readiness drill for active shooter scenario
- Campus Security Authority (CSA) training – annual training for CSAs
- Civic Expo - Each semester, students promote community engagement through displays and interactive booths focused on various public health issues.
- Safe Zone annual training for employees – Safe Zone training on how to create safe spaces for LGBTQ students to thrive.
- Safe Zone annual mini-workshop for students- Focuses on being an ally to LGBTQ students and how to create

safe, welcoming environments for all students.

- Dorm and Fire Academy Presentations – Each semester, Campus Safety presents on processes and protocols including fire drills, evacuations, and safety measures.
- Annual Campus Welcome Days – Campus Safety information booth promoting safety and awareness on campus to incoming/returning students and employees.
- September is National Campus Safety Awareness Month - Each year, Campus Safety hosts weekly events to promote awareness for personal safety and security.
- Family Health and Safety Fair – Annual community event featuring community partners with interactive booths, demonstrations, and activities; creating a safer community through connection and education.
- Campus Safety Awareness booths –Information booths provided by Campus Safety officers and Community Service Officers promoting prevention and awareness of safety issues.
- Psychological Counselor student presentations - Health and Wellness office provides 3-5 presentations each semester that include mental health issues related to alcohol consumption and alternative coping strategies.
- College Nurse student presentations - Health and Wellness office provides 3-5 presentations each semester that include harm related to alcohol consumption and risk reduction.
- Basic first aid kits are installed throughout the campuses.

For more information on any of the programs or trainings listed, please contact Campus Safety at (530) 242-7910.

SHASTA COLLEGE POLICY ON VIOLATION OF ALCOHOL AND DRUG ABUSE LAWS

Shasta College is concerned about the health and welfare of its students and employees. It recognizes alcohol/drug dependency as an illness and a major health problem.

The College also adheres to local, state, and federal laws regarding substance abuse and strives to create a healthy and productive academic, work, and social environment. The abuse of alcohol and drugs raises not only serious health issues for those involved, but also can lead to accidents, poor productivity, property damage, and even personal injury. In compliance with the federal Drug-Free Schools and Campuses Regulations, as well as the federal Drug-Free Workplace Act, Shasta College has adopted a policy that requires students and employees to assist in maintaining a campus environment free from the effects of alcohol, drugs, or other intoxicating substances.

The District prohibits unlawfully manufacturing, possessing, using, or distributing illicit drugs and alcohol while on any District Property, including facilities under the control and use of the District. This policy applies to students, employees, and all other persons while on any District property or facilities under control and use of the District. Any student or employee who violates this policy may be subject to disciplinary action, criminal prosecution, fine, and/or imprisonment, (consistent with federal, state, or local law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The Superintendent/President shall assure that the District distributes annually to each student and employee the information required by the Drug Free Schools and Communities Act.

For a complete copy of the Shasta-Tehama-Trinity Joint Community College District policies, you can visit the following link and click on Board Policies (BP) and Administrative Procedures (AP) 3550 and 3560, entitled Drug Free Environment and Drug Prevention Program and Alcohol Beverages: <http://www.shastacollege.edu/President/Board%20of%20Trustees/Pages/BoardPoliciesTOC.aspx>.

POSSESSION, USE, AND SALE OF ALCOHOL BEVERAGES: ENFORCEMENT OF STATE UNDERAGE DRINKING LAWS

The California Department of Alcohol and Beverage Control regulate the possession, sale, consumption, or furnishing of alcohol. The campus has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consume or possess alcohol on campus without prior District approval.

POSSESSION, USE, AND SALE OF ILLEGAL DRUGS: ENFORCEMENT OF STATE AND FEDERAL DRUG LAWS

The unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance and/or marijuana is prohibited on District property, during District-sponsored field trips, activities, or workshops, and in any facility or vehicle operated by the District.

As a condition of employment, employees must notify the District within five (5) calendar days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug-free policy within ten (10) business days after receiving notice of a workplace drug conviction.

For current California State Law, refer to: <https://leginfo.ca.gov/faces/codes.xhtml>

For current Federal Law, refer to: [The Controlled Substances Act \(dea.gov\)](https://www.dea.gov)

Title 21 U.S.C. Section 860 provides that the federal statutory penalties double (and in some cases triple) when a controlled substance is distributed (or even possessed with intent to distribute) within 1000 feet of a school or a public College.

Alcohol and drug law violations on campus is strictly enforced by Campus Safety and local law enforcement.

Educational Programs:

Educational programs, workshops, referral information, online and printed information related to college students and the use of alcohol or other drugs are available on the Health and Wellness webpage: www.shastacollege.edu/healthwellness.

The Health and Wellness Center provides the eCHUG online alcohol self-assessments and the eTOKE online marijuana self-assessments for students. Dorm students are required to complete these assessments prior to moving into their campus residence.

Shasta College employees receive the Drug-Free Campus brochure on an annual basis. The Drug-Free Campus Program brochure contains information about local services and programs, as well as community resources contact information for those affected by alcohol or substance abuse. It additionally outlines the personal consequences and health risks associated with the use of illicit drugs and the abuse of alcohol.

This brochure can be found on the Human Resources webpage under the Forms tab: www.shastacollege.edu/HR

You will find information on the Drug-Free Schools and Communities and Schools Act, including the Biennial Program Review and our Drug Abuse Prevention Program for employees and students on the Campus Safety webpage: <http://www.shastacollege.edu/Administrative%20Services/Security/Pages/Drug%20Free%20Campus/Drug-Free%20Campus.aspx>

Academic Courses:

Substance Abuse Awareness (HLTH 3): Multiple classes are offered in both spring and fall semesters. Introduction to students wishing to increase their knowledge and understanding of substance abuse, chemical addiction, and the variety of substances that can lead to addiction. This class is required for all transfer students.

Student and Employee Assistance Programs:

Campus Assistance:	
Student Health and Wellness	(530) 242-7580
Human Resources (for employees)	(530) 242-7640
Employee Assistance Program (for employees)	(800) 999-7222
Community and National Resources:	
Shasta County Alcohol and Drug	(530) 225-5240
Tehama County Alcohol and Drug	(530) 527-7893
Trinity County Alcohol and Drug	(530) 623-1362
Alcoholics Anonymous	(530) 225-8955
Narcotics Anonymous	(530) 221-5060

Empire Recovery Center Social Model Residential/Co- ed Alcohol and Drug Treatment Detox	(530) 243-7470
Psychiatric Care Center Chemical Dependency Intensive Outpatient Program and Counseling	(530) 221-7474
Cocaine 24-hr Hotline	(800) 262-2463
Drug Abuse 24-hr Referral Line	(800) 662-4357

THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 (VAWA) AND CAMPUS SEXUAL VIOLENCE ELIMINATION ACT (CAMPUS SaVE, PROVISION SECTION 304)

President Obama strengthened and reauthorized the Violence Against Women Act (VAWA) on March 7, 2013. The bill included the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Clery Act and affords additional rights to campus survivors of sexual violence, dating violence, domestic violence, and stalking. This amendment improves transparency, accountability, and education regarding these issues on campus.

Every post-secondary institution participating in Title IV financial aid programs will be required to do the following:

- Report sexual violence, domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates as well as crimes motivated by gender identity or national origin.
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights.
- Adopt certain institutional policies and procedures to prevent and address campus sexual violence, dating violence, domestic violence, and stalking such as the following: primary prevention programs for new students and employees, ongoing primary prevention education programs and procedures to be followed after an incident occurs.

In addition, both Title IX and VAWA legislation permits the District to assist both the victim and the accused with the following:

- An investigation
- Counseling and medical services
- Choosing a support person to accompany them throughout proceedings
- Allowing the victim and the accused to attend different classes
- Academic support services

For a complete referral to all of the changes and implementations, please visit the following website:

<https://www.govinfo.gov/content/pkg/PLAW-113publ4/pdf/PLAW-113publ4.pdf>

POLICY AGAINST UNLAWFUL DISCRIMINATION OR HARASSMENT

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an educational, employment, and business environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation, including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics or based on association with a person with one or more of perceived or actual conditions.

For a complete copy of the Shasta-Tehama-Trinity Joint Community College District policy on Unlawful Discrimination or Harassment, visit the following link and click on Prohibition of Unlawful Discrimination or Harassment: <https://www.shastacollege.edu/faculty-staff/human-resources/unlawful-discrimination/>

POLICY AGAINST SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

Shasta College recognizes that sexual assault, domestic violence, dating violence and stalking are serious issues, and will not tolerate such acts on campus. Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking, as defined by California law, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. This is

prohibited, 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.

The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP 3434 Responding to Harassment Based on Sex under Title IX, regardless of whether a complaint is filed with local law enforcement.

For a complete copy of the Shasta-Tehama-Trinity Joint Community College District policy against Sexual Assault, Domestic Violence, Dating Violence and Stalking, you can visit the following link and click on Board Policies (BP) and Administrative Procedures (AP) 3540, entitled Sexual and Other Assaults: <https://www.shastacollege.edu/about/leadership-organization/board-of-trustees/board-policies-administrative-procedures/>

Shasta College issues this policy statement to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence and stalking, whether the incident occurs on or off campus and when it is reported to a college official. In this context, Shasta College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and reaffirms its commitment to maintain a campus environment, emphasizing the dignity and worth of all members of the college community.

Any publicly available record keeping that Shasta College collects, including Clery Act reporting and disclosures, does not include personally identifiable information about the victim. Shasta College's procedures to ensure confidentiality include restricting access to information with cases that involve sexual assault, dating violence, domestic violence, and stalking.

The College will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations for protective measures.

STATE DEFINITIONS	
OFFENSE	DEFINED AS:
Sexual Assault	<p><i>California Penal Code Section 243.4:</i></p> <p>(c) Any person who touches an intimate part of another person for the purpose of sexual arousal, sexual gratification, or sexual abuse, and the victim is at the time unconscious of the nature of the act because the perpetrator fraudulently represented that the touching served a professional purpose, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars (\$2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars (\$10,000).</p> <p>(d) Any person who, for the purpose of sexual arousal, sexual gratification, or sexual abuse, causes another, against that person's will while that person is unlawfully restrained either by the accused or an accomplice, or is institutionalized for medical treatment and is seriously disabled or medically incapacitated, to masturbate or touch an intimate part of either of those persons or a third person, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars (\$2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars (\$10,000).</p> <p>(e) (1) Any person who touches an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of misdemeanor sexual battery, punishable by a fine not exceeding two thousand dollars (\$2,000), or by imprisonment in a county jail not exceeding six months, or by both that fine and imprisonment. However, if the defendant was an employer and the victim was an employee of the defendant, the misdemeanor sexual battery shall be punishable by a fine not exceeding three thousand dollars (\$3,000), by imprisonment in a county jail not exceeding six months, or by both that fine and imprisonment. Notwithstanding any other provision of law, any amount of a fine above two thousand dollars (\$2,000) which is collected from a defendant for a violation of this subdivision shall be transmitted to the State Treasury and, upon appropriation by the Legislature, distributed to the Department of Fair Employment and Housing for the purpose of enforcement of the California Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of</p>

	<p>Title 2 of the Government Code), including, but not limited to, laws that proscribe sexual harassment in places of employment. However, in no event shall an amount over two thousand dollars (\$2,000) be transmitted to the State Treasury until all fines, including any restitution fines that may have been imposed upon the defendant, have been paid in full.</p> <p>(2) As used in this subdivision, “touches” means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim.</p> <p>(f) As used in subdivisions (c), and (d), “touches” means physical contact with the skin of another person whether accomplished directly or through the clothing of the person committing the offense.</p> <p>(g) As used in this section, the following terms have the following meanings:</p> <p>(1) “Intimate part” means the sexual organ, anus, groin, or buttocks of any person, and the breast of a female.</p> <p>(2) “Sexual battery” does not include the crimes defined in Section 261 or 289.</p> <p>(3) “Seriously disabled” means a person with severe physical or sensory disabilities.</p> <p>(4) “Medically incapacitated” means a person who is incapacitated as a result of prescribed sedatives, anesthesia, or other medication.</p> <p>(5) “Institutionalized” means a person who is located voluntarily or involuntarily in a hospital, medical treatment facility, nursing home, acute care facility, or mental hospital.</p> <p>(6) “Minor” means a person under 18 years of age.</p> <p>(h) This section shall not be construed to limit or prevent prosecution under any other law, which also proscribes a course of conduct that also is proscribed by this section.</p> <p>(i) In the case of a felony conviction for a violation of this section, the fact that the defendant was an employer, and the victim was an employee of the defendant shall be a factor in aggravation in sentencing.</p> <p>(j) A person who commits a violation of subdivision (a), (b), (c), or (d) against a minor when the person has a prior felony conviction for a violation of this section shall be guilty of a felony, punishable by imprisonment in the state prison for two, three, or four years and a fine not exceeding ten thousand dollars (\$10,000).</p>
Rape	<p><i>California Penal Code Section 261:</i></p> <p>(a) Rape is an act of sexual intercourse accomplished with a person not the spouse of the perpetrator, under any of the following circumstances:</p> <p>(1) Where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act. Notwithstanding the existence of a conservatorship pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving consent.</p> <p>(2) Where 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.</p> <p>(3) Where 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.</p>

