Welcome 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—Authority and Jurisdiction

Through Yosemite Community College Board Policy #3500, 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 a 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
- Or, 5167 from any school phone
- Cell: 566-5476
- Pager: 708-0171

Students are encouraged to report any problems with the safety of the campus environment 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 of College & Administrative Services
  588-5112
- Vice President of Student Learning
  588-5107
- College Nurse/Health Services
  588-5204 Juniper Building, Room 2

It is our goal to provide assistance whenever a report is made and to ensure all crimes are included in our annual security report.

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
- Public Safety Center
- Manzanita
- Sequoia
- Oak Pavilion
- Tamarack

Emergency Call Boxes are located:
- Student Parking Lots “A” and “C”
- Oak Pavilion Parking Lot
- Between Redbud and Tamarack Buildings
- Manzanita Disabled Parking Lot
- Sugar Pine Front Entrance

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

For a life-threatening or imminent danger situation dial 911. You may DIRECT dial 911 from any campus emergency phone. For non-life-threatening emergencies Contact Campus Security.
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 Campus Security. 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 the 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.

Emergency Response and Evacuation Procedures

Emergency Response Actions are detailed in Section 5 of the College Comprehensive Emergency Operations Plan (CEOP). Steps are identified for immediate coordination of response to an incident, including the command structure and roles of Executive Leadership, Incident Managers, Command Staff and general personnel. All college staff are required to have received National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) training in conformance with NIMS training requirements for Institutions of Higher Education.

Response and emergency notification process are documented in Section 7 of the CEOP. The institution’s Campus Security personnel receive the initial call for service. This includes calls on campus and local fire and sheriff dispatch centers. The “on-duty” administrator will begin the process of determining the level of the incident with the assistance of both Campus Security and College Fire personnel. Both Campus Security and College Fire are on duty 24/7. Once the situation has been assessed, a predetermined communication tree is initiated. This includes all staff, public radio broadcasts, local newspaper, on-campus public announcement systems, e-mails, campus web page announcement, campus phone notifications (VOIP) paging, and emergency text message notifications. Messages are preformatted and reviewed by Incident Command Staff before being released. This entire process occurs within minutes.

Persons responsible for carrying out this process include the President’s Office, Vice President’s Office, campus leadership, Campus Security, College Fire and Facility personnel. Each employee has access to a “Quick Reference for Emergency Response” guide at their workstation and they receive training on the components and guidelines of the CEOP.

The Institution has already established communication channels with local radio, newspapers and public transportation systems. These local entities assist with public announcements and notices on their web sites. This includes Clarke Broadcasting, Calaveras Enterprise, Union Democrat, KZSQ (92.7), KKBN (93.5), KVML (1450 AM), Tuolumne Transit and Calaveras Transit. All messages are preformatted and screened by appropriate Incident Command staff.

The college tests the emergency response and evacuation procedures on an annual basis. Additionally, the college frequently conducts complete campus and building evacuations for actual events, such as unsafe weather events (snow and ice) and routine fire alarms.

Missing Person Process—Student Housing

Columbia College has a privately owned student housing complex located adjacent to the main campus. Security for residents and facilities are the responsibility of “California Student Housing,” and not College Security. Tuolumne County Sheriff responds to both College and Student Housing calls for service. If a resident of California Student Housing has not been seen on campus or within the housing complex for more than 24 hours and acquaintances do not know where the student may be, the Director of Housing should be notified.

Residents under the age of 18 will have their parent(s) or guardian(s), if not emancipated, notified if they are determined missing for more than 24 hours. Law enforcement will be notified for any resident missing for more than 24 hours.

If a student has been seen in the company of an individual(s) indicating that he/she may be in danger, Tuolumne County Sheriff’s Department and 911 should be notified.

If desired, students will be able to designate a confidential contact person on their Emergency Information form to contact if the student is deemed missing. At California Student Housing’s discretion, in addition to a confidential contact, the Housing reserves the right to contact a parent and/or guardian. It is the resident’s responsibility to promptly report changes to their contact information.

Information about campus safety and incidents is shared between Columbia College security staff and California Student Housing security and management staff.

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 or...

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. In such instance, a copy of the notice will be posted at the California 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. Emergency information will also be posted using the college voicemail and local radio stations. In addition, the college utilizes a cellular telephone text messaging system known as CC Alert. Anyone can subscribe to CC Alert to receive emergency campus alerts at the following website: www.gocolumbia.edu.

