



**Jeanne Clery Disclosure of Campus Security Policy and Crime
Statistics (Student Right to Know) Report for
Napa Valley Community College District
Reporting Year – 2011**
(January 1, 2008 through December 31, 2010)

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CRIME REPORTING PROCEDURES

No community can be totally risk-free in today's society. However, working together, students, faculty, staff, and visitors can all help to create an atmosphere which is as safe and crime free as possible by reporting criminal or suspicious behavior and emergencies to the Napa Valley College Police Department.

On the main Campus College Police officers are on-duty Monday through Friday 6:00 am to 1:00 a.m. and weekends from 9 a.m. to 7 p.m. The College Police responds to all reports of criminal behavior and emergencies on the Main Campus.

College Police officers are not assigned to the Upper Valley Campus, Adult Education Center, or the Center at American Canyon on a regular basis and only respond to crimes or issues upon request. Crimes that are not "in-progress" are handled by the College Police Department from the main campus. The College has agreements with local law enforcement agencies to respond to "in-progress" crimes at these satellite facilities. In progress crimes and emergencies should be reported to 911. The College Police should also be notified, after the local police agency, so we can ensure that appropriate services are provided.

- Upper Valley Campus – Saint Helena Police Department
- Adult Education Center – Napa Police Department
- NVC Center at American Canyon – American Canyon Police Department

The College encourages anyone who is a victim or witness to any crime on College property, including satellite campuses, to promptly report the incident to the College Police.

- A report of criminal activity or other emergency can be made by calling extension 3333 (on-campus) or 253-3333 (off-campus) or on the Main Campus by appearing in person at the College Police Department (located in building 2250).
- On the Main Campus the College Police can be contacted via the emergency phones located throughout the public areas and some classrooms. The emergency phone allows the user to call 911 or the College Police.
- The College Police office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. However, office hours may vary depending on staffing levels.
- After 5:00 p.m. on weekdays or on weekends, call 511 (on-campus) or 253-3333 (off-campus) to contact the on-duty police officer.
- Confidential reports of crimes may be made via the Internet at www.nvcpd.org.

The College Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under California State law, the College Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can be made to Office of Student Services or calling (707) 253-3110.

CAMPUS FACILITIES: Access, Security, & Safety

Buildings

Most campus buildings are open Monday through Friday 7:00 am to 10:00 pm. Campus buildings will normally be locked from 6:00 pm Friday to 7:00 am Monday. Facilities and College Police personnel will only unlock doors for weekend classes and other events in accordance with Napa Valley College Board Policy.

It is the responsibility of those who use rooms or offices to lock access doors, turn off lights, and close windows. College Police personnel will check many of these areas during off hours, but the primary responsibility for security rests with the user.

Keys

Keys are provided to individual staff members on a need-to-enter basis, as determined by the appropriate supervisor. Lost keys must be reported immediately to an individual's supervisor and to the Facilities Department. Keys should never be loaned to other staff members or students. College Police personnel will confiscate any keys, which have not been specifically issued to an individual. Duplication of college keys is a misdemeanor.

Grounds

Napa Valley College's grounds are accessible Monday through Friday from 6:00 am to 11:00 p.m., and only during daylight hours on Saturday and Sunday. The Facilities Department works closely with the College Police Department to ensure that the campus is as safe as possible. Lighting, landscaping, and other safety-related aspects of the campus are continually monitored, maintained, and repaired. Members of the campus community are encouraged to report any lighting deficiencies or other safety issues to the College Police Department at extension 3330.

LAW ENFORCEMENT AUTHORITY & INTERAGENCY RELATIONSHIP

College Police officers are fully sworn and armed peace officers under section 830.32 of the California Penal Code. College Police officers possess peace officer powers of arrest and enforce the laws of California and the rules and regulations of Napa Valley College. College Police officers have received the same training as municipal police officers and meet all the State standards to be a peace officer.

The Napa Valley College Police Department works closely with local law enforcement departments. College Police officers are able to contact the Napa Police Department by radio or phone to request assistance. The College Police have agreements with local law enforcement agencies to provide services for incidents that require special or additional resources.

The Napa Valley College Police Department does not provide regular security at the satellite centers. The College Police has agreements with the police agencies to handle in progress crimes and emergencies. The College Police should also be notified, after the local police agency, so we can ensure that appropriate services are provided.

- Upper Valley Campus – Saint Helena Police Department
- Adult Education Center – Napa Police Department
- NVC Center at American Canyon – American Canyon Police Department
- Wine County Regional Simulation Center – Yountville

CRIME PREVENTION

It is the intent of Napa Valley College to use reasonable means to prevent crimes from occurring rather than to react to them after the fact. One of the essential ingredients of any successful crime prevention program is to encourage students and staff to be aware of their responsibility for their own security and the security of others.

