



**2017**

**Annual Security Report  
& Fire Safety Report**

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## From the Vice President of Student Services

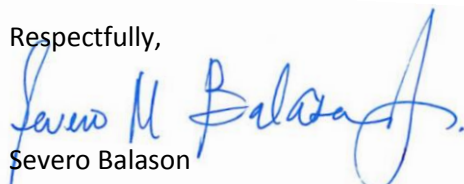
Taft College strives to foster and promote a welcoming and safe place for learning and working by enhancing and maximizing safety for all persons on the TC campus. Safety is a shared responsibility achieved through cooperation of students, staff, faculty, and visitors. With your help in reporting suspicious activity, crime, or incidents, we will achieve continuous safety and security performance improvements. I encourage the prompt reporting of any incident that threatens the safety, health or rights of the campus and/or college community.

The information contained in this report is made available to you in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, referred to as the Clery Act.

This act requires that all Title IV institutions prepare, publish and distribute an annual security report which contains 3 years of the institution's crime statistics and current security policies.

Thank you for contributing to the safety of the campus.

Respectfully,



Severo Balason  
Vice President, Student Services  
Taft College



## The Campus Security Act

(also known as the Clery Act)

The Campus Security Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements.
- Publish crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms.
- Publish “timely warning” notices where a crime has occurred on or near campus that, in the judgment of Taft College, constitutes an ongoing or continuing threat to members of the college community.
- Make available for public inspection a daily public crime log of “any crime that occurred on campus or within Taft College jurisdiction.”

## Procedure for Reporting Crimes and other Emergencies

Per Education Code Section 67380-67385, Taft College has developed the following procedures when dealing with campus safety and criminal investigations.

1. The Vice President of Student Services office is responsible for compiling records of
  - a. All occurrences reported to campus security personnel of, and arrests for, crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication.
  - b. All occurrences of non-criminal acts of hate violence reported to, and for which a written report is prepared by, designated campus authorities.
2. Written record of non-criminal acts of hate violence shall include:
  - a. A description of the act of hate violence.
  - b. Victim characteristics
  - c. Offender characteristics
3. Information concerning crimes committed on campus shall be available upon request as well as disseminated to all students through college orientation packets.
4. Safety Plan
  - a. The Public Safety Officer, a uniformed Taft Police Department Officer, is on-duty 40 hours a week during normal business hours.
  - b. Security personnel are on duty Sunday through Thursday from 5:00 p.m. to 1:00 a.m. and on Friday and Saturday from 7:00 p.m. to 3:00 a.m.
  - c. All instructors/staff have a copy of the security schedule.
  - d. All classrooms have access to outside lines to call 911.
  - e. Each resident hall has a live-in resident advisor.

- f. Transition to Independent Living dorm area has security and supervision until 1 a.m. daily.
- g. All incidents that occur during the day are to be reported to the Office of the Vice President of Student Services by calling 763-7810 or 763-7854.
- h. Parking lots have 24-hour video surveillance.

Taft College relies on a close working relationship with the Taft Police Department to receive information about incidents involving Taft College students on and off campus. If the college is notified of a situation in which a campus community member is a crime victim, depending on the circumstances, the college may issue a Campus Crime Alert detailing the incident and providing tips so that other community members may protect themselves.

Taft College does not have a formal procedure for reporting crimes on a voluntary, confidential basis. However, crime information that does not identify the victim can be submitted by Campus Security Authorities.

**Emergencies** should **first** be reported to the agency/agencies or personnel below, as appropriate:

Police & Fire Emergency	911
Campus Security Office	(661) 763-7774
Campus Security Cell	(661) 747-3258
TIL Security Cell	(661) 623-1072
Police Non-emergency	(661) 763-3101
Fire Non-emergency	(661) 765-2155
Dorm Supervisor Residence	(661) 763-7832
Dorm Supervisor Cell	(661) 428-4032

Any criminal incident, accident, or other emergency should also be reported to the following personnel, as appropriate:

Public Safety Officer	(661) 763-7872 or (661) 748-3101
Security Supervisor	(661) 763-7832 or (661) 428-4032
Vice President of Student Services	(661) 763-7810
Assistant to the Vice President of Student Services	(661) 763-7854

The Vice President of Student Services works with the Security office and the Public Safety Officer to prepare the disclosure of the annual crime statistics.

