



2018

ANNUAL SECURITY REPORT

COLLEGE OF
MARIN



**MARIN COMMUNITY COLLEGE DISTRICT
POLICE DEPARTMENT**

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Contents	
Message from the Chief of Police	3
What is the "Jeanne Clery" Disclosure Act?.....	4
Kristin Smart Campus Safety Act of 1998.....	5
Policy For Reporting The Annual Crime Statistics.....	5
Law Enforcement Authority	6
Facility Access and Security	7
Reporting Crimes and Emergencies	7
"Timely Warning" Crime Alert Bulletins	8
Daily Crime Log.....	9
Crime Definitions	10
Hate Crimes	11
Sex Offenses	12
Crime Statistics 2015-2017	12
Reported Crime Statistics	13
Reported Hate Crime Statistics	14
Special Category - Arrests	15
Special Category - Student Disciplinary Referrals	15
Pastoral and Professional Counselors	16
Assistance for Victims of Sexual Assault.....	16
Sexual Assault.....	16
Reporting the Sexual Assault.....	17
If You Become A Victim of Sexual Assault.....	19
On-Campus Support Resources	21
Marin County Law Enforcement Agencies.....	22
Emergency Shelters.....	22
Emergency Intervention.....	22
Health and Mental Services	22
Alcohol and Drug Services	23
Legal Services.....	23
Housing Services.....	23
LGBTQI Community.....	23
Batterer Intervention Programs.....	23
Immigrant Victims Services.....	23

Senior Adult Services..... 23

Legal Options..... 24

Criminal Prosecution 24

Civil Prosecution 24

College District Disciplinary Procedure 24

Public Information about Registered Sex Offenders on Campus..... 25

Drug and Alcohol Abuse 25

Weapons on Campus..... 26

Personal Safety & Crime Prevention..... 26

Responsibilities of the College Community for Personal Safety, Theft, & Crime Prevention .. 27

General Bike Theft Prevention Measures:..... 27

Emergency Notification, Response, and Evacuation Procedures..... 28

Kentfield Evacuation Plan 29

Indian Valley Evacuation Plan..... 30

Campus Notification by COM Connect..... 31

MESSAGE FROM THE CHIEF OF POLICE

The Marin Community College District Police Department hereby respectfully submits the 2018 Annual Security Report. This report, as required by the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act, requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. In addition, the Act requires the District to provide policy statements regarding various safety and security measures, campus crime prevention program descriptions, and procedures to be followed during the investigation and prosecution of alleged sex offenses. According to our statistical data report, Marin Community College District is an extremely safe campus community with few violent assaults and minimal property crimes. There is no police department that can maintain safety alone: it must continue to be a collaborative effort with the college community. The men and women of the Marin Community College District Police Department are dedicated to our primary mission, which is maintaining a safe learning and working environment for our students, staff and faculty.

Jeff Marozick
Chief of Police

WHAT IS THE "JEANNE CLERY" DISCLOSURE ACT?

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private post-secondary educational institutions participating in federal student aid programs are required to comply with it. The law, originally enacted by Congress in 1990 as the Campus Security Act, was initiated by Howard and Connie Clery after their daughter Jeanne was tragically murdered at Lehigh University in 1986. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery.

The Clery Act requires colleges and universities to publish an annual report by October 1st that contains three years of crime statistics and certain policy statements including sexual assault policies which assure basic victims' rights, the law enforcement authority of campus police, and where the students should go to report crimes. The complete text of the Clery Act and the U.S. Department of Education regulations are available on the Security On Campus, Inc. web site at <https://studentaid.ed.gov/sa/about/data-center/school/clery-act>

The Marin Community College District Police Department is responsible for gathering crime statistics and providing safety information to all students, staff, faculty, visitors, and prospective students and employees of the District.

The annual security report for Marin Community College District includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the Marin Community College District, and on public property within, or immediately adjacent to and accessible from the campus. In accordance with mandated reporting requirements, information concerning the monitoring and recording of any criminal activity in which students have engaged, at off campus locations and/or within student organizations that are officially recognized by the District, are gathered from local police agencies. These agencies include any City, County, State, or Federal agencies that may have relevant information and the statistics are published in this disclosure. The report also includes institutional policies concerning campus safety and security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters.

The District Police Department is aware that crimes may go unreported to law enforcement and encourages employees of the District, who have significant responsibility for students and student activities, to report any crimes that they may have become aware of in their daily contact with students to the District Police. As a reminder to those employees who have significant responsibility for students, a reporting form is sent out monthly for collection and recording of accurate statistics. Administrators, deans, directors, department heads, faculty advisors and student academic advisors, student activities advisors and coordinators, and athletic coaches are all included in the notification. Classroom faculty (except for advisors), physicians, psychologists, and most clerical staff are examples of employees who are not required to report under the Clery Act. All reports to the District Police can be made confidentially and anonymously in accordance with the reporting person's wishes. Crime prevention and personal safety information and pamphlets are available in the District Police Department, in Student Health Services, and in various student and staff publications through the District.

KRISTIN SMART CAMPUS SAFETY ACT OF 1998

This Interagency Operations and Protocol Agreement, between the College of Marin Police Department and neighboring agencies is to clarify agency jurisdiction and response responsibility as required by the Kristin Smart Campus Safety Act of 1998.

The California Legislature under this Act also reaffirms that campus law enforcement agencies have primary authority for providing law enforcement service on their campuses.

This Act also requires law enforcement agencies to designate operational responsibility and define specific geographical boundaries of response for the investigation of Part I violent crimes of homicide, forcible rape, robbery and aggravated assaults on campus property and property controlled by the college.

The Marin Community College District Police Department has primary responsibility for law enforcement response and investigations of criminal activity on District property, located within the jurisdiction of the Marin County Sheriff's Department, Central Marin Police Department, and Novato Police Department.

The Marin Community College District Police Department and the Marin County Sheriff Office, Central Marin Police Authority, and Novato Police Department have agreed that the Marin Community College District Police Department may request their assistance at any time. Further, the District may request these agencies to assume control over investigations for serious violent Part I crimes that may be beyond the resources of the Marin Community College District Police Department in accordance with existing Mutual Aid procedures.

POLICY FOR REPORTING THE ANNUAL CRIME STATISTICS

The College of Marin Police Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can also be located on our website at <http://www.marin.edu/police/security-report.html>. This report is a collaborative and comprehensive effort that includes the cooperation of law enforcement agencies surrounding College Of Marin campuses, centers, off-site facilities, and properties, and the Office of the Vice President of Student Services. Each entity provides crime statistics and/or information on their educational efforts and programs to comply with the Act.

