



**Butte County  
Regional Occupational Program**

**SECURITY & FIRE REPORT**

**2018**

**As required by Campus Safety Act of 1990 (Public Law 101-542)**

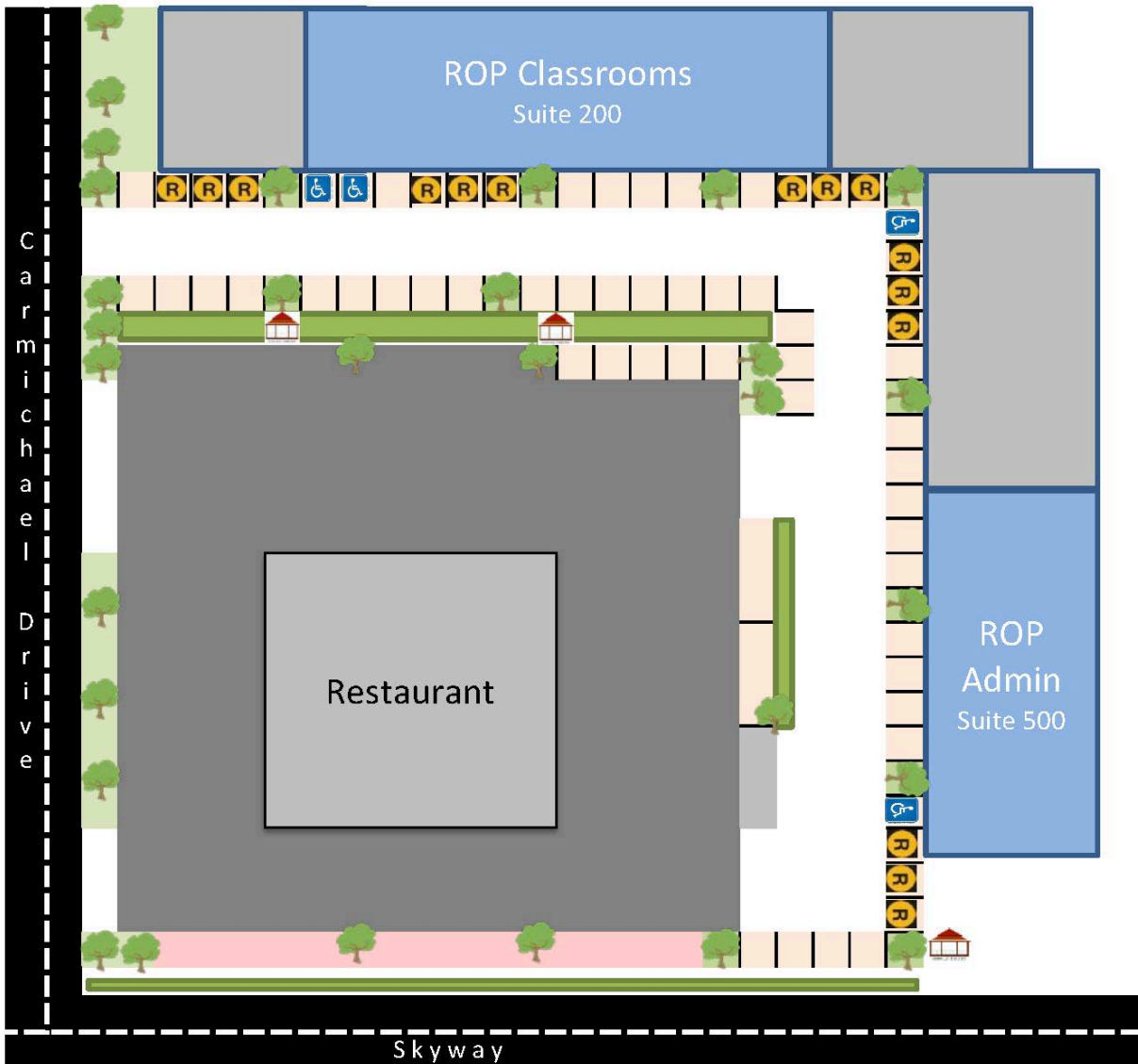
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# ROP Campus

2491 Carmichael Dr.  
Chico, CA 95928

Classrooms: Suite 200  
Administration: Suite 500



- Reserved Parking
- Handicapped Parking
- Student Parking

## **ABOUT ROP**

The Butte County Regional Occupational Program (ROP) has provided career preparation programs and services in Butte County since 1975. ROP serves students who are pursuing first time employment, skill upgrading and/or training for career changes and advancement. Students attend programs at Butte County ROP, are at least 18 years old and possess a high school diploma or equivalency. Most students reside in Butte and neighboring counties. ROP has no residency requirement for enrollment. ROP's programs and administration offices are located in the city of Chico, California. Butte County is predominantly rural with a population of 229,294. Chico is the largest city with a population just over 93,000.