# TAFT COLLEGE 2017 ANNUAL SECURITY REPORT

## JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY & CAMPUS CRIME STATISTICS ACT

### Crime Prevention

At Taft College the safety and well-being of our students, faculty and staff are of the utmost importance. However, a truly safe campus can only be achieved through the cooperation of all students, faculty, and staff. This information is a part of our effort to ensure that this collaborative endeavor is effective. We hope that you will read it carefully and use the information to help foster a safe environment for yourself and others on campus.

In response to the 2007 Virginia Tech shooting, the Clery Act was amended in 2008. Following are the requirements that have been incorporated into this Annual Report, in response to those amendments.

1. Code Blue Stations have been located around the campus and at the Children's Center. These stations, once activated by pushing the red button for help, will automatically call the Kern Security Central Office and they will contact members of the college as outlined in the "Taft College Security Document."
2. Keyless doors which use an electronic time-clock system have been installed.
3. Video cameras provide surveillance at several college locations, such as the Children Center, Administration, Library and Science buildings; several others will be added as future construction is completed.
4. A Memorandum of Understanding was entered into with the Taft Police Department to provide a Police Officer on campus at least 40 hours a week. The City of Taft Police Officer has been in place since April 1, 2013.
5. The District distributed over 20 two-way radios to strategic locations throughout the campus.
6. The District entered into a MOU with the City of Taft Police Department which enabled two-way radios to communicate with the Taft Police Dispatch.
7. Security personnel attended training on the Clery Act to better communicate security and safety issues to the Campus community.
8. The campus coordinated an emergency response drill and training on campus during in-service for the campus.
9. Follow-up assessments conducted after lockdown drill, and areas of safety concerns being addressed.
10. Provided requested workshops to different student populations on various topics of interest (i.e. Safety, Alcohol, Drugs).
11. Created a centralized lost and found location on campus, a web page listing items, and an online form to submit if an item is lost.
12. Daily radio checks to ensure radio function and also to reinforce proper radio habits.
13. Established a Campus Safety & Security Committee
14. Developed Master Inspections Matrix

15. Deployed Safety Gram protocol where any member of the Campus community can submit an online report of a non-emergency hazard or safety concern
16. Completed a new Emergency Operations Plan
17. Hosted regular sexual assault trainings from Kern County Alliance Against Family Violence and Sexual Assault
18. The Taft Police Officer assigned to Taft College has been certified as a Title IX investigator
19. Security parking lot escorts are available to all upon request

## Clery Crime Statistics

This report's statistics were reported from January 1, 2016 until December 31, 2016. These statistics were collected from Campus Security records, Campus Security Authorities, as well as local jurisdictional law enforcement agencies. They represent occurrences/incidents which occurred on Campus, public sidewalks and roadways adjacent to the campus property, and non-campus locations under Taft College's control during 2016.

The Department of Education requires Taft College to publish an Annual Security Report (ASR). In the ASR the Department of Education requires that the following be used to classify and record Clery reportable crimes.

- The Federal Bureau of Investigation (FBI), Uniform Crime Reporting (UCR) Handbook is used for all definitions of offenses except for sex offenses.
- For sex offenses only, the National Incident-Based Reporting System (NIBRS) Edition of the UCR Handbook is used for classification.
- Clery Act reporting DOES NOT require disclosure of all other sexual related offenses. ex. sexual harassment, voyeurism and incident exposure
- Offenses are counted on the basis of calls for service, complaints and investigations.
- Findings of courts, coroners, jury, prosecutorial decisions and student judicial boards are NOT a basis for counting Clery Act crimes.

The reported crimes are cataloged utilizing the Hierarchy Rule which is when the offender/perpetrator commits multiple offenses in the same incident. When this occurs, the hierarchy rule is used when counting multiple offenses. The hierarchy rule requires that the most serious offense be counted when more than one offense was committed during a single incident. A single incident means that the offenses must be committed at the same time and place; and that the time interval and distance between the offenses were insignificant. Not all crimes committed in the same incident are counted with the statistics only the most serious per the hierarchy rule.