To comply with the Act, crime statistics are collected from law enforcement agencies with concurrent law enforcement jurisdiction or jurisdictions surrounding the Districts campuses, centers, off-site facilities, and properties owned or utilized by the District for business, to include public property immediately adjacent to campuses and facilities. These law enforcement agencies provide crime statistics they have collected for crimes occurring on college properties or a radius around the properties requested. These statistics may include crimes that have occurred in private businesses and residences and is not required by law. The college does not have any off or on campus fraternity or sorority houses. Likewise, student organization recognition does not extend beyond the college, and student organizations are not recognized to engage in activity off-campus. Every paid part-time, full-time, adjunct, and short-term non-continuing student, faculty, and classified employee receive a notice through campus email, that informs them of the security report, a description of the contents, information regarding the availability of the report on the Internet, the electronic address to access the report, and a statement on how to obtain a paper copy, if desired.

Employees and students also receive this same information when completing the application process for admission or employment in person or via the Internet. Additionally, notices regarding the existence of the Annual Security Report, a brief description of its contents, information regarding the availability of the report on the Internet with the electronic address to access the report, and a statement on how to obtain a paper copy, if desired are included in the Echo Times, Schedule of Classes, in the Community Education Schedule of Classes, the Course Catalog, and on the Admissions, Records, and Enrollment Development and Human Resources websites to inform students, employees and prospective students and employees about the existence of the Security Report, the electronic address to access the report, and information on how to obtain a paper copy, if desired. Copies of the report may also be obtained at the Marin Community College District Police Department at 835 College Ave. Kentfield Ca. 94904, Building VS-1 or you may call Police Records at 415-485-9455.

LAW ENFORCEMENT AUTHORITY

The Marin Community College District Police Department has complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. If minor offenses involving District rules and regulations are committed by a student, the District Police may also refer the individual to the Chief Student Services Officer. Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported to the local law enforcement, and the Marin Community College District Police Department and local law enforcement work together to solve these serious felony crimes. The District Police personnel work closely with local, state, and federal police agencies. The Marin Community College District Police Department is also a part of the local 911 Emergency System. Through coordination with local law enforcement agencies, any criminal activity engaged in by students at off-campus locations of student organizations, is monitored and recorded. This information is provided to the Chief Student Services Officer for any action or follow-up that may be required.

The Marin Community College District Police Department maintains a close working relationship with the Marin County Sheriff's Office, the Novato Police Department, and the Central Marin Police Authority. The Marin Community College District Police Department occasionally works with other law enforcement agencies within the County of Marin. Meetings may be held between the leaders of these agencies on both a formal and informal basis. Marin Community College District Police Department and the law enforcement agencies within the County of Marin communicate regularly on the scene of incidents that occur in and around campus areas. When incidents arise that require joint investigative efforts, resources, crime related reports, and exchanges of information, the Marin Community College District Police Department will work closely with the law enforcement agencies within the County of Marin. There are written memoranda of understanding between the District Police Department and the Marin County Sheriff's Office, the Novato Police Department, and the Central Marin Police Authority.

By mutual agreement with state and federal agencies, Marin Community College District Police Department maintains an NLETS terminal (National Law Enforcement Telecommunications Network). Through this system police personnel can access the National Crime Information Computer system as well as the California Law Enforcement Telecommunications System. These computer databases are used for accessing criminal history data, nationwide police

records, driver/vehicle identification information, as well as other local, state and federal law enforcement information.

Marin Community College District Police Department focuses enforcement and prevention efforts in our primary jurisdiction to include all property owned and operated by the Marin Community College District Police Department, shares concurrent law enforcement jurisdiction on all adjacent public streets, areas, and in communities surrounding the Kentfield and Indian Valley campuses' and cooperates fully with all local, state and federal law enforcement agencies. College of Marin maintains operational agreements/memorandums of understanding that comply with the Kristin Smart Campus Safety Act and Higher Education Opportunity Act clarifying that Marin Community College District Police Department are the primary law enforcement agency for all crimes occurring on College of Marin properties or facilities. Marin Community College District Police Department also adhere to the Marin County Law Enforcement Chief's Association protocols that encourage prompt law enforcement response and collaboration in incidents requiring inter-agency law enforcement collaboration.

FACILITY ACCESS AND SECURITY

It is the practice of Marin Community College District that District buildings are opened prior to the beginning of the business day and locked nightly after the conclusion of evening classes. The library, bookstore and computer labs have specific hours based on their function and hours are posted. It is recognized that there will be scheduled events and certain needs for after hours and weekend access to buildings. Anyone working late or on weekends outside of scheduled events and academic scheduled classes should notify the Marin Community College District Police Department when they enter and leave a building. Although proper identification is always required, after-hours access requires additional event paperwork or authorization from the effected department. Access on holidays is treated as weekend access.

Campus facilities and grounds are maintained by the Marin Community College District Maintenance and Operations department. Marin Community College District Police Department conduct lighting surveys, recommend the trimming of shrubbery and foliage when it will enhance safety, and complete work requests to Maintenance and Operations when hazardous situations are found that require prompt correction. Marin Community College District Police Department may conduct crime prevention surveys analysis when a crime trend occurs or when requested by an administrator when physical changes to office space and equipment occur. Many offices, labs, computer rooms, and areas of campus have alarms that report a signal directly to Marin Community College District Police Department if tampering occurs.

REPORTING CRIMES AND EMERGENCIES

Marin Community College District Police Department is located at Village Square at the Kentfield Campus and Building 17 at the Indian Valley campus. Marin Community College District Police Department is similar to other Police agencies in your local communities, provides 24-hour law enforcement service, throughout the entire year, including all holidays. Contact the District Police Department at 415-485-9696 (non-emergencies) and dial 911 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering

around vehicles or inside buildings should be reported to the District Police Department. In addition, individuals may report a crime to the following areas:

- Chief Student Services Officer 415-485-9618
- Chief Counseling Officer 415-485-9432
- Chief Student Health Officer 415-485-9462
- Chief Human Resources / Title IX Coordinator 415-485-9340

If the individual is the victim of a crime and does not want to pursue action within the District's System or the criminal justice system, the individual may still want to consider making a confidential report. With the individual's permission, the District Police Department can file a report on the details of the incident without revealing his/her identity. The purpose of a confidential report is to comply with the individual's wish to keep the matter confidential, while taking steps to ensure the future safety of himself/herself and others. With such information, the District can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

The District 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 state law, the District Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities as identified above. Confidential reports of crime may also be made to Chief Human Resources / Title IX Coordinator at 415-485-9340.

