

Campus Security Report



MENDOCINO-LAKE
COMMUNITY COLLEGE DISTRICT

2008

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What is the Campus Security Report?

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses.

The "Clery Act" is named in memory of 19 year old Lehigh University freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986.

Jeanne's parents, Connie and Howard, discovered that students had not been told about 38 violent crimes on the Lehigh Campus in the three years before her murder. They joined with other campus crime victims and persuaded Congress to enact this law, which was originally known as the "Crime Awareness and Campus Security Act of 1990."

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery.

The law was most recently amended in 2000 to require schools beginning in 2003 to notify the campus community about where public "Megan's Law" information about registered sex offenders on campus could be obtained.

Development, Disclosure and Implementation of Security Policies

The Director of Maintenance and Operations Department is charged to ensure Mendocino-Lake Community College security policies are actively implemented as prescribes and prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as adopted in the "Higher Education Opportunity Act" (Public Law 110-315) enacted into law August 14, 2008.

Campus Security Authorities

Faculty, staff and students are encouraged to report any campus environment criminal or safety issues directly to Campus Security. Reports may also be made to designated Campus Security Authorities including, but not limited, to:

- Superintendent/President
- Vice Presidents
- Deans
- Directors
- Department Heads
- Student Organization Advisors
- Athletic Coaching Faculty

The Director of Maintenance and Operations is responsible for overseeing Campus Security Authorities and ensures that crime reports are properly collected.

Timely Warnings

The District believes that a well-informed community is an integral component in maintaining the safest campuses and facilities possible. It is the policy of District when a report is made of a violent crime or a crime that is deemed to represent a continuing threat to students, staff, faculty, or visitors, that has occurred in or near our community, the Superintendent/President, and/or designee, will confer as necessary and applicable with other campus departments, administrators, legal counsel, and surrounding law enforcement agencies and if warranted, disseminate "timely warning" crime alert information within a reasonable time, as well as post and disseminate hard copies of crime bulletins, alerting our educational community. Bulletins also include prevention information to assist members of our educational community from becoming a victim of a similar crime. Bulletins shall include, but are not limited to, those crimes that are listed in the Clery Act. "Timely warnings" may be also be issued via the college email system to students, staff and faculty.

The Daily Crime Log and Web-based Data Collection

Campus Security maintains records of criminal incidents on a Daily Crime Log which may be viewed at the office of Maintenance and Operation during normal operational days and hours. Director is responsible to designated to enter and submit statistical data through the web-based data collection system on an annual basis.

Statistics from Local Police

This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites. Annual letters requesting statistics from local law enforcement agencies are mailed prior to completing the "Campus Security Policy and Campus Crime Statistics Act Report.

Reporting Criminal Offenses

Preventing and controlling campus crime requires the participation and cooperation of the entire campus community. Campus Security cannot successfully prevent crime unless attacks and other incidents are reported. All members of the campus community

are encouraged to alert Campus Security of suspicious activity, potential dangers, or perceived "opportunities" for crime, including sexual assault, to occur. However, Campus Security respects the victim's right to privacy and cannot pursue a criminal action without the full consent of the victim. Each member of the campus community is responsible for reporting incidents of criminal offenses on campus or at a facility maintained by the District and should inform Campus Security as soon as possible. It is not required to report the name of the victim.

All victims of campus crimes are urged to contact the Campus Security for assistance. Campus Security will assist victims in contacting the Sheriff's Department upon whom the District relies for investigation of Part 1 crimes. Campus Security will keep anonymous records of each report for statistical purposes. In cases of sexual assault, victims are urged to contact the Campus Security and to allow the Campus Security to contact the Sheriff's Department and Student Health Services.

Security of, Access to and Maintenance of Campus facilities

Most campus facilities are open to the public during the day and evening hours during class session(s). During hours that the campus is closed, buildings are generally locked. Access to campus buildings after hours is limited to approved faculty, staff and specified students with valid I.D. Campus buildings are secured and monitored by security alarms and should only be accessed during operating hours when alarms are deactivated. Campus Security or local law enforcement authorities will respond to any triggered security alarms and will secure all buildings and detain any persons triggering such alarms.