	<p>(4) Where a person is at the time unconscious of the nature of the act, and this is known to the accused. As used in this paragraph, “unconscious of the nature of the act” means incapable of resisting because the victim meets any one of the following conditions:</p> <p>(A) Was unconscious or asleep.</p> <p>(B) Was not aware, knowing, perceiving, or cognizant that the act occurred.</p> <p>(C) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator’s fraud in fact.</p> <p>(D) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator’s fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.</p> <p>(5) Where 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 any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief.</p> <p>(6) Where the act 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. As used in this paragraph, “threatening to retaliate” means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death.</p> <p>(7) Where the act 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. As used in this paragraph, “public official” means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official.</p> <p>(b) As used in this section, “duress” means a direct or implied threat of force, violence, danger, or retribution sufficient to coerce a reasonable person of ordinary susceptibilities to perform an act which otherwise would not have been performed or acquiesce in an act to which one otherwise would not have submitted. The total circumstances, including the age of the victim, and his or her relationship to the defendant, are factors to consider in appraising the existence of duress.</p> <p>(c) As used in this section, “menace” means any threat, declaration, or act, which shows an intention to inflict an injury upon another.</p> <p>There are also a variety of rape-related crimes that fall under the umbrella of California rape law. These include:</p> <ul style="list-style-type: none"> • Penal Code 262 PC "Spousal Rape", • Date Rape, • Penal Code 261.5 PC "Statutory Rape", • Penal Code 266c PC "Oral Copulation by Force", and <p>Penal Code 289 PC "Forcible Penetration with a Foreign Object."</p>
Consent	<p><i>California Senate Bill-967: Affirmative Consent</i></p> <p>“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.</p> <ul style="list-style-type: none"> • Lack of protest or resistance does not mean consent. • Silence does not 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. <p>It shall not be a valid excuse to believe that someone affirmatively consented to the sexual activity if they were unable to consent to the sexual activity under any of the following circumstances:</p> <ul style="list-style-type: none"> • They were asleep or unconscious. • They were incapacitated due to the influence of drugs, alcohol, or medication, so that they could not understand the fact, nature, or extent of the sexual activity. • They were unable to communicate due to a mental or physical condition.

	<p>View the entire bill here: https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201320140SB967</p> <ul style="list-style-type: none"> Shasta College encourages receiving an enthusiastic, verbal yes for consent to reduce ambiguity in sexual situations.
Domestic Violence	<p><i>California Penal Code Section 13700:</i></p> <p>(a) "Abuse" means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another.</p> <p>(b) "Domestic violence" means abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. For purposes of this subdivision, "cohabitant" means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to, (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as husband and wife, (5) the continuity of the relationship, and (6) the length of the relationship.</p> <p>In Section 242, the Penal Code defines battery as a "willful and unlawful use of force or violence against the person of another." Section 243(e) (1) of the Penal Code criminalizes battery within one of the specified familial or intimate relationships. Alternatively, a prosecutor can choose to charge the defendant with battery under Section 243(d) if the defendant "inflicted serious bodily injury" on the victim. Battery under Section 243(d) reflects a greater degree of harm suffered by the victim of domestic violence.</p> <p>The Penal Code also criminalizes domestic violence under Section 273.5 when an individual's willful conduct leads to a "corporal injury resulting in a traumatic condition" suffered by a person with whom the individual has one of the familial or intimate relationships specified by the domestic violence laws of California.</p>
Dating Violence	<p><i>California Penal Code Section 243(e) (1):</i></p> <p>When a battery is committed against a spouse, a person with whom the defendant is cohabiting, a person who is the parent of the defendant's child, former spouse, fiancé, or fiancée, or a person with whom the defendant currently has, or has previously had, a dating or engagement relationship, the battery is punishable by a fine not exceeding two thousand dollars (\$2,000), or by imprisonment in a county jail for a period of not more than one year, or by both that fine and imprisonment. If probation is granted, or the execution or imposition of the sentence is suspended, it shall be a condition thereof that the defendant participate in, for no less than one year, and successfully complete, a batterer's treatment program, as described in Section 1203.097, or if none is available, another appropriate counseling program designated by the court. However, this provision shall not be construed as requiring a city, a county, or a city and county to provide a new program or higher level of service as contemplated by Section 6 of Article XIII B of the California Constitution.</p>
Stalking	<p><i>California Penal Code 646.9:</i></p> <p>(a) Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking, punishable by imprisonment in a county jail for not more than one year, or by a fine of not more than one thousand dollars (\$1,000), or by both that fine and imprisonment, or by imprisonment in the state prison.</p> <p><i>Course of conduct</i> is defined as a "pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose."</p>

SHASTA CARES (CAMPUS ADVOCACY, RESOURCES, AND EDUCATION FOR SAFETY) PROGRAM

Shasta CARES is a collaboration dedicated to uprooting interpersonal violence in our diverse community.

Through Shasta CARES, Shasta College Campus Safety, Student Services, One SAFE Place, and Redding Police Department developed a collaborative multidisciplinary committee on campus to address stalking, domestic, dating, and sexual violence, to be identified as the Coordinated Community Response Team (CCRT).

For more information, visit the Shasta CARES webpage: www.shastacollege.edu/shastacares or visit Shasta CARES on social media: www.facebook.com/ShastaCARES www.instagram.com/ShastaCARES

EDUCATION AND PREVENTION PROGRAMS: SEXUAL ASSAULT, DOMESTIC AND DATING VIOLENCE AND STALKING

Shasta CARES provides the campus with the primary prevention tools needed to do the following:

- Recognize warning signs, be active agents of change, and have a healthy way to express themselves to prevent incidences from occurring before they happen.
- Shift cultural and social norms by changing knowledge, attitudes, beliefs, behavior, and skills that support violence.
- Promote behaviors that define and support equity, healthy relationships, and conflict resolution.

Throughout each semester, Shasta College provides students and employees with primary prevention education through workshops, and events that include definitions, an understanding of their rights and tools for preventing rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

The education and trainings for students and employees listed below include the following elements:

- A statement that the institution prohibits the crimes of dating violence, domestic violence, sexual violence, and stalking.
- The definitions of “dating violence,” “domestic violence,” “sexual assault” and “stalking,” as those terms are defined in the applicable jurisdiction (see page 22 for definitions).
- The definition of “consent” in reference to sexual activity, in the applicable jurisdiction.
- A description of safe and positive options for bystander intervention.
- And information on risk reduction.

The Sexual Assault and Domestic Violence Education and Training (ADJU 106) course covers the history, causes and dynamics of domestic violence and sexual assault, dating violence and stalking. It also covers existing laws and California regulations regarding sexual assault, domestic violence, dating violence and stalking. This course is designed to provide training to students or individuals becoming involved in crisis intervention and victim advocacy as part of the Administration of Justice degree or transfer degree.

Incoming students and new employees receive primary prevention education through orientations and required online and in-person trainings.

- New Student Orientation – discussion on sexual assault, domestic violence, dating violence and stalking, and defining consent. The online orientation is available to new students anytime.
- Empower Students Online Violence Prevention Training: All incoming students are expected to complete an online primary prevention program, called “Empower Students”. “Empower Students” is an interactive online program designed to prevent sexual assault, dating and domestic violence, and stalking, giving students the knowledge and power to make our campus safer.
 - **Step 1:** Log on to Empower Students at shastacollegestudents-ca.safecolleges.com
 - **Step 2:** Enter your Username: (Student ID)

Contact Campus Safety with any questions regarding the Empower Students program at (530) 242-7917.

- Dorm Resident Orientation – Mandatory presentations for incoming residents include, but are not limited to: “Yes Means Yes”, Bystander Intervention, Domestic Violence and Stalking Prevention and resources for reporting.
- Shasta CARES works with Head Residents to plan events throughout the year. Dorm students are also required to complete the Empower Students training.
- Resident Advisor Training – Shasta CARES trains the Resident Advisors on Understanding Impacts of Sexual and Domestic Violence and How to Support Survivors.
- Athletics Eligibility Orientation – Shasta CARES presents to athletes on “Yes Means Yes” and How to Be Active Bystanders. Athletes are also required to complete the Empower Students training.

Shasta College requires the following trainings to all new employees:

- Sexual Harassment Prevention online training
- Mandatory reporting of child abuse
- Campus Sexual Violence Elimination Act (Campus SaVE Act)

Shasta College Annual Notices:

- Sexual Harassment notice – annual notice sent to all employees on responding to sexual harassment.
- Mandated Reporter Training – annual training for managers

During National Awareness Months, Shasta CARES provides workshops and annual campus-wide events including, but not limited to the following and may vary each year:

January-Stalking and Human Trafficking:

Know it. Name it. Stop it. – Recognize the realities of stalking and how to intervene when someone is being stalked.

Stalking Awareness Workshop – Provides information to identify stalking behaviors and strategies for intervention and prevention.

Human Trafficking Workshop – Identifies signs and realities of human trafficking and how community members can work to address this type of sexual violence.

February-Teen Dating Violence:

Respect Week includes the following:

“Love Is” Photo Booth-Students and staff share what love is to them in a Photo Booth and discuss ways to intervene in an unhealthy relationship.

[One Billion Rising](#)- students and employees dance in a flash mob in solidarity against violence.

Let's Taco 'Bout Healthy Relationships:

Students build their tacos as they learn how to build healthy relationships including the 6 C's: communication, commitment, conduct, consideration, compatibility, and compromise.

April-Sexual Assault:

Silhouette Project - figures are placed around campus as a tool to educate and raise awareness regarding the prevalence of sexual assault in our community. Their design and color are that of a classic silhouette, and they are intended to represent individuals of all races, genders, sexualities, and identities who have been impacted by sexual violence.

Got Consent? - Students learn about consent, discuss cultural culprits that contribute to sexual violence and identify ways to intervene when you see a potential sexual assault.

[Denim Day](#)- students and employees wear jeans with a purpose to show that there is no excuse and never an invitation to rape. We invite departments and clubs to send in pictures to enter a drawing where they can win a prize.

[Take Back the Night](#)- campus and community partners host interactive booths addressing different aspects of sexual violence, learning about how to break the silence and erode the current cultural and social norms that contribute to sexual violence. The evening ends with a march around campus.

Let's Talk About Sex Workshop: Open discussion about healthy and respectful sexuality!

September-Campus Safety:

Health and Safety Fair - Shasta CARES participates in the fair by hosting a table with an interactive activity focused on bystander intervention.

October-Domestic Violence:

Purple Ribbon Campaign and Purple Flag Project - students and employees create a purple awareness ribbon, a symbol of courage, survival, honor, and dedication to ending domestic violence. We place purple flags in the grass near the flagpole to represent individuals who have been impacted by domestic violence, while learning ways to intervene when a relationship is unhealthy and how to build healthy relationships.

Knights say [NO MORE](#) to Domestic Violence - Shasta College dedicates a football game to Domestic Violence Awareness month. Football players participate in the NO MORE campaign by taking pictures with their statements of why they say NO MORE. Community members and staff wear purple to show support for survivors. One SAFE

Place and Shasta CARES host a table with interactive activities on healthy relationships, boundaries, and resources. #Relationship Goals Workshop – Shasta CARES provides a workshop to discuss red flags of an unhealthy relationship and identify qualities of a healthy relationship.

THE SHASTA CARES TEAM CAN PROVIDE
PRESENTATIONS FOR DEPARTMENTS, FACULTY, AND
STUDENT GROUPS.

