Welcome to Pasadena City College (PCC). It is my honor to serve as your Chief of Police and to work along all the great men and women who have sworn to protect and serve you. Though our department is obligated to enforce the law, we have not forgotten the essential human element of our profession. It is our primary mission to provide a safe and conducive campus environment, which promotes and contributes to student success, and to implement supportive programs to ensure the safety of faculty, staff, students, and those visiting our campus.

The PCC Police Department is a 24 hour, 7 days a week, 365 day operation. Campus Police employs sworn law enforcement officers, and emergency dispatch personnel. We also employ a cadre of College Service Officers, otherwise known as Police Cadets. Cadets are utilized to support officers with parking enforcement; student/staff escort services; unlocking-locking of doors; first aid response; and most importantly, they serve as the "eyes and ears" for the campus community, immediately and directly reporting any and all incidents to PCC Police personnel.

We take great pride in providing a safe campus experience to all who visit Pasadena Community College District properties. It is my desire that we, as a community of partners, work together to identify and assist to prevent crime on campus. By these combined efforts, we will continue to be on the forefront of community policing, while continuing to ensure all who visit have a pleasant and safe experience. We continue to ask all to be alert of your surroundings, secure your belongings, and report any suspicious or criminal activity immediately to Campus Police personnel.

We invite you to read this report carefully and provide input or suggestions, so we may better serve you. It is through these partnerships, we are able to create pro-active crime prevention strategies, and constant introspection. I hope you find the information contained within this report to be a valuable resource. The information is provided to ensure your experience at Pasadena Community College District properties is safe, and allows you to excel.

Sincerely,

Steven Matchan
Chief of Police & Safety Services
626-585-7489 (Desk)
626-710-8696 (Cell)
Email: sxmatchan@pasadena.edu
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CAMPUS SAFETY AND THE CLERY ACT

This report is published in compliance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” which requires U.S. Colleges and Universities that participate in federal student financial aid programs to disclose information about crime on and around their campuses.

Who is Jeanne Clery?

Jeanne Ann Clery was a 19-year-old Lehigh University freshman who was raped and murdered in her dorm room on April 5, 1986. Her parents later found out about 38 violent crimes on the Lehigh campus in the three years before her murder. They joined other victims of campus crime and persuaded Congress to enact this law, which was originally known as the “Crime Awareness and Campus Security Act of 1990.”

Clery Act Summary:

- Schools must publish an annual report disclosing campus security policies and three (3) years’ worth of specified crime and arrest statistics.
- Schools must make this report available to students, faculty/staff, and applicants for employment.
- Schools must make timely warnings to the campus community about crimes that pose an ongoing threat to students and employees.
- Each institution with a police or security department must have a public crime log.
- The U.S. Department of Education centrally collects and disseminates the reported statistics [https://ope.ed.gov/campussafety/].
- Campus sexual assault victims are assured of certain basic rights.
- Schools that fail to comply can be penalized by the U.S. Department of Education.

For further information regarding The Clery Act please visit [www.clerycenter.org](http://www.clerycenter.org)

Violence Against Women Reauthorization Act of 2013

On March 7, 2013, President Obama signed the Violence against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions of higher education to comply with certain campus safety-and security-related requirements as conditions of participating in the Federal student financial aid programs authorized by Title IV of the HEA. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs). The statute requires institutions to include this new information in the ASR beginning with the ASR that must be provided to students, employees, and prospective students and employees by October 1, 2014.

Reporting Policy for Annual Crime Statistics

The Campus Police Department is responsible for preparing the annual report. Campus Police coordinates with campus security authorities to compile and report crimes, arrests, and student disciplinary information contained in this report. District employees, who hold significant responsibilities for students and campus activities, also provide reportable crime incident information for this report. Relevant crime data from the Pasadena Police Department and Los Angeles County Sheriff’s Department – Temple Station, Record Management Systems are also included. The College Police department closely reviews all data to ensure accuracy and to avoid any possible duplication.

All policy statements in this Annual Security Report apply to the Main Campus as well as the following Satellite Campus Properties:

- Foothill Campus 3035 E Foothill Blvd – Pasadena, CA 91107
- Rosemead Campus 4105 Rosemead Blvd – Rosemead, CA 91770
Each year Campus Police will notify enrolled students, Faculty, and Staff via email of the availability of PCC’s annual security report, otherwise known as the Clery Report, located on the PCC web site. Copies of the report may also be obtained at the PCC Police & Safety Department in building B-210. Prospective employees may obtain a copy of this report from Human Resources in building C-204. The website address to view a copy of this report will also be attached to the prospective employee’s PCC application for employment.

A copy of the Pasadena City College annual Clery report is located at the following http://www.pasadena.edu/police/documents/CleryCrimeReport.pdf


Security at Pasadena City College is a collaborative effort. 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. Pasadena City College strongly encourages victims or witnesses to report all criminal incidents to PCC Police & Safety immediately regardless of their nature.


Security at Pasadena City College is a collaborative effort. 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. Pasadena City College strongly encourages victims or witnesses to report all criminal incidents to PCC Police & Safety immediately regardless of their nature.

| When reporting a crime or emergency, please provide the following information, if possible: |
| WHAT: Describe the situation, starting with the events leading up to the incident. |
| WHEN: The date the incident occurred, including the time of day and day of the week. |
| WHERE: The location the incident occurred. |
| WHO: A description of the other involved party (if applicable), i.e., student, faculty or staff member, or unknown. Include the name of the involved individual, if known. Were there any prior run-ins with the perpetrator or suspect? |
| WHY: What was the cause of the incident? |

Keep the emergency numbers in this report handy, and add the appropriate numbers to your smartphone contacts list.

Pasadena City College maintains a Police and Safety Department with personnel available 24 hours a day. Criminal activity or any other emergency at any PCC campus may be reported at any time -- day or night -- by calling 911 from an inner campus phone, calling Police Dispatch at (626) 585-7484, or by coming in person to the Police & Safety Services Department located in the B building, Room 210 on the Main Campus, in person at the Community Education Center Administration Office Room 100, At the Rosemead Campus in the Administration office located just inside the Main Entrance. If you witness a crime, immediately go to a safe place and then call Pasadena College Police & Safety if the incident occurs on-campus (or 911 if the incident occurs off-campus) Stay on the line, and tell the dispatcher everything you can remember about the suspect (his/her clothing and appearance, physical description, vehicle, direction of travel, and anything else that might be helpful to police in their effort to apprehend the suspect). If you call 911 from a cell phone on any PCC campus, the call is received by the police department having jurisdiction for that city, which in turn forwards the call to the appropriate law enforcement agency. Anonymous tips regarding crimes that are not in-progress may also be reported online via the PCC webpage:


It is the policy of the Pasadena Area Community College District Board of Trustees to protect the members of the total college community and the property of Pasadena City College. Under the general direction of the Assistant Superintendent, Vice President of Business and College Services, Police and Safety Services shall insure reasonable protection is provided to all PCC controlled properties by using methods which fit within and contribute to the learning philosophy and process of the institution.
Pasadena Community College employs sworn Peace Officers who are vested with full arrest authority in the State of California pursuant to California Penal Code, Section 830.32(a) and Education Code, Section 72330. Each officer has graduated from a Police Officer Standards and Training (POST) approved academy, and adheres to the same state-mandated training as all municipal and State Peace Officers. Therefore, under California law, the officers’ jurisdiction extends to any place in the State of California for the purposes of performing their primary duty or when making an arrest pursuant to California Penal Code Section 836. However, officers concentrate their efforts on the District’s three campuses and the public areas that are adjacent and near them.

Pasadena City College Police Officers are responsible for investigating all criminal incidents occurring on all PCC controlled properties which include: the Main Campus, Community Education Center, Child Development Center, and the Rosemead campus. PCC Officers work with State and local police agencies, and may assist Pasadena Police Department with investigations involving students or staff in surrounding neighborhoods. The college has partnered with the Pasadena Police Department, by way of a formal Memorandum of Understanding (MOU), to assist the college with incidents requiring highly specialized resources and investigations. This memorandum outlines the circumstances in which the PCC Police Department may call upon the Pasadena Police Department for assistance, and the protocol for these multi-agency investigations.

The PCC Police Department also employs a cadre of College Service Officers, otherwise known as Police Cadets. Cadets are utilized to support officers with parking enforcement; student/staff escort services; unlocking/locking of doors; first aid response; and most importantly, Cadets serve as the “eyes and ears” for the campus community, reporting any potential criminal activity to PCC officers.

Campus Security Authority Reporting

PCC Police & Safety collects crime reports, including sexual assaults, dating violence, domestic violence, and stalking from a variety of individuals and organizations that the Clery Act considers to be Campus Security Authorities, or CSAs. According to The Handbook for Campus Safety and Security Reporting, a CSA is defined as “An official of an institution who has significant responsibility for student and campus activities, including but not limited to, Student discipline, and campus judicial procedures.” CSAs have completed training on how to handle the reporting of crimes, victim relations and support, and related school policies. At Pasadena City College, in addition to PCC Police & Safety personnel, CSA’s on campus include but are not limited to the following departments: Professional staff in the Student Life and Leadership office, Coaches of Athletics, Student organization advisors and the Title IX Coordinator. Reports made to a CSA should include personal and/or identifying information. This is important for law enforcement to investigate the information to determine if a timely warning needs to be issued to the college community, to avoid double counting crime statistics for the Annual Security Report, and to provide victims’ rights information when applicable.

If a victim does not want a report to go further than notification to the CSA, the CSA may explain that he/she may be required to submit the information for statistical purposes, but it can be submitted without identifying the victim. However, the CSA should make all good faith efforts to ensure that reports of criminal activity are valid and credible.

CSA’s are required to immediately, or as soon as possible upon being informed of a crime, to report the crime to PCC Police & Safety Services. PCC Police & Safety will make the determination whether the nature of the crime being reported is one that Clery requires be included in annual statistics and whether it occurred on or within the college campus, or an area required to be reported in the annual statistical report under the Clery Act.

Information may be given to the Office of Student Life, and/or the Title IX Office for appropriate action involving students. PCC Police & Safety Services obtains and publishes annual criminal statistics from other police agencies for crimes that occur on public property adjacent to the college. PCC Police & Safety Services works as a team with PCC Personal Counseling Services Department for assisting with sensitive situations. Counseling sessions are considered privileged and the holder of the privilege is the client. Crime information can be forwarded anonymously at the request of the client if there is an immediate threat to safety. Any reporting of statistics including sexual assaults, dating violence, domestic violence or stalking to comply with this act is done by reporting numbers without names so that the information provided by clients is confidential.
In addition to reporting any type of incident to the PCC Police Department, you may also speak to any one of the Campus Security Authorities:

- Performing and Communication Arts  (626) 585-7216, CA119
- Natural Sciences  (626) 585-7140, SV6
- Social Sciences  (626) 585-7248, C321
- Health Sciences (Main campus)  (626) 585-3378, W204
- Visual Arts and Media Studies  (626) 585-7238, CA102
- Mathematics  (626) 585-7331, R322
- Library  (626) 585–7221, LL BLDG
- Community Education Center  (626) 585-3000, CEC
- Business and Computer Technology  (626) 585-7341, C121
- English  (626) 585-7371, C245
- Languages  (626) 585-3187, C247
- Engineering and Technology  (626) 585-7267, C121
- Kinesiology, Health and Athletics  (626) 585-7225, GM201
- Child Development Center  (626) 585-3180, CDC
- Extended Learning Center  (626) 585-7608, D108
- Health Services  (626) 585-7244, D105
- Personal Counseling Services  (626) 585-7273, D203
- Student Affairs  (626) 585-7385, CC105
- Rosemead Campus  (626) 585-3333, Rosemead

You can access https://pasadena.edu/police-and-college-safety/campus-reporting-authority.php under the CSA Training and Reporting tab for an updated and detailed list of the CSA’s.

**VOLUNTARY CONFIDENTIAL REPORTING**

If a victim of, or witnesses to, a crime decides to report the crime but does not consent to disclosure of his or her identity, the reporting party may confidentially report the crime in the following ways:

- Report the information to a campus CSA
  Or,
  Or,
- Contact the Chief of Police or designee at (626) 585-7484. With the Victim or Witnesses permission, the PCC Police & Safety Department can file a report on the details of the incident without revealing their identity.

The information provided will assist with crime analysis, and provide the Police & Safety Department with a more accurate record of the number of incidents involving students and employees; including if 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 confidential manner, including sexual assaults, dating violence, domestic violence and stalking are counted and disclosed in annual crimes and statistics for the campus (California Penal Code 293) Personally identifiable information of the victim or reporting party is not included in the Annual statistics report.

The 1998 amendments to 10 U.S.C section 1092(f), provided clarification as to those who are not considered to be “Campus Security Authorities (CSA)” and, therefore, not required to report certain crimes to police.
Specifically, campus “Pastoral Counselors” and campus “Professional Counselors,” when acting as such, are not considered to be a CSA and are not required to report crimes for inclusion into the annual disclosure of crime statistics. However, 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. The rulemaking committee defines counselors as:

- Pastoral Counselor: An employee of an institution 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 the recognition as a pastoral counselor.

- Professional Counselor: An employee of an institution whose responsibilities include providing psychological counseling to members of the institution’s community, and who is functioning within the scope of his or her license or certification.