The Maintenance and Operations Department maintains the safety and security aspect of all campus buildings. The Maintenance and Operations Department will address all reports of potential safety or security hazards, including broken windows, lighting problems, etc. Building keys are issued to specific staff members on an access-need basis. Keys shall not be loaned to any person other than the key-holder.

District owned property is not to be removed from the campus without expressed written authorization from a full-time management employee. Unauthorized removal of District property from the campus is a violation of the law and may be prosecuted by the District.

Law Enforcement and Security Authority

Law enforcement for the campus is provided by the Mendocino County Sheriff's Department, or local Police authority who investigates crimes of violence and other felonies. The response of investigation authorities is a function of jurisdictional responsibility. Campus Security provides first response to all crimes reported. They report such offenses to the Administration where a determination is made as to possible disciplinary action. Campus Security personnel are not peace officers and do not have the arrest authority of a peace officer. They may perform citizen's arrests on behalf of the College. The Sheriff's Department is called at any time that an arrest is anticipated.

Minor offenses involving College rules and regulations committed by a College student, may also be referred to the Administration.

Please Promptly Report All Criminal Incidents and Medical Emergencies

For most emergencies on campus, you will need to call 9-1-1 (9-9-1-1 from campus phone), Maintenance and Operations at ext. 3076, or Campus Security at ext. 3155. The chart below will help you decide which action is appropriate:

Call 9-1-1 or (9-9-1-1 from campus phone):

(Also call Maintenance and Operations at ext. 3076 (or Campus Security at ext. 3155), to inform them that you have notified 9-1-1.)

- Life-Threatening Medical Emergency such as:
 - severe chest pains
 - respiratory distress or cessation of breathing
 - shock
 - severe burns
 - uncontrolled bleeding
 - unconsciousness (except for seizures)
 - choking
 - poisoning
 - overdose
 - suspected fracture of back, neck, or spine
 - Any Fire
 - Hazardous material release if it has high potential to injure someone or cause a fire
-

Call Maintenance and Operations at ext. 3076 (or Campus Security at ext. 3155):	<ul style="list-style-type: none"> • Other non-serious medical emergency • A Hazardous material release with low potential for fire or injury. • Psychological crisis, civil disturbance, crime or violent incident • Any other major or minor emergency, or incident
7 AM - 5 PM Monday - Friday	

Counseling Services

We encourage you to seek counseling at any public agencies or with a private counselor of your choice. Each agency has a fee for service-sliding scale based on your ability to pay. Here are some:

Addiction Support

Alcoholics Anonymous	462-7123
Alcoholics Anonymous Hotline	Lake County 995-3316
Alcohol & Other Drugs (AODP)	
<i>Drug Treatment, Support Groups</i>	472-2637
Narcotics Anonymous	485-9110
Over Eaters Anonymous	964-8845

Counseling Services

Family Resource Center of Lake County	
<i>Family Counseling</i>	263-8336
Consolidated Tribal Health	
<i>Ind., Family, Youth - Native Americans</i>	485-5115
Hillside Clinic	
<i>Ind., Family, Youth</i>	468-0300
Lake County Mental Health .	
<i>Youth & Family</i>	Lakeport 263-4338
<i>Youth & Family</i>	Clearlake 994-4494
Mendocino County Mental Health -	
<i>Ukiah - Youth & Family (Medi-Cal only)</i>	463-4303
<i>Willits - Youth & Family (Medi-Cal only)</i>	456-3580
Nuestra Casa	
<i>Youth, Family, Ind. For Hispanic Community</i>	463-8181
Project Sanctuary	
<i>Domestic Violence for Victims</i>	462-9196
<i>Youth Project Youth & Family</i>	463-4915

Crisis

Lake County Mental Health Crisis Line	994-7090
Mendocino County Crisis Line	463-4396
Project Sanctuary	
<i>Shelter for Battered Women</i>	463-4357