## Clery Geography

The Department of Education requires criminal statistical data to be included within the Annual Security Report from four distinct Clery geography locations. The crime statistics are reported from within the following four Clery geography classifications.

**On-Campus:** The Department of Education provides two separate three prong tests to determine if a location should be considered On-Campus.

- The institution owns or controls them;
- They are reasonably contiguous to one another; and
- They directly support or relate to the institution's educational purposes

Or:

- The institutions owns but does not control them;
- They are frequently used by students; and
- They are used to support the institution's educational purposes.

**On-campus Student Housing Facility:** For purposes of Clery Act regulations, any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

**Public Property:** Public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.

**Non-Campus:** Any building or property owned or controlled by a student organization that is officially recognized by the institutions; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.



## Taft College Crime Statistics Comparison

Reportable Crime Statistics							
Crime Classification	Year	Campus		Non-Campus	Public Property	Total	Unfounded
		On Campus Student Housing	On-Campus Total				
Murder or non-negligent manslaughter	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2014	0	0	0	0	0	0
Manslaughter by negligence	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2014	0	0	0	0	0	0
Rape	2016	1	1	0	0	1	0
	2015	0	0	0	0	0	0
	2014	0	0	0	0	0	0
Fondling	2016	0	0	0	0	0	0
	2015	1	1	0	0	1	1
	2014	0	0	0	0	0	0
Incest	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2014	0	0	0	0	0	0
Statutory Rape	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2014	0	0	0	0	0	0
Robbery	2016	0	0	0	0	0	0
	2015	0	1	0	0	1	0
	2014	0	0	0	0	0	0
Aggravated Assault	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2014	0	0	0	2	2	0
Burglary	2016	0	1	0	0	1	0
	2015	0	0	0	0	0	0
	2014	0	0	0	0	0	0
Motor Vehicle Theft	2016	0	0	0	0	0	0
	2015	0	1	0	0	1	0
	2014	0	0	0	0	0	0
Arson	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2014	0	0	0	0	0	0

## Arrests and Disciplinary Referrals

Reportable Crime Statistics							
Crime Classification	Year	Campus		Non-Campus	Public Property	Total	Unfounded
		On Campus Student Housing	On-Campus Total				
Arrests: Weapons: carrying, possessing, etc.	2016	0	1	0	0	1	0
	2015	0	0	0	0	0	0
	2014	0	0	0	0	0	0
Disciplinary referrals: Weapons, etc.	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2014	0	0	0	0	0	0
Arrests: Drugs and violations	2016	0	1	0	0	1	0
	2015	0	1	0	0	1	0
	2014	0	2	0	0	2	0
Disciplinary referrals: Drugs and violations	2016	0	1	0	0	1	0
	2015	1	1	0	0	1	0
	2014	0	0	0	0	0	0
Arrests: Liquor law violations	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2014	0	1	0	0	1	0
Disciplinary referrals: Liquor law violations	2016	0	0	0	0	0	0
	2015	1	1	0	0	1	0
	2014	14	15	0	0	15	0

## Hate Crimes — Descriptive Report

There were no reported hate crimes for the years 2015 or 2016. In 2014, there was one public property vandalism incident characterized by sexual orientation bias.

## Domestic Violence, Dating Violence, Stalking

Reportable Crime Statistics							
Crime Classification	Year	Campus		Non-Campus	Public Property	Total	Unfounded
		On Campus Student Housing	On-Campus Total				
Domestic Violence	2016	0	1	0	0	1	0
	2015	0	0	0	0	0	0
	2014	0	0	0	0	0	0
Dating Violence	2016	1	1	0	0	1	0
	2015	0	0	0	0	0	0
	2014	0	0	0	0	0	0
Stalking	2016	0	0	0	0	0	0
	2015	1	1	0	0	1	0
	2014	0	1	0	0	1	0

**Taft College and the West Kern Community College District prohibit the crimes of dating violence, domestic violence, sexual assault, and stalking.**

Taft College is committed to keeping the campus a safe and welcoming environment for all of its students, faculty, staff, and visitors. Any campus affiliate who is a victim of any of these crimes is encouraged to report the crime to any Campus Security Authority.