Another critical element of a safe campus is crime prevention training and information. Upon request, the College Police Department will provide crime prevention training on topics ranging from sexual assault to personal safety. Crime and safety information is available throughout the campuses via printed pamphlets and from the College Police website (www.nvcpd.org). Finally, an effective crime prevention program includes eliminating or minimizing criminal opportunities whenever possible and encouraging students and employees to be responsible for their own security and the security of others. All staff and students are asked to be:

- ◆ ALERT,
- ◆ SECURITY CONSCIOUS,
- ◆ AND INVOLVED

Call the College Police at 511 (on-campus) or 253-3333 (off-campus or cell phone) whenever you see suspicious behavior.

TIMELY WARNING

Napa Valley College will inform students and staff in a timely manner of any criminal activity or security problems that may pose an ongoing or continuing threat to their safety. Such information will normally be distributed through brochures and publications, special bulletins, published newsletters, emails, information on the college's website, emergency text messages (AlertU), and the College's electronic information system. The decision to issue a notice will be made by Chief of the College Police (or designee).

EMERGENCY NOTICE

If Napa Valley College confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the College community, the College Police will without delay and taking into account the safety of the College community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The notice may be to the entire College community or the appropriate segment of the community, if the threat is limited to a particular building or segment of the population will be notified. The notice will be through emails, information on the college's website, emergency text messages (AlertU), the College's electronic information system, and other methods that are appropriate to the situation.

EMERGENCY RESPONSE

The Napa Valley College Emergency Operations Plan (EOP) outlines how the college will respond to disasters and specified emergencies. Upon confirmation of a significant emergency or dangerous situation the appropriate plan will be activated by the President of the College (or their designee if not available) or the Chief of the College Police (or their designee if not available). Information about how staff and students should respond in an emergency is available in pamphlet form, classroom posters and on the Internet at www.nvcpd.org.

REGISTERED SEX OFFENDERS

Since October 2003, Penal Code 290.1 requires all registered sex offenders to register with the College Police if they are enrolled as a student at the college (regardless of the location of the class); employed by the college, either full-time or part-time (including paid and unpaid employee or volunteers); working or carrying on a vocation at the college (e.g. contractors) for more than 14 days or an aggregate period exceeding 30 days in a calendar year (including paid workers as well as volunteers).

Sex Offender must register with the College Police within five working days of commencing enrollment or employment with the college.

Public information regarding sex offenders in California may be obtained via the Internet at - <http://www.meganslaw.ca.gov>

WEAPONS ON CAMPUS

Guns of any type are not allowed on the campus, unless you are a duly appointed peace officer or possess a valid concealed weapons permit. Knives with a blade length of more than 3 1/2 inches are not allowed on campus.

DISRUPTIVE BEHAVIOR

Generally, any person who disrupts the orderly operation of the campus may be immediately removed from the campus, under an appropriate penal code section(s) or the Napa Valley College student discipline policy. Any person removed for disruptive behavior may not return to the campus until an appropriate hearing or administrative procedure has taken place.

SEXUAL ASSAULT

The Napa Valley College District recognizes that sexual assault is a serious issue. If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. You are strongly encouraged to report the sexual assault, including date or acquaintance rape, in a timely manner since the collection and preservation of evidence is critical.

If you become a victim you should report the incident, as soon as it is safe to do so to the College Police, the local police (if off-campus), or Student Health Center. The College Police and/or the Student Health Center will provide appropriate support and assistance to the victim and ensure the victim is aware of the services offered by Napa Emergency Women's Services (255-6397). Counseling on campus is available through the Student Health Center (253-8005) or off campus through Napa Emergency Women's Services (255-6397).

The College Police will investigate all allegations of sexual assault and will take appropriate criminal, disciplinary, or legal action, only with prior consent of the victim. Student Services may also assist the victim of a sexual assault in changing classes or change the victim's academic situations to separate victim from the suspect, if changes are requested and are reasonably available.

During the disciplinary process the victim may have a support person with them and if they choose, be present during disciplinary proceedings. The victim shall be informed of the outcome of any disciplinary proceeding brought alleging a sex offense. The sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non forcible sex offenses are outlined in Napa Valley College Board Policy 1440.

HATE CRIME

Napa Valley College is committed to being inclusive and welcoming of all people. The College strives to provide a safe place for everyone to work and learn. The College appreciates the diversity of humanity and rejects prejudice, discrimination, and acts of hate. Any incidents of hate crimes or violence should be reported to the College Police or Bias Incident Response Team (www.napavalley.edu/BIRT).

A "hate crime" is generally defined in the federal statute and state law as "any or intimidation, harassment, physical force, or threat of physical force directed against any person, family, or their property or advocate, motivated either in whole or in part by hostility to their real or perceived race, ethnic background, national origin, religious belief, sex, age, disability, or sexual orientation, with the intention of causing fear or intimidation, or to deter the free exercise or enjoyment of any rights or privileges secured by the constitution or the laws of the United States or the State of California."