ROP is accredited through the Western Association of Schools and Colleges (WASC) and the Council on Occupational Education (COE).

***The ROP mission is to deliver high quality career education and employment training that provides high school students and adults the skills, knowledge and experience that lead to career success.***

**ROP Vision:** *ROP-leading career education with excellence*

### **Postsecondary Programs Offered:**

- Certified Veterinary Assistant
- Medical Assistant
- Phlebotomy Technician
- Registered Dental Assistant

## **POLICY STATEMENT**

ROP strives to provide a secure and supportive environment that is conducive for learning. The ROP Center is safe and orderly. All staff and students have access to free parking that is close to the facility and is well lit. ROP provides the following information to all staff and students as part of the commitment to safety and security pursuant to the requirement of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The information contained in this report is provided to meet Title IV requirements.

This report contains required statements in the following areas:

- Campus History
- Procedure Responses
- Access to Campus Facilities
- How to Report a Crime or Criminal Activity on Campus
- Campus Security/Personnel
- Timely Reporting of Crimes
- Safety Drills
- Emergency Evacuation
- Fire Safety
- Registered Sex Offenders Information

- Violence Against Women Act of 1994
- Drug & Alcohol Abuse Prevention
- General Safety Reminders
- Campus Crime Statistics

ROP's goal is to create an educational environment that promotes learning and personal growth. ROP is strongly committed to the security of its campus and takes the importance of the personal safety of all staff, students, and guests seriously. Crime prevention and safety are key elements in ensuring a positive campus experience for all. Research supports collaboration as a powerful tool to improve safety and productivity. Staff and students must work in tandem to create a safe environment. Each individual accepts personal responsibility to ensure both individual and collective campus safety.

Contact Mandy Leahy, ROP Administrator, via email at [mleahy@bcoe.org](mailto:mleahy@bcoe.org) for comments or suggestions. Anonymous comments will not be considered.

### **CAMPUS CRIME STATISTICS STATEMENT**

ROP's Campus Crime Statistic data includes crimes reported to the Chico Police Department over the previous three year period. Such crimes may have occurred on the ROP campus, and/or on public property within or immediately adjacent to, and accessible from, the ROP campus. Data follows at the end of this report.

### **CAMPUS SECURITY PERSONNEL**

ROP provides career technical postsecondary education programs to students at 2491 Carmichael Drive, Suite 200, Chico, CA, 95928. ROP does not maintain campus police personnel. Students are encouraged to report unsafe conditions or criminal activity to CTEC/ROP staff and/or the local police department. Campus security is provided as follows:

- **On Campus:** The ROP administrators and teachers are responsible for the safety of the staff, students and campus during business hours. The positions responsible for campus safety include: Butte County Office of Education (BCOE) Superintendent, BCOE Associate Superintendent – Student Programs and Educational Services, BCOE Maintenance & Operations and Facilities Manager, ROP Senior Director, ROP Administrators, ROP teachers and/or other designees.
- **Off Campus:** ROP students participate in off campus and community site activities such as field trips and clinical and community classroom placements. Each community location takes full responsibility for the security of their site. ROP's administrators, teachers and support staff communicate with off campus site administrators regarding issues or incidents involving ROP students or staff. All such incidents are documented by ROP personnel.

## Campus Security Personnel

TITLE	NAME	NUMBER
BCOE Superintendent	Mary Sakuma	(530) 532-5761
BCOE Associate Superintendent-Student Programs & Educational Services	Michelle Zevely	(530) 532-5756
BCOE Maintenance, Operations and Facilities Manager	John Buss	(530) 532-5600
ROP Senior Director	Jennifer Foglesong	(530) 879-7462
ROP Administrator	Mandy Leahy	(530) 879-7462
ROP Administrator	MaryRose Lovgren	(530) 879-7462
CTE Administrator	Amanda Samons	(530) 879-7462
ROP Financial Aid and Student Support Specialist	Courtney Howe	(530) 879-7462
CTE Senior Administrative Assistant	Regina Bernard	(530) 879-7462
CTE Administrative Assistant	Julie Glaspie	(530) 879-7462

## ACCESS TO CAMPUS FACILITIES

ROP maintains restricted access to ROP classrooms. Staff and students are issued electronic key cards. All guests must check- in with the ROP administration office and receive a visitor badge. Visitors report to the ROP Administration Office for assistance and information.