Any survivor of these crimes is afforded several choices, including

- whether to remain anonymous
- whether to pursue student discipline against the offender(s)
- whether to involve law enforcement

This list is not exhaustive, but all survivors of these crimes are encouraged to report these incidents, at which time they will be presented with options and be given referrals to agencies that can provide counseling services.

## Definitions

The U.S. Department of Education has provided the following definitions of these crimes.

**Domestic Violence:** A felony or misdemeanor crime of violence committed—

- by a current or former spouse 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,
- by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, 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.

**Dating Violence:** Violence committed by a person—

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - the length of the relationship;
  - the type of relationship; and
  - the frequency of interaction between the persons involved in the relationship.

**Stalking:** 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.

***Tell Someone—Get Help—Even if you don't want anything else done.***

## Affirmative Consent

**Consent** means an informed, affirmative, conscious decision by each participant to engage in mutually agreed-upon sexual activity.

- Consent must be voluntary, and given without coercion, force, threats, or intimidation. Consent requires positive cooperation in a particular sexual act, or expression of intent to engage in that sexual act through the exercise of free will.
- Consent can be withdrawn or revoked. Consent to one form of sexual activity (or one sexual act) does not constitute consent to other forms of sexual activity (or other sexual acts). Consent to sexual activity given on one occasion does not constitute consent to sexual activity on another occasion. The fact that two people are or were in a dating or sexual relationship does not constitute consent to engage in sexual activity. There must always be mutual and affirmative consent to engage in sexual activity. *Consent to a sexual act may be withdrawn or revoked at any time, including after penetration.* The victim's request for the perpetrator to use a condom or birth control does not, in and of itself, constitute consent. **Once consent is withdrawn or revoked, the sexual activity must stop immediately.**
- Consent cannot be given by a person who is incapacitated. For example, a person cannot give consent if s/he is unconscious or coming in and out of consciousness. A person is incapacitated if s/he lacks the physical and/or mental ability to make informed, rational judgments. Examples of incapacitation include unconsciousness, sleep and blackouts. Whether an intoxicated person (as a result of using alcohol or other drugs) is incapacitated depends on the extent to which the alcohol or other drugs impact the person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. A person with a medical or mental disability may also lack the capacity to give consent.
- Being intoxicated by drugs or alcohol does not diminish a person's responsibility to obtain consent from the other party before engaging in sexual activity. Factors to be considered include whether the person knew, or whether a reasonable person in the accused's position should have known, that the victim did not give, or revoked, consent; was incapacitated; or was otherwise incapable of giving consent.

Sexual intercourse with a minor is never consensual when the victim is under 18 years old, because the victim is considered incapable of giving legal consent due to age.

## Sexual Violence Awareness

The Taft College campus regularly hosts presentations from the Kern County Alliance Against Family Violence and Sexual Assault. These presentations promote the awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses, domestic violence, dating violence, and stalking (collectively termed *sexual violence* in this document). The scheduled dates for presentations in the 2016–2017 academic year are October 27, November 17, December 8, January 26, February 3, and March 23.

Taft College participates in National Campus Safety Awareness Month (NCSAM) in September. Awareness activities during the month include regular safety tips emailed to all faculty and staff,

separate messages sent to students, social media postings, and posters promoting safety awareness posted around campus.

## **What to do if sexual violence occurs?**

- If you are still in danger, get to a safe place.
- Preserve evidence.
- Report the incident to the Public Safety Officer or local law enforcement.
- Report the incident to your campus Title IX Coordinator (Vice President of Student Services).
- Call a Domestic Violence, Sexual Violence or Stalking hotline. A comprehensive list of resources is included on Page 17 of this document.
- Call a friend or family member for help.
- Know that you are not at fault. You did not cause the abuse to occur and you are not responsible for someone else's violent behavior.