SUBSTANCE ABUSE

In accordance with Public Law 101-226, "Drug Free Schools and Communities Act Amendment of 1989," the Board of Trustees of the Napa Valley Community College District prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on college property and as part of any activity sponsored or sanctioned by the college. As a condition of employment, all college employees shall abide by the college's policy of maintaining a drug-free workplace.

The possession, use and sale of alcoholic beverages by anyone on property controlled by Napa Valley College, except as permitted by law for instructional purposes, is a misdemeanor, as per Section 25608 of the California Business Code, and a violation of the Standards of Student Conduct. The use, sale, or possession of any illegal drug is a violation of the law and any person found in violation may be subject to arrest by federal, state, local or campus law enforcement authorities.

Any student violating this policy is subject to disciplinary action as outlined in Standards of Student Conduct, Board Policy 6310. Any employee of Napa Valley College Community College District is subject to disciplinary action under Board Policy H210, Establishment of a Drug-Free Workplace. Criminal prosecution is separate from any administrative discipline that may be imposed by Napa Valley College.

All students and employees who feel that they have a drug or alcohol problem are urged to voluntarily seek confidential assistance through rehabilitation programs. For confidential assistance:

On Campus		Off Campus	
Counseling Center	253-3040	Napa County Drug & Alcohol	253-4412
Human Resources	253-3366	Alcoholics Anonymous	255-4900
Health Services	259-8005		

DISCLOSURE OF CRIME STATISTICS

Each year, an e-mail notification is made to all enrolled students and staff that provide the web site (www.nvcpd.org) to access this report. Copies of the report may be downloaded from the website or obtained at the College Police Department located in Building 2250 or by calling (707) 253-3330. All prospective employees may obtain a copy from the College Police website (www.nvcpd.org) or by calling (707) 253-3330.

OFF CAMPUS CRIME

The police departments from the adjoining cities are requested to provide the College Police with crime data for the areas surrounding satellite centers. The Department will notify persons using these facilities when security problems arise.

CRIME & ARREST STATISTICS

The Chief of the College Police is responsible for the preparation of this report and to ensure its compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the police agencies surrounding our campus and centers, the Office of Student Services, Health Services, and the Counseling Department. Each entity provides statistical information.

The college does not have does recognize any fraternity, sorority or student organizations that have off campus houses or offices.

Additional copies if this report may be obtained via the Internet at - www.nvcpd.org

Napa Valley College – Main Campus

CRIMES	On Campus			Public Property ¹			Non-Campus Centers ²		
	2008	2009	2010	2008	2009	2010	2008	2009	2010
Murder	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	3	0	0	1	0	0	0
Burglary	3	2	2	0	0	0	0	0	0
Motor Vehicle Theft	0	1	1	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Total Crimes	3	3	6	0	0	1	0	0	0

ARRESTS	On Campus			Public Property			Non-Campus Centers		
	2008	2009	2010	2008	2009	2010	2008	2009	2010
Liquor Law Violations	0	0	0	0	3	0	0	0	0
Drug Violations	0	0	0	0	2	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0
Total Arrests	0	0	0	0	5	0	0	0	0

DISCIPLINARY REFERRALS	On Campus			Public Property			Non-Campus Centers		
	2008	2009	2010	2008	2009	2010	2008	2009	2010
Liquor Law Violations	1	2	0	1	0	0	0	0	0
Drug Violations	3	1	2	0	0	0	0	0	0
Weapons Violations	3	2	0	0	0	0	0	0	0
Total Referrals	7	5	2	1	0	0	0	0	0

HATE CRIMES	On Campus			Public Property			Non-Campus Centers		
	2008	2009	2010	2008	2009	2010	2008	2009	2010
Vandalism – Bias Related	3	2	0	0	0	0	0	0	0
Incident – Bias Related	0	1	0	0	0	0	0	0	0
Intimidation	0	0	2	0	0	0	0	0	0

¹ “Public Property” – means all public property that is within the same reasonably contiguous geographic area of the college, such as sidewalks, streets, other thoroughfares, parking facilities, etc.

² “Non-Campus Centers” are the Community Education Center (Napa), Center at American Canyon (American Canyon High School), and Wine Country Regional Simulation Center (Yountville)

Napa Valley College – Upper Valley Campus

CRIMES	On Campus			Public Property		
	2008	2009	2010	2008	2009	2010
Murder	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Total Crimes	0	0	0	0	0	0

ARRESTS	On Campus			Public Property		
	2008	2009	2010	2008	2009	2010
Liquor Law Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
Total Arrests	0	0	0	0	0	0

DISCIPLINARY REFERRALS	On Campus			Public Property		
	2008	2009	2010	2008	2009	2010
Liquor Law Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
Total Referrals	0	0	0	0	0	0

HATE CRIMES	On Campus			Public Property		
	2008	2009	2010	2008	2009	2010
All Crimes Specific Above	0	0	0	0	0	0

September 2011