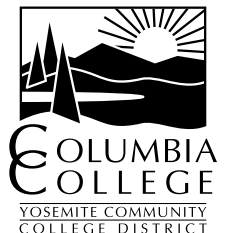




2009  
Columbia College

# Annual Safety Report

Disclosure of  
Campus Security Policies  
& Crime Statistics





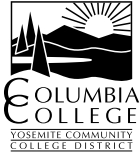
# Annual Safety Report

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# Annual Safety Report

## Disclosure of Campus Security Policies & Crime Statistics

**W**ELCOME TO COLUMBIA COLLEGE.

We hope your time spent here will be rewarding and safe. Columbia College and the Yosemite Community College District (YCCD) are committed to the safety and well being of our students, faculty, staff, and community visitors. Although Columbia College enjoys an idyllic setting and very low crime rate, no community will ever be totally risk free. As members of the college community, students, faculty, and staff share in the responsibility of maintaining a safe and healthy environment. By reading the information presented in this report, you have taken the first step in becoming a partner in ensuring your own safety. It is only through everyone's cooperation and vigilance that Columbia College will remain a beautiful and safe environment to learn and work.

The information contained in this report was prepared under the requirements of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act* {20 U.S.C. 1092(f)}.

The report presents a description of Columbia College's security/safety policies and crime statistics for the most recent calendar year and the two preceding years.

### **Columbia College Security Department**

Through Yosemite Community College Board Policy #4215, the YCCD Board of Trustees has authorized Columbia College Campus Security to provide for the safety and security of the persons and property of Columbia College. In addition, Campus Security responds to emergency situations, reports any unlawful activity to the district and local law enforcement, assists in medical emergencies, provides escort service on request, and enforces campus parking regulations.

The Tuolumne County Sheriff is the local law enforcement agency with jurisdiction for Columbia College. Columbia College maintains a Memorandum of Understanding with the Tuolumne County Sheriff for law enforcement response to reported criminal activity occurring on campus. Campus Security officers are not sworn law enforcement officers and do not have arrest power other than the power of citizens' arrest. Campus security officers do have the authority to ask persons for identification and determine whether individuals have lawful business at Columbia College.

## To Report a Crime or Other Emergency

All crime victims and witnesses are strongly encouraged to immediately report the crime to Campus Security. Campus Security is on duty at the Columbia College main campus 24 hours per day, seven days per week. The Campus Security Office is located in the Public Safety Center on Columbia College Drive. Campus Security can be contacted by:

Telephone: 588-5167  
 Cell: 566-5476  
 or \*9SEC (from any school phone)  
 Pager: 708-0171

Students are encouraged to report any problems with the safety of the campus environment and at the Calaveras Center to Campus Security. In addition to Campus Security, you may report a crime to any campus administrator or specifically to the following areas:

Vice President, College & Administrative Services	588-5112 Manzanita Room 10
Vice President, Student Learning	588-5107 Manzanita Building, Room 12A
College Nurse/ Health Services	588-5204, Juniper Building, Room 2

It is our goal to provide assistance wherever the report is made and to make sure all crimes are included in our annual security report.

**For a life threatening or imminent danger situation dial 9-1-1.**

**You may DIRECT dial 9-1-1 from any campus emergency phone.**

**For non-life threatening emergencies  
 Contact Campus Security**  
 • Cell Phone 566-5476  
 • Office 588-5167

**Emergency Phones** are located in each classroom and all administrative offices on the main campus. Emergency phones are also located outside the following buildings:

Aspen	Redbud
Juniper	Security Office
Manzanita	Sequoia
Oak Pavilion	Tamarack

**Emergency Call Boxes** are located:

Student Parking Lot "A"  
 Oak Pavilion Parking Lot  
 Between Redbud and Tamarack Buildings  
 Manzanita Disabled Parking Lot

Emergency phones and call box locations are shown on the campus map found in this report.

## Voluntary Confidential Reporting

Psychological counseling sessions are considered privileged and the holder of the privilege is the client. Crime information can be forwarded anonymously at the request of the client to the Campus Security office. The counselors do not disclose information to security staff without the consent of the client, unless there is an immediate threat to safety. Any reporting of statistics to comply with *Jeanne Clery Act* is done 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. An appointment can be made by calling the Health Services office at 588-5204.

### Annual Disclosure of Crime Statistics

Columbia College Security has the responsibility of gathering the data used to prepare the annual campus crime statistics. The data is obtained from reports made to the Campus Security office, local law enforcement agencies, and campus authorities. In the case of college departments, the data is gathered the day of the report. Data is obtained annually from local law enforcement agencies.