## **The Importance of Preserving Evidence**

It is important to take steps to preserve and collect evidence; doing so preserves the full range of options available to victims, be it through the District's administrative complaint procedures or criminal prosecution. To preserve evidence: (1) do not wash your face or hands; (2) do not shower or bathe; (3) do not brush your teeth; (4) do not change clothes or straighten up the area where the assault took place; (5) do not dispose of clothes or other items that were present during the assault, or use the restroom; and (6) seek a medical exam immediately.

If you already cleaned up from the assault, you can still report the crime, as well as seek medical or counseling treatment. You may consult with the campus Title IX Coordinator or a local sexual assault victim resource center for assistance as well.

## **Reporting Options**

If you are a victim of sexual violence, you have the option of notifying law enforcement authorities.

You can contact:

- Taft College Public Safety (661) 763-7872 or
- Taft Police Department (661) 763-3101

Campus personnel will assist a complainant in filing a police report and assist students in notifying law enforcement authorities, if the victim requests the assistance of these employees. The victim may also decline to notify such authorities. Reporting to Public Safety and/or local police is an option at any time. If you choose not to report to the police immediately following a sexual violence incident, you can still make the report at a later time. However, with the passage of time, the ability to gather evidence to assist with criminal prosecution may be limited. Depending on the circumstances, the police may be able to obtain a criminal restraining order on your behalf.

You may report to the campus Title IX Coordinator, who will provide you with written and verbal information regarding applicable District complaint procedures for investigating and addressing the

incident. The Title IX Coordinator will also provide you with information regarding resources available to you, as well as information regarding your rights and options.

In order to reduce or eliminate negative impact on you and provide you with available assistance, the campus Title IX Coordinator will discuss with you reasonable interim remedies the District may offer prior to conclusion of an investigation or potential disciplinary action. Examples include: adjustment to work assignments, course schedules or supervisory reporting relationship; requiring the accused to move from District-owned or affiliated housing; immediately prohibiting the accused from coming to the campus; or prohibiting the accused from contacting the parties involved in the reported incident. These options may be available to you whether or not you choose to report the sexual violence to campus public safety or law enforcement. The Title IX Coordinator remains available to assist you and provide you with reasonable remedies requested by you throughout the reporting, investigative, and disciplinary processes, and thereafter.

### **Confidentiality of Victims and Other Necessary Parties**

The District is required by the federal Clery Act to report certain types of crimes (including certain sex offenses) in statistical reports. However, while the District will report the **type** of incident in the annual crime statistics report known as the Annual Security Report, your name/identity will not be revealed.

The District will maintain 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 or protective order measures.

### **Resources for victims / survivors of sexual violence**

A comprehensive list of resources is included on Page 17 of this document

### **Disciplinary procedures**

Allegations of sexual violence that are reported to campus authorities will be investigated according to District Administrative Procedure 5500.

- Such proceedings shall provide a prompt, fair, and impartial resolution.
- Such proceedings shall be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.
- Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged domestic violence, dating violence, sexual assault or stalking, the procedures for the accused and victim to appeal the results of the disciplinary proceeding, of any chances to the results that occurs prior to the time that such results become final, and when such results become final. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the

alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused.

## **Sanctions for sexual violence violations**

The following sanctions may be imposed for students found to have committed acts of sexual violence:

- Restitution;
- Loss of Financial Aid;
- Educational and Remedial Sanctions;
- Denial of Access to Campus or Persons;
- Disciplinary Probation;
- Suspension;
- Expulsion;
- Multiple Sanctions;
- Administrative Hold; or
- Withholding a Degree.