**CRIME STATISTICS**

Pasadena City College Crime statistics tables distinguish crimes committed on the college campus; any campus owned or occupied location that is a non-campus facility; and public property. Public property is defined as the reasonably contiguous geographic area around the college/center or around a building the college controls and uses for educational purposes (e.g., thoroughfares, streets, parks, restaurants and public parking facilities).

**EXPLANATION OF CRIME STATISTICS AND TERMS**

The following definitions apply to the incidents of crime disclosed in the crime statistics tables contained within this report:

**Clery Act Felony Definitions**

*Murder and Non-Negligent Manslaughter:* The willful (non-negligent) killing of one human being by another.

*Negligent Manslaughter:* The killing of another person through gross negligence.

*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. Simple assaults are excluded.

*Arson:* Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.

*Burglary:* The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

*Robbery:* The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

*Motor Vehicle Theft:* The theft or attempted theft of a motor vehicle.

*Sexual Assault:* Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.
**Clery Act Sex Offenses Definitions**

The following sex offenses fall within the definition of “sexual assault” under the Clery Act.

**Rape**: 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, without the consent of the victim.

**Fondling**: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest**: Non forcible sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.

**Statutory Rape**: Non forcible sexual intercourse with a person who is under the statutory age of consent.

**Arrest and Referrals for Discipline for Violations of Liquor, and Weapons Laws**

**Liquor Law Violations**: The violation of state and local municipal laws and ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor: maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intertemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Weapons Law Violations**: The violation of federal, state and local laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons: carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Drug Law Violations**: Violations of federal, state, and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Hate Crimes**

Under the Clery Act, a hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. For Clery purposes, hate crimes include any Clery Act felony (murder or non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, or arson) together with any of the following crimes to the extent they manifest evidence of bias:

**Larceny-theft**: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Simple Assault**: An unlawful physical attack by one person on another where neither the offender displays a weapon nor the victim suffers obvious nor the victim suffers obvious sever or aggravated bodily injury, sever 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 conduct, but without displaying a weapon or subjecting the victim to actual attack.

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1 Under Clery, an arrest is defined as the processing of a person by arrest, citation, or summons. A referral for disciplinary action is defined as the referral of any person to an institution official who institutes a disciplinary action of which a record is kept and which may result in the imposition of a sanction. Disciplinary action occurs where an official receiving the information initiates a disciplinary action, a record of the action is kept, and the action may, but not need have to, result in a sanction. Disciplinary actions may be initiated in both informal and formal manners and can include an interview or a simple, initial review of names submitted to an institutional official. An incident involving both an arrest and a referral for discipline is counted only as an arrest.
Destruction, damage or vandalism of property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal without consent of the owner or the person having custody or control of the property.

Violence Against Women Reauthorization Act (VAWA) Crimes

The Violence Against Women Reauthorization act of 2013 requires that institutions report incidents of sexual assault, domestic and dating violence (also known as “intimate partner violence”) and stalking in its annual security report. The following federal law definitions apply to this reporting requirement. In addition, VAWA requires that institutions publish state law jurisdictions of the same crimes.

The Pasadena City College prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as those terms are defined for purposes of the Clery Act (local jurisdiction definitions are provided during Primary and Ongoing Prevention and Awareness Programs and campaigns as well).

**Federal Definitions**

Domestic Violence is defined as a felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim; By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence is defined as 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 such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress.

**California Penal Code Definitions**

The following is a summary of the definitions applicable to Title IX and the Violence Against Women Reauthorization Act (2013) offenses (sexual assault, dating violence, domestic violence, and stalking) under California state law.

**Consent:** Positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent where consent is at issue. Nothing in this section shall affect the admissibility of evidence or the burden of proof on the issue of consent. See Cal. Penal code 261.6.

**Sexual Assault:** the California Penal Code establishes three categories of sexual assault and related offenses: rape, spousal rape, statutory rape, and sexual battery.

**Rape** is defined under section 2616 of the California Penal Code as an act of sexual intercourse under certain, enumerated circumstances, including:

- Where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the accused;
- Where any intoxicating or anesthetic substance, or any controlled substance prevents the accuser from resisting, and this condition was known, or reasonably should have been known by the accused;
• Where the accuser is at the time unconscious of the nature of the act, and this is known to the accused;
• Where the accuser submits under the belief that the accused is someone known to the accuser other than the accused, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with the intent to induce the belief;
• Where the accused threatens to retaliate physically in the future against the accuser or any other person, and there is a reasonable possibility that the accused will execute the threat; and
• Where the accused threatens to use the authority of a public official to incarcerate, arrest, or deport the accuser or another, and the accuser has a reasonable belief that the accused is a public official.

The definition of spousal rape under section 262 of the California Penal Code generally tracks the definition of rape, except that the accused is the spouse of the accuser.

Section 261.5 of the California Penal Code refers to statutory rape as “unlawful sexual intercourse.” The term means an act of sexual intercourse accomplished with a person who is not the spouse of the perpetrator, if the person is under eighteen years old. The crime is either a misdemeanor or a felony depending on whether the age difference between the accused and the accuser is greater or less than three years.

Under section 243.4 of the California Penal Code, sexual battery is defined, in part, as touching the intimate part of the accused against his or her will for the purpose of sexual arousal while the accuser is either: (1) unlawfully restrained by the accused or an accomplice; (2) institutionalized for medical treatment and seriously disabled or medically incapacitated; or (3) under the impression, due to the accused’s fraudulent representations, that the touching served a professional purpose.

**Domestic Violence**: section 243E of the California Penal Code defines “domestic battery: to mean willful and unlawful touching that is committed against: (1) the accused’s spouse or former spouse; (2) the accused’s cohabitant or former cohabitant; (3) the parent of the accused’s child; (4) the accused’s fiancé or fiancée, either former or current; or (5) someone with whom the accused has, or has had, a dating relationship (i.e. frequent, intimate associations primarily characterized by the expectation of affectional or sexual involvement independent of financial considerations). In addition, section 273.58 of the California Penal Code prohibits the willful infliction of corporal injury resulting in a traumatic condition upon an accuser who meets these same five categories.

**Dating Violence**: California law has no criminal law that exclusively addresses dating violence. However, California domestic battery and corporal injury laws, both set forth above, encompass acts committed within the context of dating relationships.

**Stalking**: Under section 646.99 of the California Penal Code, stalking is defined as willfully, maliciously, and repeatedly following or harassing the accuser and making a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family.
<table>
<thead>
<tr>
<th>Reportable Crime Category</th>
<th>On Campus</th>
<th>Public Property*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter by Negligence</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rape</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fondling</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Incest</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory Rape</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Aggravated Assault</td>
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<tr>
<td>Burglary</td>
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<td>Motor Vehicle Theft</td>
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<td>4</td>
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<tr>
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<tr>
<td>Violence Against Women</td>
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<tr>
<td>Act Crimes</td>
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<tr>
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<tr>
<td>Unfounded</td>
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</tbody>
</table>

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Hate Crimes As Defined by Clery

2015 – No Hate Crimes Reported
2016 – No Hate Crimes Reported
2017 – No Hate Crimes Reported

Pasadena City College Main Campus Special Category Arrests 2015-2017

<table>
<thead>
<tr>
<th>Arrests</th>
<th>On Campus</th>
<th>Public Property*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weapon</td>
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<tr>
<td>Drug</td>
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***Illegal weapons, possession corrected from 4 to 2

Pasadena City College Main Campus Disciplinary Referrals 2015-2017

<table>
<thead>
<tr>
<th>Disciplinary Referrals</th>
<th>On Campus</th>
<th>Public Property*</th>
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</thead>
<tbody>
<tr>
<td>Weapon</td>
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<td>0</td>
</tr>
<tr>
<td>Drug</td>
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<td>0</td>
</tr>
<tr>
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### Community Education Center (Foothill Campus)

<table>
<thead>
<tr>
<th>Reportable Crime Category</th>
<th>On Campus</th>
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</thead>
<tbody>
<tr>
<td><strong>Offense:</strong></td>
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</tr>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
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<td>Manslaughter by Negligence</td>
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<tr>
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<tr>
<td>Rape</td>
<td>0</td>
<td>0</td>
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<td>Fondling</td>
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<tr>
<td>Incest</td>
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<td>Statutory Rape</td>
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<td>0</td>
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<tr>
<td>Robbery</td>
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<tr>
<td>Aggravated Assault</td>
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<tr>
<td>Burglary</td>
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<tr>
<td>Motor Vehicle Theft</td>
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<tr>
<td>Arson</td>
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</tr>
<tr>
<td><strong>Violence Against Women Act Crimes</strong></td>
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<td></td>
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<tr>
<td>Domestic Violence</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
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<td>0</td>
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<tr>
<td>Stalking</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Unfounded</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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**Hate Crimes As Defined by Clery**

2015 – No Hate Crimes Reported
2016 – No Hate Crimes Reported
2017 – No Hate Crimes Reported

### Foothill Campus Special Category Arrests 2015-2017

<table>
<thead>
<tr>
<th>Arrests</th>
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<tr>
<td><strong>Offense:</strong></td>
<td>2015</td>
<td>2016</td>
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<tr>
<td>Weapon</td>
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</tr>
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<td>Drug</td>
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<tr>
<td>Liquor</td>
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### Foothill Campus Disciplinary Referrals 2015-2017

<table>
<thead>
<tr>
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<tr>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug</td>
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</tr>
<tr>
<td>Liquor</td>
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*Drug possession changed from 0 to 1  **Illegal weapons, possession corrected from 0 to 1
### Rosemead Campus

<table>
<thead>
<tr>
<th>Reportable Crime Category</th>
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<tbody>
<tr>
<td><strong>Offense:</strong></td>
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<td>Murder/Non-Negligent Manslaughter</td>
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<tr>
<td><strong>Sex Offenses:</strong></td>
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<tr>
<td>Rape</td>
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</tr>
<tr>
<td>Incest</td>
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</tr>
<tr>
<td>Statutory Rape</td>
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</tr>
<tr>
<td>Robbery</td>
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<td>0</td>
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<tr>
<td>Aggravated Assault</td>
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<td>Burglary</td>
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<td>Motor Vehicle</td>
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</tr>
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<td>Arson</td>
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</tr>
<tr>
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<tr>
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<td>0</td>
<td>0</td>
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</tr>
<tr>
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</tbody>
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### Hate Crimes As Defined by Clery

2015 – No Hate Crimes Reported
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### Rosemead Campus Special Category Arrests 2015-2017

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<tr>
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<tr>
<td>Liquor</td>
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<tr>
<td>Liquor</td>
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</tbody>
</table>
TIMELY WARNING POLICY 20 U.S.C. 1092 (f)(3) AND EMERGENCY NOTIFICATIONS

The Clery Act requires colleges to issue a “Timely Warning” to the campus community regarding any Clery Act crime that is reported to campus security authorities (or to local law enforcement authorities where local law enforcement informs Campus Safety of the incident); occurs within the campuses Clery geography and patrol area; and is deemed to represent a serious or continuing threat to the campus community.

The Clery Act also requires schools to immediately issue an “emergency notification: to the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

**Timely Warnings**

In determining whether to issue a Timely Warning Notice, the Chief of Police & Safety or designee will consider many factors reflecting on whether the alleged crime represents a serious or continuing threat to the college community, including, but not limited to, (a) the nature of the incident; (b) when and where the incident occurred; (c) when it was reported; (d) the continuing danger to the campus community; and (e) the amount of information known by PCC Police & Safety. If there is sufficient information available to determine whether the incident represents a continuing threat to the College community, the College will issue a Timely Warning Notice unless, based on the information available, it appears unlikely that there is an ongoing threat to the community, and it will be noted in the content of the Timely Warning Determination form that, based on the information available, the College does not have full information to evaluate the nature of the ongoing threat.

**Emergency Notifications**

The Pasadena City College Police & Safety Department receive information from offices and department’s on campus, local municipal law enforcement, e-mail and/or text messages, and other media sources. If Police & Safety confirm, based on information received from these sources, or any others that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of the PCC campus, The Chief of Police & Safety in conjunction with the Office of the Superintendent/President will, without delay, and taking into account the safety of the campus community, determine the content of notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Timely Warnings and Emergency Notifications will be made by any means appropriate including some or all of the systems below:

- Mass Email notification to students and faculty
- PCC’s Emergency Notification System (Also known as Rave Alert) to individuals who register their phone numbers
- Emergency Campus Sirens
- Office telephone 911 system
- Parking lot and parking structures emergency call box external broadcast speakers
- Electronic boards
- Pasadena City College’s main telephone line recording
- Posted Fliers
- Contact and broadcast of information with local radio and television stations

Timely warnings and Crime Alerts will be issued as soon as pertinent information becomes available. Emergency notifications will be issued upon confirmation by Police & Safety Chief of Police or designee that a significant emergency or dangerous situation exists. Following the issuance of a timely warning or emergency notification, the Pasadena City College will communicate updates and revised health and safety guidance, as necessary, throughout the duration of the incident. Once emergency conditions abate, Pasadena City College will distribute a final notification confirming that the emergency conditions have abated.
RAVE ALERT SYSTEM

How the RAVE Alert System Works
EMERGENCY CALL BOXES

There are 141 Emergency call boxes located throughout the main campus, Child Development Center, Community Education Center, parking lots and parking structures. When activated, you will immediately be connected to the PCC Police Department.