## CRIME REPORTING PROCESS

ROP Administration prepares this report to comply with the Clery Act of 1998. ROP does not maintain student housing. Each September, ROP will notify all enrolled students, faculty and staff members on how to access this report on the ROP website. The Security & Fire Report is available online and available upon request in the ROP Office.

## REPORTING PROCEDURES

### Reporting a Crime

- Emergency: For an emergency or a crime in progress, call 911 (from ROP extensions dial 9-9-1-1).
- Non-emergency: notify your instructor and/or call ROP administration at 879-7462.

All suspicious activity or possible criminal activity should be reported to ROP staff as soon as possible. For situations of eminent danger, call 911 (from a ROP extension dial 9-9-1-1) to report directly to the local city police. Following the incident, ROP staff will complete an incident report to be reviewed by supervisory staff to ensure the appropriate reporting and follow-up procedures have been followed. An organizational log of all incidents is maintained by supervisory staff. ROP will investigate security violations and/or criminal activity and alert staff and students of patterns that become apparent.

## **EMERGENCY EVACUATION PROCEDURES**

### **Designated Evacuation Area:**

ROP has designated primary, secondary and alternate evacuation sites to be utilized as deemed appropriate to the emergency situation.

- Primary: 2445 Carmichael Drive (parking lot-directly across Carmichael from ROP).
- Secondary: 2337 Fair Street (Silver Dollar Fair parking lot)
- Alternate: 1901 Whitman Ave (20<sup>th</sup> Street Park)

On the first day of each program, the instructor will cover campus safety information and procedures during the student orientation. Safety drills to practice emergency response and evacuations procedures will be conducted at least once a year.

### **Procedures:**

During evacuations it is mandatory that everyone on campus observe the following procedures:

1. Stay calm. Immediately stop work and listen for instructions. Do not pick up supplies, belongings or work in progress.
2. Follow staff directions for exiting the area.
3. After exiting, proceed to the designated meeting area located in the parking lot across Carmichael Drive (2445 Carmichael Dr.). If it is not safe to assemble in the parking lot then follow the directions of the staff. Make sure to move away from the buildings.
4. Do not reenter the buildings until “the all clear” has been given from the campus administrators.