## **Sexual Assault Response and Information**

If you have been sexually assaulted, it is important that you seek help immediately. If you are the victim of a sexual assault, please take the following steps:

- Go to a safe place as soon as possible.
- Call someone you trust to be with you, like a relative, close friend, or a rape crisis counselor.
- Try to preserve all evidence; do not wash, use the toilet, or change clothing. If you do change clothes, place all clothing including outer clothing as well as underwear into a paper (not plastic) bag.
- Do not bathe, shower or douche.
- Contact the police department immediately.
- Get medical attention immediately.
  - Westside Urgent Care  
(661) 765-1935
  - Central Valley Med. Group  
(661) 763-3338
- Contact the Vice President of Student Services
- (661) 763-7810



## Resources

- State of California Victim Services Unit  
(877) 433-9069  
<http://oag.ca.gov/victimservices>
- Alliance Against Family Violence and Sexual Assault (Kern County)  
(661) 322-0931 (business line—non-crisis)  
(661) 327-1091 (24-hour crisis)  
(800) 273-7713 (24-hour crisis toll-free)  
(661) 332-1506 (24-hour crisis line—LGBTQ Focused)  
<http://www.kernalliance.org/>
- Kern County Victim/Witness Assistance Center  
(661) 868-4507
- Alpha House Women’s Shelter  
207 7th St, Taft, CA 93268  
(661) 763-4357
- Taft Police Department  
(661) 763-3101
- Kern County Sheriff’s Department  
(661) 861-3110  
(800) 861-3110 (Toll-free: Kern County only)
- Stalking Resource Center (Washington, DC)  
(202) 467-8700  
<http://www.victimsofcrime.org/our-programs/stalking-resource-center>
- Safe at Home Confidential Address Program  
(877) 322-5227  
<http://www.sos.ca.gov/safeathome/>

## Campus Alcohol & Drug Policies

A prohibition against illegal drugs and alcohol for all students is contained in the Standards of Student Conduct adopted by the Board of Trustees. This document lists the following violations for which students are subject to disciplinary action:

Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5. Alleged violations are handled on an individual basis affording each student the right of due process. The following types of disciplinary action may be taken: warning, reprimand, disciplinary probation, suspension, summary suspension, disciplinary suspension, or expulsion.

For residence hall students, the Residence Hall Contract & Handbook explicitly prohibits the possession, use, distribution, and/or being under the influence of alcoholic beverages, narcotics, and/or dangerous drugs on district-owned or controlled property or at college-sponsored events. Violation of this regulation is considered a major infraction, and results in either probation or dismissal from the residence halls.

Taft College will make every effort to enforce State and Federal laws regarding drugs and alcohol, including underage possession laws.

Every year, Taft College hosts at least one drug awareness event and one alcohol awareness event. The most recent alcohol awareness event included a presentation of ***A Life Interrupted*** from the Bakersfield Police Department. This included a frank discussion of the consequences of drinking and driving, along with a guest speaker who is the mother of a young person killed in a drunk driving accident.

## Hate Crimes

“Hate crimes,” as defined in California Penal Codes §422.55 and §422.6, and the Higher Education Opportunity Act (Public Law 110-315) means “any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political/religious beliefs of that person or group.” Incidents of hate violence should be reported to your college “Campus Security Authorities” or the Vice President of Student Services office. Taft College does not condone hate violence, and is charged with ensuring that the rights guaranteed by state law and the U.S. Constitution are protected for all people regardless of their ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political/religious beliefs.

## Crime Statistics and Crime Logs

Statistics regarding campus disciplinary actions are collected by the office of the Vice President of Student Services. Crime logs are usually updated daily, but at least every 48 hours and are available for review in the office of the Vice President of Student Services or by accessing the link in the navigation menu on the home page at [www.taftcollege.edu](http://www.taftcollege.edu).

Crime statistics are reported pursuant to guidelines specified in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Disclosure Act. Crime statistics may be found on the Department of Education's website at <http://ope.ed.gov/security/>.

For more information regarding campus security or crime statistics, please contact the office of the Vice President of Student Services at (661) 763-7854.

## Missing Student Notification Policy & Procedures

If a member of the College community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Security Supervisor at 661-428-4032. Taft College will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Taft College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Taft College will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so by completing the "Missing Student Contact Registration Form." A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should Taft College determine that the student has been missing for 24 hours, Taft College will notify the police department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Taft College will notify the student's parent or legal guardian immediately after Taft College has determined that the student has been missing for 24 hours.

## Weapons Policy

It is a serious violation of the law to bring firearms, knives, or other weapons as identified in Penal Codes 16520, 25400, 25610, 626.9 or 626.10, onto District or college property. Section 626.9 of the California Penal Code makes it a felony to bring or to possess a firearm or certain knives on the grounds or within buildings of the college campuses without the written permission of the Superintendent/President of the college or his/her designee.