The District may disclose the final results of disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The District may also disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated District policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Arson
- Assault offenses
- Burglary
- Criminal homicide - manslaughter by negligence
- Criminal homicide - murder and non-negligent manslaughter
- Destruction, damage, or vandalism of property
- Kidnapping or abduction

"TIMELY WARNING" CRIME ALERT BULLETINS

In the event that a situation arises, either on or off campus, that, in the judgment of the District Police Chief, constitutes an ongoing or continuing threat, a district wide "timely warning" will be issued. The warning will be issued through the District notification system(s) to students, faculty, staff and the campus' student newspaper. The information shall be disseminated by District Police in a manner that aids the prevention of similar crimes.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the District Police Chief may also

post a notice on the district-wide electronic bulletin board on the District's web site at: www.marin.edu, providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff, students, and the public. Anyone with information warranting a timely warning should report the circumstances to the District Police Department, by phone at 911 or in person at the District Police Department Headquarters at 835 College Avenue, Kentfield, CA.

The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor. The Clergy Act defines pastoral counselor as a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor. The definition of a professional counselor is a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his/her license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution. To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in the role of pastoral or professional counselors at the time of disclosure. This means that a dean of students who has a professional counselor's license, but is employed by the institution only as a dean and not as a counselor, is not exempt from reporting.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.

DAILY CRIME LOG

The purpose of the Daily Crime Log is to record criminal incidents and alleged criminal incidents that are reported to the District police. The Marin Community College District Police Department maintains a Daily Crime Log of criminal and alleged criminal incidents that are reported for the most recent 60-day period. The log is available for public inspection during normal business hours of 8 a.m. to 5 p.m., Monday through Friday. Log entries older than 60 days can be obtained by written request within two business days. <http://police.marin.edu/daily-crime-log>

CRIME DEFINITIONS

Criminal Homicide – Murder and Non Negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Criminal Homicide – Manslaughter by Negligence

The killing of another person through gross negligence.

Robbery

The taking or attempting to take anything of value from another person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Burglary vs. Larceny: An incident must meet three conditions to be classified as a Burglary.

- There must be evidence of unlawful entry (trespass).
- There must be evidence of both forcible entry and unlawful entry.
- The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
- The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is a larceny.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned - including attempts and joyriding.)

Weapon Law Violations

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Drug Abuse Violations

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Law Violations

The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Arson

Any willful or malicious burning or attempt to burn, causing great bodily injury, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Dating Violence

Violence committed by a person who is or has been in a romantic or intimate relationship with the victim; whether there was such a relationship will be gaged by its length, type and frequency of interaction.

Domestic Violence

Includes misdemeanor or felony crimes of violence committed by the victim's current or former spouse or cohabitant, person with whom the victim shares a child in common, person similarly situated under domestic or family violence laws or anyone else protected under domestic or family violence laws.

Stalking

Engaging in a course of conduct directed to a specific person that would cause a reasonable person to fear for her, his or others' safety or to suffer substantial emotional distress.

HATE CRIMES

"Hate crimes" are crimes that, upon investigation, manifest evidence that the victim was intentionally selected because of the perpetrator's bias. Clery Act statistics for hate crimes are derived from any of the Clery Act reportable crimes listed in the Crime Definitions section and, beginning in 2009, the following additional crimes. Note: Non-Criminal hate incidents are not included.

Larceny / Theft

- The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Note: Constructive possession is defined by Black's Law Dictionary, 6th edition, as "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

Simple Assault

- An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Intimidation

- To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and / or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction / Damage / Vandalism of Property (Except Arson)

- To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

SEX OFFENSES

The following sex offense definitions are excerpted from the Summary Reporting Standards (SRS) Edition of the Uniform Crime Reporting Program. Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Rape

- Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator. Sexual penetration means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, or by a sex-related object. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

Fondling

- The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Incest

- Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape

- Sexual intercourse with a person who is under the statutory age of consent

CRIME STATISTICS 2015-2017

The following statistics are being provided as part of the Marin Community College District's commitment to safety and security on campus and to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The statistics are reported crimes that have occurred on-campus, in non-campus areas, and in public areas adjacent to the campuses. These statistics also include data received from other law enforcement agencies in response to annual requests.

Crime statistics reported as occurring "on-campus" include incidents reported to the Marin Community College District Police Department as well as incidents reported to other campus officials, including but not limited to directors, deans, student affairs, the Vice President of Student Services, advisors to students, student organizers, and athletic coaches.

Reports received from campus officials may have been submitted anonymously and may result in criminal statistics higher than those reported to the FBI by Marin Community College District Police Department pursuant to their reporting guidelines. The listed "crime definitions" will help you understand these statistics. Hard copies of this information are available upon request from the Marin Community College District Police Department. If you have any questions, please contact the District Police Department Records Unit at 415-485-9455.

REPORTED CRIME STATISTICS

KENTFIELD CAMPUS

Crime Statistics	On Campus			Non-Campus			Public Property		
Category	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent-Manslaughter	0	0	0	0	0	0	0	0	0
Rape	2	0	0	0	0	0	0	0	0
Fondling	0	0	1	0	0	0	0	0	1
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	1
Aggravated Assault	1	1	0	0	0	0	0	0	1
Burglary	2	0	1	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

VAWA Offenses	2015	2016	2017	2015	2016	2017	2015	2016	2017
Domestic Violence	0	2	0	0	0	0	0	0	0
Dating Violence	0	1	0	0	0	0	0	0	0
Stalking	0	0	1	0	0	0	0	0	0

Unfounded Crimes	0	0	0	0	0	0	0	0	0
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INDIAN VALLEY CAMPUS

Crime Statistics	On Campus			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent-Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	1	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

VAWA Offenses	2015	2016	2017	2015	2016	2017	2015	2016	2017
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Unfounded Crimes	0	0	0	0	0	0	0	0	0
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REPORTED HATE CRIME STATISTICS

Kentfield Campus

There were no reported hate crimes for the years 2015, 2016 or 2017.

Indian Valley Campus

There were no reported hate crimes for the years 2015, 2016 or 2017.

SPECIAL CATEGORY - ARRESTS

Weapons, Drugs and Liquor Law Violations

KENTFIELD CAMPUS

Arrest Category	On Campus			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Weapons	0	0	0	0	0	0	0	0	0
Drugs	3	1	1	0	0	0	3	0	0
Liquor	3	1	1	0	0	0	0	0	0

INDIAN VALLEY CAMPUS

Arrest Category	On Campus			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Weapons	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0
Liquor	0	0	0	0	0	0	0	0	0

SPECIAL CATEGORY - STUDENT DISCIPLINARY REFERRALS

Weapons, Drugs and Liquor Law Violations

KENTFIELD CAMPUS

Referral Category	On Campus			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Weapons	1	1	0	0	0	0	0	0	0
Drugs	1	1	0	0	0	0	0	0	0
Liquor	1	2	0	0	0	0	0	0	0

INDIAN VALLEY CAMPUS

Referral Category	On Campus			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Weapons	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0
Liquor	0	0	0	0	0	0	0	0	0

PASTORAL AND PROFESSIONAL COUNSELORS

District "Pastoral Counselors" and District "Professional Counselors," when acting as such, are not considered to be a campus security officers and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

A Pastoral Counselor is a person who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

A Professional Counselor is an employee of a college whose official responsibilities include providing psychological counseling to members of a college's community and who is functioning within the scope of his/her license or certification.