## **TIMELY WARNINGS**

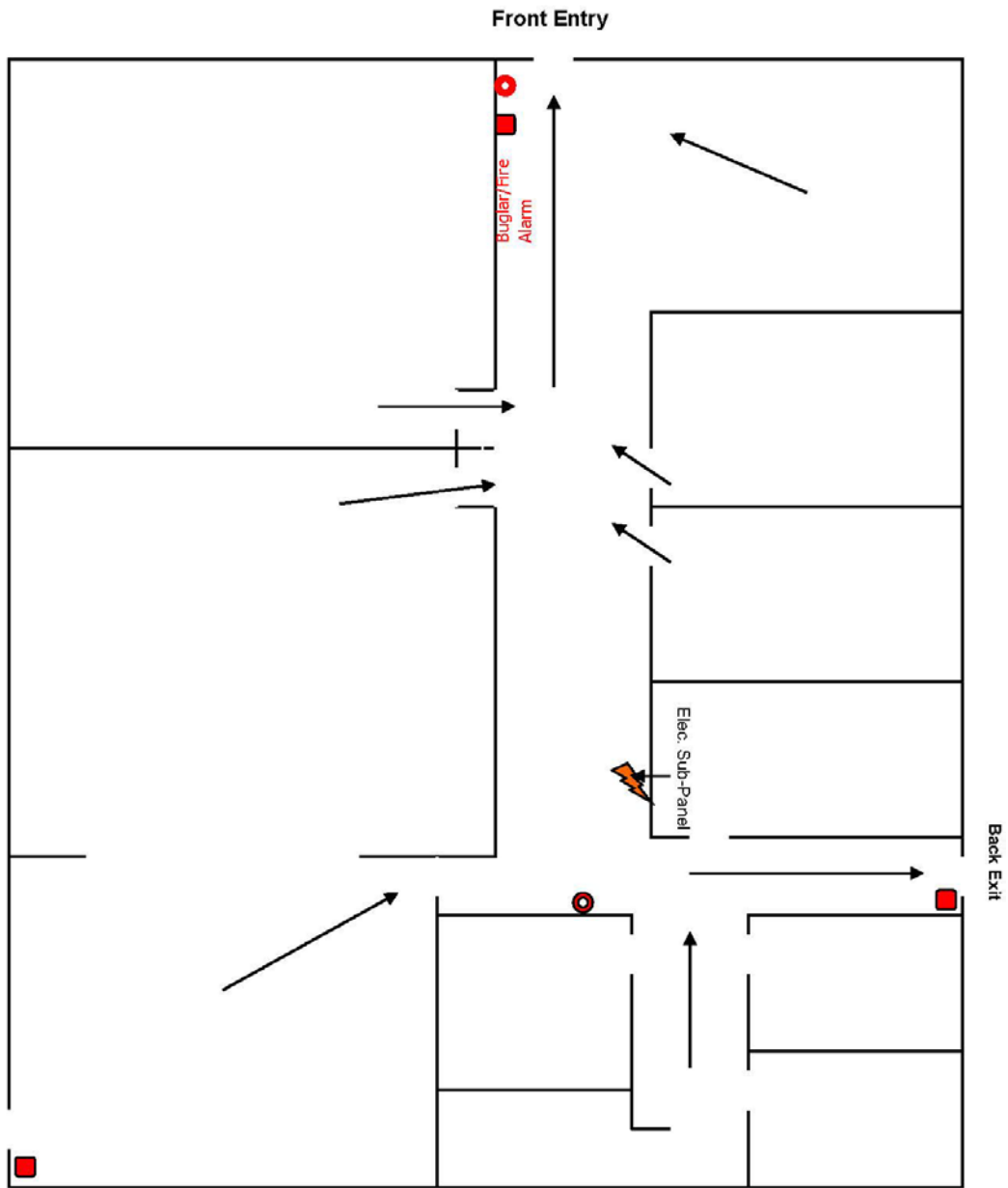
Timely warnings are provided to students and staff to give notification of crimes or other emergency situations that occur on the campus and are considered to represent a serious or continuing threat to students and/or staff. Timely warnings are not limited to violent crimes or crimes against a person but may also include threats to property.






The decision to issue a timely warning is based on the nature of the crime or incident, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. The timely warnings should allow the members of the campus community to protect themselves. Timely warning reports are provided to the campus community in a variety of ways so that the warning will be able to reach the entire campus community. Warnings and information can be provided to students and staff through personal notification, email, posters, website, banner and/or cell phone text.

Warnings include information about the incident, precautions to take and other pertinent information to assist the students and staff to remain safe, to take appropriate safeguards and promote safety that will aid in the prevention of similar crimes or other emergency situations.