SURVEILLANCE CAMERAS

Pasadena City College is equipped with 190 cameras throughout the campus. Each camera is monitored by the Police Department’s 24-hour dispatch communications center.
CRIME PREVENTION

The philosophy of the PCC Police & Safety Services Department is that security is a collaborative effort. The term “Community Policing” is utilized to educate students, staff, faculty, and visitors to act as partners in creating an atmosphere that is safe and conducive to learning. One of the essential ingredients of any successful Community Oriented Policing Program or Crime Prevention Program is an informed community.

The PCC Police & Safety Department provides Security Awareness Programs to assist in crime prevention. Some of these services include:

- **Emergency telephones**: Blue light emergency phones are located throughout all campuses. These phones are connected to PCC’s Police & Safety 24-hour emergency communications center
- **Safety escort services** for students, faculty and staff
- **Security Cameras** located throughout all campuses
- **Lighting surveys** for buildings, outdoor areas and parking lots
- **9-1-1 capability** from all campus phones and mobile phones
- **Anonymous online crime tip reporting** via the Lancer Anonymous Tip Reporting (L.A.T.R) form located on the PCC webpage
- **Monthly Safety Presentations** provided by Police & Safety to new students and staff during orientation
- **Rape Aggression Defense Training**
- **Monthly Safety Tips** – Police & Safety provide the campus community with monthly safety tips which are published via PCC news notifications
- **Sexual Assault Prevention** – Health Service provides an outreach program on Sexual Assault Prevention on “LA Denim Day” the third Wednesday in April annually.
- **Annual Active Shooter Drill** - The videos are designed to be viewed by staff, students, and faculty during the drill, and are provided to inform and educate on strategies related to an active shooter incident.

A critical element of our campus safety program is education. The PCC Police & Safety Department, Student Health Services, Special Services, and the Student Affairs office sponsor programs and information on various topics ranging from Sexual Assault Awareness, Dating Violence, Domestic Violence, Sexual Assault, Stalking and Rape Aggression Defense Training.

Finally, 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. If you see suspicious behavior, do not hesitate to call the PCC Police & Safety Services Department at (626)-585-7484.

**IMPORTANT PHONE NUMBERS**

For all emergencies dial 911 on any campus phone or from any emergency call box located in various locations throughout all campuses.

PCC Police & Safety Dispatch (24/7) .......................................................... 626-585-7484
Pasadena Police Department .......................................................... 626-744-4501
Los Angeles County Sheriffs Department........................................... 626-285-7171
(Temple City Sheriffs’ Station)
CAMPUS EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Pasadena City College encourages all students, faculty, and staff members to take individual responsibility for emergency preparedness. Especially in the event of a large-scale incident, each of us must know what to do to be prepared to be self-reliant for a period of time. PCC Police & Safety work closely with the Pasadena Police Department and the Pasadena Fire Department and other local and state agencies, and with some federal agencies such as the FBI, which assists the college during large-scale special events.

Many resources are in place to help the college respond to an emergency and facilitate the recovery of critical operations, including:

- Personal Preparedness
- Rave Alert
- Campus Emergency Response Team ("CERT")
- Available Training
- Pasadena City College Campus Emergency Plan
- Evacuation Drills

In October of each school year Pasadena City College (PCC) conducts a campus-wide evacuation drill in conjunction with the "Great California Shakeout" Earthquake drill. An email notice is sent to all students and staff informing them of the drill, providing them with a description of the drill, as well as the date and time of the drill. A link to the campus Emergency Procedures is included in the email. The drill is designed to enhance emergency preparedness for the entire campus community. If building alarms are activated or when police personnel order a building to be evacuated, gather your valuables and walk quickly to the nearest marked exit and proceed to the assembly point designated by officials evacuating your facility. These assembly points will vary according to the type of emergency, weather conditions, wind direction, and other factors that are considered in designating a safe location to assemble.

In an emergency it is important to remember three important things: do not take unnecessary risks; there is no substitute for remaining calm; and always use common sense.

When a serious incident occurs that causes an immediate threat, the first responders to the scene at Pasadena City College, Community Education Center, Rosemead Center, and the Child Development Center will be the Pasadena City College Police Department, as well as local jurisdictions as applicable. The Pasadena City College Police & Safety Department will assess the emergency, and initiate emergency procedures based on the incident. If an emergency affecting the college reaches proportions that exceed PCC Police & Safety Department’s resources, the President, or his/her designee, may declare a state of emergency and implement the Emergency Preparedness Plan.

The PCC Police Department response will vary based upon the nature of each emergency. Some of the procedures may include evacuation, clearing and securing of buildings, notifying students to shelter-in-place (see pg. 48), establishing a safety perimeter, ensuring all staff and students are outside the affected area, deploying personnel to establish observation points throughout the campus, activating emergency sirens, activating Emergency Operations Center, and contacting mutual aid from surrounding agencies. To view the complete Pasadena City College’s emergency procedures or college safety plan please visit the following website:

http://www.pasadena.edu/police/ under the Emergency Information tab.

In a life-threatening emergency, call 911 first to report an emergency. If you are on campus you can dial 911 from any campus phone, or:

- press the red button on any office phone,
- or locate one of the blue emergency phones located throughout campus,
- Or dial (626) 585-7484 to be connected directly to a Pasadena City College Police 24-hour Dispatch Center.
State the following: “This is an emergency.” Provide the following information:

- the nature of the emergency
- the location of the emergency
- the phone number which you are calling from
- your location
- your name

Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.

DAILY CRIME LOG

The PCC Police & Safety Department develops and maintains a daily crime log. The crime log is written in a form that can be easily understood, recording all crimes reported to the Police Department including:

- the nature, date and time the crime occurred
- the general location of each crime, and description of any property
- the disposition of the complaint, if known.

All entries on the log, except where disclosure of such information is prohibited by law, or such disclosure would jeopardize the confidentiality of the victim, or compromise the investigation, are open to public inspection within two business days of the initial report being made to the PCC Police Department.

California law (Section 11160 of the Penal Code) requires prompt mandatory reporting to the local law enforcement agency by health care practitioners (such as those at Student Health Services) when they provide medical services to a person they know or reasonably suspect is suffering from wounds inflicted by a firearm or as a result of assaultive or abusive conduct. The PCC Personal Counseling and Services Department staff informs their clients of the procedures to report crimes to the PCC Police Department on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

AP 3540 SEXUAL ASSAULTS ON CAMPUS References: Education Code Section 67385. 67385.7, and 67836; 20 U.S. Code Section 1092(f); 34 Code of Federal Regulations Section 668.46(b)(11)

Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking, as defined by Clery and California law, whether committed by an employee, student, or member of the public, occurring on Pasadena City College District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the Pasadena City College District, whether those programs take place in the District’s facilities or at another location, or 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 District policies and regulations, is prohibited, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures.

“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; • By a person with whom the victim shares a child in common; • By a person who is cohabiting with or has cohabited with the victim as a spouse; • By a person similarly situated to a spouse of the victim under California law; or • By 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 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.

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. “Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity.

All students, faculty members or staff members who allege they are the victims of domestic violence, dating violence, sexual assault or stalking on Pasadena City College District property shall be provided with information in writing, regarding options and assistance available to them. Information shall be available from the Chief of Police and/or College Safety Police, which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the Chief of Police and College Safety is authorized to release such information.

The Chief of Police and/or College Safety Police shall provide all reporting parties and alleged victims of domestic violence, dating violence, sexual assault or stalking with the following:
• A copy of the District’s policy and procedure and a written explanation of rights and options regarding domestic violence, sexual assault or stalking;
• A written list of personnel on campus who should be notified and procedures for such notification, if the alleged victim consents; Superintendent/President, Assistant Superintendent/Senior vice- Presidents
• A written description of available Supportive and Protective Interim services, and the persons on campus responsible for providing or arranging them including:
  ○ Transportation /Campus Safety Escorts
  ○ Counseling by a Mental Health Counselor, or referral to a counseling center by Student Health Services for students, or the District’s Employee Assistance Program for employees
  ○ Notice to the police, if desired by Police and College Safety;
  ○ Academic support and accommodations
  ○ A list of other available campus resources or appropriate off-campus resources by Police and College Safety.

• A written 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.
The District will investigate all complaints alleging sexual assault, domestic violence, dating violence, or stalking under the procedures for sexual harassment investigations described in AP 3430, regardless of whether a complaint is filed with local law enforcement. All alleged victims of domestic violence, dating violence, sexual assault, or stalking on Pasadena City College District property shall be kept informed, through the Police & Safety Department 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.

The District shall maintain the identity of any alleged victim or witness of domestic violence, dating violence, sexual assault, or stalking on Pasadena City College District property, as defined above, in confidence unless the alleged victim or witness 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 Pasadena City College District property shall be referred to the District’s Public Information Office, which shall work with Police & Safety to assure that all confidentiality rights are maintained.

The District will complete publicly available record keeping without the inclusion of personally identifying information about the victim. The College will redact (remove) first and last names and other personal identifying information such as addresses, physical descriptions/date of birth, contact information, social security/driver’s license/passport and student ID numbers from reports before it is released to other parties, including any Clery Act reporting and disclosures and entries in the Daily Crime Log and Annual Security Report.

**SEXUAL ASSAULT AND ACQUAINTANCE RAPE**

Sexual assault is a traumatic crime. In addition, there are many misconceptions about sexual assault and rape.

**What is rape?**

The crime of rape generally refers to nonconsensual sexual intercourse that is committed by physical force, threat or injury, or other duress. A lack of consent can include the victim’s inability to say “no” to intercourse, due to the effects of drugs or alcohol. Rape can occur when the offender and victim have a preexisting relationship (sometimes called “date rape”), or even when the offender is the victim’s spouse. A variation of rape is known as “statutory rape.” Some states, including California, make it unlawful for an adult to engage in sexual intercourse with a person who has not reached the age of consent (usually 18 years of age).

The most common type of rape is acquaintance rape. Date rape is one form of acquaintance rape.

**What can you do about sexual assault?**

Know that you have the right to sexual limits. It is your body and no one has the right to force you to do something you don’t want to do. Learn to feel comfortable with this right. Make your expectations clear to your date or partner. If you don’t want someone touching you, let them know in a clear forceful manner.
Here are some suggestions to help reduce your risk:

• There is strength in numbers. Consider dating with a group of those you know. Go to parties or clubs with a friend and be responsible for each other. Don’t split up. Have a pre-planned signal to let your friend know that you want to leave or need help. If you are dating alone and on your initial dates, consider letting a friend know who you are dating, where you are going, and what time you plan to return.
• Control your alcohol; don’t let it control you. Drink responsibly or not at all, especially on first dates.
• Do not abuse substances that might hinder your ability to think clearly or quickly, or to say “no.”
• Know your limits. It’s never too late to say “no.” Don’t be embarrassed or ashamed to say “no” or ask someone to stop with a sexual advance. It is your body.

• Verbalize your expectations with your date. Be up front. Talk about sexual boundaries. A potentially embarrassing conversation could save you from a traumatic situation.
• Trust your gut instinct. Guard your personal space. If someone makes you uncomfortable, remove yourself from the situation.
• Believe in yourself. Know your rights. You do not ask to be raped any more than anyone with money is asking to be robbed. You are in charge of your body and at any time you can say “no!”
• Learn self-defense from a licensed professional instructor. If you choose to carry chemical spray, take the necessary classes.
• PCC Police Department also offers Rape Aggression Defense (RAD) classes for women at various times and dates throughout the year. Consider enrolling in one of these valuable rape prevention and personal protection classes.
• End the night early if your date becomes drunk or abusive. Do not allow your date an opportunity to become physically or emotionally abusive toward you.
What if it happens to you or someone you know?

Know what to do if you or someone you know is assaulted. If you are raped, you are never to blame. There are people, friends and trained professionals, who care and want to help. We strongly advocate that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation, and prosecution of the person who harmed you. However, a victim should not refrain from reporting a sexual assault simply because there has been a delay.

- Get to a safe place and immediately ask for help
- Call Campus Police at (626) 585-7484
- DO NOT shower or change your clothes to preserve evidence that may assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.
- Consider going to your nearest hospital. It is important to your health and well-being to be checked for injuries and sexually transmitted diseases such as HIV.
- Retain any clothing of yours or the suspect's, and materials that could provide evidence (e.g. bed sheeting, condoms, etc.

How and to Whom the Alleged Offense should be Reported

These crimes should be reported as soon as possible to PCC Police & Safety by direct dial at (626) 585-7484 or any emergency blue phone located throughout the campus, or local area law enforcement by dialing 9-1-1. You may also report the offense to;

- PCC Health Services Office................................................ (626) 585-7244
- Dean of Student Affairs.................................................. (626) 585-7384
- Title IX Coordinator........................................................ (626) 585-7388
- Vice President of Human Resources.............................. (626) 585-7550

In addition to law enforcement and on campus resources, a victim may contact community organizations that assist victims of these crimes;

- Peace Over Violence....................................................... (626) 584-6191
- 892 N Fair Oaks Pasadena #D, CA
- Pacific Asian Counseling Services.......................... (310) 338-6860
- 8616 La Tijera Ave. suite 200 Los Angeles, CA
- Foothill Family Service................................................... (626) 795-6907
- 118 s Oak Knoll Ave. Pasadena CA
- Pasadena Mental Health Center..................................... (626) 798-0907
- 1495 N. Lake Ave. Pasadena CA
- Asian Pacific Center.................................................... (800) 978-3600
- 9353 E. Valley Blvd, Rosemead CA

Important Links
- Union Station: www.unionstationhs.org
- Pacific Asian Center: http://www.pacsla.org/services
- Foothill Family Service: http://www.foothillfamily.org/
- Grace Center: http://www.grace-center.org/
- Peace Over Violence: www.peaceoverviolence.org specializes in sexual assaults
- Haven House: http://www.womenshelters.org/det/haven-house-inc
- YWCA Pasadena-Foothill: http://www.ywca-pasadena.org

* Haven Hills: http://www.havenhills.org
* This is a clearing house for available beds in domestic violence shelters in LA County.
Options to Notify Law Enforcement and College Authorities

A victim of dating violence, domestic violence, sexual assault or stalking has the option to report the offense directly to PCC Police & Safety by direct dial (626) 585-484, or by contacting local area law enforcement by dialing 9-1-1.