Clothing

Dorcas Society	462-1388
Dental	
Hillside Clinic	468-1010
Developmental Disabilities	
Redwood Coast Regional Center	462-3832
Employment	
Department of Rehab	463-4791
Job Alliance	463-5627
Mendocino Private Industry <i>Council</i>	468-1196
Family Resources	
Adult Protective Services	463-7900
Child Protective Services	463-7990
Financial Services	
Child Support/DAIs Office	462-4216
Food Stamps, AFDC, TANF	463-7846
General Assistance	463-7900
Social Security Office	462-0225
Food	
Food Bank	462-8879
Plowshares St.	462-8582
Anthony's Catholic Church	Willits 459-2252
Homeless Resources	
Buddy Eller Center	462-6290
Ukiah Community Center	462-8879
Housing Services	
CDC/Housing Authority	463-5462
Ukiah Community Center	462-8879
Legal Services	
Disability Services & Legal Center	463-8875
Family Support Services	
<i>Child Support</i>	463-4212
Victim/Witness Assistance	463-4218
Life Skills/Support for 15-24 Year Olds	
The Arbor on Main	
<i>Resource Center 15-24 yrs.</i>	468-5536
Youth Project	
<i>Housing Svcs. for homeless 18-21 yrs.</i>	463-4915
Medical/Health Care	
Consolidated Tribal Health	485-5115
Hillside Clinic	468-1010
Public Health	472-2600
Mental Illness Support	
Manzanita Services	
<i>Groups, Activities</i>	462-3360 X103
NAMI (National Alliance for Mental Illness)	

Support for family members 972-9040

Parenting Resources

Nuestra Alianza Willits 354-3246
Nuestra Casa 463-8181
Willits Family Resource 456-3700
Center Ukiah Family Center 463-4018

Psychiatric Services

Lake County Mental Health Lakeport 263-4338
Clearlake 994-6494
Mendocino County Mental Health -Medi-Cal Only 463-4303

Senior Services

Community Care 468-5132
Ukiah Senior Center 462-4343
Willits Senior Inc 459-6826

Veteran's Services

Veteran's Administration 468-7700

Also there are many private providers in both Mendocino and Lake Counties

Security Awareness and Crime Prevention

The Campus Security participates in delivering the College's mission and strives to create a safe environment conducive to academic excellence. Even though the Campus Security works closely with neighboring Law Enforcement Agencies and employs security measures to reduce and prevent crime, we believe security is everyone's responsibility, and we need your assistance.

An effective crime prevention program includes at least some measure of people watching out for one another. All staff and students are asked to be alert, security conscious and willing to be involved. Call the college Campus Security at ext. 3155 whenever you observe suspicious behavior on campus.

Tip: To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well, or call the Campus Security, at ext. 3155, for an escort.

Monitoring Student Off-Campus Criminal Activity

[🚫 NO SERVICES IDENTIFIED FOR THIS TOPIC]

Alcohol and Illegal Drugs

It is the policy of the Board of Trustees to prohibit possession, consumption, selling, giving or delivering, of alcoholic beverages in any form by any person on the College grounds or at official college activities off campus. Furthermore, no person may be disruptive due to the influence of alcohol on college grounds or at official college activities off campus.

The same policy prohibits the possession, consumption, selling, giving, or delivering of illegal drugs including the use of marijuana for "medicinal" purposes on campus or at official college activities off campus. Furthermore, no person may be disruptive due to the influence of illegal drugs on the college grounds or at official college activities off campus.

Persons violating this policy are subject to applicable college policies and administrative regulations as well as state and federal laws. Reference Board Policy Number 310.

Students at Mendocino-Lake Community College are responsible for regulating their own conduct and for respecting the rights and privileges of others. Students are expected to conduct themselves in a manner compatible with the function of the College as an educational institution and respect and obey all civil and criminal laws. Failure to abide by the Code of Student Conduct Policy (Board Policy Number 533) is cause for disciplinary action which could result in suspension or expulsion.