Campus crime, arrest, and referral statistics include those reported to Columbia College Security, designated campus officials, student judicial affairs, and local law enforcement agencies. In addition to this report, crime statistics reports are available from the college web site: [www.gocolumbia.edu](http://www.gocolumbia.edu) or through the United States Department of Education web site: <http://ope.ed.gov/security>.

### Timely Warnings

On occasion, you may see a timely warning notice describing a recent crime trend or situation that in the judgment of the college administration constitutes an ongoing or continuing threat. The warning will be issued through the college e-mail system, the student weekly bulletin, and posted on the Campus Security web page at [www.gocolumbia.edu](http://www.gocolumbia.edu). In such instance, a copy of the notice will be posted at the Columbia Student Housing complex. The campus will be notified in the event of an immediate on-campus emergency by use of the college's zone paging system, the campus emergency communication system. Also, emergency information will be posted using the college voicemail, website [www.gocolumbia.edu](http://www.gocolumbia.edu), and local radio stations.

### Security of and Access to Campus Facilities

The Columbia College campus employs a multi-layered security system. In addition to a lock and key system and security patrol, some facilities are equipped with electronic intrusion alarm systems and multi camera video surveillance systems. Campus Security maintains a visible presence on campus with frequent patrols of the campus grounds, buildings, and parking lots on foot, bicycle, electric cart, and vehicle. Security officers and college custodial staff report any discovery

### Columbia College Reported Crime Statistics for the Three Year Period: 2006–2008

CRIMINAL OFFENSE	ON CAMPUS			**RESIDENTIAL FACILITIES			NONCAMPUS			PUBLIC PROPERTY		
	2006	2007	2008	2006	2007	2008	2006	2007	2008	2006	2007	2008
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	1	0	1	1	0	1	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	1	0	0	1	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	7	1	1	1	1	1	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Arrest	0	0	1	0	0	1	0	0	0	0	0	0
Illegal Weapons Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	4	4	7	0	0	7	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	10	1	0	8	0	0	0	0	0	0	0	0
<b>OPTIONAL TOTAL</b>	<b>22</b>	<b>6</b>	<b>11</b>	<b>10</b>	<b>1</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*\* Crimes reported in the Residential Facilities column are included in the On-Campus category.

of defective doors, locks, interior/exterior light problems or other safety hazards immediately to the Facilities and Operations department which maintains campus facilities.

The Columbia College campus facilities are closed and secured from 11:00 p.m. to 7:30 a.m., Monday–Friday and closed during the weekends unless a specific authorized event is scheduled during that time. During non-business hours, access to all college facilities is by key, if issued, or by admittance via Campus Security staff. Some facilities may have individual hours which may vary from general business hours. Examples are the Oak Pavilion Health and Human Performance building and the Child Care Center. In these cases, the facilities will be secured according to schedules developed by the department.

#### **Calaveras Center**

The Calaveras Center employs a security system including door lock and key, electronic intrusion alarm, and perimeter lighting system. Testing and maintenance of the security system is performed by the Campus Security department and Facilities and Operations.

#### **Student Housing**

Columbia Student Housing located on campus property, is an apartment-style housing complex privately owned and operated by CCSH Pogacar Properties, 8375 La Riveria Sacramento, CA 95826. Security of and access to housing facilities is the responsibility of CCSH Pogacar Properties. Resident students are issued stamped keys. Please contact CCSH directly at (209) 533-3039 to obtain information on their Supervision/Safety/Staff Assistance/Residence Assistant policies and procedures.

## **Security Awareness and Crime Prevention Programs**

### **Escort Service**

An escort service is available to the students, faculty, and staff of Columbia College. A request may be made to Campus Security at 588-5167, or dial \*9SEC from any campus phone.

### **Campus Evening Shuttle**

Shuttle service operates during the evening hours from 5:30 p.m. to 9:30 p.m., Monday through Thursday. The shuttle provides transportation from the parking lots to major campus areas, making a continuous loop every 10 minutes. The shuttle driver is equipped with two way radio communication with campus security.

### **Vehicle Assists on the Columbia College Campus**

Dead battery? Locked out of your car? Call Campus Security at 588-5167 or dial \*9SEC from any campus phone. Campus Security can assist you with your minor vehicle problems on campus.

## **Emergency Procedures and Security and Safety Information**

Students have access to several resources for increased safety awareness and crime prevention.