## Emergency Notifications

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on the campus, **Emergency Notification** will occur without delay as soon as the emergency situation is verified, unless notification will compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency. An emergency might include non-criminal incidents such as a gas leak or a weather emergency. The Superintendent/President's office or designee will be responsible for issuing Emergency Notifications via automated text messaging, automated telephone calls, automated emails, or any combination of the above depending on the nature and seriousness of the threat, with the goal of notifying the affected areas of the campus.

## Timely Warnings

On occasion you may see timely warning notices describing dangerous incidents. The Superintendent/President's office or designee will be responsible for issuing these timely warning notices as necessary. In the event that a situation arises (either on or off campus) that constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued via automated text messaging, automated telephone calls, automated emails, or any combination of the above depending on the nature and seriousness of the threat, with the goal of notifying the entire campus community.

## Smoke-Free Facilities

Taft College is a smoke-free campus (including electronic cigarettes) except for officially posted designated smoking areas effective January 1, 2005. In addition, the use of smokeless tobacco in any form is strongly discouraged and shall not be permitted in any classroom, other enclosed facility, or at any college activity.

## Sex Offender Registration

Effective October 28, 2002, Section 290.01 of the California Penal Code was expanded and now requires a convicted sexual offender who is enrolled as a student, or employed as a full- or part-time employee, or is carrying on a vocation, in a community college for more than 14 days, or for an aggregate period exceeding 30 days in a calendar year, to register with the office of the Vice President of Student Services within 5 working days of commencing enrollment or employment. Violation of the above requirement can result in a fine, imprisonment or both. Public information regarding sex offenders in California may be obtained by viewing the Dept. of Justice online Megan's Law website, at:

<http://www.meganslaw.ca.gov/>

## Crime Prevention Tips

Please note that these tips are tools for general crime prevention; they are not intended to blame the victim of a crime. It is **never** your fault if you find yourself targeted in any crime. These are tips, not guarantees; they are tools to help with personal safety. Perpetrators, not their victims, are responsible for crimes and their effects.

- Theft can occur anywhere. Watch your property and be observant of persons around you, especially when studying in libraries, working out in public fitness areas, or in the cafeteria.
- Do not leave bags, purses, backpacks unattended.
- Lock your vehicle! Don't leave valuables inside and in plain sight. Secure any valuables in the trunk of your vehicle.
- Avoid walking alone, or taking short cuts in isolated areas, especially during late hours.
- Report all suspicious activity, such as persons loitering in parking areas or unoccupied areas.
- Don't assist strangers – call campus security at 661-763-7774 or 661-747-3258 if someone needs immediate help.
- Park legally and drive safely; avoid talking or texting on your cell phone while driving.
- Don't give out copies of your key, or leave it somewhere for anyone.
- Don't put your address on your key chain.

- Don't leave notes on your door indicating that you are not home.
- If you come home and find the door open or a window broken, don't go in. Instead, go to a neighbor's home to call for help.
- Don't give personal information to strangers on the telephone, in person, or on the internet.
- Don't keep large sums of money or expensive valuables at home or in your dorm room.
- Don't open your door to strangers. Look through the peephole or ask for the identity of visitors before you open the door.
- Don't take shortcuts.
- Don't walk in poorly lighted areas.
- Don't accept rides with strangers.

### **Should you become a victim...**

Report the incident as soon as possible. If you witnessed a crime, note the description of the person(s) committing or assisting along with any automobile information such as make, model, and license plate number, along with direction of travel.

Remember, it is *never* your fault if you find yourself targeted in any crime. Perpetrators, not their victims, are responsible for crimes and their effects.

## **Procedures for Reporting Criminal Actions or other Emergencies Occurring on Campus**

### **Parking Lot Problems**

If a problem occurs during the day, report the problem to the Office of the Vice President of Student Services at (661) 763-7810 or (661) 763-7854, or the Public Safety Officer at (661) 763-7872 or (661) 748-3101.