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 of defective doors, locks, interior/exterior light problems or other safety hazards immediately to the Facilities 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.

Student Housing
California Student Housing, located on campus property, is an apartment-style housing complex privately owned and operated by CSH Pogacar Properties, 8375 La Riveria, Sacramento, CA 95826. Security of and access to housing facilities is the responsibility of CSH Pogacar Properties. Resident students are issued stamped keys. Please contact CSH 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 566-5476 (cell).

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.

Motorist Assist Program on the Columbia College Campus
Dead battery? Locked out of your car? Call Campus Security at 588-5167 or 566-5476 (cell). 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 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 information 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**

Columbia College recognizes that sexual assault and sexual violence are serious issues. The College prohibits, and will not tolerate, acts of sexual assault or sexual violence of any kind. Columbia College will investigate all cases involving sexual assault or sexual violence reports and allegations and take appropriate disciplinary, criminal and legal action, with the consent of the victim.

Columbia College complies with state and federal laws and provides students and staff members with educational, preventive, and reporting information concerning sexual assault, domestic violence, date violence, and stalking. Students are supplied this information as part of their new student orientation. Staff members are supplied this information as part of an annual Comprehensive Emergency Operations Plan and Disaster Preparedness training. Additionally, students electing to live in the on-campus resident facility known as, “California Student Housing” are provided this information.

The college office of the Vice President of Student Learning, through the Dean of Student Services and Health Services offices, in concert with the local women's resource center, provide students with an educational program event each semester and make available literature on sexual assault prevention and response. Referral sources and sexual assault information are available year round in both offices.

This information includes:

- Crime definitions of sexual assault, domestic violence, date violence and stalking
- Sexual assault prevention
- Response to sexual assault
- Reporting sexual assault
- Sexual assault support services
- College sexual assault procedures and investigation
- Sexual assault offender laws

This publication (Annual Safety Report) is made available to community members at various campus locations and is posted on the college website at [http://www.gocolumbia.edu](http://www.gocolumbia.edu)

**DEFINITIONS RELATING TO SEXUAL VIOLENCE**

**Sexual Assault**—Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities such as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

**Domestic Violence**—A felony or misdemeanor crime of violence committed by a current or former spouse of the victim, by a person whom the victim shares a child in common, parent, child, a present or former household member, or a person who has or had a dating or engagement relationship.

**Dating Violence**—The Violence Against Women Act defines "dating violence" to mean violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; where the existence of such relationship is determined based upon consideration of the length of the relationship, the type of relationship, and the frequency of relationship, and the frequency of interaction between the persons involved in the relationship.

**Stalking**—The Violence Against Women Act defines “stalking” to mean “engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.”

**Affirmative Consent**—An affirmative, unambiguous, and conscious decision by each party to engage in sexual activity. Silence or lack of resistance does not constitute consent

**Bystander Intervention**—A bystander or witness is someone who sees a situation but may or may not know what to do; may think others will act or may be afraid to do something.

Anyone can prevent sexual violence before it happens, including stepping in during an incident and/or speaking out against ideas and behaviors that support sexual violence.

The following are examples of five steps toward taking action:

1. Notice the event along a continuum of action
2. Consider whether the situation demands your action
3. Decide if you have a responsibility to act
4. Choose what form of assistance to use
5. Understand how to implement the choice safely
(Adopted from Darley and Latane 1968)

SEXUAL ASSAULT PREVENTION

Recognizing general warning signs of domestic violence and abuse
- Seem afraid or anxious to please their partner
- Go along with everything their partner says and does
- Check in often with partner to report where they are and what they're doing
- Talk about their partner's temper, jealousy or possessiveness

Recognizing general warning signs of physical violence
- Have frequent injuries with the excuse of "accident"
- Frequently miss work, school or social occasions without explanation
- Dress in clothing designed to hide bruising or scars (e.g. wearing long sleeves in the summer or sunglasses indoors)

Be Prepared
While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted:
- Carry a whistle and have it easily accessible. Often loud noises that draw attention to you and your attacker will stop the attack.
- Be aware of your surroundings. Knowing the area and those around you can assist in finding a way out of a bad situation.
- Try to avoid isolated areas. It is difficult to get assistance if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it likely is not the best place to be.
- Try not to overload yourself with packages or bags. This can make you appear more vulnerable.
- Make sure your cell phone is charged and carry it with you. Carry enough money for a taxi.
- Don't allow yourself to be isolated with someone you don't know or trust.
- Avoid putting music headphones in both ears. Stay alert to your surroundings especially if you are alone.