- ***Columbia College Student Handbook*** is published annually and provides students with emergency procedures and information on the Campus Security and Safety program.
- ***Campus Safety and You*** brochure is published by the Campus Security department and provides students with crime prevention techniques and Columbia College's public safety program.
- **Columbia College Campus Security web site** provides emergency information.
- **Columbia College Health Services Office** provides educational workshops and information tables to students and staff on a variety of safety and health related topics.
- **Columbia College Facilities/Safety Committee** provides safety presentations twice per academic year to college staff on a range of safety topics. Students are welcome to attend.
- ***Quick Reference Guide to Emergency Response*** is provided to all employees and is a hands-on resource. Training on the college's emergency procedures is regularly provided by the college Facilities/Safety Committee.

### **Criminal Activity Off-Campus**

Columbia College operates no off-campus housing or off-campus student organization facilities.

### **Alcohol, Drugs, and Weapons Policies**

Columbia College and the Yosemite Community College District (YCCD) complies with Public Law 101-226 *Drug-Free Schools and Communities Act Amendment of 1989*, the U.S. *Drug-Free Workplace Act of 1988*, and all federal, state, and local laws pertaining to controlled substances, including alcohol. The possession, sale, or consumption of an alcoholic beverage in any premises owned and/or leased/rented by the college is prohibited other than exceptions authorized by the college and allowed by law for fundraising purposes only. College policy prohibits illegal use, possession, manufacture or distribution of controlled substances on the Columbia College campus and any premises owned and/or leased/rented by the college.

Columbia College abides by the *Gun-Free School Zone Act of 1995* which regulates the possession of firearms in school zones or on the ground of public or private universities or colleges.

Violation of these laws and policies may subject an individual to arrest by law enforcement. Any student violating these policies is subject to disciplinary action as outlined in the *Student Code of Conduct*. The Yosemite Community College District Board Policy 5500 has specified those standards of student behavior which it considers essential to its educational mission and its community life. *The Student Code of Conduct* governs the behavior of students and guests on campus and at college-sponsored activities. Employees of Columbia College are subject to disciplinary action under Board Policy. Criminal prosecution is separate from any administrative discipline that may be imposed by Columbia College.

### **Alcohol and Substance Abuse Information**

Columbia College and the Yosemite Community College District (YCCD) have programs to prevent the abuse of alcohol and drugs by students and employees. The program includes dissemination of informational materials, educational workshops, mental health counseling services, referrals, and college disciplinary actions.

The YCCD Benefits Office coordinates the employees' assistance program. The Columbia College Health Services Office provides leadership in the presentation of the students' prevention program.

### **Sexual Assault Prevention and Response**

In compliance with California law AB1088, Columbia College provides students with educational and preventive information about sexual violence as part of their new student orientation. Additionally, sexual assault prevention information is provided to the residents of the Columbia College Student Housing complex. The college Health Services office, in concert with the local women's resource center, provides an information event each semester with literature on sexual assault prevention and response. Referral sources are available year round in the Health Services office.

#### **To reduce the risk of sexual assault:**

- Don't leave your beverage unattended or accept a drink from an open container.
- When you go to a party, go with a group of friends. Arrive together, watch out for each other, and leave together.
- Be aware of your surroundings at all times.
- Don't allow yourself to be isolated with someone you don't know or trust.
- Think about the level of intimacy you want in a relationship, and clearly state your limits.

*Reproduced from RAINN (Rape Abuse & Incest National Network) web site: [www.rainn.org](http://www.rainn.org)*

As soon as the situation allows, any student, employee, or visitor who is the victim of a sexual assault is encouraged to report the assault to college authorities or local law enforcement. Dial 911 to reach law enforcement for crime investigation, referral or transport for medical treatment, and referral to crisis counseling and legal advocacy. Reports can be made to Columbia College Security at (209) 588-5167 or the Vice President for Student Learning office at 588-5107. If the victim chooses, he/she may be assisted by college authorities in reporting the assault to the proper law enforcement authorities. After making the report, the victim is

not obligated to continue with the legal or college disciplinary action.

After a sexual assault, it is very important that the victim receive a medical examination for health and evidentiary reasons. A victim should not wash; use the toilet or change clothes before seeing trained medical personnel. If clothes are changed, those worn during the assault should be placed in a paper bag and taken along to the examination. Even if the victim is certain that he/she will not prosecute, it is important to gather as much evidence as possible just in case the victim decides to pursue criminal charges at a later date.