# EVACUATION MAPS

ROP Administration Office  
2491 Carmichael Dr. Suite 500

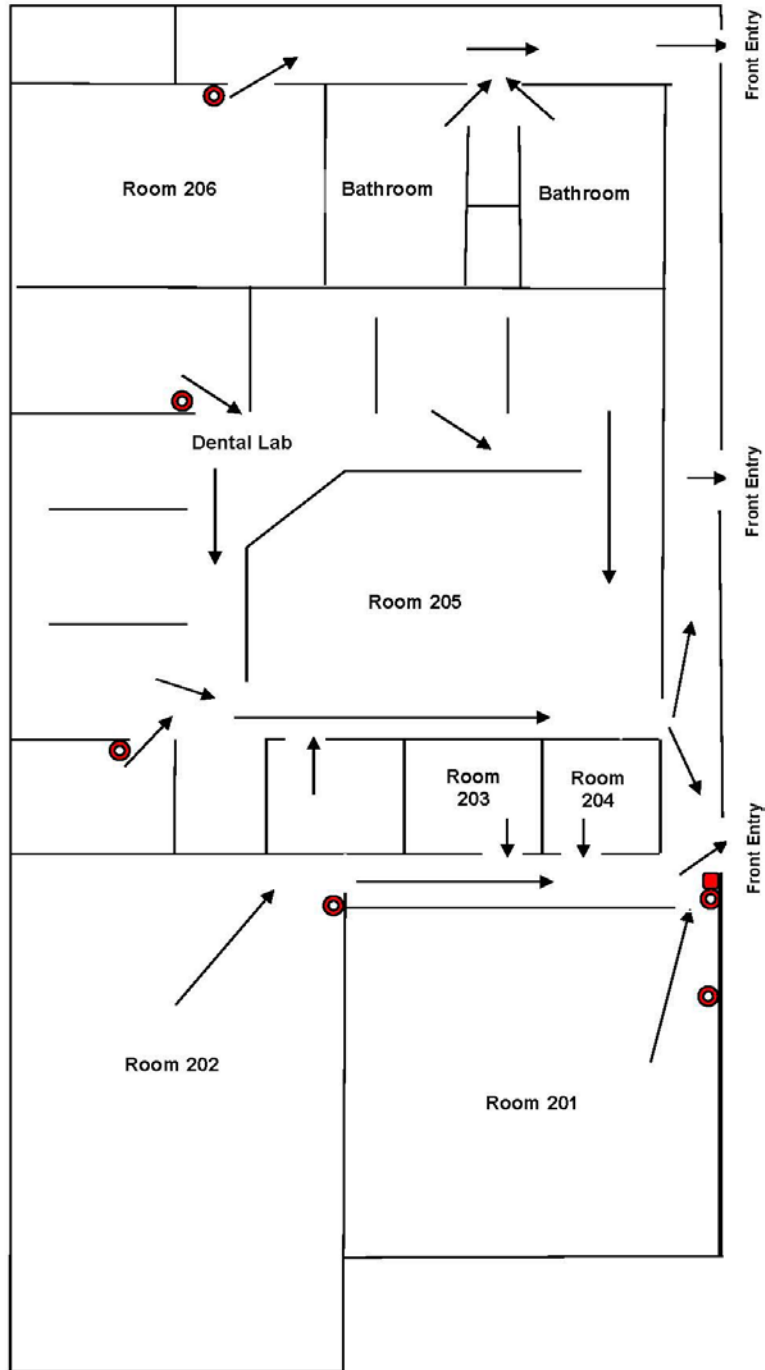







-  Pull Station
-  Fire Extinguishers
-  Electrical Shutoff
-  Water Shutoff
-  Gas Shutoff

**Main water & electric shut off valves are located outside suite 100**



ROP Classrooms  
2491 Carmichael Dr. Suite 200



	<b>Pull Station</b>
	<b>Fire Extinguishers</b>
	<b>Electrical Shutoff</b>
	<b>Water Shutoff</b>
	<b>Gas Shutoff</b>

**Main water & electric shut off valves are located outside suite 100**

## **FIRE SAFETY**

The Higher Education Opportunity Act requires academic institutions to annually report fire statistics on campus. ROP administration adheres to the BCOE incident reporting policy for fires which occur on campus. The incident report includes the following information: nature, date, time, and location of the fire. The statistics are then reported in this annual report.

Any incident of a fire occurring on campus should be reported immediately to the Chico Fire Department. Staff and/or students should report the incident involving fire to the fire department by calling “911” (9-9-1-1 from an ROP extension).

After a report has been made, the Butte County Office of Education (BCOE) Superintendent, BCOE Associate Superintendent – Student Programs and Educational Services, BCOE Maintenance & Operations and Facilities Manager, ROP Senior Director, ROP Administrators and local fire department will assess the situation and facilities. Any suspected fire, detection of smoke or visible manifestation of a fire must be considered as a working fire and treated by responding personnel as factual rather than as a possibility.

## **FIRE SAFETY PROCEDURES**

There are fire alarms located in each classroom and office space on campus. Fire alarms will sound in the event there is a fire on campus. Students and staff should become familiar with the building evacuation plan. The evacuation plan is posted in all classrooms, every department and throughout each building. On the first day of each program a student orientation is given and the emergency information is reviewed with all students.

## **HATE CRIMES**

ROP does not condone hate violence, sexual harassment, rape, domestic violence, or any other type of harassment or injury caused to another person. ROP aims to safeguard the rights guaranteed by law and the United States Constitution as safeguarded for all persons regardless of their ethnicity, national origin, religion, gender, sexual identity, disability, or political/religious beliefs. Hate violence according to the statute means “... any act of physical intimidation or physical harassment, physical force or violence or the threat of physical force or violence, that is directed against any person or persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, disability or political/religious beliefs of that person or group.” Hate incidents should be immediately reported to staff. If a hate crime occurs it will be reported on the campus crime statistics portion of this report.