ASSISTANCE FOR VICTIMS OF SEXUAL ASSAULT

The Marin Community College District Police Department is committed to ensuring that students, employees, and other persons who have been sexually assaulted are provided treatment, medical, and counseling assistance and information, and that they are treated with sensitivity, dignity and confidentiality. Every effort is made to ensure that our educational environment promotes and assists prompt reporting of sexual assaults and provides compassionate support services for survivors. Prompt reporting of sexual assaults is encouraged. Sexual assault includes, but is not necessarily limited to, acts or attempted acts of rape, forced sodomy, forced oral copulation, rape by foreign object, sexual battery, and acquaintance/ date rape.

College of Marin provides confidential and trained assistance to individuals reporting a sexual assault. Primary assistance is provided through Sexual Assault Prevention training, Marin Community College District's Health Center and Counseling Services at Marin Community College District's Student Services. The Health Center and Counseling Services offer both immediate and ongoing response to students, including confidential crisis counseling and assistance and advocacy with the initial medical evaluation, criminal and civil procedures, and academic issues. Marin Community College District's Health Center also provides general medical care for students who report being sexually assaulted. However referrals are made for these students to the appropriate agencies equipped to handle the ramifications of sexual assault /battery, STD testing, and pregnancy testing.

The student may request changes in her or his academic schedule or in that of an alleged assailant, after the student has made a report of an assault, and the district shall grant any reasonable request for such change.

SEXUAL ASSAULT

Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District facilities at another location, on an off-

campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of Board Policies and Administrative Procedures and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (Also see AP 5500 titled Standards of Student Conduct)

“Sexual assault” includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

“Dating Violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

“Domestic violence” includes felony or misdemeanor crimes of violence committed by:

- a current or former spouse of the victim;
- a person with whom the victim shares a child in common;
- a person who is cohabitating with or has cohabitated with the victim as a spouse;
- a person similarly situated to a spouse of the victim under California law; or
- any other person against an adult or youth victim who is protected from that person’s acts under California law.

“Stalking” means engaging in a course of conduct or repeated 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 to suffer substantial emotional distress.

“Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. If affirmative consent is withdrawn, the sexual activity must immediately stop.

It is the responsibility of each person involved in sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. Consent must be given without coercion, provocation, force, threats or intimidation. Consent cannot be given when a person is incapacitated or when his or her understanding is affected by a mental or physical impairment.

These written procedures and protocols are designed to ensure that victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information. (For physical assaults/violence, also see AP 3500 titled Campus Safety, AP 3510 titled Workplace Violence Plan, and AP 3515 titled Reporting of Crimes).

REPORTING THE SEXUAL ASSAULT

If you are sexually assaulted:

- Get to a safe place as soon as possible. Your immediate safety is first!
- Call Marin Community College District Police 415-485-9696 or 9-1-1.
- If the crime occurred in another police jurisdiction the Marin Community College District Police will help facilitate contact with the law enforcement agency that has

jurisdiction where the crime occurred. Contacting police does not require that you pursue prosecution.

- Preserve physical evidence. Do not wash, use the toilet, eat, smoke, drink, or change clothing if at all possible. If you do change clothes, place all clothing you were wearing when the assault occurred in a paper bag. Keep all voicemails, emails, texts or other types of communication between you and the attacker.
- Get medical attention immediately. This will determine and treat any physical injuries you might have sustained during the assault; determine the risk of sexually transmitted diseases or pregnancy and provide preventative treatment options; and gather evidence that could aid in criminal prosecution of the perpetrator.
- Call a sexual assault advocate (Community Violence Solutions 1-800-670-7273) or a friend, family member, or someone you trust for support.

REMEMBER: Sexual assault is never your fault!

The College of Marin strongly encourages all members of the campus community who believe they are victims of sexual assault to immediately report the incident to the Marin Community College District Police Department or the police agency of jurisdiction where the crime occurred. Timely reporting to the police is an important factor in successful investigation and prosecution of sexual assault cases. Victims are not required to pursue prosecution just because they report the crime to a police agency. The reporting of sexual assault to the police agency may prevent others from being victims and safeguard your rights for future prosecution.

Marin Community College District Police Officers have received specific training to thoroughly investigate these types of crimes and officers provide assistance to victims of sexual assault to include facilitating medical and counseling services, evidence collection, explaining options for a forensic exam, contacting Community Violence Solutions 1-800-670-7273 sexual assault advocate to assist and accompany you during any forensic exam, and referrals to numerous on and off campus resources for support and assistance.

Reasons to report the crime to police include:

- Reporting within 72 hours of the assault will allow for valuable evidence to be collected. The sooner you report, the better the chance of physical evidence being collected and not being diminished or destroyed. Should you want to pursue prosecution, this increases the chances of apprehending and successfully prosecuting the suspect.
- Reporting is empowering. It gives survivors a chance to talk about what has happened and gives them back some of their personal control.
- Reporting the crime will ensure that medical expenses, including a forensic medical exam and costs for emergency care, may be paid by public compensation funds.
- Reporting and prosecuting are essential to sexual assault prevention and the protection of other potential victims by stopping or deterring repeat offenders.
- Reporting attests to the fact that sexual assault really happens, it is never the survivor's fault, and that the survivor's voice is heard and not silenced.
- Reporting can help support the case of another survivor who has previously reported a crime committed by the same perpetrator. The information you provide might be just enough evidence to help close another survivor's case and help them get justice.

Victims in Marin County who do not wish to contact police or are undecided are strongly encouraged to call and speak with a sexual assault advocate from Community Violence

Solutions as soon as possible. Community Violence Solutions maintains a 24 hour crisis line, 1-800-670-7273, and advocates will maintain confidentiality for the victim, explain options available, and provide resource referrals, and emotional support.

If the crime occurs outside of Marin County victims may also call the 24-hour National Sexual Assault Hotline, operated by RAINN, at 1-800-656-4673. You will be automatically connected to the closest rape crisis center. Rape crisis centers are on call 24-hours a day waiting to help you.