Drug or alcohol abuse education programs

Mendocino County Alcohol and Other Drugs Program

1120 South Dora St, Ukiah, CA 95482

(707)472-2637

221 south Lenore St, Willits, CA 95490

(707)456-3821

Ford Street Project, Ford Street, Ukiah, CA 95482

(707)462-1934

Lake County Alcohol and Other Drugs Program, 991 Parallel Drive, Lakeport, CA
(707)263-8162

Sexual Assault

If you are Sexually Assaulted

- Get to a safe place
- Call the Campus Security at ext. 3155 as soon as it is safe
- Do not shower, bathe, douche, change clothes or straighten up the area. You may destroy evidence which will be necessary for the successful prosecution of the suspect.

Any individual who has been sexually assaulted, including date or acquaintance rape, is strongly encouraged to report the incident to Campus Security (ext: 3155) or Sheriff's Department, campus security authorities, faculty or staff members. Staff members at Student Health Services are trained to assist and support victims in notifying appropriate law enforcement authorities regarding such crimes, if requested by the victim.

All victims of sexual assault and other campus crimes are urged to contact the Campus Security for assistance. Campus Security will assist victims in contacting the Sheriff's Department upon whom the District relies for investigation of Part 1 crimes. Campus Security will keep anonymous records of each report for statistical purposes. In cases of sexual assault, victims are urged to contact the Campus Security and to allow the Campus Security to contact the Sheriff's Department and Student Health Services.

The Sheriff's Department has trained individuals assigned to assist victims of sexual assault and to arrange appropriate transportation for medical attention if necessary. Campus Security provides information in conjunction with the Sheriff's Department about how to pursue criminal prosecution and civil action against the perpetrator. The victim is advised by the Director of Student Affairs or the Director of Human Resource of the process to initiate a disciplinary action and to obtain academic and personal counseling assistance. The victim may choose to pursue civil or criminal action through the Sheriff's Department and/or disciplinary action through the College. Anyone who has knowledge of a sexual assault or other crimes committed on campus should contact Campus Security as soon as possible. In addition to or in lieu of contacting Campus Security, victims may contact Health Services, Counseling, or Human Resource Services for assistance

Notification Sex Offender Victim Services

[NO SERVICES IDENTIFIED FOR THIS TOPIC]

Notification – Assist Victim With Academic and Living Arrangements

[NO SERVICES IDENTIFIED FOR THIS TOPIC]

Sexual Assault Response Procedure

AP 308.1

The Office of the Dean of Student Support, Retention and Outreach shall have full responsibility, except for public information, for the administration and follow-up of the sexual assault program. This listing of resources and services shall be updated by the College's Dean of Student Support, Retention and Outreach or other designated employees, annually, no later than August 1, or more frequently as required. This includes:

- Making available to students and staff, District policy on sexual assault.
- Meeting legal reporting requirements.
- Identifying available services for the victim.
- Developing and updating a description of campus resources available to victims as well as appropriate off-campus services.
- Implementing procedures for keeping the victim informed of the status of any student disciplinary proceedings in connection with the sexual assault.

It shall be the responsibility of the Dean of Student Support, Retention and Outreach to see to it that any victim of sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the District, or at any College sponsored activity or event, shall receive information and referral for treatment. Services available include immediate short-term crisis assistance, and long-term counseling referral to agencies in the community. This information shall be provided with sensitivity and in consideration of the personal needs of the victim.

Any student who is a victim of sexual assault at a District facility as referred to in Board Policy 308, is encouraged to notify the office of the Dean of Student Support, Retention and Outreach. Both female and male contacts shall be available at the office of the Dean of Student Support, Retention and Outreach for students who require services. The Dean of Student Support, Retention and Outreach, with the consent of the victim, shall notify Campus Security, local law enforcement agencies, and if the victim is under the age of 18, the parent or guardian of the victim.

Any faculty and staff who are victims are encouraged to notify the Department of Human Resources.

Pursuant to legal requirements, the Campus Security will notify the appropriate local law enforcement agency of the reported sexual assault, and obtain an ambulance to transport the victim to the hospital, as necessary.

In accordance with the federally mandated public disclosure law "Student Right to Know Act," the District, on an annual basis, shall notify student and employees of statistics concerning specific types of crime, including sexual assault. This notice shall be made through appropriate publications/mailings. The names of the victims will not be reported in the statistics.