Free, confidential, twenty-four hour counseling and assistance is available to victims of sexual assault from:

- Mountain Women's Resource Center Crisis Line at (209) 533-3401
- Calaveras Crisis Center at (209) 736-4011,
- Tuolumne County Victim Witness at (209) 588-5440
- Kene Me-Wu Family Healing Center at 1-800-792-7776 (for Native American Families dealing with family violence including sexual violence).

Psychological counseling services by a professionally trained and licensed psychological counselor are available at no cost to students. A consultation appointment can be scheduled by calling the college's Health Services office at 588-5204.

Sexual assault is a criminal act, which subjects the perpetrator to criminal penalties in state and federal courts. Besides the criminal actions imposed in court, Columbia College will respond administratively if a sexual assault or other criminal offense involves a student or employee as the offender. Students and employees are subject to applicable District policies and disciplinary procedures, including policies prohibiting sexual harassment. Victims may commence a disciplinary action by submitting a written, signed statement detailing the incident to the Vice President for Student Learning. The accuser and accused are entitled to the same opportunities to have others present during the disciplinary process, and in the case of sexual assault, both the accuser and the accused shall be informed of the outcome. If a student is found to have violated the *Student Code of Conduct* for committing sexual misconduct or assault, the student will be subject to disciplinary action including suspension or expulsion.

After an alleged sexual assault incident occurs, the college will assist the victim in changing academic and living situations if so requested and if such changes are reasonably available.

### **Convicted Sexual Offender Registration Laws**

The *Campus Sex Crimes Prevention Act* of 2000 requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the state concerning registered sex offenders may be obtained. Information on registered sex offenders in California can be obtained through the State Attorney General's office web site at <http://meganslaw.ca.gov>

California Penal Code 290.1 requires sexual offenders to register with campus police or local law enforcement, if a college does not maintain a police department. Columbia College does not maintain a police department. Tuolumne County Sheriff is the law enforcement agency responsible for Columbia College. Convicted sex offenders are required to register under Section 290 with Tuolumne County Sheriff if they are residing on the college campus, enrolled as a student of the college, employed by the college, or working or carrying on a vocation at the college for more than 14 days or for an aggregate period exceeding 30 days in a calendar year. Persons listed above must register with the Tuolumne County Sheriff within five working days commencing enrollment or employment with the college. Registrants are also required to notify the Tuolumne County Sheriff within five working days of ceasing to be enrolled or employed, or ceasing to carry on a vocation at the college. AB1313 allows sex offender registration information to be released to members of the campus community by law enforcement if law enforcement determines an immediate threat exists to the college.

## Definitions of Terms Included in Reported Crime Statistics

**Murder/Non-negligent Manslaughter**—The willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter**—The killing of another person through gross negligence.

**Forcible Sex Offenses**—Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. There are four types of Forcible Sex Offenses: Forcible Rape, Forcible Sodomy, Sexual Assault With an Object, and Forcible Fondling.

**Non-forcible Sex Offenses**—Incidents of unlawful, non-forcible sexual intercourse. There are two types of Non-forcible Sex Offenses: Incest and Statutory Rape.

**Robbery**—The 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**—An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary**—The unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft**—The theft or attempted theft of a motor vehicle.