Assistance from College Authorities in Notifying Law Enforcement

If the victim chooses, PCC Police & Safety will assist a victim by notifying the appropriate law enforcement authorities. When filing a police report, an officer will take a crime report, and if appropriate, arrange for a free medical exam. Once the report has been investigated and a suspect has been identified, law enforcement officers will take any appropriate action, including bringing the case to the District Attorney’s Office for review.

The City of Pasadena Police Department will be notified of any sexual assault or stalking report that is reported to have occurred on any of the PCC campuses.

Declining to Notify Law Enforcement

A victim also has the option to decline to notify such authorities and filing a police report will not obligate the victim to prosecute.

Protective Orders, Criminal/Civil Prosecution and Rights of Crime Victims

Where applicable, a victim may have the right to obtain an order of protection, no contact orders, restraining order or similar lawful orders issued by a criminal, civil, tribal court, or by the College. Pasadena City College will honor, comply and enforce current and valid restraining orders and/or orders of protection. When an order of protection is violated, a victim should immediately enforce that order by notifying the appropriate jurisdiction that issued it. In cases of violations of Emergency Protective Orders and Temporary Restraining Orders, a victim should immediately notify local law enforcement by calling 9-1-1. In cases of violations of college “no contact” orders, the appropriate office or individual who issued the order should be immediately contacted.

Below are different legal options available under certain circumstances. This information is also available in the “Dating Violence, Domestic Violence, Sexual Assault and Stalking Policy, Procedures, Rights and Information” brochure, which can be picked at PCC Police & Safety Department located on the main campus building B-210.

An Emergency Protective Order (EPO) is an order issued by a judicial officer upon request by a peace officer under Family Code Section 6250. The purpose of this order is to provide for immediate and short-term protection to victims of dating violence, domestic violence, sexual assault and stalking. Emergency Protective Orders may be obtained by a peace officer investigating a report of these crimes. Contact local law enforcement by dialing 9-1-1 or the PCC Police & Safety Department by direct dial 626-585-7484 or from any emergency blue phone located throughout all campuses if you believe you are in immediate need of an EPO.

Sexual assault cases may also involve other resources on campus. The PCC Police & Safety Department, in concert with the college Crisis Prevention and Response Team (C-PART) will guide the victim through the available options and support the victim in his or her decision how best to handle their unique case.

Further, counseling options are available from Pasadena City College through Student Health Center, Personal Counseling Services office, and Counseling Departments. Counseling and support services outside Pasadena City College can be obtained through Personal Counseling Services Department, or Pasadena City College Police & Safety Department.

If the perpetrator of the sexual assault is a student or employee of the college, the case will also be subject to the Pasadena City College disciplinary process, as articulated in PCC District policy 2200, “Sexual Harassment,” and Policy 4520.10, “Student Conduct and Academic Honesty.” A student found guilty of violating the aforementioned policies may, in accordance with California Education Code Section 76033, be expelled, suspended, or placed on probation. The complainant will also be afforded the opportunity to change their academic situation if requested. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, including the advisor or their choice; and they both will be informed simultaneously in writing of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense.

Disclosure

To protect the privacy of the individuals involved, names will not be released by the District without each individual’s consent, unless the release is essential to the health and safety of the survivor or the campus community, or to otherwise fulfill the legal obligations of the college.
Pasadena City College educates the student community about sexual assaults and date rape, domestic violence, dating violence, and stalking through ongoing prevention and education programs held at different times throughout the year. The Police & Safety Department offers sexual assault education and information programs to students and employees upon request. Literature on date rape education, risk education, domestic violence, dating violence, sexual assault, and stalking, including prevention and education programs is also available through the Pasadena City College Health Services office.

Campus Police & Safety Department offers a Rape Aggression Defense Systems course (R.A.D.) is a Safety Education Program that consists of realistic self-defense tactics and techniques which can help reduce your chances of being victimized. This comprehensive, women-only course begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training. The R.A.D. self-defense training program is taught by certified instructors and is offered several times throughout the year. For more information about the RAD training contact PCC Police Officer Tyler Robins at (626) 585-7484.

The College Police & Safety Services Department, College or Continuing Education counselors, and Health Services personnel will assist you in contacting any of these off-campus organizations at your request.

Health Services and Police and Safety Services also have pamphlets available containing detailed information regarding domestic violence, dating violence, sexual assault, stalking, substance abuse, and drug/alcohol abuse.
PCC Police & Safety Services offers free escort services to and from classes to your car. To arrange for an escort call (626) 585-7484. These services are provided during all open campus hours.
AP 3430 PROHIBITION OF HARASSMENT

References: Title VII (1964 Civil Rights Act); California Education Code Section 212.5; Title 5 Section 53030 California Education Code Section 70902 1. Definition of Sexual Harassment

a. Sexual harassment, under both federal and state law, is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome visual, verbal, nonverbal, or physical conduct of a sexual nature. This definition includes numerous forms of offensive behavior and includes gender-based harassment of a person of the same or different sex as the harasser.

b. Sexual harassment is generally divided into two types of conduct:

1) Quid pro quo conduct, which occurs when submission to sexual conduct is made a condition for receiving concrete benefits, including hiring or advancement, or relates to employment or educational decisions affecting the employee or student.
2) Hostile environment sexual harassment

a) “Hostile work environment” conduct, which is unwelcome sexual conduct sufficiently severe, persistent, or pervasive so as to affect an employee’s performance negatively and/or alter the conditions of employment by creating an intimidating, hostile or otherwise offensive environment;

b) “Hostile learning environment” sexually harassing conduct (which can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, visual, or physical conduct of a sexual nature) by an employee, by another student, or by a third party that is sufficiently severe, persistent, or pervasive to limit a student’s ability to participate in or benefit from an education program or activity or to create a hostile or abusive learning environment.

c) Guidelines regarding hostile environment involving sexual harassment:

i. Conduct or words between two or more persons, but witnessed by someone not directly involved in the conduct or words, can constitute sexual harassment of the indirect recipient.

ii. Conduct can come from someone who is not an employee (e.g., vendor, customer, or client).

iii. Conduct does not have to be intended as sexual harassment to be offensive or unwelcome.

d) Examples of harassment include, but are not limited to, the following:

1) Unwanted sexual advances.
2) Offering employment or educational benefits in exchange for sexual favors.
3) Making or threatening reprisals after a negative response to sexual advances.
4) Visual conduct (i.e., leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters).
5) Verbal sexual advances or propositions.
6) Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
7) Physical conduct (i.e., touching, assault, impeding, or blocking movements).

2. Academic Freedom and Sexual Harassment Issues in the Learning Environment

a. The Pasadena Area Community College District is committed to creating an environment where there is the full and free discussion of ideas and where students are free from a hostile learning environment. The College believes that these are mutually supporting, not conflicting goals.

b. In general, works of art and literature, readings and other written, auditory, or visual course materials, including lectures and discussions, which are used in a learning context or which are a
part of academic or cultural programs, would not violate the prohibition against creating a hostile learning environment for students.

c. For example, a hostile learning environment generally is not created by a detailed discussion of Shakespeare’s Othello, in a literature class, despite the sexual content of some of its language, which might prove offensive to some. Similarly, the use of photographs of female or male genitalia in a human anatomy class text generally would also not create a hostile learning environment for students. On the other hand, the use of explicit photographs from sexually explicit magazines in the same human anatomy class generally would violate the prohibitions of this policy against creating a hostile learning environment for students.

d. In all circumstances, sexual intimidation and harassment of individuals are inconsistent with the maintenance of academic freedom.

3. Reporting Complaints of Sexual Harassment

a. If a student or employee believes any comments, gestures or actions of an employee, supervisor, student, or any other person to be harassing, he/she should immediately communicate to that person that such behavior is unwelcome. However, failure to do so does not prevent the student or employee from filing a complaint nor does it imply exoneration of any harasser.

b. The administration of the Pasadena Area Community College District is readily available and receptive to allegations of sexual harassment. If a student or employee feels that he/she is being sexually harassed by an employee, by a student, or otherwise, he/she should immediately report the facts of the incident or incidents and the name(s) of the individual(s) involved to the immediate supervisor (if the complainant is a student worker or other employee) or to Student and Learning Services (if the complainant is a student). If the complaining student or employee does not feel that the matter can be discussed with the immediate supervisor or Student and Learning Services, he/she should contact Human Resources to arrange for a meeting to discuss the complaint.

c. Attached to this procedure is a list of the current names, titles, locations, and telephone numbers of the contact persons to whom allegations of sexual harassment should be reported. An updated list will be available annually at the location listed in the front of the College Catalog under the heading “Pasadena City College Sexual Harassment Policy” located in the first section of the Catalog.

d. Notification of sexual harassment allegations to the Pasadena Area Community College District is essential. The College assures that there will be no penalty from the District for reporting a sexual harassment problem. It is unlawful to retaliate against persons who oppose practices prohibited by the Fair Employment and Housing Act, or Title IX, or file complaints, or otherwise participate in an investigation, proceeding, or hearing conducted by the Department of Fair Employment and Housing, or the Fair Employment and Housing Commission, or the Office of Civil Rights. Similarly, the Pasadena Area Community College District will not tolerate any employees or students who interfere with its own internal investigations and its own internal complaint procedure.

e. Employees and students are reminded that the Pasadena Area Community College District protects employees and students from sexual harassment by nonemployees or nonstudents (e.g., vendors, clients). Any employee or student who is the victim of any harassment by a nonemployee or nonstudent or observes this conduct toward another Pasadena Area Community College District employee or student should report such harassment to his or her immediate supervisor (if the complainant is a student worker or other employee), or to Student and Learning Services (if the complainant is a student), and appropriate action will be taken.

4. Informal Complaints

Any person may complain informally, in writing, or verbally to any manager of the District of conduct believed to be sexual harassment.

5. Formal Complaints

A formal complaint of sexual harassment may be filed in writing with the Dean of Human Resources of the College. Forms for filing a complaint are available in that office, and a copy of the form is attached to this procedure.
6. The District Response to Complaints of Sexual Harassment
   a. Informal Complaints: All informal complaints of sexual harassment will be promptly investigated and appropriate action taken by the manager to whom the complaint is made, in cooperation with the Dean of Human Resources.
   b. Formal Complaints:
      1) All formal complaints of sexual harassment which are reported to the District will be investigated immediately, thoroughly, objectively, completely, and as confidentially as possible. The Pasadena Area Community College District, as part of its investigation, will make every attempt to interview all individuals with information relative to the complaint.
      2) Both the complaining person and the person against whom a formal complaint is filed may have a representative of his or her choice present at each step of the investigation and determination process.
      3) The Pasadena Area Community College District will make its determination and communicate that determination to the complaining person and to the alleged harasser. If it is determined that the alleged harasser has violated District policies, appropriate corrective action will be taken, up to and including discharge or expulsion. Furthermore, as part of the Pasadena Area Community College District’s attempt to remedy the complaining person’s concerns, the complaining person will be informed of remedial measures and disciplinary actions imposed against the violator.

7. Confidentiality
   a. The confidentiality of the person who files a sexual harassment complaint and of the person against whom a complaint is filed will be maintained to the fullest extent possible, consistent with the need to conduct a reasonable, objective, and thorough investigation, and consistent with applicable law.
   b. The investigator will inform all parties who participate in a sexual harassment complaint investigation of the need to maintain the confidentiality of the allegations of the complaint, of the information discussed in the investigation, and of the disposition of the complaint.

8. Investigating Sexual Harassment Allegations
   The Dean of Human Resources, or designee, will investigate all formal complaints of sexual harassment filed under this policy. The investigation will include, but is not limited to, the following, provided all the involved persons cooperate in the process:
   a. Confidential interview(s) of the complainant with representation in the meetings if the complainant so desires, and including: 1) An opportunity to provide names of potential witnesses and/or documentary evidence.
   b. Informing the person against whom the complaint has been filed of the nature of the complaint.
   c. Confidential interview(s) of the person against whom the complaint has been filed with representation in the meetings if he/she so desires, and including:
      1) An opportunity to respond to the complaint and provide names of potential witnesses and/or documentary evidence.
   d. Confidential interview(s) of witnesses, including, when possible, those whose names are provided by the complainant and the person against whom the complaint has been filed.
   e. Review of documentary evidence.
   f. Confidential, written report to the Superintendent-President stating the outcome of the investigation and recommending a final action in response to the complaint.
   g. Written notice of the outcome of the investigation from the Superintendent-President to the complainant and to the person against whom the complaint was filed.