In cases of violent crimes considered to be a threat to other students and employees, the District's Superintendent/President shall make timely reports, respecting the confidentiality of the victim, to the College community in a manner that will aid in the prevention of similar occurrences.

Upon notification of a sexual assault, the Campus Security or the Dean of Student Support, Retention and Outreach will distribute to the victim a description of campus resources and services available to the victim, as well as appropriate off-campus services. Each student or employee who is a victim of sexual assault will receive a copy of the District's policy and procedures on sexual assault.

The listing of resources and services shall be available through the Counseling Department, Campus Security and other units where appropriate.

A victim of sexual assault shall be provided with information about pursuing the following remedies or actions against the perpetrator:

1. Employees

- Criminal prosecution
- Civil prosecution

College disciplinary process: violation of this policy will cause disciplinary action which may include termination of employment or may require an employee to participate in a rehabilitation program.

2. Students

- Criminal prosecution
- Civil prosecution

College disciplinary process: Students are required to comply with this policy to remain in good standing and as a condition of continued attendance at the college. Violation of this policy will be cause for disciplinary action against the student, up to and including expulsion, and/or may require the student to participate in a rehabilitation program.

Student discipline shall be accomplished in accordance with provisions of the California Education Code sections 76030-76037.

3. Non-Student Employer

- Criminal prosecution
- Civil prosecution

A victim of sexual assault shall be kept informed by the District Superintendent/President of the status of and disposition of any College disciplinary proceedings in connection with the sexual assault.

The Counseling Department shall assist, upon request, the victim of sexual assault in dealing with academic difficulties that may arise because of the victimization and its impact.

The identity of a victim of sexual assault shall remain confidential unless otherwise prescribed by law. Requests for information regarding the sexual assault from the press, concerned students, parents, and Mendocino College employees not involved in the assault or its investigation will be handled by the College's Public Information Office in accordance with these regulations:

- The Family Educational Right and Privacy Act
- Applicable California Education and Administrative Code sections and Mendocino- Lake College District Policy.

DISSEMINATION

These procedures shall be published in all student, faculty and staff handbooks, College catalog and schedule of classes, given to any student or employee who is the victim of sexual assault and published in any other printed material deemed appropriate by the College's Dean of Student Support, Retention and Outreach.

These procedures will also be disseminated at the College's orientation and at periodic workshops to be scheduled by the College's Dean of Student Support, Retention and Outreach. Education Code 67385.7, 70902 (b)(7)

Registered Sex Offender Information

Section 290.01(a)(1) States: 290.01. (a) (1). Commencing October 28, 2002, every person required to register under Section 290 who is enrolled as a student of any university, college, community college, or other institution of higher learning, or is, with or without compensation, a full-time or part-time employee of that university, college, community college, or other institution of higher learning, or is carrying on a vocation at the university, college, community college, or other institution of higher learning, for more than 14 days, or for an aggregate period exceeding 30 days in a calendar year, shall, in addition to the registration required by Section 290, register with the Campus Police Department within five working days of commencing enrollment or employment at that university, college, community college, or other institution of higher learning, on a form as may be required by the Department of Justice. The terms "employed or carries on a vocation" include employment whether or not financially compensated, volunteered, or performed for government or educational benefit. The registrant shall also notify the campus police department within five working days of ceasing to be enrolled or employed, or ceasing to carry on a vocation, at the university, college, community college, or other institution of higher learning. For information on sex offenders, go online at: <http://www.meganslaw.ca.gov/>

Emergency Response and Evacuation Procedures

Current there is no policy for widespread campus community notification for immediate emergency response and evacuation procedures. Currently, testing of emergency response and evacuation procedures is not performed on an annual basis.

Student Conduct Guidelines

AR 533.1

I. STANDARDS OF CONDUCT

Students may be disciplined only for "good cause." This conduct may be directed toward any College personnel, student, or other persons while on campus property, at a campus activity, or resulting from their campus relationship. "Good cause" includes, but is not limited to the following:

A. Students are expected to avoid any type of dishonesty, including, but not limited to, cheating, plagiarism, or other academic dishonesty; forgery, fabrication, furnishing

false information to the College; alteration or misuse of College documents or records; aiding in dishonesty; misrepresentation of themselves or organizations to be a campus agent.