## **REGISTERED SEX OFFENDER INFORMATION**

The Campus Sex Crimes Prevention Act (CSCPA) of 2000, a federal law, requires institutions of higher education provide the campus community with information on the registry of registered sex offenders. CSCPA also requires registered sex offenders provide notice, as required under state law, to each institution of higher education for which the person is currently enrolled as a student, full or part time employee (with or without compensation) or those participating in a vocation. To learn the identity of registered sex offenders on or near the ROP campus, visit the Sex Offender databases at <http://www.meganslaw.ca.gov/> or <http://www.sexoffender.com> or <http://nsopr.gov>. Search is available by city, county or zip code.

This information is collected by other agencies and the institutions cannot guarantee this information is correct or complete. The information provided is intended to be in compliance with the Campus Security Act and for use by the campus community only. It should not be used to intimidate, threaten or harass. Anyone viewing this information should understand that the intentional misuse of this information may result in prosecution.

#### **VIOLENCE AGAINST WOMEN ACT OF 1994**

The Violence Against Women Act (VAWA) was developed and passed as a result of advocates and professionals from the battered women's movement, sexual assault advocates, victim services field, law enforcement agencies, prosecutors' offices, the courts, and the private bar urging Congress to adopt significant legislation to address domestic and sexual violence. Since its original passage in 1994, VAWA's focus has expanded from domestic violence and sexual assault to also include dating violence and stalking. It funds services to protect adult and teen victims of these crimes, and supports training on these issues, to ensure consistent responses across the country. VAWA focuses on a coordinated community response to domestic violence, sex dating violence, sexual assault and stalking; courts, law enforcement, prosecutors, victim services and the private bar currently work together in a coordinated effort that had not heretofore existed on the state and local levels. VAWA also supports the work of community-based organizations that are engaged in work to end domestic violence, dating violence, sexual assault and stalking; particularly those groups that provide culturally and linguistically specific services.

ROP's staff has been trained to encourage any student who shares they have been subject to domestic violence, any type of rape and/or any other type of sexual violence should report the incident(s) immediately to local enforcement agencies. Referrals can be made to local community resource agencies to provide support to the victim.

#### **Victims of Rape or Sexual Violence Should Follow These Steps**

1. Immediately report the incident to the local Police Department.
2. Get a medical examination at the hospital or at your private doctor's office right away.  
*Note: Before seeing the doctor, the victim should not douche, bathe, shower, or change clothes, as this would destroy valuable evidence.*
3. Students should inform the doctor of the act committed upon them. The doctor should take semen smears and note any injuries.
4. The victim should inform the police of all details and give police any clothing stained or torn during the attack.
5. Contact the ROP Administrator with regard to a change in the academic situation after an alleged sex offense if the incident involved another student or staff.

#### **Protecting Evidence in Sexual Offense Cases**

To assist law enforcement authorities in prosecuting violators of sexual assaults, victims should not destroy evidence that may be used in such prosecutions. This evidence could be destroyed by bathing and washing away residue of the violator's semen, hairs or DNA from their bodies or by discarding soiled clothing that may still contain important evidence.

### **Precautions to Take Against Sexual Violent Crimes**

- Avoid becoming intoxicated in public and at parties -- keep yourself to a 1-2 drink limit.
- Always keep your eye on every beverage you drink.
- Do not give out personal information (such as your location or mobile number or address) or your daily schedule to a stranger or online.
- Acknowledge and understand that consent to sexual activity can be withdrawn at any time.
- Communicate your sexual and relationship boundaries clearly. No does not mean “yes”. Be firm in your choice.
- Be cautious if a person habitually tends to negate your opinions and feelings.
- Be cautious with anyone who displays hostility towards a gender or tends to verbally degrade and stereotype an entire gender.
- Be assertive with anyone who ignores your personal boundaries, regardless of the length of time you've been acquainted with the person.
- If you feel uncomfortable during a date, but have no transportation, call a cab, friend, family member or use public transportation.
- Avoid going into secluded areas with your date until you have known the person for some time.
- Always let someone know who you are going with and what your itinerary is. Check in with family and friends until you get to know your date.
- A person should never make you feel obligated to engage in a sexual act (this includes kissing) simply because they paid for drinks/dinner/entertainment.
- Do not go to an apartment, house or hotel room if you do not know the person well, and don't let them follow you to your home.
- Don't be afraid to leave an uncomfortable environment.
- Do not be afraid to make a scene if you feel threatened by an acquaintance.
- When going out with friends, watch out for one another.
- Do not personally engage in or allow anyone in your presence to engage in sexual behavior with a highly intoxicated, high or unconscious individual.