All faculty and staff, (other than Pastoral and Professional counseling staff) MUST report all incidents of sexual assault that occur on campus, at District sanctioned events, or on any property owned or utilized by College of Marin, to the Title IX Coordinator/Kristina Combs in the Human Resources Title IX at 415-485-9340.

IF YOU BECOME A VICTIM OF SEXUAL ASSAULT

All students, faculty members, or staff members who allege they are the victims of a domestic violence, dating violence, sexual assault, or stalking on District property shall be provided with information regarding options and assistance available to them. Information shall be available from The Executive Director of Human Resources, who shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the Executive Director of Human Resources is authorized to release such information. Situations that fall under the auspices of mandated reporting shall be addressed according to appropriate laws and regulations. In instances involving District employees, District Police shall work with Human Resources as appropriate.

The Executive Director of Human Resources shall provide all alleged victims of domestic violence, dating violence, sexual assault, or stalking with the following:

- A copy of the Board Policy (BP) and Administrative Procedure (AP) regarding domestic violence, dating violence, sexual assault, or stalking.
- A list of personnel on campus who should be notified and procedures for such notification, if the alleged victim consents. (Executive Director of Human Resources)
- Information about the importance of preserving evidence and the identification and location of witnesses;
- Available services, and the person(s) on campus available to provide those services if requested. Services and those responsible for providing or arranging them include:
 - transportation to a hospital if necessary via emergency services - 911 or District police;
 - counseling provided by the District's psychologist in the Counseling department;
 - referral to *Community Violence Solutions* (for sexual assault) and *Center for Domestic Peace* (domestic violence issues) for off campus resources;
 - a list of other appropriate campus and off-campus resources and referrals into the community (available via publication and website).
- The victim's option to:
 - notify proper law enforcement authorities, including District and local police;
 - be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
 - decline to notify such authorities;

- the rights of the victims and the institution's responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by a court;
- information about how the District will protect the confidentiality of victims; and
- Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations. If requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to District police or local law enforcement
- A description of each of the following procedures:
 - criminal prosecution;
 - civil prosecution (i.e., lawsuit);
 - District disciplinary procedures, both student and employee;
 - modification of class schedules;
 - tutoring, if necessary.

Persons who believe that they are victims of sexual assault, including witnesses thereto, that do not wish to report the information to Marin Community College District Police but wish to report the information to a College of Marin employee may report and discuss the matter with one of the following District employees:

- Executive Director of Human Resources, Title IX Coordinator Kristina Combs, at 415-485-9340
- A College of Marin Psychologist in Counseling and Psychological Services at 415-485-9649
- Student Health Center Professional Staff (a doctor or nurse) at 415-485-9458

Counseling and referrals through Counseling and Psychological Services are available to students at no cost. The staff consists of licensed psychologists and doctoral-level interns. Counseling sessions are considered privileged and the holder of the privilege is the client. If a client does not want a police report taken, then counselors will not talk to police or make a client file a report. The psychologists do not disclose information to police without the consent of the client, unless there is an immediate threat to safety.

Medical care and services through the Student Health Center are available for College of Marin students at no cost/minimal cost and the staff consists of licensed nurses and doctors. While hospital personnel and medical professionals in the Student Health Center are required to notify police whenever they provide treatment for injuries resulting from a violent crime to include sexual assault (CA Penal Code 11166), it does not require that the patient file a police report or proceed with prosecution. Additionally, medical records and your treatment are confidential and will not be released to police without your written consent.

The Executive Director of Human Resources should be available to provide assistance to the District law enforcement unit employees regarding how to respond appropriately to reports of sexual violence.

The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP 3435 Discrimination and Harassment Complaint Procedure, regardless of whether a complaint is filed with local law enforcement.

All alleged victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be kept informed, through the Executive Director of Human Resources of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence,

sexual assault, or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk.

In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances.

- The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
- The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented

In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances;

- The complainant was asleep or unconscious.
- The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
- The complainant was unable to communicate due to a mental or physical condition.

The District shall maintain the identity of any alleged victim witness, or third-party reporter of domestic violence, dating violence, sexual assault, or stalking on District property, as defined above, in confidence unless the alleged victim witness, or third-party reporter specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults, or stalking on District property shall be referred to the Superintendent/President's office, which shall work with the Executive Director of Human Resources and District Police to assure that all confidentiality rights are maintained.

On-Campus Support Resources

Marin Community College District Police Department	(415) 485-9696
Student Health Services	(415) 485-9458
Vice President of Student Services / Student Learning	(415) 485-9618
Executive Director of Human Resources	(415) 485-9340
Dean Of Student Success	(415) 485-9431
Counseling and Psychological Services	(415) 485-9649

Marin County Law Enforcement Agencies

Marin Community College District Police Department	(415) 485-9696
Belvedere Police Department	(415) 435-3266
California Highway Patrol	(415) 924-1100
Central Marin Police Authority	(415) 927-5150
Fairfax Police Department	(415) 453-5330
Marin County Sheriff's Department	(415) 499-7250
Mill Valley Police Department	(415) 389-4100
Novato Police Department	(415) 897-4361
Ross Police Department	(415) 453-1453
San Rafael Police Department	(415) 485-3000
Sausalito Police Department	(415) 289-4170
Tiburon Police Department	(415) 789-2801

Emergency Shelters

Center For Domestic Peace (English) (24 Hour)	(415) 924-6616
Center For Domestic Peace (Spanish) (24 Hour)	(415) 924-3456
Community Violence Solutions Rape Crisis Counseling	(415) 259-2850
Community Violence Solutions Crisis Hotline	(800) 670-7273
National 24-Hour Domestic Violence Hotline	(800) 799-7233

Emergency Intervention

Marin Suicide Prevention Crisis Hotline	(415) 499-1100
Marin Mental Health Crisis Unit	(415) 499-6666
Children and Family Services (24 Hours)	(415) 473-7153

Health and Mental Services

Women's Health Services	(415) 448-1500
Kaiser Permanente	(800) 464-4000
Marin Community Clinic (San Rafael)	(415) 448-1500
Family Service Agency	(415) 491-5700
Family Service Agency Grief Counseling	(415) 499-1195
Planned Parenthood (Mill Valley)	(415) 380-8797
Huckleberry House Teen/Parent Crisis Hotline (24 Hour)	(415) 621-2929

Family Works	(415) 492-0720
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Alcohol and Drug Services

Al-Anon and Alateen (San Rafael)	(415) 455-4723
Alcoholics Anonymous	(415) 499-0400
Center Point	(415) 456-6655
Marin Treatment Center (PACE)	(415) 457-3755