9. seriousness of Sexual Harassment Allegations
   While the Pasadena Area Community College District vigorously defends its employees’ and students’ right to work in an environment free of sexual harassment, it also recognizes that false accusations of sexual harassment can have serious consequences. Accordingly, any individual who is found, through the Pasadena Area Community College District’s investigation, to have
falsely accused another person of sexual harassment will be subject to appropriate disciplinary action, up to and including discharge or expulsion.

10. Other Agencies For Formal Complaints
a. Employees who believe that they have been sexually harassed may, within one year of harassment, also file a complaint of discrimination with the California Department of Fair Employment and Housing. The Department of Fair Employment and Housing may also investigate and process the complaint. Violators are subject to penalties and remedial measures that may include sanctions, fines, injunctions, reinstatement, back pay, and damages. The current address and telephone number of the local office of the California Department of Fair Employment and Housing is found on the attached contact list.
b. Students who believe that they have been sexually harassed may, within one year of the occurrence, also file a complaint of discrimination with the Office of Civil Rights. The Office of Civil Rights may also investigate and process the complaint. Violators are subject to penalties and remedial measures that may include sanctions, fines, injunctions, reinstatement, back pay, and damages. The current address and telephone number of the local United States Office of Civil Rights is found on the attached contact list.

11. Summary
The Pasadena Area Community College District entrusts all employees and students with the responsibility for maintaining a positive working and learning environment free of sexual harassment. The Pasadena Area Community College District encourages employees and students to raise questions regarding sexual harassment with the immediate supervisor, the department/division head, Student and Learning Services, or Human Resources.

The perceived potential for conflicts of interest created by consensual relationships is of serious concern to the College. These relationships may lead to charges of sexual harassment that violate College policy. Consensual relationships may lead to an abuse of power, coercion, exploitation, or unfair treatment of others.

1. Definition of Consensual Relationship
A consensual relationship, for purposes of this policy, is defined as one in which two individuals are involved by mutual consent in a romantic, physically intimate, and/or sexual relationship. A consensual relationship that might be appropriate in other circumstances is inappropriate when it occurs between members of the College community if one individual has power or authority over the other.

The College recognizes that a consensual relationship may exist prior to the time an individual is assigned to a supervisor. An individual shall not accept direct authority over someone with whom she/ or he has a consensual relationship. However, an individual may accept direct authority over someone with whom he/ or she had (but no longer has) a consensual relationship preceding the assignment, provided appropriate actions are taken to mitigate the potential conflict of interest, including obtaining the agreement of the individual’s supervisor and the agreement of the other person involved in the relationship.

2. Types of Consensual Relationships Subject to this Policy
Examples of consensual relationships subject to this policy include, but are not limited to, the following types of relationships:
a. Between supervisor and supervisee
b. Between faculty and students
c. Between academic managers and faculty
3. Prohibited Relationships Between Students and members of the College Community

In addition to the concern over the potential for conflicts of interest arising out of consensual relationships, the College has a special responsibility towards students as members of the College community.

The academic success of students is central to the College’s Mission. The unequal institutional power inherent between students and particular members of the College community must be protected from influences or activities that can interfere with learning consistent with the goals and ideals of the College. Accordingly, relationships of the following nature are strictly prohibited:

a. Between an academic manager and any student with whom the manager is required to interact in an official capacity.

b. Between an instructor, coach, counselor, or individual in any other position of instructive, evaluative, or advisory authority over students and any student for whom the instructor, coach, counselor, or individual has direct instructive, evaluative, or advisory authority.

c. Between a direct supervisor and a student.

Exceptions to the above restrictions may be approved by the College President, in consultation with the President of the Academic Senate, Classified Senate, or Management Association, as appropriate, in extraordinary circumstances.

4. Failure to Comply with this Policy

Failure to comply with this policy may result in disciplinary action. Violations of this policy may be addressed through existing District policies or negotiated agreements for complaint resolution and/or disciplinary procedures as appropriate for faculty, student, staff, or management individuals.

5. Coordination with the Sexual Harassment Policy

Incidents that involve unwelcome conduct of a sexual nature may be a violation of the College’s Sexual Harassment Policy and may be addressed through the processes outlined in that policy.

6. Education

The College President and the Area Vice Presidents shall provide educational opportunities for faculty, students, staff, and managers to promote an understanding of and compliance with this policy.

Student Conduct and Academic Honesty Policy No. 4520

Legal Authority: California Education Code Sections 76062, 76120

Pasadena City College seeks to maintain a safe, orderly, and constructive campus environment in which there is freedom to learn and respect for the dignity of all members of the College community. Students are expected to be responsible, honest, and non-violent in exercising their rights to free inquiry and free speech.

The District shall establish procedures which describe expected student conduct, penalties for misconduct, and a student discipline process.

The Superintendent-President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

Standards of Student Conduct

The Student Conduct Code identifies conduct that is prohibited by College policy. Students who violate the Student Conduct Code will be subject to disciplinary action under the Student Discipline Process Procedures (AP 5520). Disciplinary sanctions depend on the nature of the
offense, the past pattern of behavior of the student, and other relevant factors. Examples of possible disciplinary sanctions are listed below. In addition, student drug or alcohol offenses or other criminal acts, may be referred to law enforcement officials.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student or termination of employment for an employee of the college. These types of conduct are prohibited at all times on College owned or controlled property and at any off-campus function sponsored or supervised by the College and are enforced by PCC Police & Safety.

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the college president.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to district property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- Attempted or actual theft or intentional damage to property of the College or any member of the College community or visitors. This includes theft of textbooks or sale of textbooks other than one's own and intentional damage to library resources.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying;
- Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
- Sexual assault, defined as actual or attempted sexual contact with another person without that person’s consent, regardless of the victim’s affiliation with the community college, including, but not limited to, any of the following:
  i. Intentional touching of another person’s intimate parts without that person’s consent or other intentional sexual contact with another person without that person’s consent.
  ii. Coercing, forcing, or attempting to coerce or force a person to touch another person’s intimate parts without that person’s consent.
  iii. Rape, which includes penetration, no matter how slight, without the person’s consent, of either of the following:
      a. The vagina or anus of a person by any body part of another person or by an object.
      b. (B) The mouth of a person by a sex organ of another person.
• Sexual exploitation, defined as a person taking sexual advantage of another person for the benefit of anyone other than that person without that person's consent, regardless of the victim's affiliation with the community college, including, but not limited to, any of the following:
   (1) Prostituting another person.
   (2) Recording images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent.
   (3) Distributing images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to the disclosure and objected to the disclosure.
   (4) Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.

• Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.

• Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.

• Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.

• Unauthorized entry upon or use of college facilities.

• Lewd, indecent, or obscene conduct on District-owned or controlled property or at District sponsored or supervised functions.

• Engaging in expression which is obscene; libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.

• Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

• Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any Board policy or administrative procedure.

• Failure to comply with directions of College personnel acting in the performance of their duties, including failure to present the Pasadena City College ID card or current class schedule upon request.

• Misrepresentation of oneself or of an organization to be an agent of the College.

• Violation of rules and/or regulations governing student organization chartering, official activity approval, funds handling and management, and/or participation in such activities

• Unauthorized use of computers and telecommunication resources, including but not limited to:
   i. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
   ii. Unauthorized transfer of a file;
   iii. Unauthorized use of another individual's identification and password;
   iv. Use of computing facilities to interfere with the work of another student, faculty member or College official;
   v. Use of computing and telecommunications resources to send obscene or abusive messages;
   vi. Use of any audio, video or other listening, recording or transmitting device in any classroom, service area or College activity without the prior consent of the instructor, College service provider or activity advisor except as necessary to provide reasonable auxiliary aids and academic adjustments to students with disabilities or as provided by regulation or law.
STUDENT DISCIPLINE PROCEDURES AP 5520

The purpose of this administrative procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

The Administrative Procedure is specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

DEFINITIONS

College District - Pasadena Area Community College District (PACCD)

Student - Any person who has applied, is currently enrolled as a student or in participating any program offered by the College District.

Instructor - Any academic employee of the College District in whose class a student subject to sanction is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student’s educational program.

Complainant - A person who submits a charge alleging that a student has violated the College’s Student Code of Conduct.

Accused Student/Respondent - A student who has been accused of violating the Student Code of Conduct by a College District employee, student, or visitor.

Business Days - Unless otherwise provided, a business day shall mean a day during which the College District is in session and regular classes are held, excluding Saturdays, Sundays, and public holidays.

College District Property - Property under the control of the Pasadena Area Community College District or any place that is the site of a College District approved activity or function.

JURISDICTION OF THE COLLEGE

Sanctions for violations of the Student Conduct Code may be imposed for conduct which occurs on the College premises, in or out of the classroom setting, while using College technology, at off-campus instructional sites, during off-campus College-sponsored events and for off-campus conduct which materially and substantially interferes with the College’s operational and educational programs.

FILING A COMPLAINT

Any person may allege a violation of the Student Conduct Code by completing a Student Conduct Incident Report Form and submitting it to the Office of Student Life or on-line at https://pasadena.edu/campus-life/student-life/reporting-an-incident.php. The College reserves the right to initiate a student conduct process based on available information, even if a formal complaint has not been received. The complaint shall describe the conduct in question and, if known, the name of the person or persons alleged to have engaged in that conduct. The filing of a complaint assumes that the complainant desires to initiate the inquiry that may result in official disciplinary action against the alleged violator. The complainant should file a complaint within a reasonable amount of time not to exceed 30 days from the date of the incident.

OVERVIEW OF THE STUDENT CONDUCT PROCESS

- Each student is responsible for reading and complying with the Standards of Conduct & Academic Honesty which is made available on the Pasadena City College website on the Office of Student Life page or in the Office of Student Life, Campus Center 105 and the College Catalog.

- Any member of the college community can initiate an accusation of an alleged violation.
• If a student is accused of an alleged violation, he or she will receive written notice of the conduct warranting discipline. The notice may include a request for a review meeting and will include:
  a. The specific code violations;
  b. A short statement of the facts supporting the accusation;
  c. The right of the student to meet with the Dean of Student Life/Student Conduct Administrator or designee;
  d. Reference to the Student Conduct Code process and rights of students as indicated in the Code.
  e. The nature of the sanctions being considered.

• Time Limits - The notice must be provided to the student within thirty (30) business days of the date on which the conduct allegedly took place; in the case of continuous, repeated or ongoing conduct, the notice must be provided within ten (10) business days of the date on which conduct occurred which led to the decision to take disciplinary action.

• Meeting - If the student chooses to meet, or is requested to meet, with the Dean of Student Life or designee, the meeting must occur no sooner than five (5) business days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond verbally or in writing to the accusation.

• Upon completion of the review meeting the student, if necessary, shall have the right to the following:
  a. Be provided a list of findings by the Dean of Student Life/Student Conduct Administrator or designee;
  b. Accept or deny responsibility.
  c. Have sanctions imposed, if found in violation of the Student Conduct Code;
  d. Request a hearing of the Student Conduct Hearing Panel should the student disagree with the finding(s) and sanction(s) of the Dean of Student Life/Student Conduct Administrator or designee (if sanction includes suspension, removal from a class or expulsion);
  e. Be informed of the appropriate Policy & Procedure;
  f. Be informed of his/her right to request a copy of their student conduct file.

• Students should be aware that the student conduct process is different from criminal and civil court proceedings. Procedures and rights in student conduct proceedings are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. The standard used to determine whether a violation of the Student Conduct Code has occurred will be a preponderance of evidence (more likely than not). Due process within these procedures, assures timely written notice, a hearing before an objective decision-maker or panel (should one be requested) and a process for appeal.

• Students continue to be subject to city, state and federal laws while at Pasadena City College (PCC) and allegations, charges or violations of those laws may also constitute violations of the Student Conduct Code. In such instances, PCC may proceed with disciplinary action under the Student Conduct Code independently of any criminal proceeding involving the same conduct. The College may impose sanctions for violation of the Student Conduct Code even if such criminal proceeding is not yet resolved or is resolved in the student’s favor.

• No student will be found in violation of PCC policy without information showing by preponderance of the evidence that a policy violation has occurred. In PCC’s sole discretion, sanctions will be proportionate to the severity of the violation(s).

• If a student is found responsible for one or more violations of the Student Conduct Code, the student’s prior conduct record will be taken into consideration and may result in progressive sanctions because of a pattern of behavior.
• Within five (5) business days after meeting with the Dean of Student Life/Student Conduct Administrator as described above, the Dean of Student Life/Student Conduct Administrator or designee shall decide whether to impose expulsion, suspension, short-term suspension, whether to impose some lesser sanction, or whether to end the matter. Written notice of the Dean’s or designee’s decision shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser sanction.

**DETERMINATION OF SANCTIONS**

The following factors may be considered in determining what sanctions are appropriate in a particular case. While sanctions are applied equitably and fairly, it is done so with consideration for the uniqueness of each individual case.

• The nature of the violation(s).
• Prior violations and disciplinary history.
• Mitigating circumstances surrounding the violation.
• The student’s motive or purpose for engaging in the behavior.
• Sanctions which have been imposed in similar cases in the past.
• The developmental and educational impact on the student.