BYSTANDER INTERVENTION: BE AN ACTIVE AGENT OF CHANGE

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

All members of the Shasta College community are expected to take reasonable action to prevent or stop any act of sexual violence, harassment, or any violation of college policies. Shasta College prohibits any retaliation, coercion, threats, or discrimination against any individual who intervenes, reports, or provides information on sexual or relationship violence.

Shasta CARES facilitates trainings for campus leaders and hosts workshops in classrooms for students on being an active bystander. These trainings and workshops provide participants with an opportunity to discuss and practice skills around positive bystander intervention.

The goal of bystander intervention is to interrupt a potentially harmful situation and help calm strong feelings to prevent escalation of violence.

Shasta College incorporates the 3 Ds of Bystander Intervention developed by Alteristic.

Depending on the situation there may be times when some types of intervention are more, or less appropriate.

DIRECT

Directly interact with the potential perpetrator or victim and address your concern.

Acknowledge the offense and identify the inappropriate behavior.

DISTRACT

Create a diversion to diffuse the potentially problematic situation.

Silent Stare/body language: you do not always have to speak to communicate.

Light Humor: reduces tension and makes it easier for the person to hear you without making it seem unimportant.

DELEGATE

Ask someone else to help in the situation.

Tell someone of authority.

Call Campus Safety or the police

Say something to a friend and engage them to help.

RISK REDUCTION

Risk Reduction means options designed to decrease perpetration and increase bystander action. The aim is to increase empowerment for survivors to promote safety and to help individuals and communities address conditions that facilitate violence. It is important to remember that while we can take steps to minimize risk, the only person to blame when sexual violence occurs is the perpetrator.

Shasta College

- Is committed to decreasing violence and empowering bystanders to act. The bystander intervention section above

includes information on the importance of acting with safe and positive options for bystanders.

- Empower survivors by making resources known through events, online, and in brochures and flyers distributed across campus.
- Empowers the campus community to address conditions that facilitate violence by facilitating workshops on "Rape Culture", understanding the intersections of oppression and impacts of media and other institutions that contribute to the acceptance of violence.
- Hosts "Art with Impact" event highlighting impacts of sexual assault on survivors through a theatre of the oppressed style workshop.

TITLE IX: SEXUAL MISCONDUCT POLICY AND OPTIONS

Responding to Harassment Based on Sex under Title IX

The District encourages members of the District community to report sexual harassment. This procedure only applies to conduct defined sexual harassment under Title IX and applicable federal regulations and that meet Title IX jurisdictional requirements. The District will respond to sexual harassment and sexual misconduct that falls outside that definition and outside the jurisdiction of the Title IX federal regulations using California law and applicable District policies and procedures. In implementing these procedures discussed below, the District will also provide supportive measures, training, and resources in compliance with California law, unless they are preempted by the Title IX regulations.

Title IX Coordinator

- Questions concerning Title IX may be referred to the District Title IX Coordinator whose contact information is below.
- The District's Title IX Coordinator is the Associate Vice President of Human Resources and the Title IX Coordinator's contact information is:

Mailing address: P.O. Box 496006, Redding, CA 96049-6006

Physical address: 11555 Old Oregon Trail, Redding, CA Administrative Building 100, Room 121

Phone: 530-242-7640

HR@shastacollege.edu

The Title IX Coordinator is required to respond to reports of sexual harassment or misconduct. The Title IX Coordinator will handle information received with the utmost discretion and will share information with others on a need-to-know basis. For example, the Title IX Coordinator may need to address public safety concerns on campus, comply with state and federal legal requirements, or share information to implement supportive measures.

A report of sexual harassment to the Title IX Coordinator does not necessarily lead to a full investigation, as discussed more fully below. However, the Title IX Coordinator will make an assessment to determine if there is a safety risk to the campus. If the Title IX Coordinator finds there is a continued risk, the Title IX Coordinator will file the formal complaint without the Complainant's consent or cooperation.

Title IX Harassment Complaints, Investigations, and Hearings

These Title IX sexual harassment procedures and the related policy protect students, employees, applicants for employment, and applicants for admission.

Jurisdictional Requirements – Application of Procedures

These procedures apply if the conduct meets the following three jurisdictional requirements:

- The conduct took place in the United States.
- The conduct took place in a District "education program or activity." This includes locations, events, or circumstances over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred, including on-campus and off-campus property and buildings the District owns or controls or student organizations officially recognized by the District own or control.
- The conduct meets the definition of Title IX "sexual harassment."

Definitions

Advisor: Throughout the grievance process, both the Complainant and Respondent have a right to an Advisor of their choice. If a Party does not have an Advisor at the time of the hearing, the District must provide the Party

an Advisor of its choice, free of charge. The District may establish restrictions regarding the extent to which the Advisor may participate in the proceedings as long as the restrictions apply equally to both Parties.

Complainant: A Complainant is an individual who alleges he/she/they is the victim of conduct that could constitute sexual harassment.

Consent: Consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. Both Parties must give affirmative consent to sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he/she/they has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest, lack of resistance, or silence does not indicate consent. Affirmative consent must be ongoing throughout a sexual activity and one can revoke his/her/their consent at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, is not an indicator of consent.

The Respondent's belief that the Complainant consented will not provide a valid defense unless the belief was actual and reasonable, based on the facts and circumstances the Respondent knew, or reasonably should have known, at the time of the incident. A Respondent's belief is not a valid defense where:

- The Respondent's belief arose from the Respondent's own intoxication or recklessness.
- The Respondent did not take reasonable steps to ascertain whether the Complainant affirmatively consented; or
- The Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was incapacitated, in that the Complainant was:
 - asleep or unconscious.
 - unable to understand the fact, nature, or extent of the sexual activity due to the influence of drugs, alcohol, or medication; or unable to communicate due to a mental or physical condition.

Decision-Maker: The person who will oversee the live hearing and make determinations of responsibility. The Decision-Maker cannot be the Title IX Coordinator or the investigator.

Formal Complaint: A written complaint signed by the Complainant or Title IX Coordinator, alleging sexual harassment, and requesting an investigation. If the Title IX Coordinator signs the formal complaint, he/she/they will not become a Party to the complaint.

Parties: As used in this procedure, this means the Complainant and Respondent.

Respondent: A Respondent is an individual reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual Harassment under Title IX: Conduct that satisfies one or more of the following:

A District employee conditions the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (quid pro quo harassment); Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; Sexual assault, including the following: Sex Offenses, Rape, Sodomy, Sexual Assault with an Object, Fondling, Incest, Statutory Rape, Dating violence, Domestic Violence, and Stalking. See definitions on pages 22 and 53.

The Title IX Coordinator is:

- ✓ Responsible for oversight of the investigation and resolution of all reports of sexual harassment, sexual violence and intimate partner violence involving students, staff, administrators, faculty, vendors, and visitors;
- ✓ Assisted by designated Deputy Title IX Coordinators and by a Title IX team as detailed in this policy. These Deputy Title IX Coordinators have a shared responsibility for supporting the Title IX Coordinator and are accessible to any member of the community for consultation and guidance;
- ✓ Knowledgeable and trained in college policies and procedures and relevant state and federal laws;

- ✓ Available to advise any individual, including a Complainant, a Respondent or a third party, about the courses of action available at the College, both informally and formally, and in the community;
- ✓ Available to provide assistance to any College employee regarding how to respond appropriately to a report of sexual harassment, sexual violence, stalking or intimate partner violence;
- ✓ Responsible for monitoring full compliance with all procedural requirements and timeframes outlined in this policy; and
- ✓ Responsible for training, prevention and education efforts, and periodic reviews of climate and culture.

REQUEST FOR CONFIDENTIALITY

Where a Complainant requests that their name or other identifiable information not be shared with the Respondent, or that no formal action be taken, the College will balance this request with its dual obligation to provide a safe and non-discriminatory environment for all College community members and to remain true to principles of fundamental fairness that require notice and an opportunity to respond before action is taken against a Respondent. In making this determination, the College may consider the seriousness of the conduct, the respective ages, and roles of the Complainant and Respondent, whether there have been other complaints or reports of harassment or misconduct against the Respondent, and the rights of the Respondent to receive notice and relevant information before disciplinary action is sought.

INTERIM MEASURES, REMEDIES, AND ACCOMMODATIONS

The College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Complainant. Where the College is unable to take action consistent with the request of the Complainant, the Title IX Coordinator or a member of the Title IX team will inform the Complainant about the chosen course of action, which may include the College seeking disciplinary action against a Respondent. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that do not involve formal disciplinary action against a Respondent or revealing the identity of the Complainant.

RANGE OF PROTECTIVE MEASURES

Interim measures will be implemented at the discretion of the College. Potential remedies, which may be applied to the Complainant and/or the Respondent, include:

- Access to counseling services and assistance in setting up initial appointment, both on and off campus.
- Imposition of campus “Stay-Away Letter”.
- Rescheduling of exams and assignments (in conjunction with appropriate faculty).
- Change in class schedule, including the ability to take an “incomplete,” drop a course without penalty or transfer sections (with the agreement of the appropriate faculty).
- Change in work schedule or job assignment.
- Change in on-campus housing.
- Arranging to dissolve a housing contract and pro-rating a refund in accordance with campus housing policies.
- Assistance from College support staff in completing housing relocation.
- Limit an individual or organization’s access to certain College facilities or activities pending resolution of the matter.
- Limit an individual or organization’s access to certain College facilities or activities pending resolution of the matter.
- Voluntary leave of absence.
- Providing an escort to ensure safe movement between classes and activities.
- Providing limited medical services.
- Providing academic support services, such as tutoring.
- Interim suspension or college-imposed leave.
- Any other remedy that can be tailored to the involved individuals to achieve the goals of this policy.

PROCEDURES FOR REPORTING: SEXUAL ASSAULT, DOMESTIC AND DATING VIOLENCE & STALKING

The Redding Police Department or the law enforcement agency having jurisdiction, and Campus Safety will investigate all allegations of sexual violence and take appropriate disciplinary, criminal, or legal action with prior consent of the victim/survivor.

When a student or employee reports to the institution that they have been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus: they will be provided a written explanation of their rights and options, which include:

1. The importance of preserving evidence.
 - a. Time is a critical factor for evidence collection and preservation that may assist in proving that the criminal offense occurred.
 - b. Evidence may be helpful in obtaining a protection order.
2. How and to whom the offense should be reported.
3. Options to notify law enforcement and receive assistance from campus authorities in making the notification if the victim chooses to or declines to notify such authorities.
4. Rights of victims and institution's responsibilities for orders of protection. (See 'Protective Orders' section on page 38).
5. Be provided with written information on local victim's resources and victim's rights (See 'Campus and Community Advocacy and Support Services' section on page 35 and 'Assistance for Victims' section on page 37).

Filing a report will:

- Ensure that a survivor of sexual assault, domestic violence, dating violence and stalking receives the necessary medical treatment and tests, at no expense to the survivor.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a survivor of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam).
- Connect survivor to a Sexual Assault Response Team (SART) for a voluntary exam and collection of evidence.
- Assure the survivor has access to free confidential counseling from advocates specifically trained in sexual assault, domestic violence, dating violence and stalking crisis intervention.

The College encourages all individuals:

- To seek assistance from a medical provider immediately after an incident of sexual violence. This is the best option to ensure preservation of evidence.
- To make a report to the College and to local law enforcement.

This is the best option to begin a timely investigative and remedial response.

- Reporting options are not mutually exclusive. Both internal and criminal reports may be pursued simultaneously.
- Filing a report with law enforcement or a Campus Safety officer will not obligate the victim to prosecute, nor will it subject the survivor to scrutiny or judgmental opinions from officers.

The College has a strong interest in supporting victims and survivors of sexual harassment, sexual violence, stalking, and intimate partner violence and encourages all individuals or third-party witnesses to report any incident to the College.

Making a report means telling someone in authority what happened - in person, by telephone, in writing or by email. At the time a report is made, a Complainant does not have to decide whether to request a particular course of action, nor does a Complainant need to know how to label what happened. Choosing to make a report, and deciding how to proceed after making the report, can be a process that unfolds over time.

The College provides support that can assist everyone in making these important decisions and to the extent legally possible will respect an individual's autonomy in deciding how to proceed. In this process, the College will balance the individual's interest with its obligation to provide a safe and non-discriminatory environment for all members of the College community.