Legal Services

Legal Aid of Marin	(415) 492-0230
Family and Children's Law Center	(415) 492-9230
Legal Self Help Center of Marin	(415) 492-1111
District Attorney / Victim-Witness	(415) 499-6450
Child Support Services	(415) 507-4068

Housing Services

Homeward Bound of Marin	(415) 382-3363
Mill Street Center (Adults Only)	(415) 457-9561
Gilead House	(415) 895-5575
Fair Housing of Marin	(415) 457-5025
Marin Housing Authority	(415) 485-2908

LGBTQI Community

Spectrum Community Services	(415) 472-1945
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Batterer Intervention Programs

Mankind 24-Hour Hotline	(415) 924-6616
Womankind	(415) 526-2552

Immigrant Victims Services

Canal Alliance	(415) 454-2640
Canal Welcome Center	(415) 526-2486

Senior Adult Services

Ombudsman / Elder Abuse	(800) 231-4024
Adult Protective Services	(415) 507-2774

Senior Citizen Legal Services (M-Th: 10-4)	(415) 492-0920
Hospice by the Bay (Marin)	(415) 927-2273

LEGAL OPTIONS

Any person who has been sexually assaulted has several legal options: criminal prosecution against the assailant; and/or civil prosecution against the assailant; and/or the College District disciplinary procedure if the assailant is an employee or student.

CRIMINAL PROSECUTION

Notification or reporting to the police agency having jurisdiction over the location where the crime or attempted crime occurred begins the criminal prosecution. If the crime occurs off campus or District properties, the District Police Department can facilitate contact for the sexual assault survivor with the appropriate law enforcement agency and/or provide information as to how to contact them.

All law enforcement agencies have trained police officers who will facilitate medical and counseling services, referrals, evidence collection, and information. You will be interviewed at a location of your choice and will be allowed or offered an advocate(s) to accompany you during all aspects of the investigation. Under California law, a sexual assault survivor’s name, and any identifying information can’t be released without the survivor’s written consent. The protection of the survivor’s name and any identifying information will be of the highest priority. A survivor’s decision to prosecute does not necessarily have to be made during initial contact with officers and the survivor’s decision determines officers’ subsequent investigation protocol. Police Officers have legal authority to arrest the assailant as appropriate and to forward the case to the District Attorney’s Office for criminal prosecution upon completion of the investigation. District Police will also help ensure the survivor of sexual assault has an advocate from the court, the department, community agencies, and/or friends or family of their choosing to support them through the criminal prosecution process if the survivor decides to prosecute the assailant.

CIVIL PROSECUTION

Survivors of sexual assault can consult an attorney about initiating a suit in civil court against their assailant for damages. The purpose of a civil suit is to compensate the survivor for the wrong done to them. A civil action can be brought against the assailant regardless of the decision to criminally prosecute.

COLLEGE DISTRICT DISCIPLINARY PROCEDURE

If the crime occurs on campus or any District property and the assailant is a student, in addition to criminal and civil action, campus administrative action may be initiated through the Office of the Dean of Students. The District may sanction/discipline a student charged with sexual assault, which may include, but is not limited to: probation, counseling, suspension or expulsion.

If the assailant is a faculty or staff member, besides criminal and civil action, they may be subject to disciplinary action under applicable human resources and employment policies or collective bargaining agreements. Report suspected employee misconduct to the Executive Director of Human Resources/ Title IX Coordinator.

A survivor may request a change in academic arraignments after a sexual assault. The District will make every effort to accommodate such requests if the changes are reasonably available. Contact the Dean of Students office for additional information.

The District is committed to providing disciplinary proceedings that are supportive, sensitive, expedient, and respectful to each individual's rights. Both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, and both must be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense.

PUBLIC INFORMATION ABOUT REGISTERED SEX OFFENDERS ON CAMPUS

Information about certain designated persons required to register in California as sex offenders is available to students, staff, faculty, and the public by viewing the California Department of Justice's Internet web site at <http://www.meganslaw.ca.gov/>. There are additional sex offenders in California that are not included on this site, but are known to law enforcement. Detailed personal profile information on individual registrants may be obtained by using a sex offender's specific name, Zip Code, or City/County listings. Additionally, the map application may be used to search individual neighborhoods throughout California to determine the specific location of any of those registrants on whom the law allows the Department of Justice to display a home address. The Internet web site does not list sex offender information specifically by a college or university name or zip code where a sex offender may work, attend, reside, or volunteer.

The College of Marin may have persons enrolled, employed, residing, carrying on a vocation, transient and located upon college properties, or volunteering on District facilities who have been convicted of certain sex crimes that require them to register their status as a sex offender in the State of California with the law enforcement agency having jurisdiction over where they reside and additionally with the Marin Community College District Police. In limited circumstances, and in compliance with Federal and State law, Marin County Law Enforcement Protocols, and college policies, the Marin Community College District Police may disclose the identity of a sex offender to the college community and/or to specified individuals within the college.

DRUG AND ALCOHOL ABUSE

The District is committed to providing its employees and students with a drug and alcohol free workplace and campus environment. It emphasizes prevention and intervention through education.

- Employees will be referred to programs and services by the Human Resources Department.
- Students will be referred to programs and services by Student Health Services and/or Counseling.

The District prohibits the unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students and employees on the District's property or as part of any of the District's activities, including but not limited to field trips, activities or workshops.

State and federal law prohibits the unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any controlled substance on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District.

Drug or alcohol counseling, treatment, or rehabilitation or re-entry programs or referrals are available to employees or students. The district provides confidential referrals through an ANTHEM Blue Cross Employee Assistance Program (EAP) for employees and their families needing assistance with drug or alcohol abuse. Please contact Kristina Combs, Executive Director, Human Resources for more information at 1-415-457-8811 or call ANTHEM at 1-800-999-7222 or visit anthemEAP.com.

WEAPONS ON CAMPUS

Firearms, knives, explosives, or other dangerous objects, including but not limited to any facsimile firearm, knife, or explosive, are prohibited on all District property.

Activities involving firearms or other weapons conducted under the direction of District officials or as authorized by an official law enforcement agency shall be reported to the District Police before taking place.

Any person who believes that he/she may properly possess a firearm or other weapon on District property or other facility of the District must promptly notify the District Police.

Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 1/2 inches upon District property, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer, who is engaged in the performance of his/her duties, is prohibited on any District campus or at any District Center, or in any facility of the District.

PERSONAL SAFETY & CRIME PREVENTION

Marin Community College District provided comprehensive outreach and program efforts that included in person presentations from District Police Officers, Student Health Center professionals and representatives from community based organizations to hundreds of students, staff and community members in 2017 & 2018.