Be Aware
Many cases of sexual assault happen when the victim is under the influence of drugs or alcohol. If you decide to drink, maintain moderation so you remain alert to your surroundings and decisions. Many sexual partners use what are known as "date rape drugs" which can cause you to be totally defenseless against attack. For this reason, never leave your drink sitting on a table unattended. Drugs have no odor, color or taste. You may be unable to detect if your drink has been altered when you return. Avoiding the intoxication of alcohol and drugs is a great way to stay aware and avoid dangerous situations and sexual assault.

Be Informed
Many acts of sexual assault happen to children. It is important to know who your child is spending time with. Saying that your child is fine as long as they are with a family member couldn't be further from the truth. The majority of sexual assaults that happen to children are done by a family member or someone they know. You should take note of any person who expresses too strong of an interest in your child. Offenders are known to buy children gifts and take them to places like a zoo or park. You should also perform background checks and get references on any person who will be providing you with childcare services.

Be Wise
There are many wise things a person can do to reduce the chances they will be a victim of sexual assault. Always walk in places with adequate lighting and avoid places with bushes and dark alleys. Offenders often use these places to hide and launch ambushes. Remember to keep your car doors locked when away from the vehicle. This will prevent potential assailants from entering and waiting inside your vehicle.

Tips for Dating Smart
- Know your limits—and, let your date know them from the start
- Be clear about what is okay for you. Don't expect your date to read your mind.
- Trust your gut. If you feel uncomfortable - leave.
- Don't get in over your head. If someone pushes you to do something you don't want to do, you have the right to leave.
- Stay in control. Alcohol is the most common date-rape drug. It is involved in 75% of reported sexual assaults.
- Tell a friend where you are going, especially if you are on a first or blind date.
- Avoid secluded places until you know your date better.
- Always charge your cell phone and keep it with you.
- Always carry enough money to take a taxi home.
- Pay attention to what you hear. A person may have a bad reputation for a reason.

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

(Adopted from Darley and Latane 1968)

(Reproduced from RAINN (Rape Abuse & Incest National Network)
web site: www.rainn.org)
RESPONSE TO SEXUAL ASSAULT

What to do after a sexual assault is very important:
• Find a safe location away from the suspect. Ask a trusted friend to be with you for support.
• Know what happened was not your fault.
• Preserve all evidence of the attack. Do not bathe, wash your hands, teeth, eat or smoke. Do not clean or move anything at the scene of attack.
• Write down as much information about the attack and the suspect as possible.
• Report attack to nearest law enforcement by dialing 911.
• Seek medical attention by trained medical personnel and report you have suffered a sexual assault. Do not wash or use the toilet prior to examination. All clothes worn during the attack should be placed in a paper sack. Even if the victim is uncertain about prosecution, it is important to gather as much evidence as possible just in case the victim decides to pursue criminal charges at a later time.

REPORTING SEXUAL ASSAULT

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 the Columbia College Campus Security Office at (209) 588-5167 or the Vice President of Student Learning office at (209) 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.

SEXUAL ASSAULT SUPPORT SERVICES

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)
• Center for Non-Violent Community; 24-hour Crisis Line 209-533-3401; Toll free 800-454-4766
  Address: 19043-B Standard Road Sonora, CA 95370

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 (209) 588-5204.

COLLEGE SEXUAL ASSAULT PROCEDURES AND INVESTIGATION

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 of Student Learning. The accuser and accused are entitled to the same opportunities to have others present during the disciplinary process. In the case of sexual assault, both the accuser and the accused shall be informed simultaneously in writing of case changes, outcome and appeal process of the disciplinary proceeding when such results become final. The college will ensure that all recordkeeping and identity of the victim of such cases be kept confidential to the fullest extent of the law. Those persons reporting a sexual violence or assault case or potential case will be supplied with a written explanation of their case rights and options. If a student is found to have violated the Student Code of Conduct for committing sexual misconduct or assault, they will be subject to disciplinary action including suspension or expulsion. The college is committed to providing a prompt, fair, and impartial investigation and resolution in each case. A sexual violence case will be done by a qualified designated Title IX college employee.

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, regardless of whether the victim chooses to report the crime to Campus Security and/or local law enforcement. Additionally, the college will assist the victim with information regarding court obtained restraining or protection orders.

