

CAMBRIDGE JUNIOR COLLEGE

Where futures begin.

Annual Campus Crime Security Report for 2009 Years included 2006-2008

Policy for Reporting the Annual Disclosure of Crime Statistics

Cambridge Junior College prepares this Campus Crime Security Report annually to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The full text of this report is located on our website at <http://www.cambridge.edu/media/PDF2.pdf>. This report is prepared by the Director of Education at Cambridge Junior College in cooperation with local law enforcement agencies surrounding or campus. Campus crime, arrests, and referral statistics include those reported to the Yuba City Police Department. Cambridge Junior College does not have a campus security department, but the Director, Director of Education, Registrar, and the Instructors are considered campus security authorities. Any crimes or emergencies can be reported to these individuals and they will assist with reporting the incident following the policies and procedures established in this report.

Each year, a hard-copy memorandum notification is made to all current students, faculty, and staff that provides web site access to this report. Students receive the notice directly from their instructors. Faculty and staff receive the notice in their in-house mailbox located in the copyroom. Prospective students, prospective employees, students, faculty, and staff also receive instructions on how to access the report in the Cambridge Junior College catalog.

Campus Crime Statistics 2006-2008

| OFFENSE | LOCATION | 2008 | 2007 | 2006 |
|--|-----------------|------|------|------|
| MURDER / NON-NEGLIGENT MANSLAUGHTER | ON CAMPUS | 0 | 0 | 0 |
| | PUBLIC PROPERTY | 0 | 0 | 0 |
| NEGLIGENT MANSLAUGHTER | ON CAMPUS | 0 | 0 | 0 |
| | PUBLIC PROPERTY | 0 | 0 | 0 |
| SEX OFFENSES, FORCIBLE | ON CAMPUS | 0 | 0 | 0 |
| | PUBLIC PROPERTY | 0 | 0 | 0 |
| SEX OFFENSES, NON-FORCIBLE | ON CAMPUS | 0 | 0 | 0 |
| | PUBLIC PROPERTY | 0 | 0 | 0 |
| ROBBERY | ON CAMPUS | 0 | 0 | 0 |
| | PUBLIC PROPERTY | 0 | 0 | 0 |
| AGGRAVATED ASSAULT | ON CAMPUS | 0 | 0 | 0 |
| | PUBLIC PROPERTY | 0 | 0 | 0 |
| BURGLARY | ON CAMPUS | 0 | 0 | 0 |
| | PUBLIC PROPERTY | 0 | 0 | 0 |
| MOTOR VEHICLE THEFT | ON CAMPUS | 0 | 0 | 0 |
| | PUBLIC PROPERTY | 0 | 0 | 0 |
| ARSON | ON CAMPUS | 0 | 0 | 0 |
| | PUBLIC PROPERTY | 0 | 0 | 0 |
| LIQUOR LAW ARRESTS | ON CAMPUS | 0 | 0 | 0 |
| | PUBLIC PROPERTY | 0 | 1 | 0 |
| LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION | ON CAMPUS | 0 | 0 | 0 |
| | PUBLIC PROPERTY | 0 | 0 | 0 |
| DRUG LAW ARRESTS | ON CAMPUS | 0 | 0 | 0 |
| | PUBLIC PROPERTY | 0 | 0 | 0 |
| DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION | ON CAMPUS | 0 | 0 | 0 |
| | PUBLIC PROPERTY | 0 | 0 | 0 |
| ILLEGAL WEAPONS POSSESSION ARRESTS | ON CAMPUS | 0 | 0 | 0 |
| | PUBLIC PROPERTY | 0 | 0 | 0 |
| ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION | ON CAMPUS | 0 | 0 | 0 |
| | PUBLIC PROPERTY | 0 | 0 | 0 |

Cambridge Junior College does not have any residential or noncampus buildings or property so statistic categories for these areas have been omitted.

Hate Crimes

There were no reported hate crimes for the years of 2006-2008.