Any individual who reports sexual harassment, sexual violence, stalking, or intimate partner violence can be assured that all

reports will be investigated and resolved in a fair and impartial manner. A Complainant, a Respondent and all individuals involved can expect to be treated with dignity and respect. In every report under this policy, the College will make an immediate assessment of any risk of harm to the parties involved or to the broader campus community and will take steps necessary to address those risks. These steps will include interim measures to provide for the safety of the individual and the campus community.

IF YOU HAVE EXPERIENCED SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE OR STALKING, YOUR FIRST PRIORITY SHOULD BE TO:

1. GET TO A PLACE OF SAFETY.
2. DIAL 9-1-1 TO REACH LAW ENFORCEMENT AND MEDICAL TRANSPORTATION. WHEN TIME ALLOWS CONTACT CAMPUS SAFETY.
3. OBTAIN IMMEDIATE NECESSARY MEDICAL TREATMENT.
4. MAKE EVERY ATTEMPT TO PRESERVE ANY PHYSICAL EVIDENCE TO THE ASSAULT. THIS MAY INCLUDE:
 - a. THE VOLUNTARY FORENSIC EXAM WITH THE SART CENTER (SEE SART LOCATIONS BELOW)
 - b. NOT SHOWERING OR DISPOSING OF ANY DAMAGED CLOTHING OR OTHER ITEMS THAT ARE PRESENT DURING OR AFTER THE ASSAULT.
5. SEEK EMOTIONAL SUPPORT FROM FAMILY, CLOSE FRIENDS, OR SOMEONE YOU TRUST.
6. CONTACT VICTIM'S ADVOCACY OR COUNSELING CENTER (SEE OPTIONS ON PAGES 35 – 38).

Reporting Options

Any individual may report sexual harassment to the District's Title IX Coordinator.

The District strongly encourages prompt reporting of sexual harassment. Prompt reporting allows for the collection and preservation of evidence, including physical evidence, digital media, and witness statements. A delay may limit the District's ability to effectively investigate and respond.

Because individuals may be deterred from reporting incidents of sexual harassment if alcohol, drugs, or other violations of District or campus rules were involved, the District will inform individuals that the primary concern is for student and employee safety and that use of alcohol or drugs never makes a Complainant at fault for sexual harassment. If other rules are violated, the District will address such violations separately from an allegation of sexual violence.

Individuals can decide whether they want to pursue a formal Title IX complaint. Reporting sexual harassment to the Title IX Coordinator does not automatically initiate an investigation under these procedures. A report allows the District to provide a wide variety of support and resources to impacted individuals and to prevent the reoccurrence of the conduct. A Complainant or the Title IX Coordinator filing a formal complaint will initiate an investigation.

If there are parallel criminal and Title IX investigations, the District will cooperate with the external law enforcement agency and will coordinate to ensure that the Title IX process does not hinder legal process or proceedings.

The District will document reports of sexual harassment in compliance with the Clery Act, a federal law requiring data collection of crime within the campus geography. Under the Clery Act, the District does not document personal information; the District reports the type of conduct, and the time, date, and location. (Also see BP/AP 3540 Sexual and Other Assaults on Campus).

District Employees and Officials with Authority

District Officials with Authority are not confidential resources and are required to report allegations of sexual harassment to the Title IX Coordinator promptly. All other employees are encouraged to report allegations to the Title IX Coordinator but are not required to do so.

The District has designated the following employees as Officials with Authority:
Academic or Classified Administrators and Campus Safety Officers.

Officials with Authority are required to report all relevant information they know about sexual harassment including the name of the Respondent, the Complainant, any other witnesses, and the date, time, and location of the alleged incident.

Intake and Processing of Report Receipt of Report

After receiving a report of sexual harassment, the Title IX Officer will contact the Complainant and reporting party to explain rights under this policy and procedure and invite the Complainant to an in-person meeting. The Title IX Officer will discuss supportive measures with the Parties.

Timeframe for Reporting

To promote timely and effective review, the District strongly encourages individuals to report sexual harassment as soon as possible because a delay in reporting may affect the ability to collect relevant evidence and may affect remedies the District can offer.

Reports Involving Minors or Suspected Child Abuse

Under California law, an individual must make a mandatory report of suspected child abuse and neglect, including sexual assault when that individual, in their professional capacity or within the scope of their employment, has knowledge of or observes a minor under the age of 18 whom the individual knows, or reasonably suspects has been the victim of child abuse or neglect. All College employees, whether designated as a mandatory reporter under California state law or not, are required to immediately report any suspected child abuse and neglect to the Title IX Coordinator and the Chief of Campus Safety. The source of abuse does not need to be known to file a report. The College will report all suspected child abuse and neglect, including sexual assault, to law enforcement and/or to Shasta County Child Protective Services. The College must act quickly regarding all reasonable suspicions of sexual or physical abuse. It is not the responsibility of any employee, student, or volunteer to investigate suspected child abuse. This is the role of Child Protective Services and law enforcement authorities.

In addition to notifying the Title IX Coordinator and Chief of Campus Safety, any individual may make a direct report as follows:

- If a child is in immediate danger, call 9-1-1.
- If there is no immediate danger, contact the Child Protection Hotline 24 hours a day, 7 days a week, at (530) 225-5144.

CAMPUS AND COMMUNITY ADVOCACY AND SUPPORT SERVICES

Resources on and off-campus are available to sexual assault, domestic violence, dating violence and stalking survivors.

ON CAMPUS CONFIDENTIAL RESOURCES	
Health and Wellness Psychological Counselor	Room 2020, (530) 242- 7580
Campus Safety Anonymous Reporting Line	(530) 242-7919
Online Anonymous Reporting Form	https://cm.maxient.com/reportingform.php?ShastaCollege&layout_id=4
ADDITIONAL ON CAMPUS RESOURCES	
Title IX Coordinator	Room 121, (530) 242-7649
Campus Safety	Building 6500, (530) 242-7910
Health and Wellness	Room 2020, (530) 242-7580
Office of Student Life	Room 2308, (530) 242-7626
Assistant Superintendent/Vice President of Student Services Office	Room 2313, (530) 242-7621

Counseling & Psychological Services

Campus Safety works closely with the Shasta College Health and Wellness Psychological Counselor in dealing with sensitive situations. Campus Safety officers refer persons to the Psychological Counselor, who in turn encourage their clients to report the crimes. Professional Counselors, when acting as such, are not considered

a CSA and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Psychological counseling sessions are considered privileged, and the holder of the privilege is the client. Crime information may be forwarded anonymously at the request of the client. The counselors do not disclose information to Campus Safety without the consent of the client unless there is an immediate threat to safety. Any reporting of statistics to comply with the Jeanne Clery Act is accomplished by reporting numbers and not names so the information provided by clients remains confidential.

Psychological counseling services by a professionally trained and licensed psychological counselor are available at no cost to students. Consultation regarding a distressed or potentially violent student/employee is also available. Schedule a consultation appointment by calling the Health & Wellness office at (530)242-7580.

OFF CAMPUS LOCAL ADVOCACY RESOURCES	
One SAFE Place – Shasta County <ul style="list-style-type: none"> • 24 Hr. Crisis Line <p>One SAFE Place of Shasta County provides direct services to the community including crisis counseling, referrals, emergency shelter, legal advocacy, court accompaniments, case management, food and clothing assistance and education and prevention programs.</p>	(530) 244-0117 (530) 244-SAFE (7233)
Shasta Regional Medical Center Sexual Assault Response Team (SART) <p>SART focuses on survivor-centered care. SART will collect evidence and perform a confidential medical exam in a private room specially designed to make the victim as comfortable as possible. SART nurses are on call 24-7, and they will help the victim with prompt and efficient care, reporting assistance and local referral services. This is a free service for victims of sexual violence.</p>	(530) 244-5353
Empower Tehama – Tehama County <ul style="list-style-type: none"> • 24 Hr. Crisis Line 	(530) 528-0300 (530) 528-0226
Rape Crisis Intervention and Prevention – Tehama County <ul style="list-style-type: none"> • 24 Hr. Crisis Line <p>Tehama County Rape Crisis Intervention provides rape crisis intervention, counseling, support groups, public education, works with victims, and others to support victims and help to encourage healthy recovery.</p>	(530) 529-3980 (530) 342-RAPE (7273)
Tehama SART	(530) 528-0226 (Contact Empower Tehama)
Human Response Network – Trinity County <ul style="list-style-type: none"> • 24 Hr. Crisis Line <p>The Human Response Network is dedicated to protecting each person's right to live in safety with dignity. They provide a wide range of resources, as well as children, family, and victim services.</p>	(530) 623-2024 (530) 623-HELP (4357)
Trinity County SART	Trinity County Sheriff (530) 623-2611 or Trinity County District Attorney (530) 623-1304

NATIONAL RESOURCES:[National Network to End Domestic Violence](#)[National Domestic Violence Hotline](#)

(800) 799-SAFE (7233)

[Rape Abuse Incest National Network \(RAINN\)](#) (800) 656-HOPE (4673)**ASSISTANCE FOR VICTIMS/SURVIVORS**

As a victim of any crime, you should be treated with respect, dignity, and courtesy regardless of race, age, lifestyle, or occupation. You have the right to file a complaint and receive services regardless of the relationship between you and the suspect. You may have an advocate for support throughout the entire investigative process. Victims will receive an explanation about all procedures and forms in relation to the crimes of sexual assault, domestic violence, dating violence and stalking. Victims and witnesses have the right to report a crime on a voluntary and confidential basis.

Students and employees will receive annual written notification about counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available, both within the institution and in the community.

A written notice is also given to student victims regarding the option to change their academic, on-campus living situations, working and transportation options and protective measures or accommodations available after a sexual assault, domestic violence, dating violence and stalking incident occurs.

Accommodations or protective measures are available if the victim requests them and if such changes are reasonably available, regardless of whether or not the victim chooses to report the crime to local law enforcement. A victim can request these options by notifying the Assistant Superintendent/Vice President of Student Services, Human Resource Office, or the Chief of Campus Safety.

Regardless of whether victims choose to pursue a criminal complaint or whether the offense has occurred on or off campus, the College may assist victims of sexual assault, domestic violence, dating violence, or stalking and will provide each victim with a written explanation of their rights and options.

Below is the summary of the State of California Victims' Bill of Rights under Marsy's Law:
The California Constitution, Article 1, Section 28, confers certain rights to victims of crime.

Those rights include:

- 1) Fairness and Respect
- 2) Protection from the Defendant
- 3) Victim Safety Considerations in Setting Bail and Release Conditions
- 4) The Prevention of the Disclosure of Confidential Information
- 5) Refusal to be interviewed by the Defense
- 6) Conference with the Prosecution and Notice of Pretrial Disposition
- 7) Notice of and Presence at Public Proceedings
- 8) Appearance at Court Proceedings and Expression of Views
- 9) Speedy Trial and Prompt Conclusion of the Case
- 10) Provision of Information to the Probation Department
- 11) Receipt of Pre-Sentence Report
- 12) Information about Conviction, Sentence, Incarceration, Release, and Escape
- 13) Restitution
- 14) The Prompt Return of Property
- 15) Notice of Parole Procedures and Release on Parole
- 16) Safety of Victim and Public are Factors in Parole Release
- 17) Information about these 16 Rights

For the full text of the Victims' Bill of Rights and more information on Marsy's Law, visit the Attorney General's website: https://oag.ca.gov/victimservices/content/bill_of_rights

VICTIMS ASSISTANCE BY COUNTY	
Shasta County Victims Assistance Center	1355 West Street, Redding (530) 225-5220 https://www.shastacounty.gov/district-attorney/page/crime-victims-assistance-center
Tehama County Victim/Witness Assistance Center	444 Oak Street, Red Bluff CA (530) 527-4296 http://www.co.tehama.ca.us/victim-witness-assistance-center
Trinity County Victim/Witness Assistance Program	11 Court Street, Weaverville, CA 96093 (530) 623-8357 or visit their website: https://www.trinitycounty.org/District-Attorney

PROTECTIVE ORDERS

Campus Safety recognizes protective orders. A person who reports being subjected to domestic, dating, and/or sexual violence, stalking, and crimes against children, must be provided written information about their right to obtain a protective order, apply for a temporary restraining order or seek enforcement of an existing order.