Detailed explanations of academic honesty and consequences of academic dishonesty are addressed in Academic Honesty Guidelines. (Regulation 533.2)

B. Disturbance of the peace, which includes, but is not limited to, obstruction or disruption of teaching or other College activities or property; assault, sexual assault or harassment, battery, or any threat of force or violence; physical or verbal abuse, intimidation, harassment, coercion; and/or any other conduct which threatens or endangers the health and safety of any person.

C. Theft, attempted or threatened theft, or damage to, or threat of damage to, property.

D. Unauthorized entry to, or use of, College facilities, supplies, or equipment.

E. Violation of College policies and regulations or law; or failure to comply with the directions of a College official (including faculty) acting in the performance of their duties.

F. Use, possession, sale, or distribution of a "controlled substance," as that term is defined by Health and Safety Code Section 11007, while on College premises or at any College sponsored activity; or disruptive presence on College premises or at a College sponsored activity while under the influence of a controlled substance. This includes "medicinal" marijuana. The Compassionate Use Act does not allow a person to medicate themselves with marijuana in violation of the restrictions contained in College policy.

G. Disorderly conduct, including, but not limited to, alcoholic intoxication, or lewd, indecent, or obscene conduct.

H. Use, possession or distribution of alcohol on campus, except as provided by College policy.

I. Unlawful possession or use of firearms, explosives, other weapons or dangerous chemicals on College premises or at College sponsored activities.

J. Smoking or use of tobacco products on College premises where smoking and use of tobacco products is prohibited by regulation of the Board of Trustees of the College.

K. Theft or other abuse of phones, electronic devices or computer time, including but not limited to:

1. Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
2. Unauthorized transfer of a file.
3. Unauthorized use of another individual's identification and password.
4. Unauthorized use of electronic devices in the classroom, including but not limited to, head phones, cellular phones, and pagers.
5. Use of computing facilities to interfere with the work of another student, faculty member or Mendocino College official.
6. Use of computing facilities to send obscene or abusive messages.
7. Use of computing facilities to interfere with normal operation of Mendocino College computing systems.

II. FORMS OF DISCIPLINE

Students committing violations of Student Conduct Guidelines are subject to any of the following forms of discipline -- warning, censure, suspension from class by an instructor, disciplinary probation, loss of privileges and exclusion from activities, suspension, expulsion, exclusion from areas of campus or from official College functions, interim suspension, restitution, monetary fines, community service, holds on registration or requests for transcripts, diplomas or other student records, or other appropriate sanctions.

Any suspension must be reported to the Board of Trustees (Ed Code Section 76031).

The sanction of expulsion is authorized when other means of correction fail to bring about proper conduct or when the continuing presence of the student causes a threat to the physical safety of the student or others (Section 76030). Expulsion from the College for a definite period of time (usually 3 years or more) may also include loss of all College privileges, including College employment and the privilege of entering any portion of the College's premises except by written authorization from the Office of the President. Readmission after 3 years is contingent upon the student's application to, and approval of, the President.

No fees shall be refunded to students who are suspended or expelled.

Interim Suspension

An accused student may be suspended and prohibited from campus on an interim basis, pending disciplinary review, when there is reasonable cause to believe that immediate suspension is required to protect lives or property or to assure the maintenance of order. The student shall be given prompt notice of the charges and opportunity for a hearing on the immediate suspension within 10 days. During the suspension, the student shall not, without prior written approval, enter the campus other than to attend the hearing. Violation of the conditions of the immediate suspension will be grounds for expulsion.

Removal from Class

Instructors have the right to immediately remove a student from class for disruptive behavior or other violation of the Student Conduct Code, and if necessary, for the next class meeting. Instructors should immediately discuss the case with the Dean of Student Services to determine whether to prohibit the student from the second class session and/or whether to initiate additional disciplinary process. The Dean will consult with the Dean of Instruction and notify the student in writing of when and under what conditions the student may return to class. If the student is under 18 years of age, a parent conference must be held with the student, the Dean of Student Services, and possibly the faculty member to discuss the conduct and removal as soon as possible.