Personal Safety and Crime Prevention Presentations

Event	Available To	When	Description
Domestic Violence 101 Class	Students and staff	Fall 2017	General personal safety and crime prevention
Active Killer Awareness	Students, staff	Spring / Summer 2018	How to prepare for an active killer situation
Incident Command Training	Management	Spring 2018	Major incident command training

Mental Health Panel Presentation	Students, staff and community	Spring 2018	Mental health awareness and programs
Driving under the influence of alcohol and drugs awareness	Students, staff, community	Spring and summer 2018	Drunk driving awareness campaign
First Aid CPR	Staff	Summer 2018	First aid and CPR Training

RESPONSIBILITIES OF THE COLLEGE COMMUNITY FOR PERSONAL SAFETY, THEFT, & CRIME PREVENTION

Members of the College of Marin Community must take responsibility for their own personal safety and safety of their personal property as they do day to day away from the college. Members of the community are strongly encouraged to:

- Promptly report all crimes and suspicious persons or activity to the Marin Community College District Police
- Always be aware of your personal safety and your surroundings
- Keep all valuables with you or leave them at home
- Never leave your property unattended and lock bicycles and doors and windows to your car, office
- Get to know people and new friends in public places. Do not invite people that you do not know into your home or go someplace in their car with them. If you only know their first name or "met them on the Internet" consider them a stranger.
- Walk on well-traveled pathways and in well-lit and populated areas. Walk with friends or groups when possible
- Call Marin Community College District Police for a safety escort if you feel afraid or need to walk in isolated areas or at times when areas are unpopulated or closed.
- Engrave owner identification numbers onto electronics and items of value and keep a list of serial numbers and description of property and provide it to police in the event your property is stolen.
- Always double check your doors and windows to ensure they are completely closed and locked before you leave your vehicle.
- Use the Internet wisely and never send money or provide personal identifying information, credit card information, or bank information to someone you do not know or to a company or person you did not initiate contact with on your own (such as Airlines, Department Stores, Amazon, etc.).

GENERAL BIKE THEFT PREVENTION MEASURES:

- Use a combo or flat key U-lock. Most cable locks can and are easily cut.
- For extra theft prevention use a U-lock and cable lock together especially to lock front and back wheels.
- All bikes are prone to theft but the newer and more expensive a bike, the more of a target it will be.
- Always lock your bike when left outside, even if you are going to run into a building for only a few seconds.
- Lock your bike properly to a bike rack in a high visible / high traffic area. Thieves prefer secluded areas.

- Make sure to put your lock through a closed part of your bike frame. Wheels can easily be taken off a bike.
- Lock your wheels as well as your frame. It is harder to take a back wheel off so if you can only lock one wheel, make it your front wheel.
- Avoid leaving your bike locked outside for extended periods of time when you are not using it regularly or when away on vacation.

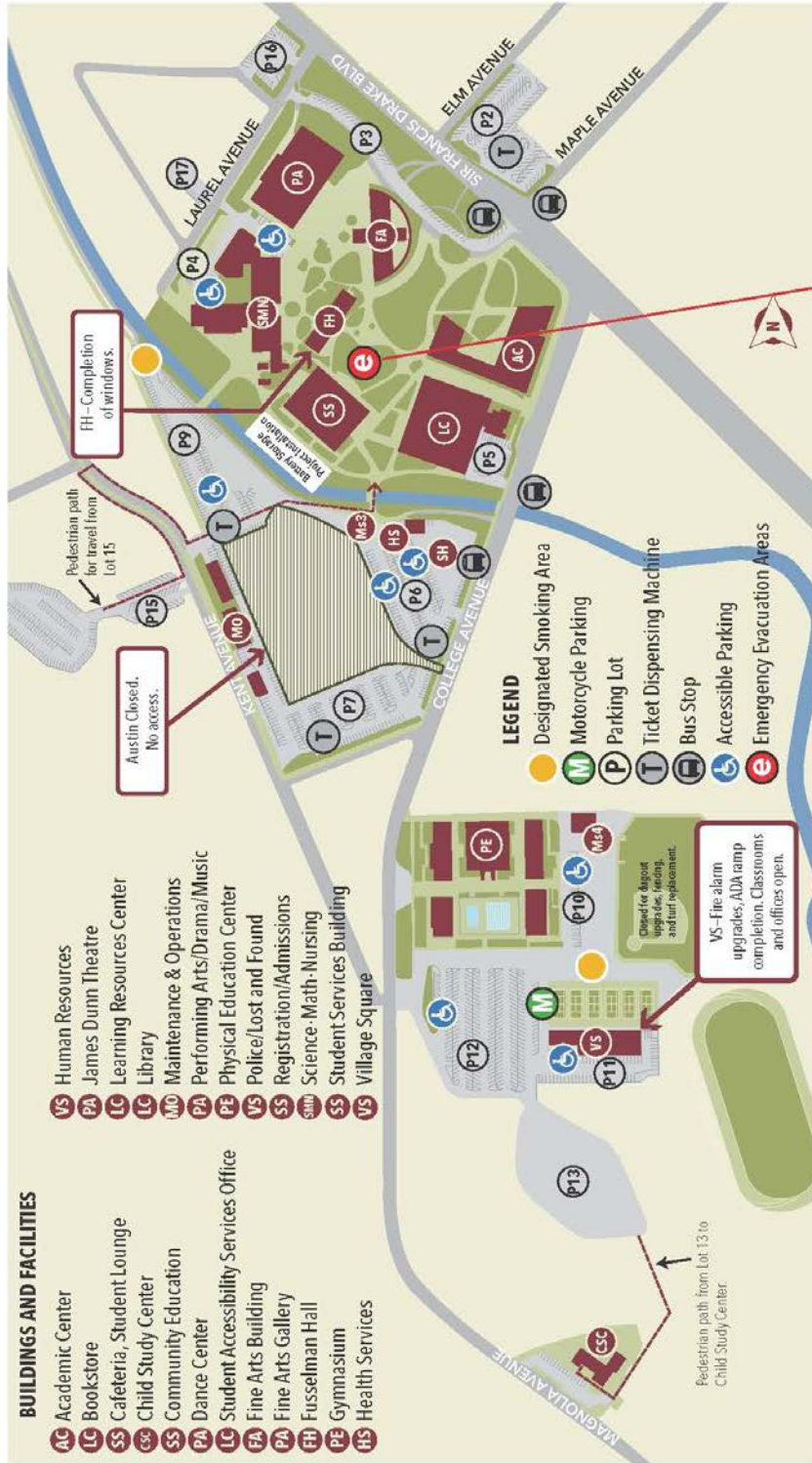
EMERGENCY NOTIFICATION, RESPONSE, AND EVACUATION PROCEDURES

It is our practice, in matters where there is an in-progress significant emergency or dangerous incident that poses an immediate threat to the members of the College of Marin community, such as an earthquake, active shooter, structure fire, hazardous materials leak, or similar major incident, the college will use some or all of the various communication systems in place to quickly communicate information to community members. These communication methods include any of the following methods: PA systems in emergency vehicles, bullhorns, District-wide e-mails, District website, and emergency voice and text messages that could be sent to a cell phone through the emergency notification system, and through the College of Marin telephone system. Marin Community College District will, take into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