The following orders are included:

- Standing criminal protective orders
- Protective orders issued in cases of domestic violence, stalking, harassment, sexual assault, or risk of injury to or impairing the morals of a child
- Temporary restraining orders or protective orders prohibiting the harassment of a witness
- Family violence protective orders
- A Stay Away Order: Authorized by the Assistant Superintendent/Vice President of Student Services and/or the Chief of Campus Safety, a stay away order can be issued for on campus purposes with sanctions for the offender that could include a stay away order prohibiting the alleged assailant from having any contact with the victim.

If an individual would like to apply for a protective order, contact the court of their jurisdiction. A local victim's advocate can also assist in obtaining a protective order. Victim's advocacy and assistance agencies are listed on pages 35 – 38.

In situations in which the alleged offender may pose a threat to the victim or the community, the Assistant Superintendent/Vice President of Student Services, or designee, may also impose on the alleged offender an immediate suspension from the college itself pending final resolution of the matter.

If you currently have a protective or restraining order in place, bring the order to the Campus Safety Office, located in building 6500. Campus Safety will keep all updated orders on file that are provided to our office. We will uphold the restraining order protections as outlined in the order.

To request information about the available options regarding protective orders or stay away orders, contact Campus Safety at (530) 242-7910.

PROCEDURES AND STANDARD OF EVIDENCE

Listed below are the procedures that the college will follow, as well as a statement of the standard of evidence that will be used during any judicial hearing on campus if a complaint of domestic violence, dating violence, sexual assault or stalking is reported to Campus Safety:

INCIDENT	PROCEDURES SHASTA COLLEGE WILL FOLLOW	EVIDENTIARY STANDARD
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Sexual Assault Domestic Violence Dating Violence Stalking	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs. delayed report), Shasta College will assist the complainant and respondent with access to medical care. 2. Shasta College will assess immediate safety needs of complainant and respondent. 3. Shasta College will assist the complainant and respondent with contacting local law enforcement if complainant or respondent requests and will be provided with contact information for local law enforcement agency. 4. Shasta College will provide complainant and respondent with referrals to on and off campus services, counselor, mental or health providers. 5. Shasta College will provide written instructions on how to apply for a Protective Order. 6. Shasta College will provide written information to complainant and respondent on how to preserve evidence. 7. Shasta College will assess the need to implement interim or long-term protective measures including an on campus stay away order to protect the complainant and respondent, if appropriate. 8. Shasta College will provide assistance in changing on-campus living, transportation, academic and working situations. 9. Shasta College will provide written notification about counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available, both within the institution and in the community. <p>Shasta College will provide a copy of the Sexual Misconduct Policy, "Shasta College Guide to Title IX".</p>	Preponderance of the evidence: a requirement that more than 50% of the evidence points to something.
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CAMPUS DISCIPLINARY ACTIONS

Shasta College disciplinary proceedings will include a prompt, fair, and impartial process from the initial investigation to the result. Proceedings are not intended to substitute for criminal or civil proceedings that may be initiated by other agencies. These procedures will be used in a fair and equitable manner, and not for purposes of retaliation. These procedures are not considered a legal proceeding. Therefore, students do not have a right to counsel during a student disciplinary hearing.

All Disciplinary proceedings will follow the **Preponderance of the Evidence Standards** listed in the table.

A student found guilty of violating the college sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the college.

DISCIPLINARY ACTION INVOLVING SEXUAL ASSAULT, DOMESTIC VIOLENCE DATING VIOLENCE, AND STALKING

Formal Complaint Grievance Process

Notice to Parties

Upon receipt of a formal complaint, the Title IX Coordinator will provide the following notice in writing, to the Parties:

- Notice of the District's Title IX grievance process.
- Notice of the allegations of alleged sexual harassment with sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
- Statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- Notice that the Parties may have Advisor of their choice, who may be, but is not required to be, an attorney.
- Notice that the Parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not

intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence whether obtained from a Party or other source; and

- Inform the Parties of any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during an investigation, the District decides to investigate allegations about the Complainant or Respondent that are not included in the notice provided above, the Title IX Coordinator will provide notice in writing of the additional allegations to the Parties.

Dismissal of Formal Complaint

The District must investigate the allegations in a formal complaint. However, the District must dismiss the formal complaint and will not process the complaint under these procedures if any of the following three circumstances exist:

- If the conduct alleged in the formal complaint would not constitute Title IX sexual harassment as defined in this procedure.
- If the conduct alleged did not occur in the District's education program or activity.
- If the conduct alleged did not occur against a person in the United States.

The District has discretion to dismiss a formal complaint or any allegation under the following circumstances:

- If at any time during the investigation or hearing; a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations.
- If the Respondent is no longer enrolled or employed by the District or
- If there are specific circumstances that prevent the District from gathering evidence sufficient to reach a determination regarding responsibility as to the formal complaint or allegations.

If the District dismissed the formal complaint or any allegations, the Title IX Coordinator shall simultaneously provide the Parties with written notice of the dismissal and reason.

The District will also notify the Parties of their right to appeal.

The District may commence proceedings under other policies and procedures after dismissing a formal complaint.

Consolidation of Formal Complaints

The District may, but is not required to, consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Equitable Treatment of the Parties

The District's determination of responsibility is a neutral, fact-finding process. The District will treat Complainants and Respondents equitably. The procedures will apply equally to both Parties. The District will not discipline a Respondent unless it determines the Respondent was responsible for sexual harassment at the conclusion of the grievance process.

Statement of Presumption of Non-Responsibility

The investigation is a neutral, fact-finding process. The District presumes all reports are in good faith. Further, the District presumes the Respondent is not responsible for the alleged conduct. The District makes its determination regarding responsibility at the conclusion of the grievance process.

Bias or Conflict of Interest

The District's Title IX Coordinator, investigator, Decision-Maker, or any person designated by the District to facilitate an informal resolution process, will not have potential actual bias or conflict of interest in the investigatory, hearing, sanctioning, or appeal process or bias for or against Complainants or Respondents generally. Actual bias is an articulated prejudice in favor of or against one Party or position; it is not generalized concern about the personal or professional backgrounds, positions, beliefs, or interests of the Decision-Maker in the process. The District will ensure that the Title IX Coordinator, investigator, Decision-Maker, and facilitator receive training on:

- The definition of sexual harassment in this procedure.
- The scope of the District's education program or activity.
- How to conduct an investigation.
- The grievance process including conducting hearings, appeals, and informal resolution processes; and
- How to serve impartially, including avoiding: prejudgment of the facts at issue; conflicts of interest; and bias.

Timeline for Completion

The District will undertake its grievance process promptly and as swiftly as possible. The District will complete the investigation and its determination regarding responsibility or the informal resolution process within 180 calendar days.

When appropriate, the Title IX Coordinator may determine that good cause exists to extend the 180-calendar day period to conduct a fair and complete investigation, to accommodate an investigation by law enforcement, to accommodate the unavailability of witnesses or delays by the Parties, to account for District breaks or vacations, or due to the complexity of the investigation. The District will provide notice of this extension to the Complainant and Respondent in writing and include the reason for the delay and anticipated timing of completion.

A Party may request an extension from the Title IX Coordinator in writing by explaining the reason for the delay and the length of the continuance requested. The Title IX Coordinator will notify the Parties and document the grant or denial of a request for extension or delay as part of the case recordkeeping.

Role of Advisor

The role of the Advisor is to provide support and assistance in understanding and navigating the investigation process.

The Advisor may not testify in or obstruct an interview or disrupt the process. The Title IX Coordinator has the right to determine what constitutes appropriate behavior of an Advisor and take reasonable steps to ensure compliance with this procedure.

A Party does not have a right to self-representation at the hearing; an Advisor must conduct any cross-examination. The District must provide an Advisor of its choice, free of charge to any Party without an Advisor to conduct cross-examination. If an Advisor fails to appear at the hearing, the District will provide an Advisor to appear on behalf of the non-appearing Advisor. To limit the number of individuals with confidential information about the issues, each Party may identify one Advisor.

Confidentiality Agreements

To protect the privacy of those involved, the Parties and Advisors are required to sign a confidentiality agreement prior to attending an interview or otherwise participating in the District's grievance process. The confidentiality agreement restricts dissemination of any of the evidence subject to inspection and review or use of this evidence for any purpose unrelated to the Title IX grievance process. The confidentiality agreement will not restrict the ability of either Party to discuss the allegations under investigation.

Use of Privileged Information

The District's formal complaint procedure does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege (e.g., attorney-client privilege, doctor-patient privilege, spousal privilege, etc.), unless the person holding the privilege provides voluntary, written consent to waive the privilege.

Investigations

The Title IX Coordinator is responsible to oversee investigations to ensure timely resolution and compliance with Title IX and this procedure.

Both Parties have the right to have an Advisor present at every meeting described in this section.

Trained investigators

The District will investigate Title IX formal complaints fairly and objectively. Individuals serving as investigators under this procedure will have adequate training on what constitutes sexual harassment and how the District's grievance procedures operate. The District will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence and complies with this procedure.

Burden of Gathering Evidence

The District, not the Parties, has the responsibility to gather information and interview witnesses. As part of the District's burden of gathering evidence, the District's investigator will create an investigative report that fairly summarizes relevant evidence, whether it is inculpatory or exculpatory. The investigator shall not make findings or determinations of law or fact.

Notice of Investigative Interview

The District will provide written notice of the date, time, location, participants, and purpose of all investigative interviews to a Party whose participation is invited or expected, with sufficient time for the Party to prepare to participate.

Evidence Review

Both Parties have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a Party or other source.

Prior to the investigator preparing an investigative report, the District will send to each Party and the Party's Advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The Parties will have at least ten days to submit a written response. The investigator must consider this written response prior to completing the investigative report.

Investigative Report

The results of the investigation of a formal complaint will be set forth in a written report that will include at least all the following information:

- A description of the circumstances giving rise to the formal complaint.
- A description of the procedural steps taken during the investigation, including all individuals contacted and interviewed.
- A summary of the testimony of each witness the investigator interviewed.
- An analysis of relevant evidence collected during the investigation, including a list of relevant documents.
- A specific finding as to whether the allegations occurred using a preponderance of the evidence standard.
- A table of contents if the report exceeds ten pages; and
- Any other information deemed appropriate by the District.

The investigator will not make a determination regarding responsibility.

The investigator may redact information not directly related to the allegations or privileged information. However, the investigator will keep a log of information they do not produce to the Parties. The investigator will provide this log only to the Title IX Coordinator. The Title IX Coordinator will not disclose the log to the Parties but will maintain the log in the Title IX Coordinator's file, in the event it later becomes relevant. At least ten days prior to a hearing or other time of determination regarding responsibility, the District will send the investigative report to each Party and their Advisors, if any, the investigative report in an electronic format or a hard copy, for review and written response. The Parties will have at least ten days to submit a written response.

Hearing

After completing an investigation and prior to completing a determination regarding responsibility, the District will hold a live hearing to provide the Complainant and Respondent an opportunity to respond to the evidence gathered before a Decision-Maker. Neither Party may choose to waive the right to a live hearing, but the Parties can choose whether to participate in the hearing or answer some or all cross-examination questions.

Notice

If the District proceeds to a hearing, the District will provide all Parties written notice of the date, time, location, participants, and purpose of the hearing with sufficient time for the Party to prepare to participate.

Hearing Format

The District may provide a live hearing with all Parties physically present in the same geographic location or, at the District's discretion if either Party requests, the District may provide any or all Parties, witnesses, and other participants the ability to appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other in real time.

The District will make the information reviewed during the Evidence Review available at the hearing for reference and consultation. The District will not restrict the ability of either Party to discuss the allegations under investigation or to gather and present relevant evidence. The District will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the Parties for inspection and review.

Decision-Maker

The Decision-Maker will be free from conflict of interest or bias, including bias for or against Complainants or Respondents.

The Decision-Maker may ask the Parties and the witnesses questions during the hearing. The Decision-Maker must objectively evaluate all relevant evidence both inculpatory and exculpatory and must independently reach a determination regarding responsibility without giving deference to the investigative report. The Decision-Maker must receive training on issues of relevance, how to apply the rape-shield protections for Complainants, and any technology to be used at the hearing.

Presenting Witnesses

The District will provide the Complainant and Respondent an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. Witnesses, like Parties, are not required to participate in the live hearing process.

Only relevant evidence will be admissible during the hearing. Relevant evidence means evidence, including evidence relevant to the credibility of a Party or witness, having any tendency in reason to prove or disprove any disputed fact material to the allegations under investigation.