### **DRUG AND ALCOHOL ABUSE PREVENTION INFORMATION**

ROP's Drug and Alcohol Abuse Prevention information can be found in the ROP Adult Student Handbook on the ROP website at [ctec.bcoe.org](http://ctec.bcoe.org). All staff and students are required to acknowledge in writing that the ROP campus is drug and alcohol free. Anyone under the influence will be removed from campus and/or reported to law enforcement as appropriate.

### **COMPUTER & INTERNET USER AGREEMENT**

ROP is pleased to provide electronic information services, including but not limited to computers, Internet and electronic mail as part of the instructional program. Staff believes in the educational value of electronic information services. Staff recognizes the potential to support curriculum and student learning by facilitating resource sharing, innovation and communication. All technology users must always follow ROP's guidelines and avoid using these electronic information services in an illegal or otherwise inappropriate manner. All ROP's data transmission equipment and other electronic information resources, such as computers, voice

mail and e-mail are property of ROP and intended for educational purposes and to carry out authorized ROP business. Specifically, e-mail and other electronic information services are not to be used for personal business, non-ROP commercial use, entertainment, solicitation or personal causes. You also may not use ROP electronic information services for any communication which would in any way be disruptive, insulting, harassing, disparaging, fraudulent, libelous, offensive or threatening to any person or harmful to minors.

#### **GENERAL SAFETY REMINDERS:**

- Model calm and controlled behavior
- Be vigilant and aware of your surroundings
- Report suspicious behavior to ROP staff
- Do not leave valuables unattended.
- Use the buddy system and travel in pairs.
- Recognize ROP employs trustworthy, trained staff.
- Park your car in well lit, designated parking areas.

#### **Driving a Car**

- Have your keys in your hand as you approach your car.
- Lock your doors when driving and after parking.
- Check the backseat and floor before entering your car.
- Keep your valuables out of sight, under the seat, or in the glove compartment or trunk.
- Park in well-lighted areas.

#### **Self Defense**

- If someone tries to snatch your purse or other personal belongings, let it go.
- If you are attacked, whether you resist and how you resist will depend on your personal resources and your personal values. Give some thought right now to what you would do in various situations that could arise. The more you have planned ahead, the more likely you will be to act in the way you have planned.
- In considering your reactions to different situations, keep these three basic rules in mind:
  1. Trust your instincts.
  2. Don't be afraid to be impolite or make a scene; this is especially important if someone you know threatens or attacks you.
  3. Try to remain calm and use your imagination and good judgment; give yourself time to think.

**CRIME STATISTICS\***

<b>ROP Campus</b> 2491 Carmichael Dr. Chico CA 95928	<b>2018</b>	<b>2017</b>	<b>2016</b>
<b>CRIME CLASSIFICATION</b>			
Murder & Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense: Forcible	0	0	0
Sex Offense: Non-Forcible	0	0	0
Sexual Assault	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	4
Arson	0	0	0
Motor Vehicle Theft	0	0	0
<b>HATE CRIMES</b>			
Hate Crimes as Defined by the UCR	0	0	0
Hate Crimes bias (gender)	0	0	0
Hate Crimes bias (race)	0	0	0
<b>OFFENSES TYPE</b>			
<b>Liquor Law Violations</b>			
Arrests	0	0	0
Referral	0	0	1
<b>Drug Law Violations</b>			
Arrests	0	0	0
Referral	0	0	0
<b>Weapons Possession</b>			
Arrests	0	0	0
Referral	0	0	0

*\*Provided by the City of Chico Police Department (1-1-20163 to 12-31-2016)*

**FIRE STATISTICS**

<b>ROP Campus</b> 2491 Carmichael Dr. Chico CA 95928	<b>2018</b>	<b>2017</b>	<b>2016</b>
<b>FIRE INCIDENT</b>			
	0	0	0