‘Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act’ Required Policy Statements and Compliance Measures

Daily Crime Log Requirement: Cambridge Junior College does not have a security department and is not responsible for maintaining a daily crime log.

Procedures for Reporting a Crime or Emergency: Cambridge Junior College does not have a campus police department, therefore all members of the campus community are encouraged to report criminal actions or other emergencies which occur on or near campus to the Yuba City Police Department or the Director, Director of Education, Registrar or any Instructor at Cambridge Junior College as soon as possible following discovery of the offence. If a crime or emergency is reported to one of these Cambridge Junior College Employees, the employee will assist in immediately contacting the Yuba City Police Department. In some cases, a representative from the Yuba City Police Department will visit the site and interview the individual(s) reporting the incident, appropriate school personnel, and any possible witness to the crime. Crimes should be reported to the Yuba City Police Department and the Director, Director of Education, Registrar or an instructor to ensure inclusion in the annual crime statistics and to aide in providing timely warning notices to the community, when appropriate.

Cambridge Junior College does not have any residential or noncampus buildings or property so crimes or emergencies are not monitored at locations other than the campus.

Where to Report a Crime or Emergency: The Yuba City Police Department can be reached at 911 or 822-4661.

Confidential Reports of Crimes or Emergencies: People who would like to make anonymous reports may call the Yuba City Policy Department Anonymous tip line at 822-4848. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. In some cases, a representative from the Yuba City Police Department will visit the site and interview appropriate school personnel and any possible witness to the crime. Crimes should be reported to the Yuba City Police Department to ensure inclusion in the annual crime statistics and to aide in providing timely warning notices to the community, when appropriate.

Cambridge Junior College does not have any professional or pastoral counselors.

Response to Reported Crimes and Emergencies: The need for an investigation and prosecution will be determined by the Yuba City Police department or other appropriate law enforcement agencies. The Director of Education will follow up with the Police Department and monitor progress of any crimes the school is notified of as needed. If a student or employee is suspected of committing a criminal act, he/she may be temporarily suspended from school/work. If a student or employee is convicted of a crime, he/she may be suspended from school or terminated from work.

Cambridge Junior College does not have non-campus buildings or property, but if a crime or emergency occurs while a student is attending a school sponsored event off campus, they should follow these reporting procedures. If a crime or emergency occurs at one of these events the witness should report the crime to the Yuba City Police Department at 911 or 822-4661. The witness should also report the incident to the Director, Director of Education, Registrar or any Instructor at Cambridge Junior College as soon as possible following discovery of the offence. If a crime or emergency is reported to a Cambridge Junior College Employee, the employee will assist in immediately contacting the Yuba City Police Department. In some cases, a representative from the Yuba City Police Department will visit the site and interview the individual(s) reporting the incident, appropriate school personnel, and any possible witness to the crime. Crimes should be reported to the Yuba City Police Department and the Director, Director of Education, Registrar or any Instructor to ensure inclusion in the annual crime statistics and to aide in providing timely warning notices to the community, when appropriate.

Access to Campus Facilities: Standard campus building hours are 8:00 AM – 7:00 PM Monday through Thursday and 8:00 AM – 5:00 PM on Fridays. After 6:00 PM doors will be locked for security reasons. Students attending evening classes will be admitted to the building by their instructor. Special occasions may require the building hours to extended or shorted. Current students will be notified by hard-copy memoranda handed out by their instructor(s) when changes are made to the standard campus hours. Faculty and staff will receive the notice in their in-house mailbox located in the copyroom. The notification will occur as far in advance as possible to the scheduled change, preferably a minimum of 24 hours in advance.

During business hours, the college will be open to students, employees, contractors, guests, and invitees. During non-business hours, access to all college facilities is by key, if issued. All maintenance will take place during the normal hours of operation while staff is present. Keys to the offices, labs, and classrooms will be issued to employees only as needed and after receiving the proper authorization. Each key holder is responsible for assuring his/her area is secured and locked.

Students must adhere to the policies listed in the school catalog which include statements regarding theft of, or damage to school property, and any other criminal activities. Violations of these policies may lead to termination.