**Arson**—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.

**Illegal Weapons Violations**—The 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.

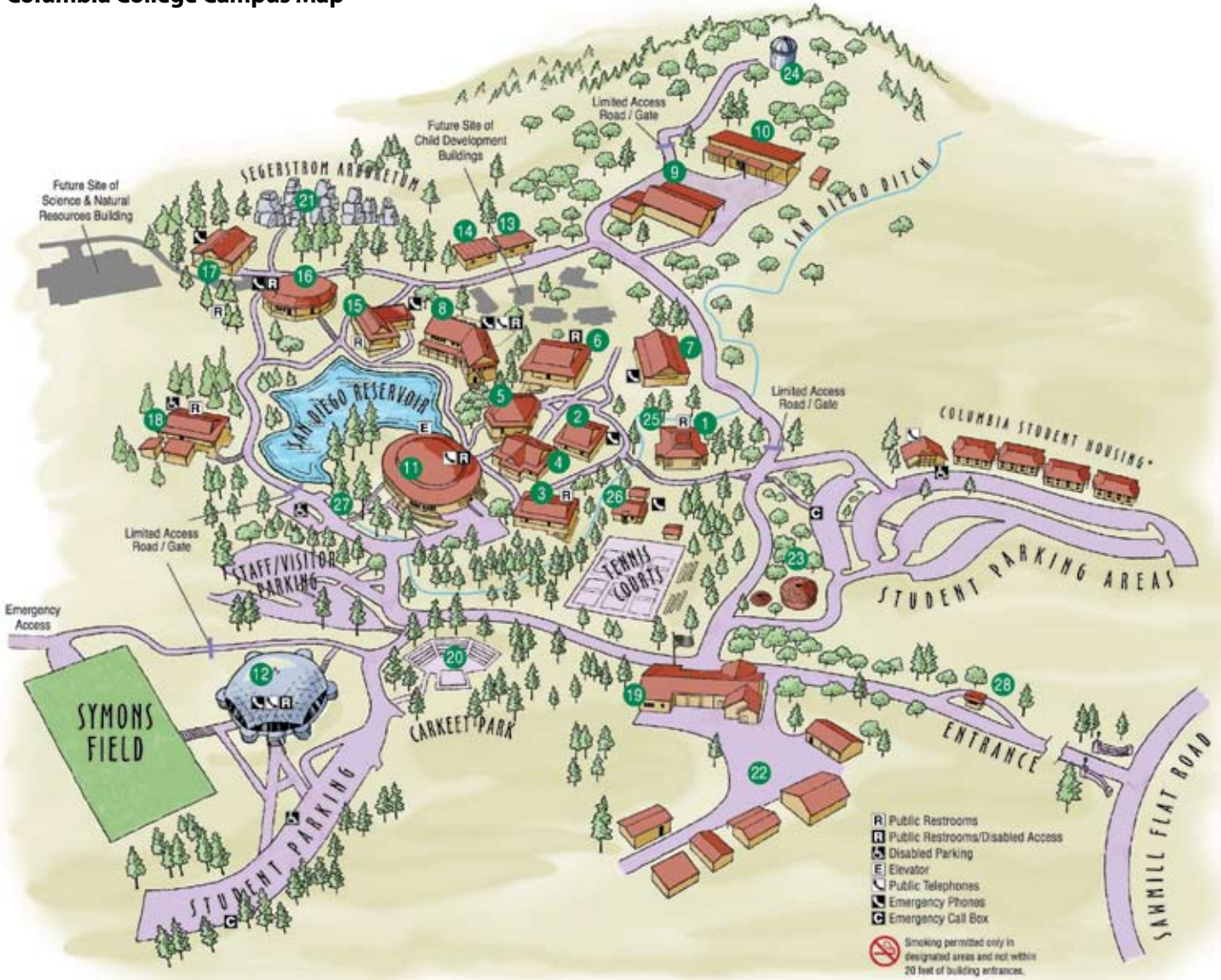
**Drug Law Violations**—The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance.

**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.

**Arrest**—Persons processed by arrest, citation, or summons.

**Referred for Disciplinary Action**—The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

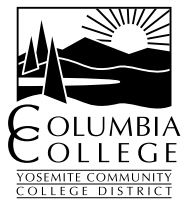
## Columbia College Campus Map



## Key

- |   |  |   |
|---|--|---|
| 1) Alder  | 11) Manzanita  | 20) Charles Segerstrom, Jr. Memorial Amphitheater               |
| 2) Aspen  | (Administration, Student Services, Instruction Office, Manzanita Bookstore, Cellar Restaurant & Cafeteria) | 21) Segerstrom Arboretum Nature Trail                           |
| 3) Buckeye                                      |  | 22) Warehouse, Shipping/Receiving, Transportation & Maintenance |
| 4) Cedar  |  | 23) Me-Wuk Cultural Center                                      |
| 5) Dogwood (Forum Bldg.)                        | 12) Oak Pavilion   | 24) Observatory   |
| 6) Fir  | 13) Ponderosa (Child Development Center)   | 25) Starting Point, Fitness Jogging Trail                       |
| 7) Juniper (College Nurse)                      | 14) Pinyon (Toddler Center)  | 26) Davis Cabin   |
| 8) Tamarack Hall<br>(Library, Media/Technology) | 15) Redbud   | 27) Transit Stop  |
| 9) Madrone                                      | 16) Sequoia  | 28) Information/Toll Booth                                      |
| 10) Mahogany                                    | 17) Toyon  |   |
|   | 18) Willow   |   |
|   | 19) Public Safety Center / Firehouse   |   |

\* Privately owned and operated by Pogacar Properties



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[www.gocolumbia.edu](http://www.gocolumbia.edu)