Cross-Examination

The District shall permit each Party's Advisor to ask the other Party and any witness relevant questions, including those questions challenging credibility. The Party's Advisor must conduct cross-examination directly, orally, and in real time. A Party may never personally conduct cross-examination.

If a Party or witness does not submit to cross-examination at the live hearing, the Decision-Maker will not rely on any statement of that Party or witness in reaching a determination regarding responsibility.

Before a Complainant, Respondent, or witness answers a question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Decision-Maker need not provide a lengthy or complicated explanation in support of a relevance determination.

If a Party or witness disagrees with a relevance determination, that individual has the choice of either (1) abiding by the Decision-Maker's determination and answering the question or (2) refusing to answer the question.

The Decision-Maker cannot rely on the statements or testimony of a Party or witness who has refused to answer a question the Decision-Maker had found relevant unless the Decision-Maker reconsiders and changes the ruling before reaching the determination of responsibility. If the Decision-Maker changes the determination of relevance of an unanswered question, the Decision-Maker must explain the decision to reconsider the ruling in the written determination of responsibility.

The Decision-Maker cannot draw an inference about the determination of responsibility based solely on a Party's or witness's absence from the live hearing or refusal to submit to cross-examination or to answer any questions.

The Decision-Maker may also ask any Party or witness questions. If a Party or witness refuses to respond to a Decision-Maker's questions, the Decision-Maker is not precluded from relying on that Party or witness' statements.

Determinations of Responsibility

When the Decision-Maker makes a determination of responsibility or non-responsibility, the Decision-Maker will issue a written determination regarding responsibility, no later than 20 business days after the date that the hearing ends.

When making a determination regarding responsibility, a Decision-Maker will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence. A Decision-Maker may not make credibility determinations based on an individual's status as a Complainant, Respondent, or witness. In evaluating the evidence, the Decision-Maker will use the preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that sexual harassment occurred.

The written determination will include:

- Identification of the allegations potentially constituting Title IX sexual harassment as defined in these procedures.
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including who conducted the investigation and gave notifications to the Parties. The determination will also state when, where, and the date the investigator interviewed the Parties and witnesses, conducted site visits, the methods used to gather other evidence. The procedural section should also discuss the dates and how the Parties were provided the opportunity to review and inspect evidence and the date of any hearings held and who attended the hearing.
- Findings of fact supporting the determination. In making these findings, the Decision-Maker will focus on analyzing the findings of fact that support the determination of responsibility or non-responsibility.
- Conclusions regarding the application of the District's code of conduct to the facts; determination regarding responsibility.
- A statement of, and rationale for, any disciplinary sanctions the District imposes on the Respondent.
- A statement of whether the District will provide the Complainant with remedies designed to restore or preserve equal access to the District's education program or activity.
- The District need not disclose to the Respondent remedies that do not affect them as part of the written determination. The District can inform the Respondent that it will provide remedies to the Complainant. However, the District will inform the Complainant of the sanctions against the Respondent.
- The District's procedures and permissible bases for the Complainant and Respondent to appeal.

The District will provide the written determination to the Parties simultaneously. The determination regarding responsibility becomes final either on the date that the District provides the Parties with the written determination of the result of the appeal, if the Parties file an appeal, or if the Parties do not file an appeal, the date on which an appeal would no longer be timely.

Disciplinary Sanctions and Remedies

The District must have completed the grievance procedures (investigation, hearing, and any appeal, if applicable) before the imposing disciplinary sanctions or any other actions that are not supportive measures against a Respondent. If the Decision-Maker determines the Respondent was responsible for conduct that constitutes sexual harassment, the District will take disciplinary action against the Respondent and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense.

Remedies for the Complainant might include, but are not limited to:

- Providing an escort to ensure that the Complainant can move safely between classes and activities.
- Ensuring that the Complainant and Respondent do not attend the same classes or work in the same work area.
- Providing counseling services or a referral to counseling services.
- Providing medical services or a referral to medical services.
- Providing academic support services, such as tutoring.
- Arranging for a Complainant, if a student, to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and
- Reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant's discipline.

Possible disciplinary sanctions for student Respondents include written or verbal reprimand, required training or counseling, non-academic probation, suspension, and expulsion. Possible disciplinary sanctions for employee Respondents include written or verbal reprimand, required training or counseling, suspension, or discharge.

Appeal of Dismissal of a Formal Complaint or of the Determination of Responsibility

A Complainant or Respondent may appeal the District's determination regarding responsibility or the dismissal of a formal complaint or any allegations. A Complainant or Respondent must submit a written appeal within 10 business days from the date of the notice of determination regarding responsibility or from the date of the District's notice of dismissal of a formal complaint or any allegations.

Grounds for Appeal

A trained Hearing Officer will serve as the Decision-Maker on Appeal. In filing an appeal of the District's determination regarding responsibility or the District's dismissal of a formal complaint, the Party must state the grounds for appeal and a statement of facts supporting those grounds. The grounds for appeal are as follows:

- A procedural irregularity affected the outcome.
- New evidence was not reasonably available at the time the District's determination regarding responsibility or dismissal was made, and this new evidence could affect the outcome; or
- The District's Title IX Coordinator, investigator, or Decision-Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome.

Appeal Procedure

If the Complainant or Respondent submit an appeal to the District, the District will:

- Notify the other Party in writing within five (5) business days of receiving a Party's appeal.
- Allow the non-appealing Parties at least ten (10) business days from the date of receipt of the appeal to submit a written statement in support of, or challenging, the outcome.

The appeal Decision-Maker will issue a written decision on whether to grant or deny the appeal, and the rationale for the decision, within 45 business days after the Decision-Maker on appeal receives the response to the appeal or the last day to provide a response. The District will provide the written decision simultaneously to both Parties.

The Decision-Maker on appeal may extend or otherwise modify the deadlines provided above. Either Party may seek an extension by submitting a written request to the appeal Decision-Maker explaining the need for the extension and the proposed length of the extension. The Decision-Maker will respond to the request within 48 hours in writing and will inform the Parties simultaneously whether the extension is granted.

Informal resolution

If the District determines that a formal complaint is appropriate for informal resolution, it may provide the Parties with the opportunity to participate in an informal resolution process, including mediation, at any time prior to reaching a determination regarding responsibility.

The District will provide the Complainant and Respondent written disclosure of the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the Parties from resuming a formal complaint arising from the same allegations, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The District must obtain the Parties' voluntary, written consent to the informal resolution process. If the Parties reach an agreement, the District does not have to complete a full investigation and adjudication of a report of sexual harassment. At any time prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The informal resolution process is not available to resolve allegations that an employee sexually harassed a student.

Retaliation Prohibited

The District prohibits any intimidation, threats, coercion, or discrimination against any individual who made a report or complaint of sexual harassment, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing. Individuals who experience retaliation may file a complaint using the formal complaint process described above.

RECORDS OF DISCIPLINARY ACTION:

In accordance with Education Code section 76220, the District shall establish, maintain, and destroy student records

according to regulations adopted by the Board of Governors of the California Community Colleges. The Discipline Officer will create a record of disciplinary actions, along with relevant supporting documents and evidence. This record shall be maintained as a confidential student disciplinary record and may not be released without the permission of the student, except as permitted by law. The student shall have the right to inspect the record and to challenge the contents. Disciplinary records shall be retained in a manner consistent with state law.

In accordance with Education Code section 76234, whenever there is included in any student record, information concerning any disciplinary action taken by the District in connection with any alleged sexual assault or physical abuse or any conduct that threatens the health and safety of the alleged victim, the alleged victim of the sexual assault or physical abuse shall be informed within three (3) business days of the results of any disciplinary action by the District and the results of any appeal.

In accordance with the Jeanne Clery Act, the District will disclose the results of any disciplinary proceeding conducted by the District against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to:

- The alleged victim or
- The alleged victim's next of kin if the victim is deceased

The District will retain on file for a period of at least seven years after closing the case copies of:

- The original report or complaint.
- Any actions taken in response to the complaint, including supportive measures.
- The investigative report including all evidence gathered and any responses from the Parties.
- The District's determination regarding responsibility.
- Audio or audiovisual recording or transcript from a hearing.
- Records of any disciplinary sanctions imposed on the Respondent.
- Records of any remedies provided to the Complainant.
- Any appeal and the result.
- Any informal resolution and the result; and
- All materials used to train Title IX Coordinators, investigators, Decision-Makers, and any person who facilitates an informal resolution process. The District will make these training materials publicly available on its website.

The District will make these documents available to the U.S. Department of Education Office for Civil Rights upon request.

SANCTIONS	
One or more of the following sanctions may be imposed upon any student found to be in violation of the Standards of Conduct, which include violations of sexual assault, dating violence, domestic violence, or stalking:	
Warning	Verbal notice to the student by the Discipline Officer that the student is violating or has violated the District's Standards of Conduct and that a continuation of the specified conduct by the student may lead to further disciplinary action. The warning will be documented by the Discipline Officer and may become part of the student's record.
Reprimand	A written or verbal admonition to the student by the Discipline Officer to cease and desist from conduct determined to violate the Standards of Conduct. A record that a reprimand has been given shall be documented and may become part of a student's record.
Disciplinary Probation	A written reprimand by the Discipline Officer for violation of a specific provision of the Standards of Conduct that invokes probation for a designated period of time. This includes the possibility of more severe disciplinary sanctions, should the student violate any of the Standards of Conduct during the probationary period.

Restitution	Reimbursement by the student for damage(s), injury or misappropriation of District property or to instructional materials/equipment caused by the students' misconduct. Restitution/reimbursement may be one or more of the following: appropriate service, monetary or material replacement. Pursuant to Title 5 of the California Code of Regulations, Section 59410, students who fail to provide the required restitution will have their grades, transcripts, diplomas, and registration privileges withheld until the financial obligation to the District is satisfied. The Discipline Officer shall provide the student with an opportunity to be heard prior to the imposition of a restitution order.
Removal from Class or Instruction-Related Activity	Any instructor may order a student removed from their class or instructional activity for the day of the removal and the next class or activity meeting. The instructor shall immediately report the removal to the Discipline Officer. The Discipline Officer will arrange for a meeting with the student regarding the removal. The student shall not be allowed to return to the class or instructional activity during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Discipline Officer from further disciplinary sanctions in accordance with these procedures, and based on the facts, which led to the removal. If the student removed is a minor, the Discipline Officer shall ask the parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the instructor or the parent/guardian so requests, the Discipline Officer shall attend the conference.
Loss of Privileges	Denial of privileges that may involve restrictions on class attendance for a designated period.
Residence Halls Suspension	Separation of the student from the Residence Halls for a definite period of time for violation of the Student Residential Housing Agreement or Standards of Conduct after which the student is eligible to return. Conditions for readmission to the Residence Halls may be specified.
Residence Halls Contract Revocation	Permanent separation of the student from the Residence Halls for continued or serious violations of the Student Residential Housing Agreement or Standards of Conduct without possibility of readmission, which may also include revoking the privilege to be in or near the Residence Halls for any reason.
District Suspension	Subject to notice and appeal hearing requirements, separation of the student for good cause from all classes, school activities and/or all District campuses for a definite period of time after which the student may be eligible to return. In the case of long-term suspensions, a person/student may be required to meet with the Discipline Officer to evaluate their suitability for enrollment or reenrollment. If the Discipline Officer determines that the person/student is not yet suitable for enrollment or reenrollment, a new sanction of suspension may be imposed. If the person/student does not agree with the sanction of suspension, they may submit a written appeal in accordance with Section VII and VIII of these procedures.
District Expulsion	Permanent separation of the student by action of the Board of Trustees from all courses and activities offered by the District.
Revocation of Degree or Certificate	A degree or certificate awarded by the District may be revoked for fraud, misrepresentation, or other violation of District standards in obtaining the degree or certificate. Such a revocation shall be by action of the Board of Trustees.
Withholding of Degree or Certificate	The District may withhold awarding a degree or certificate otherwise earned until the completion of the process set forth in these procedures, including the completion of all sanctions imposed, if accusations of misconduct affect the student's entitlement to the degree or certificate. Withholding of a degree or certificate shall be by action of the Board of Trustees.
Withdrawal of Consent to Remain on Campus	The Discipline Officer or other officials so designated by the Superintendent/President may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn the Superintendent/President will be notified immediately. The person from whom consent has been withdrawn may submit a written appeal to the

	Discipline Officer. In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.
Discretionary Sanctions	Work assignments, essays, service to the District, or other related discretionary assignments that are determined to be appropriate by the Discipline Officer to remedy a violation of the Standards of Conduct or that serve as an educational lesson in response to such a violation.
Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to attend a hearing, is subject to arrest (Penal Code sections 626.2 and 626).	