Cambridge Junior College does not have any residence housing or noncampus buildings or property.

Security Awareness and Crime Prevention Programs: As a part of the orientation process for all incoming students and staff, the Security Awareness Procedures and Practices will be explained. Students are informed about crime on-campus and in surrounding areas. This occurs every three to four weeks depending on the program the student is enrolling in and at monthly staff and faculty meetings. Students and staff will be encouraged to openly communicate any suspected criminal activity immediately. Security and safety procedures will be discussed with students encouraging them to be alert to security

situations and assist the school in preventing crimes from occurring through awareness and communication. The school may also distribute memoranda, timely warnings, and publications regarding security measures when necessary and appropriate.

Cambridge Junior College educates the student community and staff about crime prevention and drug and alcohol abuse annually each fall by hosting a presentation from a community resource (like the Police Department or a counselor with expertise in this area). Topics include sexual assault prevention, personal safety, theft, drug and alcohol abuse, and other safety issues. Campus Security is discussed at each monthly staff and faculty meeting as well.

Timely Warnings: In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Education constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued by hard-copy memoranda distributed to current students, faculty, and staff. The instructors will directly handout the notice to students. Faculty and staff will receive the notice in their in-house mailbox located in the copyroom. The notice will contain information about the threat, actions the school and/or law enforcement officials are taking to minimize the threat, and recommendations for individual conduct.

Alcohol and Other Drug Philosophy: In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), students, staff, faculty, or any employee of Cambridge Junior College shall not engage in the unauthorized or unlawful manufacture, sale, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on college property or as part of any college activity.

There are several health risks associated with the use of illicit drugs and alcohol. The use and abuse of drugs and/or alcohol can lead to accidents, injury and medical emergencies. All drugs are toxic or poisonous when abused. Some health risks associated with the abuse of drugs include depression, confusion, sleep disorders, hallucinations, heart, and liver damage. Serious short and long-term health problems can develop as a result of continued drug abuse. As a depressant, alcohol depresses the central nervous system and may result in physical damage and can increase the risk of being involved in an auto accident.

Students or employees who are interested in seeking assistance for drug or alcohol abuse should contact the Director of Education for a list of outside agencies who can assist them. All information received from students will be treated confidentially. Information received from employees will only be shared as needed within the employee’s chain of supervision.

Any student or employee who is convicted of the unlawful manufacture, distribution, dispensation, possession, use, or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state, or federal law. State and Federal Laws define a number of substances as “drugs” with sanctions related to their possession, sale, use and manufacture varying by type of substance and abuse. These penalties range in severity from a fine of \$100 up to \$8,000,000 and/or life imprisonment. The exact penalty

assessed depends upon the nature and the severity of the individual offense. Those convicted can also face the denial of Federal benefits, such as student loans and grants for up to one year for the first offense and up to five years for subsequent offenses.

The college will impose penalties against students and employees who violate the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). Cambridge Junior College reserves the right to terminate students and/or employees who violate this policy and refer them to the proper authorities for prosecution.

This policy is part of the annual security report that is located on the school website at <http://www.cambridge.edu/media/PDF2.pdf>. The report is updated annually and notification of the location of the report is distributed to each student and staff member each fall. Website access is also provided in the school catalog to all students, prospective students, and prospective employees.

Every two years the Drug and Alcohol abuse prevention program is reviewed to determine the program's effectiveness. Sanctions will be reviewed to determine if they are consistently enforced. The prevention program will be changed to increase its effectiveness at this time if needed. Copies of the alcohol and drug philosophy and treatment programs and the biennial review results are available through the Director of Education.

For further information, contact the Director of Education at (530) 674-9199, or in person at 990-A Klamath Lane, Yuba City, CA 95993.

Alcohol and Other Drug Treatment Programs: The College recognizes that alcohol and drug dependencies are treatable conditions. Employees and students who suffer from a substance abuse problem are encouraged to get help immediately.

The following is a partial list of local organizations that provide treatment services. The services listed below are provided for informational purposes only, and no specific endorsement is implied.