Campus Emergency

The President may declare a state of campus emergency and implement any necessary procedures.

Withdrawal for Psychiatric Reasons or Contagious Disease Conditions of physical or mental disability, filthy or vicious habits, or contagious or infectious disease (Section 76020) may lead to the involuntary withdrawal of students by the Dean of Students (in consultation with the Lead Counselor or Medical doctors) from Mendocino College or to other restrictions of student status when such disorder demonstrates that he or she a) poses a threat to self or others, or b) is unable to function within Mendocino College policies and regulations. Withdrawal in any specific case will be undertaken with extreme care, and only when no other available alternative is more appropriate - specifically, campus conduct and discipline regulations, State psychiatric commitment procedures, etc.

III. PROCEDURAL DUE PROCESS

A. **CHARGES.** Violation of College policies may be initiated against a student by another student, college personnel, or a non-college person. A complaint must be in writing, signed and presented to the Office of the Dean of Students, which will

investigate and take appropriate action. The Office of the Dean of Students may also initiate disciplinary action on behalf of the College.

B. NOTICE OF CONFERENCE. A student charged with misconduct shall be given written notice to meet with the Dean of Students or other administrative officer designated by the President of the College. The student charged with a violation will be sent appropriate notice by regular mail at their official address listed in the Admissions and Records Office. If the student is a minor, a copy of the notice shall be delivered to the student's parent or guardian if they can be identified and located. This notice shall include the following information:

1. A written explanation of the incident and charges which have been made (i.e., the specific conduct involved and the specific regulations alleged to be violated);
2. A summary of the facts that have been determined to date. This includes the opportunity for the student to inspect all documents relevant to the case, including police reports, which are in the possession of the Dean at the time of the meeting;
3. A copy of the disciplinary procedures;
4. The time and place of the conference;
5. Whether it involves the necessity for interim suspension and withdrawal of consent to remain on campus.

C. DEAN'S CONFERENCE. At the conference with the Dean of Students or designated administrative officer, the student shall hear the evidence against him/her and provide rebuttal evidence.

The Dean of Students/administrative officer shall render a decision in writing to the student (and parent/guardian of a minor) indicating one of the following:

1. dismissal of the charges,
2. discipline less than suspension (with a written appeal to the Academic Vice President for final decision),
3. suspension or expulsion (with an appeal to the Student Appeals Committee) or direct referral without Dean's decision to the Student Appeals Committee

SUSPENSION OR EXPULSION

If the Dean of Students/administrative officer recommends suspension or expulsion, he/she shall notify the student in writing of the student's right to a hearing before the Student Appeals Committee. The student must, in writing, request a hearing with the Student Appeals Committee.

D. STUDENT APPEALS COMMITTEE

1. **COMPOSITION.** The Student Appeals Committee shall be composed of two (2) faculty and one administrator appointed by the Vice President of Academic Affairs and the Academic Senate; and one student (and an alternate) appointed by the Associated Students of Mendocino College.

The administrator appointee shall serve as chair of the committee.

2. STUDENT APPEALS COMMITTEE PROCEDURES

Dean's Summary

It shall be the responsibility of the Office of the Dean of Students to submit to the Student Appeals Committee the Dean's Summary, which includes charges, and any written statements or evidence and disciplinary recommendations.

Timing

A hearing of the Student Appeals Committee shall be convened no earlier than twenty-four (24) hours and no later than seven (7) days following the filing of a request for hearing by the student in the Office of the Dean of Students.

Order of Proceeding: The Dean's Notice letter shall be read aloud to the student unless he/she waives such reading. If the student admits the acts, he/she may make a statement concerning any mitigating circumstances and the Dean may respond and make a statement concerning any aggravating circumstances. Unless the Student Appeals Committee request additional information, no other evidence shall be taken and the hearing shall end.

In other cases, the hearing shall proceed with the Dean and/or his/her advisor presenting his/her case followed by the student and/or his/her advisor. Each shall have the opportunity to question witnesses, know the content and authorship of any written statements, and be given a chance to rebut.