**POSSIBLE SANCTIONS**

Multiple sanctions may be imposed including but not limited to:

**A. Sanctions for Academic Dishonesty**

Students found to be responsible for academic dishonesty may incur any of the below sanctions as well as the following:

- The instructor may assign a failing grade to the examination or assignment in which the alleged cheating or plagiarism occurred.
  - The instructor may dismiss the student from the class or activity for the present and/or following class session(s) (total of 2 class sessions).
  - The instructor or the Division administrator may require a meeting with the instructor and/or the Administrator.
  - The instructor shall complete a Student Conduct Incident Report and forward a copy to the Division Administrator and the Dean of Student Life/Student Conduct Administrator.

**B. Other Sanctions**

**Written or Verbal Reprimand** - An admonition to the student to cease and desist from conduct determined to violate the College District’s Student Code of Conduct. Written reprimands may become part of a student’s permanent record at the College District. A record of the fact that a verbal reprimand has been given may become part of a student’s record at the College District for a period of up to one (1) calendar year.

**Educational sanctions** - including work assignments, essays, community service, behavioral contract, administrative referral or other related educational assignment;

**Disciplinary Probation** - Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be in violation of any institutional regulations during the probationary period. It may include restriction from contact with specified individuals, college activities, services, offices, or designated areas. Probation shall not be imposed for a period longer than a year.
Restitution - a payment to compensate an injured party for financial harm, in cases involving misconduct such as theft, destruction of property or deception.

Removal from Class/Facility/College District Entity - Any instructor/responsible manager may remove a student from the class, activity, office, department etc. for the day of the incident and one additional day. The instructor/responsible manager shall immediately report the removal to the Dean of Student Life/Student Conduct Administrator or designee and his/her Dean or responsible administrator. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor.

Withdrawal of Consent to Remain On Campus - The Dean of Student Life or designee and/or the College District’s Campus Police Department, may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus, that consent to remain on campus has been withdrawn. If the person is on campus at the time, he/she must promptly leave or be escorted off campus. If consent is withdrawn a written report must be promptly made to the Superintendent-President or designee.

The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than ten (10) business days from the date of the receipt of the request. The hearing will be conducted in accordance with the provisions of this administrative procedure relating to interim suspensions.

Any person for whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. (Penal Code Section 626.4)

No Contact Order - a written issuance that there should be no personal or interpersonal contact or communication between involved parties. This includes verbal and non-verbal;

Short-Term Suspension - Exclusion of the student by the Dean of Student Life/Student Conduct Administrator or designee for good cause from one or more classes or from all activities of the College District for a period of up to ten (10) consecutive days of instruction.

The Dean of Student Life or designee’s decision on a short-term suspension shall be final.

Long-Term Suspension - Exclusion of the student by the Dean of Student Life or designee for good cause from one or more classes or from all classes and activities of the College District for one or more terms, not to exceed two years.

Within ten (10) business days after the meeting described above, the Dean of Student Life/Student Conduct Administrator or designee shall decide whether to impose a long-term suspension. Written notice of the decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed, as well as a copy of this policy describing the procedures for a hearing. The student shall not allowed on-campus until the rendering of a decision by a Student Conduct Hearing Panel. Students may permitted on-campus to conduct student business, but must receive permission from the Office of Student Life prior to coming to campus and must check in with the College’s Campus Police Department to obtain a police escort while on-campus.

IMMEDIATE INTERIM SUSPENSION (Education Code Section 66017)- The Dean of Student Life/Student Conduct Administrator or designee may order immediate interim suspension of a student where he/she concludes the following:

- To ensure the safety and well-being of members of the College community or preservation of College property;
- To ensure the student’s own physical or emotional safety and well-being;
- If the student poses an immediate threat or disruption of or interference with the normal operations of the College.
• Student has been accused of a severe violation and cannot be located and/or does not participate in
the conduct process.

In cases where an interim suspension has been ordered, the time limits contained in this administrative
procedure will not apply. All hearing rights, including the right to a formal hearing where a long-term
suspension or expulsion is recommended, will be afforded to the student within ten (10) business days of
the decision to impose an interim suspension.

**Expulsion**
Expulsion is the permanent separation of a student from the Pasadena Area Community College District
by action of the Board of Trustees for good cause when other means of correction fail to bring about
appropriate conduct, or when the presence of the student causes a continuing danger to the physical
safety of the student or others. The student is prohibited from College property, functions, events and
activities. Permanent notification will appear on student’s Pasadena City College transcript.

Within ten (10) business days after meeting with the accused student above, the Dean of Student
Life/Student Conduct Administrator shall decide whether to recommend expulsion to the Board of
Trustees. Written notice of the Dean's or designee’s decision shall be provided to the student. The notice
will include the right of the student to request a formal hearing before expulsion is imposed, and a copy
of this policy describing the procedures for a hearing.

**HEARING PROCEDURES**

**Request for Hearing**
Within five (5) business days after the receipt of the Dean of Student Life/Student Conduct Administrator or
designee’s decision regarding a long-term suspension or expulsion, the student may request a formal hearing of
the Student Conduct Hearing Panel. The request must be made in writing to the Dean of Student Life or
designee.

**Schedule of Hearing**
The formal hearing shall be held within fifteen (15) business days after a request for hearing of the Hearing Panel is
received.

At least five (5) business days prior to the hearing date, the Dean of Student Life/Student Conduct Administrator
or designee will inform the student of the hearing date and time by certified mail, e-mail to his/her PCC e-mail
address, with delivery notification, and/or in person with signature verification of receipt. The notice will enclose a
description of the procedures to be followed at the hearing.

The student and the College have a right to receive copies of all documents that are to be presented to the
Student Conduct Hearing Panel as well as any witnesses who may provide statements.

The Hearing Chair shall provide the student copies of all documents and witnesses to be presented to the panel.
The chair shall make such documents available to the student as soon as practical before the hearing but not
less than 2 business days before the hearing.

If the student intends to present any documents or witnesses with contact information to the Student Conduct
Hearing Panel he/she shall provide copies of the same to the Hearing Chair no less than 2 days before the
hearing.

If a student who has been given notice does not appear for the hearing, the information in support of the
alleged violation(s) will be presented and considered in the student’s absence. A student will be considered
absent 15 minutes after the time the hearing was scheduled to convene.

**Hearing Panel**
The Hearing Panel shall consist of the Vice President of Student Affairs or designee as the Hearing Chair, and one
representative from each of the following groups, Academic Senate, Classified Senate, the Associated Students,
and College Management and the Dean of Student Life or designee as an ex-officio member and a witness for the District.

An affirmative vote of three members of the Hearing Panel shall be required to determine responsibility and sanctions.

The Superintendent/President or designee, the president of the Academic Senate or designee, the Classified Senate or designee, College Management the Associated Students Organization (ASPCC) president or designee shall each, at the beginning of the academic year, establish a list of at least five (5) persons who will serve on the Student Conduct Hearing panels. The Superintendent/President or designee shall appoint the hearing panel from the names on these lists. However, no administrator, faculty or staff member, or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

**Hearing Panel Chair**

The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a majority vote by other members of the panel to the contrary.

**CONDUCT OF THE HEARING**

All hearings shall be held in closed session and are confidential, they are not open to the public.

The members of the hearing panel shall be provided with a copy of the complaint(s) against the student and any written response provided by the student before the hearing begins.

- The facts supporting the accusation shall be presented by a college representative who shall be the Dean of Student Life/Student Conduct Administrator or designee.
- The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
- Formal rules of evidence shall not apply. The standard of proof for Student Conduct Hearings will be a preponderance of evidence.
- Unless the hearing panel determines to proceed otherwise, the College representative and the student shall each be permitted to make an opening statement. Thereafter, the College representative shall make the first presentation, followed by the student. The College representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the College representative to prove by preponderance of evidence that the facts alleged are true.
- The respondent and the reporting party have the right to be assisted in the hearing by an advisor. The advisor may provide counsel or support to the student but is not permitted to speak to the panel or participate directly in the hearing. Advisors who do not observe this restriction can be removed from the hearing by the Hearing Chair.
- If the student is a minor, the student’s parent(s) or legal guardian must accompany him/her to the hearing and may act on his/her behalf.
- Witnesses shall not be present at the hearing when not testifying.
- The student and the Dean of Student Life/Student Conduct Administrator may arrange for witnesses to present pertinent information to the Panel. Witnesses will provide information to and answer questions from the Panel. All questions and responses are to be directed to the Panel, preferably the Chair, not between witnesses, complainant and accused student.
- If either the complainant or accused student/respondent is unable to attend the hearing, his/her written statement will stand as his/her testimony.
• The student and his/her advisor, if any, will be allowed to attend the entire portion of the hearing at which information is received, excluding deliberations of responsibility or sanctioning.

• Should a student wish to have an attorney present to advise him/her, the student must notify the Dean of Student Life/Student Conduct Administrator not less than 5 days prior to the hearing that he/she intends to bring an attorney.

• In hearings involving more than one student in the same situation, the Dean of Student Life/Student Conduct Administrator may permit the hearings concerning each student to be conducted jointly.

• Supporting documentation, including pertinent records, exhibits and written statements may be accepted as information for consideration at the discretion of the Chair. Prior student conduct violations may be considered in a hearing and for determination of sanctions.

• Questions of whether potential information will be accepted will be resolved at the discretion of the Chair. All procedural questions are subject to the final decision of the Chair.

• The Panel will determine whether the student is responsible for violating each section of the Student Conduct Code which the student is accused of violating. The Panel’s determination will be made on the basis of whether it is more likely than not (preponderance of evidence) that the student violated the Student Conduct Code. The Panel will then determine what sanctions they deem appropriate for such violations.

• Hearings (excluding deliberations) will be audio-recorded and made a part of the students conduct file.

• The Chair will prepare a written report detailing the finding, the information cited by the Panel in support of its findings and any information the Panel excluded and why, concluding with any recommended sanctions. The Chair will forward this document to the Dean of Student Life/Student Conduct Administrator within 5 days upon conclusion of the hearing.

• In a matter in which the recommended sanction is expulsion from the College, the Chair will forward such report to the Vice President of Student Affairs for further consideration and possible action.

Special Provisions for Sexual Misconduct Violations

Sexual Misconduct includes but is not limited to:

a. Sexual Harassment.
b. Non-consensual Sexual Contact (or attempts to commit the same)
c. Non-consensual Sexual Contact (or attempts to commit the same)
d. Sexual Exploitation

Other misconduct offenses when it is sex or gender-based:

a. Threatening or causing physical harm, verbal abuse;
b. Discrimination
c. Intimidation
d. Bullying
e. Violence between those in intimate/dating relationships to each other;
f. Stalking
The following procedures apply when the Title IX Officer, or the Dean of Student Life or designee have determined that sexual misconduct has occurred.

The person accused and found responsible of a sexual offense through a Pasadena City College investigation shall be subject to disciplinary action in accordance with established procedures, which procedures shall provide at minimum that:

- Accusers have the opportunity to request prompt proceedings. The complainant and the accused are entitled to the same opportunities to have a support person or advisor of their choice present during a campus student conduct proceeding; if the advisor is an attorney, notifications regarding attorney involvement apply.
- Both the complainant and the accused shall be informed simultaneously, in writing, of the outcome of any campus student conduct proceeding brought alleging a sexual offense within five (5) business days following the end of the proceedings.

Additionally:

- Complainants are to be notified simultaneously in writing, when written notice of the allegation/hearing is delivered to the accused student.
- All parties to an allegation have a right not to face questions or discussion of their sexual history or character unless the Chair determines that such information is highly relevant to determining whether the policy has been violated.
- Evidence of a prior consensual dating or sexual relationship between the parties does not imply consent or preclude a finding of sexual misconduct.
- Each party has the right to be present for all testimony and questioning. However, if requested the Panel must make arrangements so that the complainant and accused are not in the same room at the same time.
- The College must not require a complainant to be present as a prerequisite for the hearing to proceed, or sanctions imposed.
- Neither party is allowed to cross-examine each other or witnesses. All questions must be submitted to the Hearing Chair.
- Both parties have the right to appeal the decision of the panel.

The hearing shall be recorded by the College District by tape recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the College District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.

Notice of Decision
The Dean of Student Life shall provide the complainant and the accused written notice of the final resolution of charged violation(s). The written notice shall be sent to the complainant and the accused simultaneously by certified mail, return receipt requested, or receipted-for personal delivery or via PCC e-mail with delivery notification, within (five) 5 business days of the written findings and decision of the Student Conduct Hearing Panel. In cases alleging gender-based or sexual misconduct, the complainant will also receive comparable notice of the relevant findings and sanctions. Upon Request, the College will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to the alleged victim or next of kin, if the victim is deceased.

The written notice to the student shall include:

- The specific provision of the Student Conduct Code that was violated;
- The sanction(s) imposed and the date(s) on or periods for which they are in effect;
- A statement of the student’s right to appeal in writing to the Vice President of Student Affairs;
- A statement informing that the failure to file a request for such an appeal within the time provided shall be deemed a waiver of the right to an appeal.
APPEALS TO THE VICE PRESIDENT OF STUDENT SERVICES
A student may appeal the decision of the Student Conduct Hearing panel to the Vice President of Student Services only on the following grounds:

1. Proper procedures were not followed. Specific citations required.
2. There is new relevant evidence not reasonably available at the time of the hearing or the imposition of the sanction(s).
3. The evidence does not clearly support the finding(s).
4. The sanctions are inappropriate relative to the violation.

In cases alleging a violation of gender-based or sexual misconduct, both the accused student and the complainant have the right to appeal the findings of responsibility and/or sanctions based on the above criteria.