When a report of a significant emergency or dangerous incident is reported to Marin Community College District Police, an initial response to the location will be done by police personnel. Once on scene, Marin Community College District Police will relay facts through police radio communication through dispatch and the police chain of command will be notified. Once the Chief of Police or designee is notified of the event and the facts occurring, the Chief of Police or designee will consult with the Superintendent/President, Vice President for Operations or any other emergency personnel that are specific to the type of incident, such as a Fire Official in the event of a fire, or an Environmental Health and Safety Official in the event of a chemical spill, to determine if there is a significant emergency that poses an immediate threat to the members of the college community. If one or more of the individuals listed is not reachable or unavailable, the remaining individual(s) will proceed with the determination. If it is determined that a significant emergency exists, the individual(s) will determine who to notify, determine the content of the notification, and initiate the notification system. Marin Community College District Police and Marin Community College District Operations are the responsible organizations for carrying out this process.

KENTFIELD EVACUATION PLAN

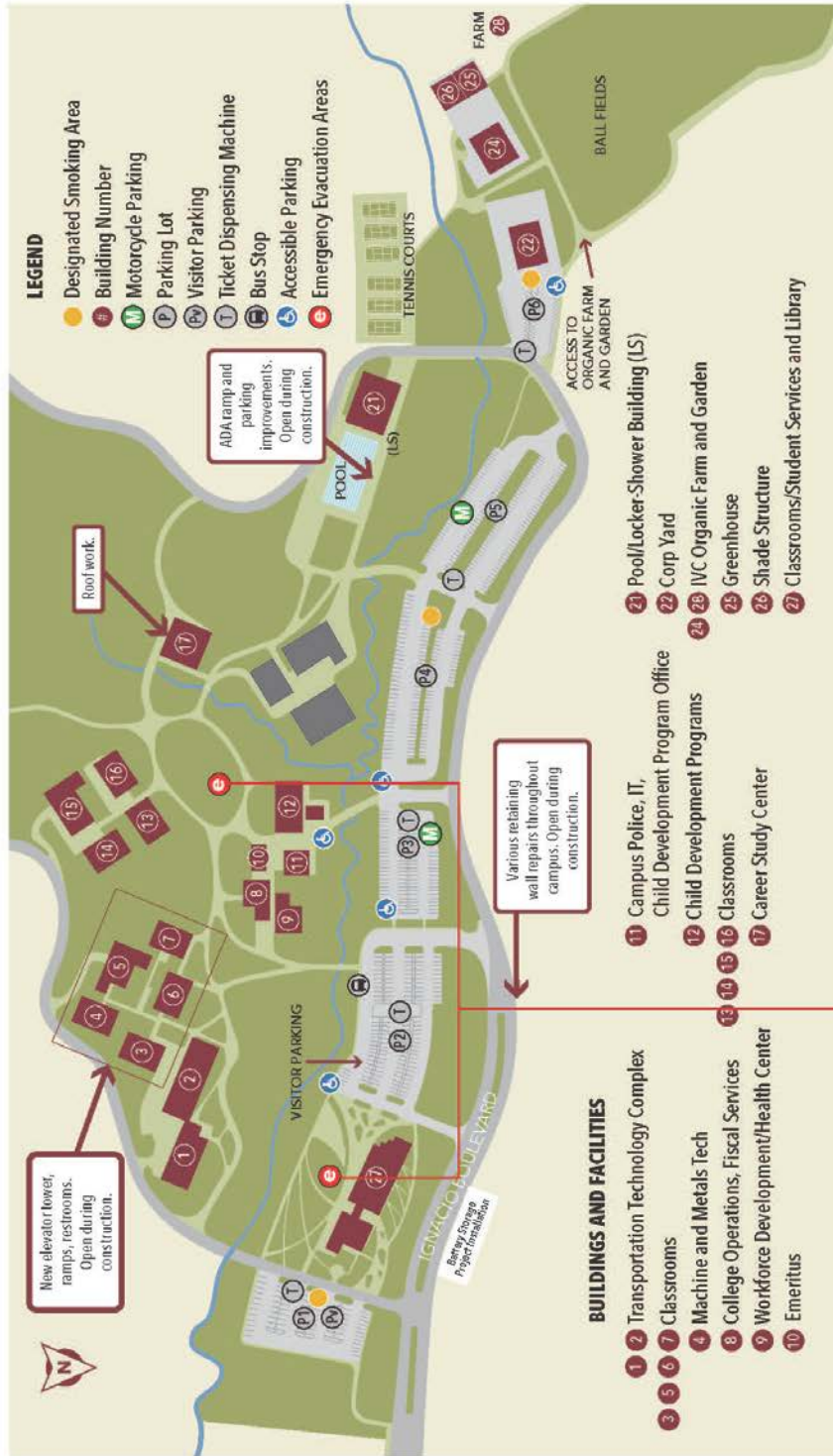
KENTFIELD CAMPUS MAP



Last updated: August 2015

INDIAN VALLEY EVACUATION PLAN

INDIAN VALLEY CAMPUS MAP



CAMPUS NOTIFICATION BY COM CONNECT

College of Marin has implemented COM Connect to stay connected with students and faculty and provide them with information in the event of an emergency.

COM Connect is a mass notification systems that enables Marin Community College District Officials to reach students and faculty with personalized messages to create a more connected community and enhancing safety and preparedness.

In case of an emergency, Marin Community College District can use COM Connect to provide critical updates before, during and after an incident.

The Office of the Superintendent/President, Vice President of Operations, Chief of Police and Police Sergeant can communicate to the campus through each individual's preferred mode, including:

- 1. Voice
- 2. Text Message
- 3. Email
- 4. TTY/TDD devices (for the hearing impaired)
- 5. Posts to RSS feeds, Facebook, and Twitter

Please contact the Marin Community College District Police Department with any questions.

Marin Community College District Police Department 835 College Avenue Kentfield, CA 94904
415-485-9455



**Marin Community College District
Police Department**
835 College Ave.
P.O. Box 521
Kentfield, CA 94914-0521

Kentfield Campus
835 College Ave.
Kentfield, CA 94904

Indian Valley Campus
1800 Ignacio Blvd.
Novato, CA 94949