SEXUAL ASSAULT OFFENDER 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 website at http://meganslaw.ca.gov.

California Penal Code 290.1 requires sexual offenders to register with College Security, 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 5 working days commencing enrollment or employment with the college. Registrants are also required to notify the Tuolumne County Sheriff within 5 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.

COLUMBIA COLLEGE REPORTED CRIME STATISTICS for Three Year Period 2011–2013
11600 Columbia College Drive, Sonora, CA 95370

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HATE CRIMES

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<th>Activity</th>
<th>Total College &amp; Student Housing</th>
<th>Columbia College</th>
<th>California Student Housing</th>
<th>Non-Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>HATE CRIMES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All offenses</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
</tbody>
</table>

Hate Crimes of Race, Religion, Sexual Orientation, Gender, Disability, and Ethnicity/National Origin include the following offenses:

Murder/Non-negligent manslaughter: Simple Assault
Negligent Manslaughter: Burglary
Sex Offenses – Forcible: Destruction, damage, vandalism of property
Sex Offenses – Non-forcible: Motor Vehicle Theft
Robbery: Arson
Aggravated Assault: Larceny-theft

Intimidation
California Student Housing
Fire Safety and Prevention Information

(The following excerpt is from the California Student Housing Resident Handbook)

Emergency Procedures
Because each life is precious, any resident not following these safety guidelines at all times may face immediate eviction. We each share responsibility in maintaining a safe environment. A copy of this information will be posted in each room.

EMERGENCY INFORMATION ABOUT FIRES AND PREVENTING FIRES

FIRE PREVENTION:
Preventing fires is everyone’s responsibility, as literally hundreds of lives are at stake if we do not use proper judgment. Everyone’s cooperation is needed.

A few basic rules to remember include:
1. Be certain the smoke detector in your room is always in good working order. It could save your life. The detector will begin beeping intermittently if a new battery is needed. Notify a residence staff member if your smoke detector is beeping or not working properly.
2. Never smoke or burn any object (such as incense or candles) in, on, or near student housing buildings. Smoking of a cigarette is only allowed outside. Smokers are expected to use the proper receptacle for putting out and disposing of cigarette debris. Do not toss cigarettes into trashcans or onto the ground.
3. Do not tamper with fire alarm equipment, emergency exits or activate a false alarm. This will result in disciplinary action and a $500.00 fine.
4. Do not use combustible materials for decorative purposes.
5. Keep all materials that could catch fire away from hot surfaces. Do not cover light bulbs with a cloth or block the heating / cooling unit in any way.
6. Be familiar with the location of the exits.
7. No matter how many false alarms may occur in the facility, you must treat each one as if it is signaling a real fire. If you fail to evacuate or take excessive time evacuating the building, you could lose your life. You are responsible to cooperate with staff and evacuate the building in a timely manner. Failure to cooperate with staff or failure to evacuate in a timely manner will result in disciplinary action.
8. After leaving the building, keep a safe distance away from it and do not interfere with housing staff or Emergency Personnel operations.
9. Return to the building only after told that it is safe to do so. Do not re-enter the building when you hear the alarm stop alarming, as it may not be safe to enter. You need to wait until you are given verbal clearance to re-enter by a housing staff or Emergency Personnel.
10. If smoke does enter your room, open a window slightly. Hang something noticeable out the window like a towel or sheet to indicate your exact location to fire fighters.
11. If you cannot open a window, remain close to the floor. The best breathing air will be within 18 inches of the floor.
12. Above all, do not panic. The Columbia College Fire Department is familiar with campus residential communities and will be on the scene in minutes.

If You Discover A Fire:
1. Call 911 and report the location of the fire from outside the building.

EVACUATION:
1. When evacuating CSH, getting out safely is the main priority.
2. Grab your identification and a cell phone if it is possible to do so quickly. Do not pack. Leave all other belongings behind and exit the building in a prompt manner.
3. Proceed at least 500 feet away from the buildings and meet at the opposite end of the emergency (either the dumpsters or the recycling bins). Do not leave the housing area unless directed by staff, police or fire authorities.
4. Contact your roommates. Report any missing or injured persons to a Resident Assistant.
5. Do not re-enter the building until the proper authorities have given permission.