The Chairperson of the Committee shall conduct the hearing and make all rulings as to the conduct of the hearing and admissibility of evidence. An orderly hearing shall be maintained and abusive or disruptive people shall be ejected or excluded. Irrelevant and repetitious evidence may be excluded as determined by the Chairperson.

The hearing shall not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs.

The Committee shall consider only the evidence received at the hearing and its findings should be based on a preponderance of the evidence.

The student shall not be required to give self-incriminating evidence at the hearing and no inference shall be drawn from his/her silence. The Dean shall request students and employees to present evidence when appropriate.

Advisors: The student and Dean may each be accompanied by an advisor of his/her choice, who may act on his/her behalf. If the student desires that this advisor be an attorney, then at least ten (10) working days' notice before the hearing must be given by the student in writing to the Dean.

Closed Hearings: Hearings shall be closed to everyone except the Student Appeals Committee; the student charged and one advisor; the Dean; the Dean's advisor; and witnesses, if any, only while they are presenting their evidence.

Confidentiality: The disciplinary hearing and any results must be kept confidential by all parties. Limited disclosure of disciplinary recommendations may be made between campuses as allowed by law. No disciplinary action other than "Disciplinary Expulsion", will normally appear on the student's academic transcript except in unusual circumstances deemed appropriate by the Committee.

The results of any disciplinary action by the College may be disclosed to an alleged victim of any crime of violence. "Crime of violence" is defined by State law to mean an offense in which there is the use, attempted use, or threatened use of physical force against a person or the property of another, or any other offense that is a felony and that by its nature involves a substantial risk that physical force against a person or the property of another and be used in the course of committing the offense. It is the alleged victim's obligation to keep the results of the disciplinary action or appeal confidential. (Penal Code Section 261-264.1, 286-289.)

Constitutionality: The Committee shall not receive nor consider arguments concerning the constitutionality or legal validity of campus regulations or statewide policy.

Absence of the Student Charged: If the student charged does not appear (personally or through his/her advisor) without satisfactory explanation for his/her absence having been made at his/her earliest opportunity, or should he/she leave or be rejected or excluded from the hearing before its conclusion, or adjournment, the hearing shall proceed without him/her, and the Committee shall render a decision

based on the available evidence and make its report just as though the student charged had been present throughout the hearing.

Record of Hearing: A tape recording of the hearing shall be kept for 1 year.

Student Appeals Committee Decision: Following presentation of evidence, the Committee shall privately consider the evidence with all other persons excluded, and shall prepare a written recommendation for the President. The recommendation shall contain:

1. A summary of the facts as found by the Committee, and a determination that the student did or did not commit the acts charged.
2. Which of the specific causes for discipline was violated by the conduct.
3. Findings on evidence, if any, in mitigation or aggravation with respect to discipline.
4. The type of discipline.
5. Such further information as the Committee may consider appropriate.

A minority report may be submitted if appropriate.

E. PRESIDENT'S DECISION

The President reviews the recommendation of the Student Appeals Committee and accepts, rejects or modifies the recommendation. The President shall inform the student within five working days of the outcome and the decision is final in case of suspension.

F. EXPULSION/BOARD OF TRUSTEES

If the President's decision is expulsion, the student may appeal to the Board of Trustees, in writing, specifying one of the following grounds and including supporting evidence:

1. The decision lacks substantial basis in fact to support the findings.
2. There is incongruity between the proposed sanction and findings.
3. There is substantial unfairness in the proceedings which has deprived the student of a fair and impartial process.
4. There is newly discovered important evidence, that despite due diligence on the part of the student, was not known at the time of the Student Appeals Committee hearing.

The Board of Trustees will review the written appeal and may uphold the President's recommendation to expel the student or impose any other disciplinary sanction.

Mendocino-Lake Community College District 2008

Campus Security Policy and Crime Statistics Act	Ukiah Campus				Lake Center				Willits Center				Point Arena Field Station				Public Property			
	2005	2006	2007	2008	2005	2006	2007	2008	2005	2006	2007	2008	2005	2006	2007	2008	2005	2006	2007	2008
	Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Murder Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Burglary	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	3	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0

* Including larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property.