- ACTS (Alcohol Chemical Treatment Series)
Support program to maintain a drug-free life style. (530) 742-7761
- AEGIS Medical Systems
Narcotics treatment program. (530) 742-7747
- Narcotics Anonymous
A support group for recovering addicts. For information call the AA 24-Hour Hotline (530) 877-6361.
- Al-Anon
Support groups for families and friends of alcoholics. (530) 673-9380
- Alcoholics Anonymous
Support groups for recovering alcoholics. (530) 673-9380

- Alcoholics Anonymous, Reprieve, Young People's Group
For information call the AA 24-Hour Hotline at (530) 673-9380.

Sexual Assault Prevention: Cambridge Junior College educates the student community and staff about the prevention of sexual assaults annually each fall by hosting a presentation from a community resource (like the Police Department or a counselor with expertise in this area). The Yuba City Police Department and Casa de Esperanza, Inc. also offer sexual assault prevention education and information programs to college students and employees upon request.

Sexual harassment or any form of sexual assault is illegal and will not be tolerated at Cambridge Junior College. Sexual harassment is defined as discrimination consisting of unwelcome verbal or physical conduct directed at an individual because of his or her gender or unwelcome sexual behavior. Sexual assault is defined as conduct of a sexual or indecent nature toward another person that is accompanied by actual or threatened physical force or that induces fear, shame, or mental suffering.

Casa de Esperanza, Inc. is the community resource for services for victims of sexual assault, domestic violence, and child abuse. Casa de Esperanza, Inc. may be reached at:

Casa de Esperanza, Inc.
674-5400 (business)
674-2040 (crisis)

There are no on-campus services available for victims of sexual assault.

Reporting Sex Offenses: Sexual Assault victims should first go to a place of safety and then obtain necessary medical treatment in a timely manner. Time is a critical factor for evidence collection and preservation. The preservation of physical evidence is important to facilitate the identity and successful prosecution of the offender. The victim should not change clothes or bathe following the incident.

Sexual assault violations can also be reported directly to the Yuba City Police Department as soon as possible after the incident. The Yuba City Police Department can be reached at 911 or 822-4661. The Director, Director of Education, Registrar and/or Instructors must assist the student in notifying law enforcement authorities if the student asks for assistance. The Director of the school or the Director of Education should also be notified.

Response to Reported Sex Offenses: Seeking medical attention or filing a police report with the Police Department will not obligate the victim to prosecute. Seeking medical attention or filing a police report will lead to:

- The medical provider reporting the sexual offense to the Police Department.
- An Officer interviewing the victim and making the determination if an evidentiary exam will be needed. The exam is provided at no cost to the victim.

- The Officer will notify a victim rights advocate who will provide information to the victim about his or her rights, services available, and will facilitate free confidential counseling.
- Further action is dependent on the victim's wishes, the evidence gathered, and the recommendation of the district attorney.

Campus Disciplinary Action for Alleged Sex Offenses: If the accused is part of the campus community, a hearing to determine disciplinary action will be held. The accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student or employee found guilty of violating the Cambridge Junior College sexual harassment and assault policies could be criminally prosecuted in the state courts. Students may be suspended or expelled from the college for the first offense. Employees may be terminated from the college for the first offense. The institution will help, within its capabilities, with requested changes in academic arrangements for students or employees who are assaulted.

- Where to Obtain Information About Registered Sex Offenders: The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. Convicted sex offenders are required by law to register with the law enforcement agency having jurisdiction where the offender lives or attends school. In addition, Megan's Law makes information on "serious" and "high-risk" sex offenders in their local community available to adults and organizations.

Information about registered sex offenders that are enrolled, employed at, or residing in the area surrounding Cambridge Junior College students can be obtained using the following resources:

On the Internet, this information can be obtained at www.meganslaw.ca.gov.

Locally, the Yuba City Police Department provides public access to the Megan's Law Database at the following location:

Yuba City Police Department
1545 Poole Boulevard
Yuba City, CA 95993