

## Crime Reporting Procedures

Working together at Palo Verde College is everybody's business. No community, of course, can be totally risk-free in today's society. Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive to learning.

Palo Verde Community College District maintains security personnel at each location during hours when students are on campus. You may report any criminal action by calling (760) 921-5446 or by coming into the Business Services Office.

## Access to Campus Facilities

### BUILDINGS:

Most campus buildings are open from 7:30 a.m. to 9:30 p.m. M-F. Individuals who need to be in campus buildings or areas, other than during regularly scheduled work hours, must obtain permission for that date and time from the Vice President of Instruction's Office. The campus is closed after 10:00 p.m.

Campus buildings will normally be locked from 4:30 p.m. Friday to 7:30 a.m. Monday. Weekend classes and other events must be approved. Most campus rooms are protected by intrusion alarms. Before entering secured areas, please call maintenance.

It is the responsibility of those who use rooms, offices and areas to lock access doors, turn off lights and close any windows. Maintenance & Operations and Security staff will check many of the areas of the campus but the primary responsibility for security lies with the user.

### KEYS:

Keys are provided to individual staff members on a need-to-enter basis. Lost keys must be reported immediately to Business Services. Staff members must return all keys when requested by Business Services or upon separation from District employment.

Keys should never be loaned to other staff members or students. College Security personnel will

confiscate any keys which have not been specifically issued to a particular individual. Unauthorized duplication of District keys is a misdemeanor.

### COLLEGE PROPERTY:

No District property may be removed from the campus without expressed **written** permission from Administration. Unauthorized removal of District property from the campus is a violation of the Law and may be prosecuted by the District.

## College Security and Safety

It is the policy of the Palo Verde Community College District Board of Trustees to protect the members of the total college community and to protect the property of the District. Under the general direction of the Director of Maintenance and Operations, college security shall insure that reasonable protection is provided by using methods that fit within and contribute to the educational philosophy and process of the institution.

Palo Verde Community College District employs security officers with training specific to parking and security. Security officers are not peace officers.

Campus security works in cooperation with the Blythe Police Office and Riverside County Sheriff's Office in requesting assistance for incidents that require resources not available to the District. The college will summon the assistance of other agencies to provide services for incidents that require special resources. A victim of any crime may report directly to the Police or Sheriff's Office but must also notify campus security or maintenance.

## Crime Prevention

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of Palo Verde Community College District to inform students and staff, in a timely manner, of any criminal activity or security problem which may pose a reasonable threat to their physical safety. Such information will normally be distributed to students through this brochure and through student publications. Staff/Faculty are informed through in-house memos or bulletins.

All effective crime prevention programs include some

measure of people watching out for one another. All staff and students are asked to be **ALERT, SECURITY CONSCIOUS, AND INVOLVED**. Report any suspicious behavior.

## Off Campus Crime

Local law enforcement departments have been requested to provide Palo Verde Community College District with crime data for the areas surrounding the facilities. The College will notify persons using these facilities when a security problem arises.

## Substance Abuse

In accordance with Public Law 101-226 "Drug Free Schools and Communities Act Amendment of 1989", the Board of Trustees of Palo Verde Community College District prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on Palo Verde Community College District property and as part of any District sponsored or sanctioned activity.

Any student or employee in violation of this policy is subject to disciplinary action up to and including expulsion from Palo Verde Community College District or termination from employment for violations of the standards of conduct.

The decision to take disciplinary action in any instance rests with the Board of Trustees after consideration of the recommendation of the Superintendent/President.

The possession, use and sale of alcoholic beverages by anyone on Palo Verde Community College District property is a misdemeanor as per California Business Code 25608 (community colleges) and a violation of the Standards of Student Conduct. The use, sale or possession of any illegal drug is a violation of state law and any person found in violation may be subject to arrest by Federal, State, or local law enforcement authorities. Criminal prosecution is separate from any administrative discipline that may be imposed by the Palo Verde Community College District.

## Campus Sexual Assault Policy

The District's sexual assault policy, to the fullest extent possible, ensures that students, faculty and staff who are victims of sexual assault committed on campus grounds or District off-campus facilities shall receive treatment and information to deal with the assault. Any crime of this nature should be reported to the Business Office as well as local law enforcement agencies.

## Palo Verde Community College District Crime Statistics

No. of Incidents	2015	2016	2017
Homicide	0	0	0
Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Vehicle Theft	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapon Law Violations	0	0	0

Please remember  
to report any  
suspicious  
activity to the  
Security  
Personnel or to a  
Maintenance and  
Operations  
Employees  
immediately.

Phone numbers to call:

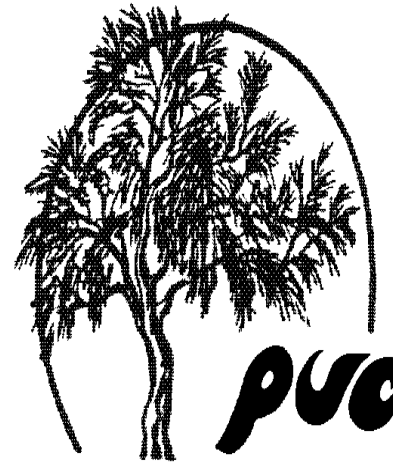
**Emergency: 911**

Blythe Police:	1.760.922.6111
R. C. Sheriffs:	1.760.921.7900
R. C. Fire	1.760.921.6116
Maintenance:	1.760.504.1615
Business Services:	1.760.921.5446
Security	1.818.304.2069

**Security provided by**

Allied Universal  
34-100 Gateway, Suite 200  
Palm Desert, CA 9221  
760.328.8320

Authority: 20 U.S.C. 1092 A-H  
ED CODE SECTION 67385



Palo Verde College  
Business Services

VERDE  
COMMUNITY  
COLLEGE  
DISTRICT

Safety  
and  
Security

November 2018

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