DISCIPLINARY AND DISMISSAL FOR CLASSIFIED EMPLOYEES INVOLVING SEX OFFENSES

Procedures for Discipline

1. Preliminary Written Notice

- a. A permanent classified employee shall receive a preliminary written notice of any proposed discipline. The written notice must contain a specific statement of charges or grounds upon which the proposed disciplinary action is based and the date the disciplinary action will be effective.
- b. Any known written materials, reports, or documentation upon which the disciplinary action is based must be attached to the preliminary written notice.
- c. The classified employee shall have the right to respond either orally or in writing within five (5) working days to the Superintendent or their designee. The purpose of the meeting shall be to permit the employee to respond to the charges against him/her, to offer information regarding the proposed disciplinary action and to examine the materials, if any, on which the action is based.
- d. The Superintendent or designee shall consider the employee's response and recommend within five (5) working days that the proposed disciplinary action either be taken or not taken.

2. Notice of Intention to Suspend or Dismiss

Any permanent classified employee against whom suspension without pay or termination action is initiated by the District shall be given written notice by the Superintendent or their authorized representative of the specific charges against him/her. The notice shall contain a statement of their rights to a hearing on such charges. The time within which such hearing may be requested shall not be less than five (5) calendar days after service of the notice on the employee, and the notice shall be accompanied by a paper, the signing and filing of which with the Superintendent or their authorized representative shall constitute a demand for a hearing and a denial of all charges. Failure of the employee to file a request for hearing within the time specified shall constitute a waiver of the employee's right to a hearing.

3. Administrative Leave

The Superintendent or designee may place any permanent classified employee on administrative leave from duty with pay pending a determination of whether discipline will be recommended by the Superintendent or designee.

4. Sex or Narcotics Offenses: Compulsory Leave Any classified employee charged with the commission of any sex offense as defined in, but not limited to, Education Code Section 87010, or with the commission of any narcotics offense as defined in, but not limited to Education Code Section 87011, shall be placed upon compulsory leave of absence pending a final disposition of such charges.

An employee placed on compulsory leave shall continue to be paid his or her regular salary during such leave if he or she furnishes to the District a suitable bond to guarantee that the employee will repay the salary paid during the compulsory leave in case the employee is convicted of such charges or fails to return to service following expiration of the compulsory leave. If the employee does not furnish a bond and if the employee is acquitted of such offense or the charges are dropped, the District shall pay to the employee upon his or her return to service, the full amount of salary which was withheld during the compulsory leave.

DISCIPLINARY AND DISMISSAL FOR FACULTY INVOLVING SEX OFFENSES

Shasta College faculty are subject to disciplinary action according to BP 7360
<https://go.boarddocs.com/ca/shasta/Board.nsf/goto?open&id=AWVANW288FC0>
Reference California Education Code sections 87666, 87732

SEX OFFENDER REGISTRY

Campus Safety works in cooperation with local law enforcement agencies to ensure that mandated sex offenders, who attend Shasta College, register with the jurisdictional agency where they reside in accordance with the following federal and state regulations:

- "**Campus Sex Crimes Prevention Act**" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act
- Jeanne Clery Act
- Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921)
- Family Educational Rights and Privacy Act of 1974
- Sex Offender Registration Act (California Penal Code - PEN § 290)

The objective is to provide the utmost safety and welfare of students, employees, and visitors attending all Shasta-Tehama-Trinity Joint Community College District campuses.

Sex offenders are required to register with the police in the jurisdiction in which they reside and at institutions of higher learning if they are students there or if they work there as employees, contractors, or volunteers. A sex offender who is an employee or volunteer in the District must disclose their status as a registrant upon their application or acceptance of the position if they:

1. Would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or have supervision or disciplinary power over minor children, or
2. Would be working directly and in an accompanied setting with minor children and their work would require touching minor children on more than an incidental basis.

A sex offender who must register for committing a crime against a minor victim under the age of 16 is prohibited from serving as an employer, employee, contractor, or volunteer in any capacity in which the sex offender would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or involving having supervision or disciplinary power over minor children.

Sex offenders who may be required to register should do so at: the Shasta College Campus Safety Department, 530-242-7910.

MISSING STUDENT NOTIFICATION

There is only resident housing on the Main Campus. The Health Sciences, Tehama, Intermountain, and Trinity Campuses do not have resident housing; therefore, the missing student procedure does not apply.

If a member of the campus community has reason to believe that a student who resides in on-campus housing is missing, they are required to **immediately** notify Campus Safety at (530) 242-7910, in person at Campus Safety, building 6500 or by contacting the jurisdictional law enforcement agency. Campus Safety 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 confidentially identify an individual to be contacted by the College if the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Shasta College will notify that individual within 24 hours after the student is determined to be missing.

A student who wishes to identify a confidential contact can do so through the Shasta College Director of Residence Life. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement during the investigation.

After investigating a missing person report, should Campus Safety determine that the student has been missing for 24 hours; the College will notify the Redding Police Department and the student's emergency contact within 24 hours after the student is determined to be missing. If the missing student is under 18 years of age, and is not an emancipated individual, Shasta College will notify the student's parent or legal guardian immediately.

If you have reason to believe a student who lives in on- campus housing has been missing from campus for 24 hours, you should contact one or more of the following:

Shasta College Campus Safety Department	(530) 242-7910
Shasta College Assistant Superintendent/Vice President of Student Services	(530) 242-7629
Director of Residence Life	(530) 242-7739
Shasta College Head Resident or Resident Advisor	(530) 242-7740
Redding Police Department	(530) 225-4200

For the complete Missing Student Notification policy BP3503, AP3503 see:

<https://www.shastacollege.edu/about/leadership-organization/board-of-trustees/board-policies-administrative-procedures/>

CLERY GEOGRAPHY

On-Campus Property: any building or property owned or controlled by the college within the same reasonably contiguous geographic area and used by the college in direct support of or in a manner related to the college's educational purposes including residence halls.

Public Property: all public property including thoroughfare streets sidewalks and parking facilities that is within the campus or immediately adjacent to and accessible from the campus.

Non-campus property: any building or property owned or controlled by a student organization that is officially recognized by the college and is not within the same reasonably contiguous geographical area of the college.

GEOGRAPHICAL MAPS

SHASTA COLLEGE MAIN CAMPUS: 11555 OLD OREGON TRAIL, REDDING, CA



- On-Campus Property
- Residential Housing
- Public Property
- ★ Public Property: Redding Area Bus Authority (RABA)

HEALTH SCIENCES CAMPUS

1400 Market Street, Redding, CA



TEHAMA CAMPUS

770 Diamond Ave., Red Bluff, CA



BURNEY CAMPUS

37581 MOUNTAIN VIEW RD, BURNEY, CA



TRINITY CAMPUS

30 ARBUCKLE COURT, WEAVERVILLE, CA



FEDERAL BUREAU OF INVESTIGATION UNIFORM CRIME REPORTING (UCR)

The following definitions for the categories listed are taken from the FBI's Uniform Crime Reporting (UCR) Program used for Clery Crime Classification.

OFFENSE	DEFINED AS:
Murder/ Non-Negligent Manslaughter	Murder/Non-negligent manslaughter is the willful (non-negligent) killing of one human being by another.
Manslaughter by Negligence	Manslaughter by negligence is the killing of another person through gross negligence.
Sexual Assault	Sexual Assault (Sex Offenses). Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
Rape	<p>Rape is the penetration, no matter how 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. This offense includes any gender of victim or perpetrator.</p> <p>This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol).</p> <p>Physical resistance is not required on the part of the victim to demonstrate lack of consent.</p>
Fondling	Fondling is the touching of the private body 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 their age or because of their temporary or permanent mental incapacity.
Statutory Rape	Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.
Incest	Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
Robbery	Robbery is taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
Aggravated Assault	Aggravated assault is the unlawful attack by one person upon another for inflicting severe or aggravated bodily injury. This offense is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. However, it is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.
Burglary	Burglary is the unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes the following: unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned.
Motor Vehicle Theft	Motor vehicle theft is the theft or attempted theft of a motor vehicle. This includes all cases in which automobiles taken by persons not having lawful access, even though the vehicles are later abandoned – including joyriding.
Liquor Law Violations	The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Law Violations	The violation of State or Federal laws prohibiting the productions, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use; the unlawful cultivation, manufacture, distribution, sale, purchase, use possession, transportation, or importation of any controlled drug or narcotic substance; and arrests for violations of state and local laws, specifically those related to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
Weapons Law Violations	Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.
Arson	Arson is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
Domestic Violence	A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
Dating Violence	<p>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 such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, or the frequency of interaction between the persons involved in the relationship.</p> <p>For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse and does not include acts covered under the definition of domestic violence.</p>
Stalking	<p>Engaging in a course of conduct directed at a specific person that would cause a reasonable person to 1) fear for his or her safety or the safety of others, or 2) suffer substantial emotional distress.</p> <p>For the purposes of this definition—</p> <p>A) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.</p> <p>B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.</p> <p>C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.</p>
Hate Crimes	<p>A hate crime is a criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias against the victim. Bias is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.</p> <p>Hate crimes recorded in this report are for the following crimes: Murder, Non-negligent Manslaughter, Sexual Assault (Sex Offense), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of property, and any other crime involving bodily injury.</p>

**CRIME STATISTICS 2020-2022: MAIN CAMPUS
11555 OLD OREGON TRAIL, REDDING, CA**

Offense (Reported By Hierarchy)	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities	Unfounded
Murder/Non-negligent Manslaughter	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Rape	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Fondling	2022	0	0	0	0	0	0
	2021	0	1	0	1	0	0
	2020	0	0	0	0	0	0
Statutory Rape	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Incest	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Robbery	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Aggravated Assault	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Burglary	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	1	0	1	0	0
Motor Vehicle Theft	2022	1	0	0	1	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Liquor Law Arrests	2022	1	0	0	1	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Drug Law Arrests	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	1	0	1	0	0
Weapons Law Arrests	2022	1	0	0	1	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary action	2022	3	0	0	6	3	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2022	0	0	0	1	1	0
	2021	2	0	0	2	2	0
	2020	0	0	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Offense (Crimes Not Reported By Hierarchy)	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities	Unfounded
Arson	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0

	2020	0	0	0	0	0	0
Domestic Violence	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Dating Violence	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	2	0	0	2	0	0
Stalking	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	3	0	0	3	0	0

NON-CAMPUS PROPERTY AND PUBLIC PROPERTY

Offenses reported to Anderson Police Department, Humboldt County Sheriff's Department, Redding Police Department, and Shasta County Sheriff's Department, at the following locations below:

LKQ Northern California, Redding Fire Department Station 5, Redding Fire Department Station 6, Redding Public Library, Shasta County Head Start, Shasta County of Education Conference Room, Shasta County of Education-SELPA Conference Room, Shasta Trinity ROP, U.S. Forest Service, Sierra Pacific Industries-Burney, Shield Regional Training Center (Public Safety), Tree of Life – Anderson, Anderson VFW Hall, and Southern Trinity Health Services.

Non-Campus Property also includes locations where students traveled for stay away trips, including field trips and athletic trips, and were away for more than one night, or the location is a repeat location. Offenses reported to jurisdictional law enforcement at the following locations below:

Fairfield Inn and Suites Marriott Elk Grove, Lamp Liter Inn Visalia, Red Lion Hotel Eureka, Springhill Suites by Marriott Modesto, Cupertino Hotel Cupertino, Crown Plaza Foster City, Best Western Monterey, Country Inns & Suites Fresno, Hampton Modesto, Hilton Fort Collins, CO, Holiday Inn Downtown Sacramento, Hampton Inn Oakland/Hayward, Bear River Casino Resort, Best Western Plus Heritage Inn Stockton, Double Tree Norwalk, Commerce Casino & Hotel Commerce, Holiday Inn Express San Dimas, Westin Hotel & Resorts Los Angeles, TownePlace Suites Merced, Gold Pan Lodge Quincy, Arden Star Hotel Sacramento, Holiday Express Seaside, Best Western Plus Sonoma, Best Western Plus Stockton, Holiday In Express Castro Valley, ETC River Camp Lotus, Fairfield Marriott Fairfield, Best Western Gilroy, Home2Suites Hanford, and Best Western Hayward.