An appeal must be submitted in writing to the Vice President of Student Services within 5 days of receiving written notification of the hearing decision. The Vice President will review the appeal and the hearing findings and may make a decision to uphold, reverse, revise or modify the decision and sanctions imposed on the student.

The Vice President will notify the student in writing by certified mail, registered receipt, via e-mail within 10 business days following receipt of the request for appeal of his/her decision.

The decision of the Vice President of Student Services shall be final except in the case of expulsion.

PROCEDURES FOR EXPULSION
The Board of Trustees is authorized to expel a student for good cause when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. The notice of expulsion will be sent to the student with copies to the student file, Dean of Student Life/Student Conduct Administrator, Vice President of Student Services, Director of Admissions & Records, the College President-Superintendent, and Campus Police.

In the event the Vice President has determined that he/she will seek a student’s expulsion, the following procedures will follow:

Recommendation for Expulsion: If the Vice President of Student Services determines that the student should be expelled, he/she shall deliver a written recommendation for the student’s expulsion to the President. A copy of the Vice President of Student Services’ recommendation shall be provided to the student or if the student is a minor to his/her parent or guardian. The Vice President’s recommendation for expulsion shall contain a statement of the charges against the student that provide the basis for his/her request that the student be expelled, including a factual description of the conduct upon which the charges are based, the action(s) taken by the Dean of Student Life/Student Conduct Administrator and the recommendation of the Student Conduct Hearing Panel.

The Board of Trustees shall consider any recommendation from the Superintendent-President for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider any expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures (Education Code Section 72122).

The student shall be notified in writing, via PCC e-mail, by registered or certified mail or by personal service, at least five (5) days prior to the Board meeting, of the date, time, and place of the Board of Trustees’ meeting. The student may, within forty-eight hours (48) after receipt of the notice, request that the hearing portion regarding the expulsion be held as a public meeting. Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student or employee other than the student requesting the public meeting in a closed session.

The Board may accept, modify or reject the findings, decisions and recommendations of the Superintendent-President and/or the hearing panel. If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and
conclusions. The decision of the Board shall be final. The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

The Superintendent-President or designee shall notify the student in writing within five (5) business days of the of the Board of Trustees’ decision. The decision of the Board of Trustees shall be final.

GENERAL PROVISIONS

Failure of Student to Participate- Student conduct procedures under this administrative procedure may proceed or continue notwithstanding the failure or refusal of a student to respond, attend, or otherwise participate, after having been properly notified of the proceeding.

Technical Departures From This Procedure- Technical departures from this administrative procedure shall not be grounds to void the District’s right to take disciplinary action against a student; unless the technical departure or error prevented a fair determination of the issue.

Time Limits - Any times specified in this administrative procedure may be shortened or lengthened if there is mutual concurrence by all parties.

MEGAN’S LAW: SEX OFFENDER REGISTRATION

Effective October 28, 2002, Penal Code 290.1 was expanded and requires sexual offenders to register with Campus Police. Convicted sexual offenders are required to register under Section 290, if they are enrolled as a student of Pasadena City College; employed by Pasadena City College, either full-time or part-time (includes paid employees or volunteers); or working /carrying on a vocation at Pasadena City College (e.g. contractors) for more than 14 days or for an aggregate period exceeding 30 days in a calendar year (including paid workers as well as volunteers). Persons listed above must register with Campus Police within five working days of commencing enrollment or employment with Pasadena City College. Registrants are also required to notify Campus Police within five working days of ceasing to be enrolled or employed, or ceasing to carry on a vocation at Pasadena City College.

Access to Megan’s Law information is free and may be viewed via personal computer on the internet. Additional information on sex offender registration is also available through the office of the State of California Attorney General, at www.meganslaw.ca.gov. The National Sex Offender Public Registry is available through the U.S. Department of Justice at www.nsopr.gov. In additional, you may also access sex offender information by calling the Sex Offender Identification Line at 1-900-448-3000. The cost for calling the Sex Offender Line is a flat rate of $10 for information on up to two individuals.
ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, there is no pattern or method to their selection of victims. An active shooter incident is unpredictable and can evolve quickly.

• It is often over within 10-15 minutes.
• If you hear or think you hear gunshots react quickly.
• Review the Surviving an Active Shooter Situation video which demonstrates the actions one should take if involved in an active shooter situation. http://www.dhs.gov/active-shooter-preparedness.

If there is an escape path, GET OUT.

• Evacuate whether others agree to follow.
• Leave belongings behind.
• Help others escape, if possible.
• Prevent others from entering the area.
• Call 911 when safe to do so.

Provide law enforcement or the 911 operator the following information:

• Location of the active shooter.
• Number of shooters.
• Physical description of shooter/s.
• Number and type of weapons held by the shooter/s.
• Number of potential victims at the location.

If evacuation is not possible, HIDE OUT.

If you are in an office or classroom, stay there and secure the door. If you are in a hallway, get into a room and secure the door. Your hiding place should:

• Be out of the shooter’s view.
• Provide protection if shots are fired in your direction.
• Not trap you or restrict your options for movement.

Once in a hiding place, KEEP OUT the shooter.

• Lock and blockade the door.
• Silence your cell phone and electronic devices.
• Turn off any source of noise (radios, TV).
• Hide behind large items.
• If there are two or more of you, spread out. Do not huddle together and quietly develop a plan in the event the shooter enters.
• Remain quiet and calm.
• Dial 911 if able (if you can’t speak, leave line open).
As a last resort, **TAKE OUT** the shooter.

- Act with physical aggression.
- Throw items and improvise weapons.
- Yell.
- Commit to your actions.

**How to react to law enforcement:**

The first responders on the scene are not there to evacuate or tend to the injured. They are there to stop the shooter.

- Remain calm, and follow officers’ instructions.
- Put down any items in your hands.
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements towards officers.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for help, just proceed in the direction from which officers are entering the premises.
- As soon as possible notify family members that you are safe.

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**SHELTER-IN-PLACE**

**Shelter-in-Place Procedures – What it Means to Shelter-in-Place**

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to **shelter-in-place** means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

**Basic Shelter-in-Place Guidance**

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take only your personal belongings (purse, wallet, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of elevators). Once you have evacuated, seek shelter at the location designated by police, fire department, or other first responder personnel at the scene.

**How You Will Know to Shelter-in-Place**

A shelter-in-place notification may come from several sources, including the Pasadena City College Police Department, campus employees, or other authorities. A Rave message will be the primary means of disseminating the notification; however other means of communication such as changeable message boards may also be employed.


**How to Shelter-in-Place**

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed to a wide open area or follow instructions from emergency personnel at the scene.
2. Locate a room to shelter inside. It should be:
   i. An interior room;
   ii. Above ground level; and
   iii. Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows (creating a tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. Campus staff will turn off the ventilation as quickly as possible.
6. Make a list of the people with you and ask someone (faculty, or other staff) to call the list into the Pasadena City College Police Department so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

**VERBAL THREATS**

Studies have shown that, in many cases, persons who commit violent acts told someone else they were going to do so before the incident occurred. Threats made in person, whether communicated directly or overheard, can be:

- Specific … “Wait until everyone sees the boomer I’ve got in my dorm room.”
- Veiled … “Something really big is going to happen in the library.”
- Direct … “Don’t piss me off, Bob, or I’m gonna go nuts on you.”
- Indirect … “I just wish this whole school was wiped off the face of the earth.”

When a person receives a threat verbally:

1. Take the threat seriously.
2. Contact PCC Police and Safety Services (626) 585-7484. If you feel you and/or others are in immediate danger call 911.
3. If possible or practical, attempt to detain the person making the threat.
4. Note the characteristics of the person who made the threat. Make these notes even if you know the identity of the person. If possible take a photograph of the subject. This will help police find the subject, who they may not recognize.
   - name (if known)
   - race
   - sex
   - type and color of clothing
   - body size
   - hair color
   - distinguishing features
5. The person who received the threat should write down the threat exactly as it was communicated. Include:
   - Exact wording.
   - Who made the threat?
   - The date and time of the threat.
   - Where the person who made the threat is now.
   - Any physical characteristics noted about the person who made the threat.
**BULLYING**

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both those who are bullied and those who bully others may have serious lasting problems. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group or purpose. Bullying is not limited to young school aged children and often occurs with young adults and college students. Many of these behaviors are considered crimes under state and federal law and may trigger serious consequences after the age of 18. To report bullying contact PCC Campus Police and Safety Services (626) 585-7484. To learn more about bullying and ways to prevent it go to www.stopbullying.gov.

**STALKING**

On college campuses, many women have a false sense of security. They're either not paying attention to their surroundings -- talking on cell phones, listening to iPods, etc. -- or posting their schedules and personal information on Myspace, Facebook and similar Web sites. All of this makes them especially vulnerable to a danger many don’t even know exists -- stalkers.

According to a recent survey, more than one-in-eight female college students are victimized by stalkers, but, while 93 percent of those victims tell their friends about it, only 17 percent notify campus authorities or the police.

Stalkers gather information from people like Co-workers, Classmates, Friends, Relatives, DMV, City Utilities, State Professional Licensing Boards, Voter Registration, Veterinarians, Post Office, Internet Search Engines, HR Departments at Workplaces, Banks & Credit Card Companies. In a campus setting, information gathering is easier than in most other places. Information may be posted on the Internet by the college.

**Unwanted Contacts – Gifts, Notes, Calls, Following and Observation:**

Stalkers may appear to be charming and attentive – leaving gifts, flowers, love letters or poems for the victims to find. The situation may turn ugly as when dead flowers, hateful letters or dead animals are left by the stalker. In a campus environment “coincidental” contacts may be easily arranged by the stalker.

**Escalation – Vandalism, Threats and Violence:**

A history of violence, including domestic violence, is the most reliable predictor of probable escalation of stalking behavior. Threats may be implicit, explicit or symbolic.

What to do if you are being stalked on PCC campus:

Contact PCC Police & Safety Services immediately at (626) 585-7484 or call 911.

Stalking is a crime California Penal Code Section 646.9:

(a) Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking, punishable by imprisonment in a county jail for not more than one year, or by a fine of not more than one thousand dollars ($1,000), or by both that fine and imprisonment, or by imprisonment in the state prison.
If a person knowingly engaged in a pattern of conduct (two or more actions or incidents closely related in time) that caused you to believe that the offender may cause you physical harm or mental distress.

If you think you are being stalked, report incidents to law enforcement (campus police and/or local police).

- Contact your local victim advocate program that can assist you with safety planning and prosecution of the case.
- Talk about your experiences with others you trust (family members, friends, room-mates, school counselor/advisor, etc.).
- Be careful about sharing your personal information.
- You will be more credible and help build a stronger case if you:
  - Keep a log listing all stalking incidents (dates, times, places, what happened, witnesses, etc.)
- Students tend to follow predictable schedules, attending classes and eating meals at the same time each day. Campus stalkers can easily familiarize themselves with a student's comings and goings and campus buildings that don't have 24-hour security provide stalkers with physical proximity to their victims.
- The use of social media provides another avenue for stalkers. The recent trend where students check-in and provide their whereabouts to their friends can also be used by potential stalkers to locate their victims. Stalkers leaving threatening or intimidating Facebook messages, and tweets, have added to the growing threat from stalkers.

**SUBSTANCE ABUSE**

The Pasadena City College is committed to providing its employees and students with an illicit drug free workplace and campus environment. It emphasizes prevention and intervention through education. The District prohibits the unlawful possession, use, sale, or distribution of illicit drugs 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.

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, local, or campus law enforcement authorities. The decision to take disciplinary action in any instance rests with the Board of Trustees after consideration of the recommendation of a site administrator and/or an administrative panel. Further, criminal prosecution is separate from any administrative discipline that may be imposed by the District. Any student or employee in violation of this policy may be subjected to disciplinary action, up to and including expulsion from the college or termination from employment. A complete list of legal sanctions is available in the office of the college’s Vice President of Student Services.

The District provides information on drug treatment and prevention through referrals to drug prevention programs and counseling.

Additional resources for drug and alcohol education and prevention, including counseling and treatment can be found by visiting the following websites:

Substance Abuse and Mental Health website;

https://www.samhsa.gov/find-help/national-helpline

or by calling 1-800-662-HELP (4357).

Los Angeles County Department of Public Health;

https://publichealth.lacounty.gov/sapc/links.htm
DISTRESSED STUDENTS – C-PART

Whether in classrooms, in college offices, or on campus, students may exhibit behaviors suggesting that they have emotional, psychological, or interpersonal problems. C-PART (Crisis Prevention And Response Team) serves as the coordinating hub of a network of campus resources including the PCC Police and Safety Services, Personal Counseling Services, Student Health Services, Student Affairs, and Special Services, which includes a Social Work Services Coordinator. C-PART focuses on prevention and early intervention in situations involving students who are distressed, disruptive, or dangerous. You can use the following to determine what type of action is needed for different categories of behavior.

- **Behavioral Category: Level 1 – DISTRESSED (emotional).** Upset, distracted, noticeable anxiety, tearfulness, absences/tardies, or suggestions of self-harm.  
  **Action:** Talk privately with student, refer to/consult with Personal Counseling Services and other Student Services, and keep personal notes of situation.