If a problem occurs at night, report the problem to the security guard on duty at (661) 747-3258 or (661) 763-7774.

### **Campus Safety Concerns or Issues**

Report all safety concerns or issues to the Office of the Vice President of Student Services by calling (661) 763-7810 or (661) 763-7854.

### **Residence Hall Problems**

Report all residence hall problems to the supervisor on duty or to the Vice President of Student Services. The Office of the Vice President of Student Services is in the Student Services/Administration building. All complaints will be followed with an investigation by a representative from the College, and if deemed necessary by the complainant, the city police will be notified.

### **Security in the Residence Halls**

Taft College has a well-rounded staff to oversee the dorms. These positions are Supervisor of Residence Halls, Resident Assistants, and security guards. Contact one of these individuals if a problem develops.

The cooperation of students in a campus safety program is absolutely essential. Students must assume responsibility for their safety and the security of their personal belongings by taking certain precautions. Room doors should be locked at night and when the room is unoccupied. Vehicles should be kept locked at all times and valuables should be locked in the trunk. Students should report any suspicious looking individuals whom they feel do not belong in the residence hall area or any unusual incidents around the residence halls to a dorm staff member of the supervisor.

*(Refer to the Residence Hall Handbook & Contract for specific rules.)*

### **Campus Security**

Members of the Taft College community are urged to notify Campus Security or the Office of the Vice President of Student Services immediately of any suspicious activity. In the event of an emergency, dial 911.

Students involved in incidents off campus will be assisted by the appropriate campus agency. Cooperation between the police department and Taft College is stressed in all investigations.

### **Remember:**

- Give your name, telephone number and location.
- Give clear and accurate information.
- Be prepared to supply suspect and vehicle description, and direction of travel.
- DON'T HANG UP if no one answers, leave a detailed message

## **TAFT COLLEGE 2017 FIRE SAFETY REPORT**

### **On-campus student housing facility fire safety systems**

Ash Dorms (715 Ash Street):

- Fire alarm pull stations
- Sprinklers inside rooms
- Smoke detectors inside rooms
- Fire extinguishers in every room

Cougar Dorms (29 Cougar Court)

- Fire alarm pull stations
- Fire extinguishers in every room

Living Classrooms at the Center for Independent Living (29 Cougar Court—New buildings as of Fall 2013)

- Fire alarm pull stations
- Sprinklers inside rooms
- Smoke detectors inside rooms
- Fire extinguishers in common area between every two rooms

### **Fire Drills**

The Living Classrooms at the Center for Independent Living held two fire drills in 2016. The Ash Dorms and Cougar Dorms held one fire drill in 2016.

### **Policies related to fire prevention in student housing facilities**

- Smoking and other tobacco products are prohibited in rooms, lobby, and laundry areas. There are designated smoking areas outside the student housing facilities
- Cooking appliances (hot plates, woks, frying pans, toasters, etc.) are not allowed except for a microwave oven
- Flammable liquids are not allowed in rooms
- Extension cords are not allowed in rooms
- Candles, incense, etc. are not allowed in rooms
- Tampering with fire alarms, heaters, smoke detectors, and/or fire-fighting equipment is prohibited

### **Procedures for Student Housing Evacuation in the Case of a Fire**

In the event of a fire, the College expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and Campus Security. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, College policy is that all occupants must evacuate from the building, closing doors as

they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

### Who to Notify if a Fire Occurs

Per federal law, Taft College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the Taft College Security personnel may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

- Taft College Security (661) 747-3258
- Taft College Dorm Supervisor (661) 428-4032

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

### Plans for Improvement

- More fire drills for Ash and Cougar Dorms are planned.
- A modernization/remodeling project for the Cougar Dorms is in progress. When it is complete, all dorms will be compliant with current fire safety codes.

### 2016 Fire Statistics

Residential Facilities	Total Fires in Each Building	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Ash Dorms, 715 Ash St.	0	N/A	N/A	N/A	N/A
Cougar Dorms, 29 Cougar Ct.	0	N/A	N/A	N/A	N/A
Living Classrooms - Center for Independent Living	0	N/A	N/A	N/A	N/A