*NOTE: Non-campus property may have differed during calendar years 2020 through 2022 as extended education classes and stay away trips may vary.

HATE CRIMES STATISTICAL DATA – See definition and classifications for Hate Crimes on page 54.

There were no reported hate crimes in the Clery categories for the years 2020 - 2022.

CRIME STATISTICS 2020-2022: HEALTH SCIENCES AND UNIVERSITY CENTER (HSUC) DOWNTOWN CAMPUS 1400 MARKET STREET, REDDING CA					
Offense (Reported By Hierarchy)	Year	On Campus	Public Property	Total	Unfounded
Murder/Non-negligent Manslaughter	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Rape	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Fondling	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Statutory Rape	2022	0	0	0	0
	2021	0	0	0	0

	2020	0	0	0	0
Incest	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Robbery	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Aggravated Assault	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Burglary	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Liquor Law Arrests	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Drug Law Arrests	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Weapons Law Arrests	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Offense (Crimes Not Reported By Hierarchy)	Year	On Campus	Public Property	Total	Unfounded
Arson	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Domestic Violence	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Dating Violence	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Stalking	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0

NON-CAMPUS PROPERTY AND PUBLIC PROPERTY

There is no Non-Campus Property on this campus. Public Property includes sidewalks and streets immediately adjacent to the core campus.

RESIDENTIAL HOUSING: There is no housing provided on this campus.

HATE CRIMES STATISTICAL DATA - See definition and classifications for Hate Crimes on page 54.

There were no reported hate crimes in the Clery categories for the years 2020 - 2022.

IMPORTANT PHONE NUMBERS

EMERGENCY DIAL 911

REDDING POLICE DEPARTMENT (530) 225-4200

CAMPUS SAFETY (530) 242-7910

CRIME STATISTICS 2020-2022: TEHAMA (RED BLUFF) CAMPUS 700 DIAMOND AVE, RED BLUFF CA						
Offense (Reported By Hierarchy)	Year	On Campus	Non- Campus	Public Property	Total	Unfounded
Murder/Non-negligent Manslaughter	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Rape	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Fondling	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Statutory Rape	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Incest	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Robbery	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Aggravated Assault	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Burglary	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Liquor Law Arrests	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Drug Law Arrests	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Weapons Law Arrests	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	1	0	1	0
Liquor Law Violations Referred for Disciplinary Action	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Offense (Crimes Not Reported By Hierarchy)	Year	On Campus	Non- Campus	Public Property	Total	Unfounded
Arson	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2022	0	0	0	0	0

Domestic Violence	2021	0	0	0	0	0
	2020	0	0	0	0	0
Dating Violence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	1	1	0	2	0
Stalking	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0

NON-CAMPUS PROPERTY:

Offenses reported to CHP – Red Bluff Division, Corning Police Department, Red Bluff Police Department and Tehama County Sheriff's Department at the following locations:

Red Bluff High School, Metteer Elementary School, Tehama County Library, Tree of Life Charter, Corning High School, Tehama County Fairgrounds, Grace Community Fellowship, Cedar Creek Corp NEWY, and Cal Fire – Tehama County.

*NOTE: Non-campus property may differ during calendar years 2020 through 2022 as extended education classes and stay away trip locations may vary.

RESIDENTIAL HOUSING: There is no housing provided on this campus.

HATE CRIMES STATISTICAL DATA – See definition and classifications for Hate Crimes on page 54.

There were no reported hate crimes in the Clery categories for the years 2020 - 2022.

IMPORTANT PHONE NUMBERS

EMERGENCY DIAL 911

TEHAMA COUNTY SHERIFF (530) 529-7900

CAMPUS SAFETY (530) 242-7910

TEHAMA CAMPUS EXTENDED EDUCATION ASSOCIATE DEAN (530) 529-8980

CRIME STATISTICS 2020-2022: INTERMOUNTAIN (BURNEY) CAMPUS 37581 MOUNTAINVIEW ROAD, BURNEY CA

Offense (Reported By Hierarchy)	Year	On Campus	Public Property	Total	Unfounded
Murder/Non-negligent Manslaughter	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Rape	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Fondling	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Statutory Rape	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Incest	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Robbery	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Aggravated Assault	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
	2022	0	0	0	0

Burglary	2021	0	0	0	0
	2020	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Liquor Law Arrests	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Drug Law Arrests	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Weapons Law Arrests	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Offense (Crimes Not Reported By Hierarchy)	Year	On Campus	Public Property	Total	Unfounded
Arson	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Domestic Violence	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Dating Violence	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Stalking	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0

NON-CAMPUS PROPERTY

There is no Non-Campus Property on this campus. Public Property includes sidewalks and streets immediately adjacent to the core campus.

RESIDENTIAL HOUSING: There is no housing provided on this campus.

HATE CRIMES STATISTICAL DATA – See definition and classifications for Hate Crimes on page 54.

There were no reported hate crimes in the Clery categories for the years 2020 - 2022.

IMPORTANT PHONE NUMBERS

EMERGENCY DIAL 911

SHASTA COUNTY SHERIFF (530) 245-6540

CAMPUS SAFETY (530) 242-7910

BURNEY CAMPUS EXTENDED EDUCATION ASSOCIATE DEAN (530) 335-2311

CRIME STATISTICS 2020-2022: TRINITY (WEAVERVILLE) CAMPUS 30 ARBUCKLE COURT, WEAVERVILLE, CA

Offense (Reported By Hierarchy)	Year	On Campus	Non-Campus	Public Property	Total	Unfounded
Murder/Non-negligent Manslaughter	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0

Manslaughter by Negligence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Rape	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Fondling	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Statutory Rape	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Incest	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Robbery	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Aggravated Assault	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Burglary	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Liquor Law Arrests	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Drug Law Arrests	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Weapons Law Arrests	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Offense (Crimes Not Reported By Hierarchy)	Year	On Campus	Non- Campus	Public Property	Total	Unfounded
Arson	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Domestic Violence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Dating Violence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Stalking	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0

NON-CAMPUS PROPERTY

Offenses are those reported to Trinity County Sheriff's Office at the following locations: Southern Trinity Health Services and Young Family Ranch

*NOTE: Non-campus property may have differed during calendar years 2020 and 2022 as extended education classes and stay away trips may vary.

RESIDENTIAL HOUSING There is no housing provided on this campus.

HATE CRIMES STATISTICAL DATA – See definition and classifications for Hate Crimes on page 54.

There were no reported hate crimes in the Clery categories for the years 2020 – 2022.

IMPORTANT PHONE NUMBERS

EMERGENCY DIAL 911

TRINITY COUNTY SHERIFF (530) 623-2611

CAMPUS SAFETY (530) 242-7910

TRINITY CAMPUS EXTENDED EDUCATION ASSOCIATE DEAN (530) 529-8980

CAMPUS FIRE SAFETY RIGHT-TO-KNOW STATISTICS

STATISTICS AND RELATED INFORMATION REGARDING FIRES IN RESIDENTIAL FACILITIES FOR 2020-2022

Residential Dorms 19733 Shasta College Dr. Redding, CA 96003	Years	Fires	Injuries	Death	Cause	Value
Dorm Commons (3000)	2022	0	0	0	N/A	0
	2021	0	0	0	N/A	0
	2020	0	0	0	N/A	0
Men's Dorms (3300)	2022	0	0	0	N/A	0
	2021	0	0	0	N/A	0
	2020	0	0	0	N/A	0
Women's Dorms (3100)	2022	0	0	0	N/A	0
	2021	0	0	0	N/A	0
	2020	0	0	0	N/A	0
Farm Dorms (4900)	2022	0	0	0	N/A	0
	2021	0	0	0	N/A	0
	2020	0	0	0	N/A	0

FIRE LOG

Campus Safety and the Director of Residence Life maintain a fire log that records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time, and general location of each fire. Any entry to the log is made within two business days of the receipt of the information. The fire log for the most recent 60-day period remains open for public inspection during normal business hours. Any portion of the log older than 60 days will be available within two business days after receipt of a request for public inspection. A copy of the fire logs for the past three years is included in this report.

FIRE SAFETY IMPROVEMENTS AND UPGRADES

Shasta College Administrators and the Physical Plant Director evaluate the fire systems in the Student Housing annually and implement upgrades, repairs, or revises any identified issues. The Following Improvements are identified for the 2020-2022 reporting period:

1. Update Posted Fire and Emergency Procedures in all rooms.
2. Agreement with Cal Fire to provide Fire Safety Training once per semester to residents.

IMPORTANT PHONE NUMBERS

CAMPUS SAFETY	(530) 242-7910
Confidential Report line	(530) 242-7919
Health and Wellness	(530) 242-7580

EMERGENCY CALLS DIAL 9-1-1

Redding Police Department	(530) 225-4200
Shasta County Sheriff	(530) 245-6540
Anderson Police Department	(530) 378-6600
Tehama County Sheriff	(530) 529-7900
Red Bluff Police Department	(530) 527-3131
Trinity County Sheriff	(530) 623-2611

SUPPORT SERVICES

One SAFE Place (Shasta County)	(530) 244-0117
24 Hour Crisis Line:	(530) 244-SAFE (7233)
Shasta County Crime Victims Assistance	(530) 225-5220
Shasta County Mental Health	(530) 225-5200
Tehama County Health Services	(530) 527-5637 or (800) 240-3208
Tehama County Social Services	(530) 527-1911
Empower Tehama (Red Bluff)	(530) 528-0300
24 Hour Crisis Line:	(530) 528-0226
Rape Crisis Intervention and Prevention (Red Bluff)	(530) 529-3980
24 Hour Crisis Line:	(530) 342- RAPE (7273)
Tehama County Crime Victim/Witness Assistance	(530) 527-4296
Human Response Network (Trinity)	(530) 623-2024
24 Hour Crisis Line:	(530) 623-HELP (4357)
Trinity Behavioral Health Clinic	(530) 623-1362
Trinity County Crime Victim/Witness Assistance	(530) 623-8357

BOARD POLICY REFERENCES

For a full list of Board Policies (BP) and Administrative Procedures (AP), click the link:

<https://www.shastacollege.edu/about/leadership-organization/board-of-trustees/board-policies-administrative-procedures/>

Ref. Policy # Content

BP 3430 Prohibition of Unlawful Discrimination or Harassment, also see AP 3430
 AP 3434 Responding to Harassment Based on Sex under Title IX
 AP 3435 Discrimination and Harassment Complaints and Investigations
 BP 3500 Campus Safety, also see AP 3500
 BP 3501 Campus Security and Access, also see AP 3501
 BP 3503 Missing Student Notification, Reference: 34 CFR 668.46(h), also see AP 3503
 BP 3505 Emergency Response Plan, also see AP 3505
 BP 3515 Reporting of Crimes, also see AP 3515
 AP 3516 Registered Sex Offender Information
 BP 3518 Child Abuse Reporting, also see AP 3518
 BP 3520 Local Law Enforcement, also see AP 3520
 BP 3530 Weapons on Campus also see AP 3530
 BP 3540 Sexual and Other Assaults on Campus, also see AP 3540
 BP 3550 Drug Free Environment and Drug Prevention Program, also see AP 3550
 BP 3551 Student Drug and Alcohol Testing and Criminal Background Checks, also see AP 3551
 BP 3560 Alcoholic Beverages, also see AP 3560
 BP 3570 Smoking and Tobacco Use, also see AP 3570
 BP 5500 Standards of Conduct, also see AP 5500
 AP 5520 Student Discipline
 BP 7600 Campus Security Officers, Reference: Education Code Section 72330.5, also se AP 7600



Shasta College

www.shastacollege.edu

11555 Old Oregon Trail
P. O. Box 496006
Redding, CA 96049-6006

(530) 242-7500

The Shasta-Tehama Trinity Joint Community College District ("Shasta College") does not discriminate against any person on the basis of race, color, national origin, sex, religious preference, age, disability (physical and mental), pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), gender identity, sexual orientation, genetics, military or veteran status or any other characteristic protected by applicable law in admission and access to, or treatment in employment, educational programs or activities at any of its campuses. Shasta College also prohibits harassment on any of these bases, including sexual harassment, as well as sexual assault, domestic violence, dating violence, and stalking.