- **Behavioral Category: Level 2 – DISRUPTIVE (in classroom or on campus).** Interruptive, annoying, bothersome, insubordinate, or excessive number of questions.  
  **Action:** Set limits, consult with Dean/Manager, consult with DSP&S (Disabled Student Programs & Services) or Personal Counseling Services, and complete the Misconduct Form located at (http://www.pasadena.edu/staffservices/student-misconduct.pdf)

- **Behavioral Category: Level 3 – DANGEROUS (threat to safety).** Verbal or physical threats, altercations, or out-of-control behavior.  
  **Action:** Immediately call 911 from campus phone (PCC Campus Police and Safety), notify dean/manager, and complete the Student Misconduct form located at https://pasadena.edu/campus-life/student-life/reporting-an-incident.php

C-PART Members

- PCC Police and Safety Services – B-210, (626) 585-7484
- Personal Counseling Services – D-203, (626) 585-7273
- Student Health Services – D-105, (626) 585-7244
- Student Affairs Office – CC105, (626) 585-7384
Safe and Positive Options for Bystander Intervention

Bystander intervention is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.

Bystander intervention focuses on helping individuals understand and become more sensitive to crimes of dating violence, domestic violence, sexual assault and stalking by providing prevention and interruption skills. The bystander role includes interrupting situations that could prevent an assault before it happens. It involves speaking out against social norms that support these crimes, recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene.

The following are bystander strategies that may be utilized:

- Bystanders should notice the incident taking place.
- Determine if someone needs assistance.
- Assume responsibility. Be ready to intervene even if others do not. Do not assume someone else will intervene.
- Speak up when you hear others make sexist comments or jokes.
- Speak up if you see someone intentionally getting someone else intoxicated.
- Speak up if you see a friend leaving with someone who is intoxicated.
- Remind friends that sexual contact with an incapacitated person is against the law. There must be Affirmative Consent.
- Attempt to help. This may include helping a person to leave the situation, directly confront a behavior, distract person(s), or delegate others to help.

Approach everyone in a respectful manner. Avoid using violence. Be honest and direct whenever possible. Recruit help if necessary. Keep yourself safe. Call the police any time that you feel it is necessary if you choose to intervene, distractions or diversions may be viable strategies that can stop an aggressor from continuing his/her actions.

Risk Reduction

Risk reduction are options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. While dating violence, domestic violence, sexual assault and stalking is ALWAYS the fault of the perpetrator, consider taking these steps that may help in lowering risk.

SECURITY TIPS

Safety Escort Service

Pasadena City College provides safety escort service across campus, to personal vehicles. If for any reason a student, faculty or staff member doesn’t feel comfortable or safe walking to their destination, please call (626) 585-7484 for an escort.

Should you become a victim, or a witness of a crime, report the incident as soon as possible. If you saw who did it, note a description of the person, automobile, which way they went, etc. When phoning the police, tell us where you are and wait there if it is safe until an officer arrives.

Identity Theft Tips

- The first step to prevent identity theft is awareness of how and when you use your personal information. By keeping close tabs on your personal information, you can reduce your chances of becoming an identity theft victim.
- b) Memorize your Social Security number and passwords. Don’t record your password on papers you carry with you.
- c) Don’t use your date of birth as your password.
- d) Shred pre-approved credit applications and other financial documents before discarding them.

a)
SECURITY TIPS CONT’D

e) Order credit reports every year from each of the major credit reporting agencies and thoroughly review them for accuracy.

f) Never give personal or financial information over the phone or internet unless you initiated the contact.

g) Don’t carry your Social Security card or birth certificate with you.

h) Report lost or stolen credit cards immediately.

i) Check your monthly credit card and bank statements for unusual activity.

j) Use a firewall program on your computer, especially if you leave your computer connected to the internet 24 hours a day.

k) Do not download files sent to you by strangers nor should you ever click on hyperlinks from unknown sources or on questionable websites.

Identity theft is one of the fastest growing crimes in the nation, and students may be particularly vulnerable to this crime. Learn how to protect yourself from identity theft at: http://www.ed.gov/misused

At Home

• If you live alone, list only your last name and initials on your mailbox or in the phone directory.

• If you just moved into a new residence, change all locks. You never know who might have a key.

• Install a through-the-door peephole so you can see anyone outside your door before you open it.

• Don’t rely on chain locks. Although chain locks are good for privacy, they offer little in the way of security. Instead, install a strong security lock such as a deadbolt type.

• Never dress in front of windows; always draw your shades.

• Never let anyone – repairmen, salesperson, police officers, etc. – into your home without first showing you proper identification. When in doubt, first call the company or department to verify the person at your door is an authorized representative of the company and is at your home for legitimate business.

• Never let strangers into your home to use your phone, no matter what they say. If necessary, call the police for them.

• Always leave outside lights on after dark.

• It is better to wait for an empty elevator than to get on one with a stranger.

• If you receive obscene phone calls, quietly hang up and call the police.

• In an apartment building, try never to be alone in the laundry room.

• If you suspect someone is in your house, quietly and quickly move to a place of safety and call the police. If possible and safe to do so, leave the house and rush to a place of safety such as a neighbor’s house.

• If you see or hear something or someone suspicious, immediately call the police.

Office on Campus

• Lock your office whenever you leave, even if you will only be gone for a minute.

• Keep your purse, wallet, and other valuables in a secure location, such as a locked desk or filing cabinet.

• Immediately report to PCC Police & Safety Services any suspicious person loitering in your area.

• Report all crimes, no matter how minor they may seem, to PCC Police & Safety Services.

• If you receive an annoying or obscene phone call, hang up. Write down the time of the call, what the caller said, and note any background noises you heard, then call PCC Police & Safety Services.

• If you work at night, avoid working alone. Keep all outside doors locked.

• Walk with other employees to and from your car.

• Don’t hesitate to request an escort to your car by calling PCC Campus Police & Safety Services at (626) 585-7484.

• If you are entrusted with a key to a specific area, never loan it to anyone. Keys are easily lost, stolen or duplicated.
SECURITY TIPS CONT’D

While Walking
These are among the best prevention methods to deter attacks while walking. Naturally, you won’t be able to follow them to the letter, but use them as guides.
• Try not to go out at night alone. Walk with a friend.
• Don’t walk on deserted streets or in alleys.
• Don’t go into strange or poorly lit areas.
• Use caution in parking lots.
• Don’t take shortcuts through unknown areas.
• Don’t hitchhike or accept rides from strangers.
• Walk facing on-coming traffic.
• Walk near the curb.
• Don’t walk near dark doorways or shrubbery.
• Carry your purse securely in your grasp, and on the opposite side of somebody approaching you.
• Look around when getting off a bus.
• Cross the street if you see someone suspicious following you.
• Call the police if you feel that someone is following you or acting suspiciously.
• Walk into an open business if you become suspicious of someone following you.
• When you are arriving home by private auto or taxi, ask the driver to wait until you are inside.
• Have your keys in your hand so you can quickly open your door.
• Be alert to your surroundings. Looking behind may discourage an attacker.

While Driving
• Never pick up hitchhikers.
• Never allow another vehicle to follow you home. If you feel you are being followed, drive past your house to the nearest open business and call the police.
• Never leave your keys in the car.
• Always check in the back seat of your car before getting in.
• If you stop to aid another, don’t get out of your car. Ask what you can do to help, then use your cell phone or drive to the nearest open business and call the police.
• Never leave your purse in sight. Hide it under your seat or in your glove box.
• Always park in well-lit areas, never in the dark.
• Always lock your car.
• Always lock your door while driving.
• Always keep your car in gear while stopped at traffic signals or stop signs.
• If threatened, simply drive away and as soon as it is safe to do so call the police with the license plate number of the suspicious vehicle.
• When arriving home, always leave your headlights on until you have opened the garage door or unlocked your front door.

SAFE ZONES AT PCC

Feel Welcomed, Feel Supported, Feel Safe.

Safe Zone Allies are individuals within the PCC community who consider themselves to be knowledgeable about the needs of Lesbian, Gay, Bisexual, Transgender, Questioning and Allied (LGBTQA) and/or undocumented people. Individuals who complete the training choose to provide support by displaying a sticker or lapel pin that indicates that they are an advocate and have cultural competence for those who are undocumented and/or LGBTQ.

Look for the Safe Zones Decal or pin to identify allies. Or, use the lists below to find an ally on campus — a person who is there to answer your questions, to listen to your challenges and support you during your time at PCC. Learn more about PCC Safe Zones at www.pasadena.edu/campus-life/safe-zones
ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, there is no pattern or method to their selection of victims. An active shooter incident is unpredictable and can evolve quickly. It is often over within 10-15 minutes.

If you hear or think you hear gunshots react quickly.

If there is an escape path, GET OUT.

- Evacuate whether others agree to follow
- Leave belongings behind
- Help others escape, if possible
- Prevent others from entering the area
- Call 911 when safe to do so

Provide law enforcement or the 911 operator the following information:

- Location of the active shooter
- Number of shooters
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

If evacuation is not possible, HIDE OUT.

If you are in an office or classroom, stay there and secure the door. If you are in a hallway, get into a room and secure the door. Your hiding place should:

- Be out of the shooter’s view
- Provide protection if shots are fired in your direction
- Not trap you or restrict your options for movement

Once in a hiding place, KEEP OUT the shooter.

- Blockade the door
- Silence your cell phone and electronic devices
- Turn off any source of noise (radios, TV)
- Hide behind large items
- Remain quiet. Remain calm
- Dial 911 if able (if you can’t speak, leave line open)

As a last resort, TAKE OUT the shooter.

- Act with physical aggression
- Throw items and improvise weapons
- Yell
- Commit to your actions

PASADENA CITY COLLEGE
RAVE ALERT SYSTEM

Pasadena City College offers an emergency alerting system using SMS messaging. Text messages are sent to a subscriber’s mobile devices communicating critical campus updates in real-time to students, faculty and staff. RAVE is only used in emergency situations, and will not be used for non-emergency information.

For other Campus Safety and Emergency Operations Information log into the Pasadena City College Police and Safety Services link located at www.pasadena.edu or call Campus Police at 626-585-7684.
ACCESS TO CAMPUS FACILITIES 20 U.S.C. 1092 (f)(1)(B)

All Pasadena City College campuses are patrolled by Police & Safety 24 hours a day, 7 days a week with additional monitoring provided by security surveillance cameras strategically placed on all college properties.

Many campus rooms and areas are protected by intrusion alarms. Before entering such areas, PCC Police & Safety dispatch must be notified at (626) 585-7484.

All PCC students and staff members have been issued identification cards for access to certain facilities and services on campus. You may be asked by a campus representative or PCC Police to produce your Lancer Card identification or DMV issued identification if there is a question about your authorization to be in a specific area. Most buildings are open from 6:30 a.m. to 10:30 p.m., Monday through Friday. Buildings are opened on an “as needed” basis on weekends and holidays as published in the Room Reservation Schedule prepared by the Campus Use office (626) 585-7233.

Pasadena City College does not have residential housing on its campuses. Overnight parking is prohibited on all District Campuses without prior authorization from the PCC Police & Safety.

Staff and faculty with college related business and proper identification may be granted entrance by PCC Police to college facilities daily between the hours of 5:00 a.m. and 12:00 a.m.

To gain access to college facilities after hours or during “closed” periods, a Building Entry Permit must be obtained from the Division Dean or Director responsible for the area.

Exceptions

Students will not be permitted access to district facilities after hours without direct staff supervision and a Building Entry Permit.

It is the responsibility of those who use rooms, offices, and other areas on campus to lock doors, turn off lights and equipment/computers, and close windows before leaving the room.

PCC Police & Safety patrol areas of the campus 24 hours a day, 7 days a week. However, primary responsibility for security of an area rests with the user.

STAFF AND FACILITY KEYS

Keys are provided to individual staff members on a need-to-enter basis, as determined by the appropriate supervisor. Lost keys must be reported immediately to your supervisor and to PCC Police & Safety Services.

Keys must never be loaned to other staff members or students. PCC Police may confiscate any keys which have not been specifically issued to a particular individual. Duplication and unlawful possession of college keys is a misdemeanor.

Security Considerations and Maintenance

Parking lots, pedestrian walkways and building exteriors on all campuses are well lighted. Police & Safety Services partners closely with Facilities Services and conducts regular surveys throughout the campuses to identify necessary repairs.

Campus shrubbery, trees and other vegetation are trimmed and maintained on a regular basis with special attention given to walkways. Facilities Services encourages prompt reporting by our campus community at (626) 585-7277 of any defective building equipment or unsafe facilities problem for repair. Police personnel regularly test the emergency phones, and conduct periodic lighting surveys. Custodians inspect their respective work areas to ensure lights are working, doors that should be locked are locked, and unauthorized persons are reported to PCC Police & Safety Services.
PCC Police & Safety Services regularly conducts crime analysis as part of an ongoing effort to identify crime patterns and to address specific crime issues. PCC Police & Safety will also conduct a security survey when an area is reconfigured, remodeled, or constructed; and when requested by the appropriate administrator.

**COLLEGE PROPERTY**

No college property may be removed from the campus without written permission from the Division Dean or area supervisor. Unauthorized removal of college property from the campus is a violation of the law and is subject to prosecution.
- Red lines indicate public property
AED LOCATIONS

- Sports Medicine – GM-111
- Police and Safety – B-210
- Student Health Services – D-106
- Swimming Pool First Aid Rm. – LP
- Administration – CEC-102B
- Child Development Center – CDC
- Dental Hygiene – R512
- Dental Assisting – R502
- Science Village – SV6
- SV6 Field Trips