ELECTRICAL SAFETY GUIDELINES:
In an effort to promote fire safety, each resident must abide by the following regulations:
1. Only UL listed electrical products are allowed in the building.
2. Only 3-prong grounded multi-plug adapters / power strips are allowed.
3. No multi-plug adapters or surge protectors are allowed in the bathroom under any condition.
4. Papers, clothing, and all combustible material are to be kept away from adapters, outlets, cords and power strips.
5. All extension cords must be 3-prong grounded cords and no longer than 6 ft. in length.
6. No additional lighting (decorative or other) is allowed in the bathroom at any time.
7. Electrical items used in bathrooms must be unplugged when not in use.
8. This includes hair dryers, electrical razors, clothing irons, and any item with an electrical plug.
9. Hair dryers draw a lot of electricity and should only be used in the bathroom.
10. No type of cooking or food/beverage warming device/appliance is allowed in any bedroom or bathroom.
11. The outlets are not designed to support such devices.
12. If you have an additional lamp in your room. The light bulb must have a shade over the bulb at all times. This shade must be a store manufactured. The light bulb cannot exceed the rating of the fixture. All combustible material must be kept away from the light bulb and the cord at all times.

13. Do not operate too many electrical items off of any single outlet (no more than 1000 watts).

14. No smoke detector or sprinklers shall be covered or obstructed in any manner.

15. If a detector is covered or obstructed in any manner, the resident(s) of the room will face eviction. The smoke detectors are an important safety item.

16. Nothing shall be mounted within 12 inches of the smoke detector in any direction.

17. Anyone tampering with any fire equipment (including fire exits) will face eviction and legal penalties.

18. Personal fans should not be left on when no one is in the room/bathroom.

19. You are responsible to report cracked outlet/switch plate covers to the Housing Office immediately.

20. You are responsible to report cracked, broken or missing room light covers (moon covers) immediately.

**Health & Safety Inspections**
Routine maintenance needs to be completed throughout the semesters (approx every 6 weeks). A 24-hour notice will be posted to obtain entry into units for general repair and check smoke detectors. We encourage residents to be present, however if no residents are present a staff member will use their key to obtain entry. Upon entry, all violations will be reported to the office.

During the October and April Health & Safety inspections we change the batteries in the bedroom smoke detectors – therefore changing them twice a year.

**Sprinkler System**
1) California Student Housing Fire sprinkler system is inspected quarterly by Signal Service.

2) An annual inspection, testing, and maintenance of our Sprinkler system is completed by Cisco Fire Sprinkler, Inc.

Annual Fire Inspection Reports are available upon request from Tuolumne County Fire Department.

California Student Housing requires staff members to complete a training on fire sprinkler use and are issued a fire extinguisher. (5 employees)

Each building is equipped with 2 external fire extinguishers and are inspected annual by Sonora Fire & Safety Equipment.

California Student Housing indicates two mandatory fire drills – one in the fall and one in the spring.

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**FIRES – ON CAMPUS STUDENT HOUSING FACILITIES**
California Student Housing
11800 Columbia College Drive, Sonora CA 95370
(Privately owned, not operated by Columbia College)

<table>
<thead>
<tr>
<th>Name of Facility</th>
<th>Street Address (Unit #)</th>
<th>Number of Fires</th>
<th>Status*</th>
<th>Category**</th>
<th>Cause***</th>
<th>Fire Related Injury or Death</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2011</td>
<td>2012</td>
<td>2013</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Building B</td>
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<td>Building D</td>
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<td>Building E</td>
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<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Active or Inactive

** Category = Unintentional, Intentional or Undetermined

*** Causes:
A. Cooking
B. Smoking Materials
C. Open flames
D. Electrical
E. Heating equipment
F. Hazardous products
G. Machinery/Industrial
H. Natural
I. Other
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

**Sexual Assault**—Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient or against the person's will where the victim is incapable of giving consent. Falling under the definition of sexual assault are sexual activities such as forced sexual intercourse, forcible sodomy, child molestation, incest, sexual assault with an object, fondling, and attempted rape.

**Forcible Sex Offenses**—Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly. 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.

**Domestic Violence**—A felony or misdemeanor crime of violence committed by a current or former spouse of the victim, by a person whom the victim shares a child in common, a parent, a child, a present or former household member, or a person who has or had a dating or engagement relationship.

** Dating Violence**—The Violence Against Women Act defines “dating violence” to mean violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; where the existence of such relationship is determined based upon a consideration of the length of the relationship, the type of relationship, and the frequency of relationship, and the frequency of interaction between the persons involved in the relationship.

**Stalking**—The Violence Against Women Act defines "stalking" to mean "engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress."

**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.